

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
Wednesday, May 15, 2019, 6:30 PM

1. ROLL CALL & CALL TO ORDER
 - A. Swearing in of Newly Elected Board Members
 - B. Signing of Oaths of Office
 - C. Election of New Officers
 - D. Appointments to Board Committees
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. PRESENTATION BY ADULT & YOUTH SERVICES STAFF ON FIGHT TO INTEGRATE DEERFIELD
4. APPROVAL OF MINUTES
 - A. April 17, 2019 Regular Meeting (ACTION)
 - B. April 17, 2019 Executive Session Meeting (ACTION)
5. TREASURER REPORT
 - A. Financials: Balance Sheet, Revenues & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
 - A. July 4 Parade
8. OLD BUSINESS
 - A. Collaborative Work Space Update: Bidding Update
9. NEW BUSINESS
 - A. Policy Committee: Petitioning Policy Update (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: June 19, July 17 at 6:30 p.m.

*All topics on the agenda are potential action items.



Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

Board Treasurer

sethschriftman <sethschriftman@gmail.com>

Fri, Apr 12, 2019 at 2:03 PM

To: Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

Amy,

This is my email to let you and the Board know that I would like to continue as board treasurer for the next Board year.

Thanks!

Seth

Sent via the Samsung Galaxy S8+, an AT&T 4G LTE smartphone



Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

Re: Board Offices

Maureen Wener <wenerm@yahoo.com>

Wed, Apr 17, 2019 at 3:16 PM

To: Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

I will stay on as secretary unless Ken does not want to be president again. If someone else is interested lmk---no need to be "running" against another.

Sent from my iPhone



Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

Re: Board Offices

Ken Abosch <ken.abosch@aon.com>

Wed, Apr 17, 2019 at 3:25 PM

To: Amy Falasz-Peterson <afalasz-peterson@deerfieldlibrary.org>

Hi Amy,

I would like to run for President for one more term and am notifying you of my interest.

Ken

[Quoted text hidden]

Deerfield Public Library

List of Board of Trustees

As of 6/20/2018

Committees:

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

Board Members:

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

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

BUILDING

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

BOARD RELATIONS

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

FINANCE

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

HUMAN RELATIONS

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

LONG RANGE PLANNING - COMMITTEE OF THE WHOLE

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

MEMORIALS COMMITTEE

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

POLICY COMMITTEE

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
April 17, 2019**

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, Mike Goldberg, Luisa Ellenbogen, Kyle Stone and Howard Handler.

Village Liaison: Mr. Bill Seiden

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

Friends of the Library: Joann Carbine

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

3. APPROVAL OF MINUTES

A. March 20, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the March 20, 2019 Regular Session Meeting minutes, seconded by Mr. Mike Goldberg.

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

1 Abstain: Kyle Stone

The motion was approved.

B. March 20, 2019 Executive Session Meeting (ACTION)

MOTION: Mr. Howard Handler made a motion to approve the March 20, 2019 Executive Session Meeting minutes, seconded by Mr. Goldberg.

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

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

MOTION: Mr. Abosch made a motion to approve the March Financials, seconded by Mr. Goldberg.

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

The motion was approved.

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

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

-Electronic Payments, 4 ACHs, WinTrust \$ 126.65

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-Petty Cash Checks 648, 651-654, Bank Financial	\$ 117.87
-AP Checks 10825-10886, 12 ACHs, WinTrust	<u>\$ 76,526.65</u>
The total amount presented for approval	\$ 76,771.17

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

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

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Report.

6. FRIENDS OF THE LIBRARY REPORT

At 6:56 p.m. Ms. Joann Carbine arrived. Ms. Carbine stated that the Friends had a membership drive last Saturday to raise awareness for the organization. Two new people signed up. The Friends have 75 members right now and would like over 100 at the end of the year. The Friends are also looking for new Board Members. Mr. Abosch stated he hopes all of our current Board Members are Friends of the Library.

7. LIBRARY DIRECTOR'S REPORT

A. Officer Interest

Ms. Amy Falasz-Peterson discussed our current officers have expressed interest again this year. The officer elections are held at the May meeting.

B. July 4 Parade

Mr. Schriftman, Mr. Goldberg, Ms. Luisa Ellenbogen and Ms. Maureen Wener expressed interest in attending the July 4 Parade. The Library will distribute candy again this year.

Ms. Falasz-Peterson discussed the FID program on March 12. Adult Services staff decided to keep up the FID exhibit up this year.

Ms. Wener asked about the Instagram issue after the Drag Queen Story Hour. Ms. Falasz-Peterson explained. Ms. Wener said if the Library ever does a similar program that we should have staff monitor at night.

Mr. Handler asked if there guidance on how to police social media. Ms. Falasz-Peterson stated she'll investigate.

Ms. Ellenbogen had a clarifying question regarding the library stats. Ms. Falasz-Peterson explained. Ms. Ellenbogen complimented the Teen Homework Help resource. Her daughter is in 9th grade and said it was very helpful.

8. OLD BUSINESS

A. Collaborative Workspace Update: CM Contract with W.B. Olson (ACTION)

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Ms. Falasz-Peterson discussed the CM Contract was sent out to the Board yesterday. W.B. Olson will act as CM At Risk.

MOTION: Mr. Abosch made a motion to approve the Contract for Construction Management Services between the Library and W.B. Olson. Inc. in substantially the same form as presented to the Board and authorizes the President to execute the contract after receipt of the final contract fully executed by W.B. Olson. Inc. Seconded by Mr. Stone.

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

Abstain: Howard Handler

The motion was approved.

9. NEW BUSINESS

A. Non-Resident Fee Card Participation (ACTION)

MOTION: Mr. Goldberg made a motion to continue the non-resident fee card participation, seconded by Mr. Schriftman.

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

The motion was approved.

B. Motion Based on Executive Session (ACTION)

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

At 8:43 p.m., Mr. Goldberg made a motion to move into Executive Session to discuss the self-evaluation and compensation of the Library Director. Seconded by Mr. Schriftman.

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

The motion was approved.

11. OTHER

12. ADJOURNMENT

The Board resumed open session at 8:43 p.m.

MOTION: Mr. Schriftman made a motion to approve an increase in Amy Falasz-Peterson's compensation by 4.25% to a new annual base salary of \$129,822 to be effective May 1, 2019. Ms. Wener seconded.

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

The motion was approved.

At 8:44 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of April 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	318,280.07
11200 Payroll - WinTrust	161,757.61
11300 E-Pay - WinTrust	14,237.68
11400 Deposits - Bank Financial	17,128.53
11500 Petty Cash - Bank Financial	2,205.56
11600 Max-Safe Wintrust	376,411.82
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	890,595.27
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,879,368.45
14110 PMA General Fund	1,765,451.00
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	4,644,933.77
Total Bank Accounts	\$5,535,529.04
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	4,386,500.00
15110 Property Tax Receivable - 2011A	363,330.00
15115 Property tax receivable -2013A	0.00
15121 Property Tax Receivable - 2013	364,301.00
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	141,048.13
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	\$5,255,183.93
Total Current Assets	\$10,790,712.97
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00

	TOTAL
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-3,746,212.00
Total 19000 Capital Assets	11,200,698.12
Total Fixed Assets	\$11,200,698.12
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	0.00
Total Other Assets	\$945,981.74
TOTAL ASSETS	\$22,937,392.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	55,171.88
Total Accounts Payable	\$55,171.88
Credit Cards	
20000 Credit Cards Payable	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	11,406.90
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	-366.79
22370 ICMA	0.11
22380 Medical/Health	-12,532.15
22385 Dental	-1,347.20
22390 Life	-339.86
Total 22300 Withholdings	-13,821.34
Total 22000 Payroll Liabilities	-2,414.04
22395 FSA Payable	-3,505.30

	TOTAL
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	25,336.12
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	25,336.12
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,386,500.00
Total 25000 Deferred Inflows of Resources	4,415,997.44
25110 Unearned Property Taxes-2011a	726,210.00
25120 Unearned Prop Taxes -20132	1,421.00
25902 Unearned Impact Fee - AMLI Proj	0.00
26300 Net Pension liability	1,490,392.00
29000 Due To Other Activity Bank Acct	0.00
Total Other Current Liabilities	\$6,653,437.22
Total Current Liabilities	\$6,708,609.10
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	88,352.75
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	7,862,418.00
Total 26000 Noncurrent Liabilities	8,056,503.75
Total Long-Term Liabilities	\$8,056,503.75
Total Liabilities	\$14,765,112.85
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,911,754.24
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	-7,862,418.00
Total 33000 Investment in Capital Assets	4,837,112.12
Net Income	-1,086,117.23
Total Equity	\$8,172,279.98
TOTAL LIABILITIES AND EQUITY	\$22,937,392.83

Deerfield Public Library
 BUDGET VS. ACTUALS: AS OF 4/30/19
 January - April, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	216,210.60	4,387,720.00	-4,171,509.40	4.93 %
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	
Total 41000 Taxes	216,210.60	5,140,351.26	-4,924,140.66	4.21 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	15,363.62	50,000.00	-34,636.38	30.73 %
42200 Non-Resident Fees	57.30	7,000.00	-6,942.70	0.82 %
42300 Printing/Copying Fees	3,446.79	8,000.00	-4,553.21	43.08 %
Total 42000 Fees & Fines	18,867.71	65,000.00	-46,132.29	29.03 %
43000 Investment Income				
43100 Interest - General	15,082.95	15,000.00	82.95	100.55 %
43200 Interest - Reserve	13,454.60	30,000.00	-16,545.40	44.85 %
Total 43000 Investment Income	28,537.55	45,000.00	-16,462.45	63.42 %
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	
Total 44100 State Grant		15,000.00	-15,000.00	
Total 44000 Grants		15,000.00	-15,000.00	
45000 Gifts and Contributions				
45100 General Donations	36.77	500.00	-463.23	7.35 %
45500 Friends Contributions		10,000.00	-10,000.00	
Total 45100 General Donations	36.77	10,500.00	-10,463.23	0.35 %
Total 45000 Gifts and Contributions	36.77	10,500.00	-10,463.23	0.35 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	401.54	500.00	-98.46	80.31 %
49065 Sale of Surplus Materials		500.00	-500.00	
Total 49000 Miscellaneous Revenue	401.54	1,000.00	-598.46	40.15 %
Total Income	\$264,054.17	\$5,276,851.26	\$ -5,012,797.09	5.00 %
GROSS PROFIT	\$264,054.17	\$5,276,851.26	\$ -5,012,797.09	5.00 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	643,117.90	2,223,828.00	-1,580,710.10	28.92 %
51200 FICA	47,110.24	170,099.00	-122,988.76	27.70 %
51300 Health/Misc Benefits	82,369.19	347,159.00	-264,789.81	23.73 %
51400 Pension Contribution	56,565.43	242,382.00	-185,816.57	23.34 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51500 Other Benefits	2,101.54	9,752.00	-7,650.46	21.55 %
51600 Staff Enrichment	2,068.15	5,000.00	-2,931.85	41.36 %
Total 51000 Personnel Expenses	833,332.45	2,998,220.00	-2,164,887.55	27.79 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	14,270.73	55,000.00	-40,729.27	25.95 %
52200 Facility Equipment Maintenance	32,172.04	45,000.00	-12,827.96	71.49 %
52300 Exterior Building Maintenance	8,647.47	10,000.00	-1,352.53	86.47 %
52400 Utilities				
52410 Water	1,284.76	3,000.00	-1,715.24	42.83 %
52430 Telephone - Voice	6,441.90	15,000.00	-8,558.10	42.95 %
52440 Data Lines	13,495.21	28,000.00	-14,504.79	48.20 %
Total 52400 Utilities	21,221.87	46,000.00	-24,778.13	46.13 %
52500 Minor Furnishings & Equipment	1,729.81	25,000.00	-23,270.19	6.92 %
Total 52000 Facility Expenses	78,041.92	181,000.00	-102,958.08	43.12 %
53000 Library Materials				
53100 Periodicals	3,299.57	20,000.00	-16,700.43	16.50 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	17,603.23	55,000.00	-37,396.77	32.01 %
53222 Books-Adult Fiction	24,644.02	76,500.00	-51,855.98	32.21 %
Total 53200 Adult Materials-Books	42,247.25	131,500.00	-89,252.75	32.13 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	24,212.24	80,000.00	-55,787.76	30.27 %
53340 Audio Visual - Youth	7,088.04	22,500.00	-15,411.96	31.50 %
Total 53300 Audio Visual Materials	31,300.28	102,500.00	-71,199.72	30.54 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	30,099.92	70,000.00	-39,900.08	43.00 %
53550 Literacy Support - Youth	741.52	2,500.00	-1,758.48	29.66 %
Total 53400 Youth Materials-Books	30,841.44	72,500.00	-41,658.56	42.54 %
53501 Electronic Resources				
53500 E-Resources	157,322.49	235,000.00	-77,677.51	66.95 %
Total 53501 Electronic Resources	157,322.49	235,000.00	-77,677.51	66.95 %
53600 Non-Traditional Resources	523.63	10,000.00	-9,476.37	5.24 %
Total 53000 Library Materials	265,534.66	571,500.00	-305,965.34	46.46 %
54000 Library Programs				
54100 Admin Programs	1,001.54	4,000.00	-2,998.46	25.04 %
54150 Outreach Programs	448.43	2,500.00	-2,051.57	17.94 %
54210 Adult Programs	9,312.33	22,000.00	-12,687.67	42.33 %
54400 Youth Programs	6,573.46	25,000.00	-18,426.54	26.29 %
Total 54000 Library Programs	17,335.76	53,500.00	-36,164.24	32.40 %
55000 Automation				
55350 Software & Licenses	59,846.20	190,000.00	-130,153.80	31.50 %
55360 IT Automation Support	35,505.46	85,000.00	-49,494.54	41.77 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	9,002.35	135,000.00	-125,997.65	6.67 %
Total 55400 New Projects/equip	9,002.35	135,000.00	-125,997.65	6.67 %
Total 55000 Automation	104,354.01	410,000.00	-305,645.99	25.45 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56000 Professional/Contractual Svcs				
56009 Other Office Support	1,715.78	15,000.00	-13,284.22	11.44 %
56100 Insurance		50,000.00	-50,000.00	
56200 Postage	1,877.03	8,500.00	-6,622.97	22.08 %
56300 Professional Printing Services	4,250.50	24,000.00	-19,749.50	17.71 %
56500 Professional Admin Services	9,362.60	25,000.00	-15,637.40	37.45 %
56550 Cataloging Service	1,992.18	34,000.00	-32,007.82	5.86 %
56555 Professional Outreach Services	2,893.00	5,000.00	-2,107.00	57.86 %
Total 56500 Professional Admin Services	14,247.78	64,000.00	-49,752.22	22.26 %
56700 Travel for Library Services	104.84	1,500.00	-1,395.16	6.99 %
Total 56000 Professional/Contractual Svcs	22,195.93	163,000.00	-140,804.07	13.62 %
56400 Supplies				
56410 General Office/Operating Supplies	2,932.42	16,000.00	-13,067.58	18.33 %
56420 Processing Supplies	13,751.88	13,000.00	751.88	105.78 %
Total 56400 Supplies	16,684.30	29,000.00	-12,315.70	57.53 %
57000 Training/Development Expenses				
56600 Dues & Memberships	1,997.00	8,000.00	-6,003.00	24.96 %
57100 Training & Education	7,273.74	25,000.00	-17,726.26	29.09 %
57200 Training Travel	2,148.63	10,000.00	-7,851.37	21.49 %
Total 57000 Training/Development Expenses	11,419.37	43,000.00	-31,580.63	26.56 %
Total 50000 General Expenses	1,348,898.40	4,449,220.00	-3,100,321.60	30.32 %
61000 Capital Expenses				
61100 Facility Improvements	1,273.00	400,000.00	-398,727.00	0.32 %
Total 61000 Capital Expenses	1,273.00	400,000.00	-398,727.00	0.32 %
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	
Total 70000 Debt Service		727,631.26	-727,631.26	
Total Expenses	\$1,350,171.40	\$5,576,851.26	\$ -4,226,679.86	24.21 %
NET OPERATING INCOME	\$ -1,086,117.23	\$ -300,000.00	\$ -786,117.23	362.04 %
NET INCOME	\$ -1,086,117.23	\$ -300,000.00	\$ -786,117.23	362.04 %

Deerfield Public Library
Financial Variance Report
For the Month of April 2019

Presented at the Regular Board Meeting – May 15, 2019

April completes the fourth month of the 2019 Fiscal Year. The benchmark used to evaluate financial activity year to date is 33%.

GENERAL OPERATIONS – REVENUES

By the end of April, the Library received 216,211 in property tax distributions, which is 4% of the annual budget. The Library has collected 18,868 in Charges for Services, which is 29% of the annual budget. The Library received a Total Income of 264,054 or 5% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of April, the Personnel Expense is 833,332 or 28% of the annual budget. The Facility Expense is 78,042 or 43% of the annual budget. The Library Materials Expense is 265,535 or 46% of the annual budget. The Library Program Expense is 17,336 or 32% of the annual budget. The Automation Expense is 104,354 or 25% of the annual budget. The Professional/Contractual Services Expense is 22,194 or 14% of the annual budget. The Supplies Expense is 16,684 or 58% of the annual budget. The Training/Development Expense is 11,419 or 27% of the annual budget. The Facility Improvement Expense is 1,273 or less than 1% of the annual budget. Total Library Expenses is 1,350,171 or 24% 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: 04/30/19

PMA Financial Network

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	\$229,021.89	\$229,021.89	
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
Subtotal -->							\$1,799,787.20	\$1,765,451.00	

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	\$367,051.50	\$367,051.50	
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
Subtotal -->							\$2,905,899.53	\$2,879,368.45	

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

4944

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

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

5821

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

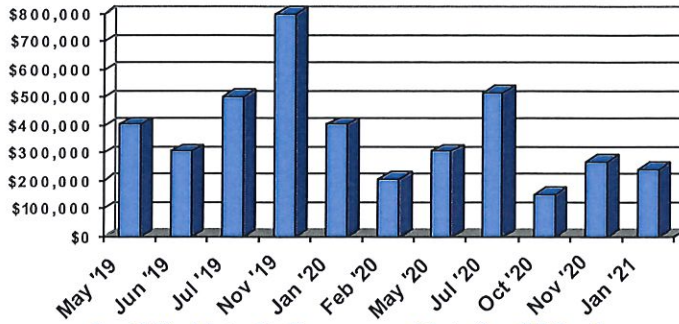
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$4,705,801.05 \$4,644,933.77

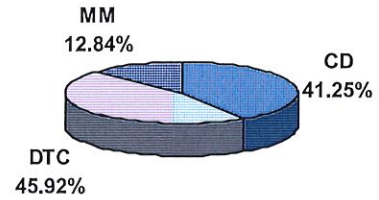
Time and Dollar Weighted Portfolio Yield: 2.619 %

Weighted Average Portfolio Maturity: 271.81 Days

MM: 12.84%
 CD's: 41.25%
 CDR's: 0.00%
 DTC: 45.92%
 CP: 0.00%
 SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

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

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on May 15, 2019**

Summary						
Wintrust-E-Pay Deposit 8926 - 4 ACHs						126.97
Bank Financial-Petty Cash Checks 1537- PC Ck, #655 - 661						251.04
Wintrust-General AP 2997, Check #s 10887 - 10957, 12 ACHs						108,694.89
Total payments to approve						109,072.90
Date	Num	Vendor	Memo		Amount	Account Description
Wintrust E-Pay Deposit 8926						
05/06/2019	ACH	American Express Govt Svcs	Merchant CC Fees - May 2019		0.22	Other Office Support
05/03/2019	ACH	Chase Paymentech	Merchant CC Fees - May 2019		35.85	Other Office Support
05/03/2019	ACH	Chase Paymentech	Merchant CC Fees - May 2019		30.95	Other Office Support
05/03/2019	ACH	PayPal, Inc.	Merchant CC Fees - May 2019		59.95	Other Office Support
Total E-Pay Deposit Amount						126.97
Bank Financial Petty Cash Checks 1537						
04/09/2019	655	Nina Michael	Teen Advisory Board & Teen Programs - Food		53.21	Youth Programs
04/10/2019	656	Melissa Stoeger	KissCon 4/5/19 Mileage & Parking Reimbursement - Stoeger		52.76	Training Travel
04/04/2019	657	Claire Steiner	Notecards & Pens		25.45	Adult Programs
04/22/2019	658	Hall Pass	Background Check - Vokolos		6.00	Other Office Support
04/23/2019	659	Chase Sachs	Soviet Propaganda Posters Program Supplies		57.62	Adult Programs
04/26/2019	660	Judy Hoffman	Deerfield Area Historical Society Annual Dinner Registration 4/25/19 - Hoffman, Jamieson		50.00	Training & Education
05/07/2019	661	Hall Pass	Background Check - Reducindo		6.00	Other Office Support
Total Petty Cash Checks Amount						251.04
Wintrust-General AP 2997						
04/18/2019	10887	Anderson Pest Solutions	Pest Management - April 2019		67.98	Interior Facility Maintenance
04/18/2019	10888	Apple Books	Acquisitions for Books - April 2019		474.76	Books - Youth & Teens
04/18/2019	10889	Deerfields Bakery	National Library Week 4/7-4/13/19 Visits to Schools, Preschools - Refreshments		119.90	Outreach Programs
04/18/2019	10890	Demco, Inc.	Classification Labels (500)		9.99	Processing Supplies
04/18/2019	10891	Findaway World LLC	Acquisitions for AV - April 2019	79.99		AV - Youth
		Findaway World LLC	Acquisitions for AV - April 2019	50.99		AV - Youth
sub-total					130.98	
04/18/2019	10892	First Bank Mastercard	Falasz-Peterson CC Charges - March 2019	461.75		Admin - 4734
			DeCorrevont CC Charges - March 2019	396.24		Business Office - 1381
			Owen CC Charges - March 2019	1,104.08		Info Technology (IT) - 1158
			Keaton CC Charges - March 2019	9.97		Facilities - 1382
			Suzuki CC Charges - March 2019	647.13		Patron Svc-7222
			Skittino CC Charges - March 2019	30.00		Support Services - 4206
			Steiner CC Charges - March 2019	428.54		Adult Services - 1931
			Anthony CC Charges - March 2019	558.54		Youth Services - 6162
			Palecek CC Charges - March 2019	271.74		Adult Prog Coord - 7013
			Henry CC Charges - March 2019	484.06		Youth Coord - 9533
sub-total					4,392.05	
04/18/2019	10893	Gale/Cengage Learning	eBooks - April 2019		182.88	E-Resources
04/18/2019	10894	Greenhaven Publishing	Acquisitions for Books - April 2019		163.80	Books - Youth & Teens
04/18/2019	10895	Hoopla	Subscription - March 2019	3,757.93		E-Resources
		Hoopla	Subscription - February 2019	3,323.27		E-Resources
sub-total					7,081.20	
04/18/2019	10896	IL Department of Innovation & Technology	Staff Internet Services thru 3/31/2019		450.00	Data Lines
04/18/2019	10897	Lechner and Sons	Lobby Mats 4/9/19		87.10	Interior Facility Maintenance
04/18/2019	10898	LIMRICC-U CGA	Unemployment Insurance Consortium - 2019 Q1		1,605.67	Other Benefits
04/18/2019	10899	Madeline Dahlman	Book Discussion on 6/13/19		200.00	Adult Programs
04/18/2019	10900	Premium Concepts, Inc.	Fidget Spinners for Read Without Boundaries Program Giveaways		236.81	Adult Programs

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on May 15, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
04/18/2019	10901	Product Architecture + Design	Construction Documents for Collaborative Workspace	4,035.00	Professional Admin Services
04/18/2019	10902	Sikich LLP	StorageCraft Cloud Storage - February 2019	400.00	Software & Licenses
		Sikich LLP	StorageCraft Cloud Storage - March 2019	400.00	Software & Licenses
		Sikich LLP	Automation Support for Servers & Workstations - April 2019	5,830.07	IT Automation Support
		Sikich LLP	Automation Support for Servers & Workstations - May 2019	5,830.07	IT Automation Support
		Sikich LLP	Meraki Cloud Controller License Agreement: 6/29/19-6/28/20	1,680.00	Software & Licenses
			sub-total	14,140.14	
04/18/2019	10903	Image Systems & Business Solutions, LLC	Base Rate 4/19/19-7/18/19; BW & Color Copies Usage 1/19/18-4/18/19	1,966.19	IT Automation Support
04/18/2019	10904	OverDrive, Inc.	eBooks - April 2019	6,153.75	E-Resources
05/15/2019	10905	Anderson Pest Solutions	Pest Management - May 2019	67.98	Interior Facility Maintenance
05/15/2019	10906	Apple Books	Acquisitions for Books - April 2019	1,061.20	Books - Youth & Teens
		Apple Books	Acquisitions for Books - April 2019	70.80	Books - Youth & Teens
		Apple Books	Acquisitions for Books - April 2019	17.99	Books - Youth & Teens
			sub-total	1,149.99	
05/15/2019	10907	Baker & Taylor 40015242	Acquisitions for Books & Processing Supplies - Acquisitions for Books - April 2019	159.38	Books-Adult Fiction; Books - Youth & Teens; Books - Adult Non-Fiction; Processing Supplies
05/15/2019	10908	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies - April 2019	369.64	Books-Adult Fiction; Processing Supplies
05/15/2019	10909	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - April 2019	4,526.52	Books - Adult Non-Fiction; Processing Supplies
05/15/2019	10910	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - April 2019	562.34	Books - Youth & Teens; Processing Supplies
05/15/2019	10911	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - April 2019	46.16	Books - Youth & Teens; Processing Supplies
05/15/2019	10912	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - April 2019	1,384.67	Books-Adult Fiction; Processing Supplies
05/15/2019	10913	Baker & Taylor L4304752 - Add Audiobooks	Acquisitions for AV, Books, & Processing Supplies - April 2019	174.60	AV - Adult; Books-Adult Fiction; Processing Supplies
05/15/2019	10914	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books & Youth Programs - April 2019	28.05	Books-Adult Fiction; Youth Programs
05/15/2019	10915	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - April 2019	5,332.39	Books - Youth & Teens; Processing Supplies
05/15/2019	10916	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - April 2019	4,473.35	Books-Adult Fiction; Processing Supplies
05/15/2019	10917	Baker & Taylor L535153-Aud Bks	Acquisitions for AV, Books, & Processing Supplies - April 2019	870.39	AV - Adult; AV - Youth; Processing Supplies
05/15/2019	10918	Baker Tilly Virchow Krause, LLP	Audit Services - 2018	3,000.00	Professional Admin Services
05/15/2019	10919	Best Quality Cleaning	Cleaning Service - May 2019	2,125.00	Interior Facility Maintenance
05/15/2019	10920	BMW Plumbing, Inc.	Serviced LL Faucet and Leaking UL Water Fountain on 4/10/19	221.00	Facility Equipment Maintenance
		BMW Plumbing, Inc.	Repair LL Water Fountain on 4/10/19	349.00	Facility Equipment Maintenance
		BMW Plumbing, Inc.	Repair Faucet in LL Men's Restroom on 4/22/19	788.00	Facility Equipment Maintenance
			sub-total	1,358.00	
05/15/2019	10921	Brimar LED LLC	Light Bulbs for Building (100)	583.50	Interior Facility Maintenance
05/15/2019	10922	Chicago Tribune	Print & Digital Subscription Renewal thru 11/25/19	325.00	Periodicals
05/15/2019	10923	Chris Fascione	Juggling Funny Stories Program on 5/11/19	400.00	Youth Programs
05/15/2019	10924	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - April 2019	1,223.31	IT Automation Support
05/15/2019	10925	Deerfield Area Historical Society	Membership Renewal	50.00	Dues & Memberships
05/15/2019	10926	Deerfield Golf Club	Deerfield Library Trivia Night 4/10/19	180.00	Adult Programs
05/15/2019	10927	Demco, Inc.	Wire Easels (85)	166.18	Minor Furnishings & Equipment
		Demco, Inc.	Patron Svcs Linkin Tape (24)	378.65	Processing Supplies
			sub-total	544.83	

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on May 15, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
05/15/2019	10928	Findaway World LLC	Acquisitions for AV - April 2019	251.70	AV - Youth
		Findaway World LLC	Acquisitions for AV - April 2019	144.47	AV - Youth
			sub-total		396.17
05/15/2019	10929	First Point Mechanical Services, LLC	AHU - 1 Repair on 3/28-4/4/19	3,123.43	Facility Equipment Maintenance
05/15/2019	10930	French Battlefields	The Airborne on D-Day Program on 6/6/19	150.00	Adult Programs
05/15/2019	10931	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	Facility Equipment Maintenance
05/15/2019	10932	Garvey's Office Products	Chair, Mesh Hi Back (1)	190.13	Minor Furnishings & Equipment
		Garvey's Office Products	Post-its, Copy Paper, Cardstock, Paperclips	195.35	General Office/Operating Supplies
			sub-total		385.48
05/15/2019	10933	Graphic Solutions, Inc.	Browsing Summer 2019 Design	1,333.00	Professional Outreach Services
05/15/2019	10934	Hoopla	Subscription - April 2019	3,403.99	E-Resources
05/15/2019	10935	HR Source	Membership Renewal	1,340.00	Dues & Memberships
05/15/2019	10936	IL Department of Innovation & Technology	Staff Internet Services thru 4/30/2019	450.00	Data Lines
05/15/2019	10937	Jamie Martin	Miss Jamie's Farm Program on 6/22/19	450.00	Youth Programs
05/15/2019	10938	Joseph Pieracci Electric Inc.	Serviced Motion Detector in Study Room on 4/15/19	148.00	Interior Facility Maintenance
05/15/2019	10939	Lake County Collector	RE: Tax Re: West Fork Drainage	35.10	Other Office Support
		Lake County Collector	RE: Tax Re: West Fork Drainage	48.50	Other Office Support
		Lake County Collector	RE: Tax Re: West Fork Drainage	34.20	Other Office Support
		Lake County Collector	RE: Tax Re: West Fork Drainage	41.80	Other Office Support
			sub-total		159.60
05/15/2019	10940	Landini Entertainment Productions, Inc.	SRP Kick-Off Day: Photo-Booth & Face Paint on 6/8/19 - Balance	807.50	Youth Programs
05/15/2019	10941	Lechner and Sons	Lobby Mats 4/23/19	87.10	Interior Facility Maintenance
		Lechner and Sons	Lobby Mats 5/7/19	87.10	Interior Facility Maintenance
			sub-total		174.20
05/15/2019	10942	Marcive, Inc.	Authority Processing - April 2019	61.98	Cataloging Service
05/15/2019	10943	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies, & Cataloging Service - April 2019	4,316.50	AV - Adult; AV - Youth; Processing Supplies; Cataloging Service
05/15/2019	10944	Midwest Tape 2000011435	Acquisitions for Processing Supplies - April 2019	39.99	AV - Adult
05/15/2019	10945	Milieu Design LLC	Updated Landscaping on South Wall - Balance	1,506.00	Exterior Building Maintenance
05/15/2019	10946	OverDrive, Inc.	eBooks - April 2019	6,786.91	E-Resources
		OverDrive, Inc.	eBooks - April 2019	2,413.11	E-Resources
			sub-total		9,200.02
05/15/2019	10947	Paper Roll Products	Receipt Paper for Patron Svcs (4)	68.95	General Office/Operating Supplies
05/15/2019	10948	Quill Corporation	3-Ring Binders, Tabs	39.90	General Office/Operating Supplies
		Quill Corporation	File Folders, Packing Tape, Scotch Tape	84.23	General Office/Operating Supplies
			sub-total		124.13
05/15/2019	10949	Scalambrino & Arnoff, LLP	Legal Fees - April 2019	160.00	Professional Admin Services
05/15/2019	10950	SE Inc.	Sidewalk Shoveling, Salting 4/14/19	195.10	Exterior Building Maintenance
05/15/2019	10951	Showcases	DVD Cases (400)	475.20	Processing Supplies
05/15/2019	10952	Sikich LLP	StorageCraft Cloud Storage - January 2019	400.00	Software & Licenses
05/15/2019	10953	State Industrial Products	Air Care Program	170.00	Interior Facility Maintenance
05/15/2019	10954	Stevens Chemical Company	Paper Towels, Toilet Paper, Cups, Soap, Sanitizer, Trash Liners	559.83	Interior Facility Maintenance
		Stevens Chemical Company	Drip Tray, Touch Free Dispenser	134.00	Interior Facility Maintenance
			sub-total		693.83
05/15/2019	10955	Swank Movie Licensing USA	Copyright Compliance Site License 5/1/19-4/30/20	641.00	E-Resources
05/15/2019	10956	Today's Business Solutions, Inc.	MYPC Agreement 6/21/19-6/20/20		IT Automation Support
05/15/2019	10957	Village of Deerfield	Fuel for Library Vehicle & Garage Fees	25.49	Facility Equipment Maintenance

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on May 15, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
04/22/2019	ACH	Amazon	Acquisitions for AV - April 2019	44.50	AV - Adult
			Light Bulb for Art Pieces	10.99	Adult Programs
			Program Supplies	45.85	Youth Programs
			Acquisitions for AV - April 2019	61.89	AV - Adult
			Cleaning Filament	12.99	New Projects / IT Equipment
			Microscope Slides for Discovery Kits	9.99	Books - Youth & Teens
			Patron Lamp	34.99	Minor Furnishings & Equipment
			Clamps for Patron Lamp	11.96	Minor Furnishings & Equipment
			Acquisitions for Books - April 2019	7.98	Books - Youth & Teens
			Acquisitions for AV - April 2019	57.66	AV - Adult
			Acquisitions for Books - April 2019	44.95	Books - Adult Non-Fiction
			Acquisitions for Books - April 2019	12.26	Books-Adult Fiction
			Acquisitions for AV - April 2019	56.95	AV - Adult
			Meeting Room AV Cables	52.99	New Projects / IT Equipment
			Acquisitions for Books - April 2019	12.26	Books-Adult Fiction
			Acquisitions for Books - April 2019	59.34	Books - Adult Non-Fiction
			Media Lab Bins	26.49	New Projects / IT Equipment
			Program Supplies	141.59	Youth Programs
			Program Supplies	43.60	Youth Programs
			Acquisitions for AV - April 2019	13.99	AV - Youth
			sub-total	763.22	
05/06/2019	ACH	Amazon	Building Laptop Charger	21.90	New Projects / IT Equipment
			Acquisitions for AV - April 2019 Refund	(2.50)	Books - Adult Non-Fiction
			Dividers	22.66	General Office/Operating Supplies
			IT Dry Erase Markers	6.94	New Projects / IT Equipment
			Desk Organizer	26.69	General Office/Operating Supplies
			Flower Program Supplies	8.68	Youth Programs
			Flower Program Supplies	21.19	Youth Programs
			Staff Bathroom Supplies	88.00	General Office/Operating Supplies
			Acquisitions for Books - April 2019	46.00	Books - Adult Non-Fiction
			Multi-Surface Wipes for YSD	33.99	General Office/Operating Supplies
			Plants for Patron Services	39.98	Minor Furnishings & Equipment
			Acquisitions for AV - April 2019 Refund	(10.05)	AV - Adult
			Plants for Patron Services	25.70	Minor Furnishings & Equipment
			Acquisitions for AV - April 2019	37.49	AV - Adult
			3D Printer Filament	23.88	New Projects / IT Equipment
			Acquisitions for AV - April 2019 Refund	(10.05)	AV - Adult
			Acquisitions for AV - April 2019 Refund	(10.05)	AV - Adult
			Program Supplies	43.14	Youth Programs
			Acquisitions for AV - April 2019	77.00	AV - Adult
			Carrying Cases for DVD Players	51.98	Non-Traditional Resources
			3D Printer Filament	19.99	New Projects / IT Equipment
			Acquisitions for AV - April 2019	59.99	AV - Adult
			Acquisitions for AV - April 2019	45.00	AV - Adult
			Acquisitions for Books - April 2019	184.80	Books - Youth & Teens
			Acquisitions for AV - April 2019	179.97	AV - Adult
			New LOT Items	112.31	Non-Traditional Resources
			Acquisitions for Books - April 2019	17.20	Books - Youth & Teens
			Acquisitions for Books - April 2019	17.72	Books - Youth & Teens
			Program Supplies	36.40	Youth Programs
			Acquisitions for AV - April 2019	119.75	AV - Adult
			New LOT Items	55.96	Non-Traditional Resources
			Acquisitions for AV - April 2019	62.56	AV - Adult
			sub-total	1,454.22	
05/23/2019	ACH	AT&T-847 945-3318 026 6	Voice Lines: 3/29/19-4/28/19	844.56	Telephone - Voice
05/23/2019	ACH	AT&T 847 945-3372-943-5	Data Lines: 3/29/19-4/28/19	540.29	Data Lines
05/11/2019	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 3/17/19-4/16/19	824.45	Telephone - Voice
05/11/2019	ACH	05/11/2019	Optiman Phone Data: 3/17/19-4/16/19	2,252.45	Data Lines

Deerfield Public Library
 Check Approval List
 For the Regular Board Meeting on May 15, 2019

Date	Num	Vendor	Memo	Amount	Account Description
05/04/2019	ACH	Comcast Cable	Patron Internet Service 3/16/19-4/15/19	127.94	Data Lines
04/25/2019	ACH	Discovery Benefits, Inc.	Discovery Benefits, Inc.	54.90	Other Benefits
05/06/2019	ACH	Google, Inc.	Google Apps - May 2019	458.06	Software & Licenses
05/01/2019	ACH	Heartland Payment Systems	Merchant CC Fees - May 2019	294.08	Other Office Support
05/01/2019	ACH	Village of Deerfield	Water & Sewer - March 2019	63.93	Water
05/01/2019	ACH	Village of Deerfield	Water & Sewer - March 2019	63.93	Water
			Total Wintrust-General AP 2997	108,694.89	
			Grand Total	109,072.90	

Deerfield Public Library
Credit Card Transactions by Account as of April 08, 2019
Presented for Approval May 2019

Date	Num	Name	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
04/08/2019	AD 3/26/19	Mail Chimp	E-Newsletter Mailing - March 2019	40.00	Outreach Programs
04/08/2019	AD 3/12/19	Bobby's Deerfield	FID Presenters & Staff Dinner 3/12/19	421.75	Admin Programs
Total for 20001 Admin - 4734				461.75	
20002 Business Office - 1381					
04/08/2019	BO 3/14/19	Postmaster (USPS)	Postage	22.40	Postage
04/08/2019	BO 3/15/19	American Library Association	Membership Renewal - Wener	120.00	Dues & Memberships
04/08/2019	BO 3/22/19	New Egg.com	Ink for Postage Machine	64.03	General Office/Operating Supplies
04/08/2019	BO 3/22/19	Signs.com	DPL Mission Sign (4)	77.29	Minor Furnishings & Equipment
04/08/2019	BO 3/29/19	Illinois Government Finance Officers Association	IGFOA Webinar - Top Considerations for Accounts Payable Controls 4/18/19	30.00	Training & Education
04/08/2019	BO 3/26/19	Gaylord Bros., Inc.	Archival Box (5)	82.52	General Office/Operating Supplies
Total for 20002 Business Office - 1381				396.24	
20003 Info Technology (IT) - 1158					
04/08/2019	IT 3/8/19	Playstation (Sony Entertainment Network)	Playstation Subscription	58.40	Software & Licenses
04/08/2019	IT 3/9/19	Nintendo	Nintendo Account for Youth	21.24	New Projects / IT Equipment
04/08/2019	IT 3/10/19	MCPProHosting	Minecraft Server	9.99	Software & Licenses
04/08/2019	IT 3/10/19	Adobe Systems Inc.	Staff Creative Cloud Subscription - March 2019	56.30	Software & Licenses
04/08/2019	IT 3/11/19	Ten One Design LLC	WiFi Porter	44.95	New Projects / IT Equipment
04/08/2019	IT 3/11/19	Nexcess Net	Web Hosting	29.85	Software & Licenses
04/08/2019	IT 3/20/19	Illinois Library Association	Marketing Forum Mini-Conference 4/5/19 - Phillips	20.00	Training & Education
04/08/2019	IT 3/20/19	Nintendo	Nintendo Account for Teen	37.18	New Projects / IT Equipment
04/08/2019	IT 3/22/19	Facebook, Inc.	DPL Marketing	250.00	New Projects / IT Equipment
04/08/2019	IT 3/22/19	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
04/08/2019	IT 3/22/19	PayPal, Inc.	Mini DV Camera	99.00	New Projects / IT Equipment
04/08/2019	IT 3/31/19	Facebook, Inc.	DPL Marketing	141.17	New Projects / IT Equipment
04/08/2019	IT 4/1/19	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
04/08/2019	IT 4/3/19	Rise Vision	Digital Signage	19.00	Software & Licenses
04/08/2019	IT 4/4/19	POSGuys.com	Receipt Printer	265.00	New Projects / IT Equipment
Total for 20003 Info Technology (IT) - 1158				1,104.08	
20004 Facilities - 1382					
04/08/2019	FC 3/27/19	Home Depot	Paint Rollers	9.97	Interior Facility Maintenance
Total for 20004 Facilities - 1382				9.97	
20005 Patron Svc-7222					
04/08/2019	PS 3/18/19	Walgreens	Food - Patron Svcs Dept Meeting 3/18/19	17.99	Staff Enrichment
04/08/2019	PS 3/18/19	Cafe Zupas	Food - Patron Svcs Dept Meeting 3/18/19	96.46	Staff Enrichment
04/08/2019	PS 3/19/19	Cafe Zupas	Food - Patron Svcs Dept Meeting 3/19/19	82.68	Staff Enrichment
04/08/2019	PS 4/4/19	Illinois Library Association	Reaching Forward Conference Registration 5/3/19 - Alcantar, Rosen, & Kolman	450.00	Training & Education
Total for 20005 Patron Svc-7222				647.13	
20006 Support Services - 4206					
04/08/2019	SS 4/2/19	LACONI, Inc.	Tech Services: Weeding & Collection Maintenance 5/16/19 - Skittino	30.00	Training & Education
Total for 20006 Support Services - 4206				30.00	

Deerfield Public Library
Credit Card Transactions by Account as of April 08, 2019
Presented for Approval May 2019

Date	Num	Name	Memo	Amount	Account Description
20007 Adult Services - 1931					
04/08/2019	AS 3/7/19	American Library Association	Conference Registration 6/20-6/25/19 - Jamieson	335.00	Training & Education
04/08/2019	AS 3/11/19	Hulu	Subscription for Roku - March 2019	11.99	E-Resources
04/08/2019	AS 3/18/19	Hulu	Subscription for Roku - March 2019	11.99	E-Resources
04/08/2019	AS 3/11/19	Hulu	Subscription for Roku - March 2019	11.99	E-Resources
04/08/2019	AS 3/14/19	Netflix	Subscription - March 2019	13.99	E-Resources
04/08/2019	AS 3/12/19	Hulu	Subscription for Roku - March 2019	11.99	E-Resources
04/08/2019	AS 3/30/19	Netflix	Subscription - April 2019	13.99	E-Resources
04/08/2019	AS 4/1/19	The New York Times	Large Type Weekly Subscription 3/11-4/7/19	17.60	Periodicals
Total for 20007 Adult Services - 1931				428.54	
20008 Youth Services - 6162					
04/08/2019	YS 3/13/19	Walgreens	Food - Youth Svcs Dept Meeting 3/13/19	31.32	Training & Education
04/08/2019	YS 3/14/19	Demco, Inc.	Book Stops (32), Flat Label Holders (32)	185.78	Minor Furnishings & Equipment
04/08/2019	YS 3/15/19	Spotify	Subscription for iPads - March 2019	14.99	Youth Programs
04/08/2019	YS 3/12/19	Terrapin Software	Bee-bots for Discovery Kits (2)	254.90	Non-Traditional Resources
04/08/2019	YS 3/20/19	Container Store	Clear Tote (8)	61.51	General Office/Operating Supplies
04/08/2019	YS 3/21/19	Container Store	Clear Tote (8) - Tax Refund	(5.59)	General Office/Operating Supplies
04/08/2019	YS 4/3/19	Whole Foods	Food - Youth Svcs Dept Meeting 4/3/19	15.63	Training & Education
Total for 20008 Youth Services - 6162				558.54	
20010 Adult Prog Coord - 7013					
04/08/2019	APC 3/8/19	Amazon	Acquisitions for Kindle Books - March 2019	6.98	E-Resources
04/08/2019	APC 3/8/19	Amazon	Acquisitions for Kindle Books - March 2019	13.97	E-Resources
04/08/2019	APC 3/8/19	Amazon	Acquisitions for Kindle Books - March 2019	14.97	E-Resources
04/08/2019	APC 3/17/19	Amazon	Acquisitions for Kindle Books - March 2019	14.99	E-Resources
04/08/2019	APC 3/18/19	Amazon	Acquisitions for Kindle Books - March 2019	9.99	E-Resources
04/08/2019	APC 3/18/19	Amazon	Acquisitions for Kindle Books - March 2019	10.99	E-Resources
04/08/2019	APC 3/18/19	Amazon	Acquisitions for Kindle Books - March 2019	12.99	E-Resources
04/08/2019	APC 3/18/19	Amazon	Acquisitions for Kindle Books - March 2019	12.99	E-Resources
04/08/2019	APC 3/18/19	Amazon	Acquisitions for Kindle Books - March 2019	12.99	E-Resources
04/08/2019	APC 3/18/19	Amazon	Acquisitions for Kindle Books - March 2019	12.99	E-Resources
04/08/2019	APC 3/17/19	Amazon	Acquisitions for Kindle Books - March 2019	13.99	E-Resources
04/08/2019	APC 3/17/19	Amazon	Acquisitions for Kindle Books - March 2019	13.99	E-Resources
04/08/2019	APC 3/18/19	Amazon	Acquisitions for Kindle Books - March 2019	14.99	E-Resources
04/08/2019	APC 3/20/19	Starbucks	Gift Cards for Reading Without Boundaries Giveaways	50.00	Adult Programs
04/08/2019	APC 3/30/19	Roti	Annuity Programmer Lunch 3/30/19	22.61	Adult Programs
04/08/2019	APC 4/1/19	Office Max/Office Depot	Reading Without Boundaries Program Supplies	32.31	Adult Programs
Total for 20010 Adult Prog Coord - 7013				271.74	
20012 Youth Coord - 9533					
04/08/2019	YC 3/19/19	Party City	Homeschool Program Supplies	12.00	Youth Programs
04/08/2019	YC 3/19/19	Jewel-Osco	Homeschool Program Supplies	1.67	Youth Programs
04/08/2019	YC 3/21/19	Marriott Hotel & Resorts	IL Youth Services Institute 3/20-3/21/19 Hotel - Henry	4.98	Training Travel
04/08/2019	YC 3/22/19	Marriott Hotel & Resorts	IL Youth Services Institute 3/20-3/21/19 Hotel - Henry	152.32	Training Travel
04/08/2019	YC 3/26/19	3DuxDesign	Homeschool Program Supplies	168.01	Youth Programs
04/08/2019	YC 3/28/19	Staples	Homeschool Program Supplies	8.13	Youth Programs
04/08/2019	YC 4/1/19	Bear Paw Creek LLC	Homeschool Program Supplies	85.00	Youth Programs
04/08/2019	YC 4/4/19	Brown Dog Gadgets	Bristlebot Kits	51.95	Youth Programs
Total for 20012 Youth Coord - 9533				484.06	
Total for 20000 Credit Cards Payable				4,392.05	

Director's Report May 2019

FYI

- Congratulations to our recently re-elected trustees, Mike Goldberg and Howard Handler. David Fitzgerald from the Village will administer the oath of office at the beginning of this meeting.
- At the May meeting, the Board will elect their officers for the upcoming year and assign committees. The current committee list is included in the packet. Please review the list and offer suggestions.
- The DPL Board of Trustees will be at the Farmers Market on **September 7**. This is also the day that the Friends of the Library will have a booth. Please let me know if you'd like to work the booth. We will have a strong DPL presence that morning!
- Kary Henry and Dylan Zavagno will present on our partnership with Caruso Middle School on the Fight to Integrate Deerfield (FID) project. There will several Caruso students that will be presenting with Kary and Dylan at this meeting.
- The monthly statistics report will be distributed at the meeting.
- In April, we received one FOIA request for the Better Government Association. We receive this request annually for salary information.

Interesting Articles on Current Library Related Trends

Interesting article that may be of interest for review:

- <https://www.chicagotribune.com/news/local/breaking/ct-met-chicago-tool-library-20190415-story.html> This is an example of the different types of non-traditional items that libraries check out.
- <https://www.fastcompany.com/90340706/the-notre-dame-fires-ashes-could-be-used-to-3d-print-its-new-gargoyles> After the Notre Dame fire, a Dutch company offered to recreate the iconic gargoyles on a 3D printer using ashes from the fire.
- <https://www.kentonlibrary.org/2019/making-the-library-fairy-gardens> This article highlights how a library user in Kenton County, KY made a fairy garden using the library's 3D printer.

Personnel

- In April, the library had 0 separations
- In April, the library filled 3 positions
 - Library Aide on April 12
 - Collaborative Workspace Assistant on May 13
 - Library Aide on May 20
- The library has 2 positions open
 - Adult Services Associate
 - Patron Services Assistant

DEPARTMENT REPORTS

Adult Services Report

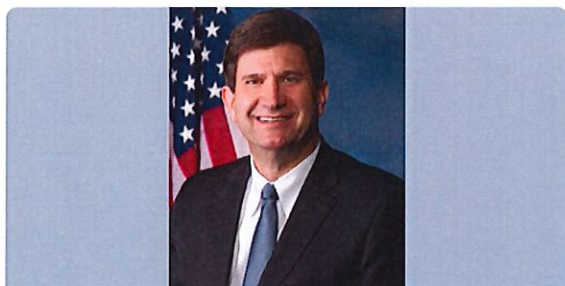
Claire Steiner, Head of Adult Services

- Read Without Boundaries stats for the month of : 4 enrolled, 29 badges
Total for year to date: 80/180
- We had 181 users and 226 sessions on our local history website this month.
- 25 BTG patrons
- 10 one-on-ones
- 10 Proctors
- 17 Programs, 307 participants- not including RWB
- 134 podcast downloads in April, 62 for the April episode.
- YouTube views were 2700 for April with a total watchtime of 5200 minutes
- Melissa and Claire's presentation proposal for ILA 2019 was approved. They will be presenting at this years conference on the RWB program.
- Patron Comment: *I wanted to let you know that I had the best interaction with a library patron on Monday. Melissa was on the desk and this patron had accidentally returned a book before his wife was done with it. He came back to the library to find the book and enlisted Melissa's help. Unfortunately, the book was not found. Melissa went to her desk and grabbed her personal copy of the book and gave it to the patron. He was so pleased with the level of service that he had to tell me! I didn't catch his name but it really was nice to hear.*



Deerfield Public Library
@DeerfieldPL

On a new #podcast episode, we talk to @RepSchneider. Learn how he handles his busy schedule, the best way for constituents to share their views, and feedback he's received on issues including immigration, gun control, and climate change.
#DeerfieldLibrary



Congressman Brad Schneider on the DPL Podcast - Deerfield Public Library
On this month's episode of the Deerfield Public Library Podcast, we had the honor of interviewing U.S. Representative Brad Schneider.
deerfieldlibrary.org

1:07 PM - 11 Apr 2019

6 Retweets 9 Likes

3 6 9 ||

(Above) This podcast episode was popular because our featured guest was Congressman Brad Schneider! The tweet reached 8,400 people and received 32 total engagements.

Business Office Report

Kelly DeCorrevont, Business Manager

- Completed Audit Fieldwork the week of April 8
- National Library Workers Day was on April 9. Staff enjoyed it!
- Attended LLAMA Subcommittee Meeting: Ask a Library Leader on April 11
- Annual Evaluations were scheduled for all eligible staff in April
- We had DPL Staff Picture Day on April 16+17
- Esther Park and I attended IGFOA Accounts Payable Controls webinar on April 18
- We had our All-Staff meeting on April 23. The Deerfield Fire Department presented on What to do in an Emergency
- Attended LLAMA LOMS PAM regular monthly meeting on April 25
- Staff Enrichment Committee met on April 25 to discuss upcoming staff events

IT & Social Media Report

Tom Owen, Head of IT

- We setup and are evaluating a new camera/microphone setup to record programs in our meeting rooms. The goal is to provide better audio and video quality than what we have been able to capture in the past. This will allow us to make high quality recordings of programs available to patrons online, as well as recordings of staff meetings.



Deerfield Public Library

Published by Sophia Deerfield [?] · April 10 at 12:44 PM · 🌐

Automatic renewals at DPL launches Monday, April 15! 🎉 Eligible items due on April 17 or after will automatically renew, up to 2 times. This service lets you enjoy materials for a longer time period with less worry about returning them on time or remembering to request a renewal.



DEERFIELDLIBRARY.ORG

Automatic Renewals are Here! - Deerfield Public Library

Beginning Monday, April 15, the Library will launch automatic renewals fo...

(Above) We informed our followers about automatic renewals and people were very excited about the new policy. The post reached 809 people and received 48 reactions, 7 comments, and 6 shared.

Outreach Report

Judy Hoffman, Outreach Coordinator

- PR (4/1): [Some residents want to rename park with ties to integrated housing debate 60 years ago](#) (Deerfield Review)
- PR (4/12): [Deerfield residents gather to reflect and resolve a history of resisting integration](#) (WBEZ)
- PR (4/15): [Deerfield residents urge for more diversity during vigil marking integrated housing debate 60 years ago](#) (Deerfield Review)
- Coyote program (4/30): Assisted Deerfield Police with presentation of "Co-existing with Coyotes" program, presented by the Dept. of Natural Resources. There were 65 attendees.
- Community Communicators Coalition: Previously coordinated by prior SD109 Communications Manager, group was dormant for a year. Judy relaunched the group, which includes communications staff from Village, Police, Township, Park District, SD109, SD113. Originally group met 2-3 times a year. After April meeting, the group decided to meet monthly @ the Library.
- Community member that utilized a meeting room (attendance @ 50), sent this message: "I was commenting to someone in our group how the library facilities really class up events like ours. It was such a positive experience for our community to come together in such a modernized, welcoming space. and I was also happy we could draw in many people to our library so they too can experience it."
- Meeting rooms reservations: 62
- New meeting room groups: North Suburban Special Recreation Association, Passage Meditation Group, State Representative Bob Morgan (Neighborhood Office Hours)

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On Monday, April 22nd, Tech Logic Corporation, came to our library to do another CircTRAK demonstration. He was able to connect to our ILS, and do a live demonstration at the shelves. We are borrowing their CircTRAK wand to see how well it works for 2 weeks, and to decide on whether or not it fits the needs of the library.
- We are currently testing out the Tech Logic CircTRAK wand, and are waiting for Bibliotecha's beta-testing for a comparable wand to finish. Sayaka will then ask them to come out to do a presentation for us, and also ask them to borrow the wand to test out in our collection.

Support Services Report

Pam Skittino, Head of Support Services

- Explore More Illinois was configured - this is a free alternative to the Museum Adventure Pass

- Began the process to offer text message notices to patrons at registration, with signup occurring based on their registration form, instead of initiated by the patron on their own time. This should greatly increase the number of patrons receiving text message notices.
- In the first partial month of automatic renewals, the auto renewals accounted for nearly 10% of our circulation for the month. We also had a 10% dip in overdue fines collected but our fine income fluctuates.

Youth Services Report

Meg Anthony, Head of Youth Services

- Elisa Gall was quoted in a March Publishers Weekly article, and the Library received a shout-out for our #YouthBookSpotlight program on Instagram. The paywall is down now, so the article can be accessed without a PW account. (See: <https://www.publishersweekly.com/pw/by-topic/childrens/childrens-industry-news/article/79540-library-stagrams.html>)
- Meg Anthony met with a representative from CTAD (Community the Anti-Drug) with Judy Hoffman and Nina Michael on Wednesday, April 17. We learned more about the work of CTAD, and discussed a variety of possibilities for collaboration.
- We resolved a few of our ongoing challenges this month! We got paper towel dispensers installed in the two Family Restrooms, which will be wonderful for families with kids who are afraid of the loud noise made by the air hand dryers. Also, a video game unlocking device was installed at the self-check station in Youth. This will be useful for patrons who browse Media before coming to Youth, so that they can check all of their items out at the self-check station in Youth, instead of having to take some of them back to Media to check out.
- Kary Henry and Amy vanGoethem's "Bookopolis, 2040" Homeschool program series featured two local architects, Doug Clark and Lin Kim, a Village planner, Dan Nakahara, and the mayor, Harriet Rosenthal.
- From Kary Henry on 4/19: *Nicole, a mom from DPS 109 Early Learners, and her son stopped by today and engaged in a wonderful conversation with me. During the chat, she mentioned that Adrian is learning ukulele because of Miss Julia visiting his classroom! His dad builds and plays guitars, so the ukulele is perfect for Adrian. She said that she had shared this on social media already, but I figured it wouldn't hurt to share the compliment again!*
- From Kary Henry with regard to the 4/11 Fingerprint Drawing & Doodling program led by Elisa Gall: *I was meaning to tell someone that I took him to fingerprint doodle class and he loved it. I was there a bit before it started and before class ended. I was very impressed with the instructor so organized, used great language talking with the kids and everything was so well thought out. I think it made the class so positive.*
- Passive program attendance (participation in the drop-in craft) was down in April. We think this might be due to the placement of the craft table—it was over by the windows instead of up against the half-wall in front of the family restrooms.

Deerfield Public Library was live about a month ago

Our Youth Librarians are telling us their spring pick! #NationalLibraryWeek

1,164 People Reached 114 Engagements [Boost Post](#)

5 Shares 521 Views

Like Comment Hootlet Share Hootlet

Comments Up Next

Most Relevant

Rachel Tybor 2:14 3w

Teresa Marie Blange 0:25 Yay 3w

Eti Berland 16:20 Thanks for these awesome book picks! 3w

Teresa Marie Blange 0:55 Awe the fawn 3w

The Youth Services librarians shared their spring picks on Facebook Live for National Library Week! The post reached 1,164 people and received 70 reactions, 14 comment, and 5 shares. The video received 521 views.

To: Board of Trustees

Date: May 15, 2019

Re: Collaborative Work Space Update & Bidding Update

The bid opening is scheduled for 11 am on May 21, 2019. After the bids are opened, W. B. Olson will evaluate the bids and make recommendations to the Board.

I'd like to confirm the Special Meeting to accept the bids. The suggested dates are May 29 and May 30. I have heard from two people that can do May 29, two people that can do May 30 and one person that can't do either date.

W.B. Olson updated the project budget and staff worked with the architect to develop a list of alternates for the project.

The IT staff has filled the Makerspace Assistant position and the candidate begins this role on May 13. They'll be meeting with staff from other departments to develop programs and use guidelines for the space. Additionally, the IT staff is working on a funding request for the Friends of the Library to purchase some equipment for the space.

We will be working with a local company, LFI, to reconfigure the shelves prior to the start of the construction. The staff is weeding the collection prior to the reconfiguration of the space. Additionally, we will be moving the Deerfield Reviews and cleaning out the items in the Teaming Lab.

To: Board of Trustees
Re: Revised Petitioning, Leafleting, Solicitation Policy
Date: May 15, 2019

At the Policy Committee's February meeting, the Committee discussed and voted 2-1 to revise the Library's Petitioning Policy to include additional language:

As a result, the Library limits the above activities to noncommercial speech on the library grounds, outside the library on library sidewalks or near the library entrance. Any blocking or interference of cars or library patrons will not be permitted. Further, library staff reserves the right to suspend any of the above activities if they otherwise violate library policies. Please contact the Library Director for more information.

This item is on the May agenda for discussion and approval.

Petitioning, Leafleting and Solicitation Policy

Petitioning and Leafleting

The Deerfield Public Library recognizes the presentation of petitions and the distribution of literature by individuals and groups is a fundamental right, protected by the First Amendment. The Library also upholds the rights of its patrons and employees to enter and leave the Library safely, without being impeded or unduly hindered.

~~As a result, no petitioning or leafleting is allowed inside or anywhere on Library property at any time.~~

As a result, the Library limits the above activities to noncommercial speech on the library grounds, outside the library on library sidewalks or near the library entrance. Any blocking or interference of cars or library patrons will not be permitted. Further, library staff reserves the right to suspend any of the above activities if they otherwise violate library policies. Please contact the Library Director for more information.

Solicitation

No commercial solicitation is permitted in the Library or anywhere on Library property at any time.

Only the Friends of the Deerfield Public Library, a 501(c)3 organization formed to support the Deerfield Public Library, is allowed to engage in fundraising activities in the Library or on Library grounds. No other fundraising for civic, political, welfare, youth or other groups, charities or causes, including raising money through the sale of goods or food, is permitted in the Library or anywhere on Library property at any time.

REVISED 9/09

Re-approved 4/15/2015

Revised & approved 5/15/2019