

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
Wednesday, July 17, 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. June 19, 2019 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Financials: Balance Sheet, Revenues & Expenses, Quarterly Report (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
 - C. Presentation of 2018 Audit
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
 - A. July 4 Parade Recap
 - B. Fine Free Discussion
7. OLD BUSINESS
 - A. Collaborative Work Space Update
8. NEW BUSINESS
 - A. Acceptance of 2018 Audit (ACTION)
 - B. Insurance Renewal (ACTION)
 - C. Recommended Ban of Library Patron (ACTION)
9. OTHER
10. ADJOURNMENT

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

Upcoming Library Board Meetings: August 21, September 18 at 6:30 p.m.

*All topics on the agenda are potential action items.

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
June 19, 2019**

1. ROLL CALL & CALL TO ORDER

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

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

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Sayaka Suzuki, Patron Services Manager

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

None.

3. PRESENTATION BY PATRON SERVICES MANAGER

Ms. Sayaka Suzuki gave a presentation on the Patron Services Department. Ms. Suzuki discussed the department staff and their roles, the different service desks and the Digital Library Assistant (DLA).

Mr. Kyle Stone arrived at 6:42 p.m.

4. APPROVAL OF MINUTES

A. May 15, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Mike Goldberg made a motion to approve the May 15, 2019 Regular Session Meeting minutes as corrected, seconded by Mr. Stone.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone, and Howard Handler.
The motion was approved.

B. May 29, 2019 Special Board Meeting (ACTION)

MOTION: Mr. Stone made a motion to approve the May 29, 2019 Special Board Meeting minutes, seconded by Mr. Goldberg.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone, and Howard Handler.
The motion was approved.

5. TREASURER REPORT

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

Mr. Seth Schriftman presented the Financials.

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

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone, and Howard Handler.
The motion was approved.

DPL Board of Trustees
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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, 3 ACHs, WinTrust	\$ 126.12
-Petty Cash Checks 662-665, Bank Financial	\$ 138.18
-AP Checks 10958-11018, 13 ACHs, WinTrust	<u>\$ 95,745.97</u>
The total amount presented for approval	\$ 96,010.27

MOTION: Ms. Wener made a motion to approve the May list of checks and payments, seconded by Mr. Goldberg.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone, and Howard Handler.
 The motion was approved.

6. VILLAGE LIAISON REPORT

Ms. Amy Falasz-Peterson gave the Village report.

7. LIBRARY DIRECTOR'S REPORT

A. 2019 Q2 Strategic Plan Update

Ms. Falasz-Peterson stated that our focus remains on the Collaborative Workspace Project and all of the work behind the scenes to take care of it. Library staff have been working on the Library of Things (LOT) collection. It is exciting to have added some new and interesting items to our library collection.

Ms. Falasz-Peterson discussed Summer Reading Kick-off was June 8, it was a fun time and we went through all of our towels. Ms. Falasz-Peterson gave a July 4 Parade Reminder. The Auto-renewals accounted for the large jump in our circulation numbers. Library staff updated the courtesy notice language to "Please read all sections below for item due dates. Some items may have been renewed." We hope that eliminates some of the confusion we heard about.

8. OLD BUSINESS

A. Collaborative Workspace Update

Ms. Falasz-Peterson discussed the Collaborative Workspace Update. Library staff named the new space. The name will be MakerSpace with the slogan "Create. Innovate. Collaborate." The Maker Committee continues to meet regularly to discuss updates pertaining to the new space. Library staff have asked the Friends of the Deerfield Public Library to consider purchasing a laser engraver for the space. Library staff are working to start marketing the soon to be new space.

9. NEW BUSINESS

A. Acceptance of Furniture Quote (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Furniture Quote, seconded by Mr. Schriftman.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone, and Howard Handler.
 The motion was approved.

Mr. Goldberg made a motion to move into Executive Session for the Semi-Annual Review of Historical Minutes both written and recorded, seconded by Mr. Schriftman at 7:13 p.m.

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

At 7:24 p.m. moved into Open Session.

Mr. Goldberg made a motion to open the March 20, 2019 and April 17, 2019 Executive Session Minutes. Mr. Schriftman seconded.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone, and Howard Handler. The motion was approved.

11. OTHER

12. ADJOURNMENT

At 7:26 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 5 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone, and Howard Handler. The motion was approved.

Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	537,002.35
11200 Payroll - WinTrust	105,589.28
11300 E-Pay - WinTrust	14,431.77
11400 Deposits - Bank Financial	21,063.89
11500 Petty Cash - Bank Financial	2,055.91
11600 Max-Safe Wintrust	1,746,657.95
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	2,427,375.15
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,892,960.87
14110 PMA General Fund	1,776,551.59
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	4,669,626.78
Total Bank Accounts	\$7,097,001.93
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	\$12,352,185.86
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	\$24,498,865.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	60,974.66
Total Accounts Payable	\$60,974.66
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	738.58
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-1.55
22360 IMRF	4,394.29
22370 ICMA	0.11
22380 Medical/Health	-10,789.30
22385 Dental	10,556.80
22390 Life	-321.72
Total 22300 Withholdings	4,613.73
Total 22000 Payroll Liabilities	16,021.03
22395 FSA Payable	-2,916.22
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	25,336.12

	TOTAL
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	\$6,672,461.37
Total Current Liabilities	\$6,733,436.03
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	\$14,789,939.78
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	450,528.73
Total Equity	\$9,708,925.94
TOTAL LIABILITIES AND EQUITY	\$24,498,865.72

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2019 - FY19 P&L

January - June, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	1,806,238.83	4,387,720.00	-2,581,481.17	41.17 %
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt 2011A	363,330.00	363,330.00	0.00	100.00 %
60-4111 Property Taxes - Debt 2013	364,301.26	364,301.26	0.00	100.00 %
Total 41000 Taxes	2,533,870.09	5,140,351.26	-2,606,481.17	49.29 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	20,513.60	50,000.00	-29,486.40	41.03 %
42200 Non-Resident Fees	4,568.85	7,000.00	-2,431.15	65.27 %
42300 Printing/Copying Fees	5,576.25	8,000.00	-2,423.75	69.70 %
Total 42000 Fees & Fines	30,658.70	65,000.00	-34,341.30	47.17 %
43000 Investment Income				
43100 Interest - General	28,775.38	15,000.00	13,775.38	191.84 %
43200 Interest - Reserve	27,047.02	30,000.00	-2,952.98	90.16 %
Total 43000 Investment Income	55,822.40	45,000.00	10,822.40	124.05 %
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	238.93	500.00	-261.07	47.79 %
45500 Friends Contributions		10,000.00	-10,000.00	
Total 45100 General Donations	238.93	10,500.00	-10,261.07	2.28 %
Total 45000 Gifts and Contributions	238.93	10,500.00	-10,261.07	2.28 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	399.79	500.00	-100.21	79.96 %
49065 Sale of Surplus Materials		500.00	-500.00	
Total 49000 Miscellaneous Revenue	399.79	1,000.00	-600.21	39.98 %
Total Income	\$2,620,989.91	\$5,276,851.26	\$ -2,655,861.35	49.67 %
GROSS PROFIT	\$2,620,989.91	\$5,276,851.26	\$ -2,655,861.35	49.67 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,056,990.46	2,223,828.00	-1,166,837.54	47.53 %
51200 FICA	77,368.77	170,099.00	-92,730.23	45.48 %
51300 Health/Misc Benefits	141,399.64	347,159.00	-205,759.36	40.73 %
51400 Pension Contribution	85,655.26	242,382.00	-156,726.74	35.34 %
51500 Other Benefits	2,211.34	9,752.00	-7,540.66	22.68 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51600 Staff Enrichment	2,382.07	5,000.00	-2,617.93	47.64 %
Total 51000 Personnel Expenses	1,366,007.54	2,998,220.00	-1,632,212.46	45.56 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	20,681.96	55,000.00	-34,318.04	37.60 %
52200 Facility Equipment Maintenance	34,993.29	45,000.00	-10,006.71	77.76 %
52300 Exterior Building Maintenance	10,482.87	10,000.00	482.87	104.83 %
52400 Utilities				
52410 Water	1,768.36	3,000.00	-1,231.64	58.95 %
52430 Telephone - Voice	9,781.73	15,000.00	-5,218.27	65.21 %
52440 Data Lines	20,237.66	28,000.00	-7,762.34	72.28 %
Total 52400 Utilities	31,787.75	46,000.00	-14,212.25	69.10 %
52500 Minor Furnishings & Equipment	2,094.11	25,000.00	-22,905.89	8.38 %
Total 52000 Facility Expenses	100,039.98	181,000.00	-80,960.02	55.27 %
53000 Library Materials				
53100 Periodicals	3,547.12	20,000.00	-16,452.88	17.74 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	25,594.28	55,000.00	-29,405.72	46.54 %
53222 Books-Adult Fiction	33,343.84	76,500.00	-43,156.16	43.59 %
Total 53200 Adult Materials-Books	58,938.12	131,500.00	-72,561.88	44.82 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	32,056.75	80,000.00	-47,943.25	40.07 %
53340 Audio Visual - Youth	10,603.60	22,500.00	-11,896.40	47.13 %
Total 53300 Audio Visual Materials	42,660.35	102,500.00	-59,839.65	41.62 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	38,557.38	70,000.00	-31,442.62	55.08 %
53550 Literacy Support - Youth	899.32	2,500.00	-1,600.68	35.97 %
Total 53400 Youth Materials-Books	39,456.70	72,500.00	-33,043.30	54.42 %
53501 Electronic Resources				
53500 E-Resources	190,419.59	235,000.00	-44,580.41	81.03 %
Total 53501 Electronic Resources	190,419.59	235,000.00	-44,580.41	81.03 %
53600 Non-Traditional Resources	2,812.60	10,000.00	-7,187.40	28.13 %
Total 53000 Library Materials	337,834.48	571,500.00	-233,665.52	59.11 %
54000 Library Programs				
54100 Admin Programs	1,470.12	4,000.00	-2,529.88	36.75 %
54150 Outreach Programs	579.52	2,500.00	-1,920.48	23.18 %
54210 Adult Programs	12,766.88	22,000.00	-9,233.12	58.03 %
54400 Youth Programs	17,329.91	25,000.00	-7,670.09	69.32 %
Total 54000 Library Programs	32,146.43	53,500.00	-21,353.57	60.09 %
55000 Automation				
55350 Software & Licenses	70,741.76	190,000.00	-119,258.24	37.23 %
55360 IT Automation Support	53,109.23	85,000.00	-31,890.77	62.48 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	14,808.75	135,000.00	-120,191.25	10.97 %
Total 55400 New Projects/equip	14,808.75	135,000.00	-120,191.25	10.97 %
Total 55000 Automation	138,659.74	410,000.00	-271,340.26	33.82 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	2,679.73	15,000.00	-12,320.27	17.86 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56100 Insurance		50,000.00	-50,000.00	
56200 Postage	2,494.13	8,500.00	-6,005.87	29.34 %
56300 Professional Printing Services	8,436.08	24,000.00	-15,563.92	35.15 %
56500 Professional Admin Services	24,370.72	25,000.00	-629.28	97.48 %
56550 Cataloging Service	2,260.80	34,000.00	-31,739.20	6.65 %
56555 Professional Outreach Services	2,893.00	5,000.00	-2,107.00	57.86 %
Total 56500 Professional Admin Services	29,524.52	64,000.00	-34,475.48	46.13 %
56700 Travel for Library Services	181.06	1,500.00	-1,318.94	12.07 %
Total 56000 Professional/Contractual Svcs	43,315.52	163,000.00	-119,684.48	26.57 %
56400 Supplies				
56410 General Office/Operating Supplies	4,992.69	16,000.00	-11,007.31	31.20 %
56420 Processing Supplies	17,878.92	13,000.00	4,878.92	137.53 %
Total 56400 Supplies	22,871.61	29,000.00	-6,128.39	78.87 %
57000 Training/Development Expenses				
56600 Dues & Memberships	4,391.46	8,000.00	-3,608.54	54.89 %
57100 Training & Education	11,785.74	25,000.00	-13,214.26	47.14 %
57200 Training Travel	3,752.05	10,000.00	-6,247.95	37.52 %
Total 57000 Training/Development Expenses	19,929.25	43,000.00	-23,070.75	46.35 %
Total 50000 General Expenses	2,060,804.55	4,449,220.00	-2,388,415.45	46.32 %
61000 Capital Expenses				
61100 Facility Improvements	15,841.00	400,000.00	-384,159.00	3.96 %
Total 61000 Capital Expenses	15,841.00	400,000.00	-384,159.00	3.96 %
70000 Debt Service				
60-7010 Debt Service 2011A Interest	49,165.00	98,330.00	-49,165.00	50.00 %
60-7011 Debit Service 2013 Interest	44,650.63	89,301.26	-44,650.63	50.00 %
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	93,815.63	727,631.26	-633,815.63	12.89 %
Total Expenses	\$2,170,461.18	\$5,576,851.26	\$ -3,406,390.08	38.92 %
NET OPERATING INCOME	\$450,528.73	\$ -300,000.00	\$750,528.73	-150.18 %
NET INCOME	\$450,528.73	\$ -300,000.00	\$750,528.73	-150.18 %

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

Presented at the Regular Board Meeting – July 17, 2019

June completes the sixth month of the 2019 Fiscal Year. The benchmark used to evaluate financial activity year to date is 50%.

GENERAL OPERATIONS – REVENUES

By the end of June, the Library received 2,533,870 in property tax distributions, which is 49% of the annual budget. The Library has collected 30,659 in Charges for Services, which is 47% of the annual budget. The Library received a Total Income of 2,620,990 or 50% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of June, the Personnel Expense is 1,366,008 or 46% of the annual budget. The Facility Expense is 100,040 or 55% of the annual budget. The Library Materials Expense is 337,834 or 59% of the annual budget. The Library Program Expense is 32,146 or 60% of the annual budget. The Automation Expense is 138,660 or 34% of the annual budget. The Professional/Contractual Services Expense is 43,316 or 27% of the annual budget. The Supplies Expense is 22,872 or 79% of the annual budget. The Training/Development Expense is 19,929 or 46% of the annual budget. The Facility Improvement Expense is 15,841 or 4% of the annual budget. Total Library Expenses is 2,170,461 or 39% 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: 06/30/19

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	\$440,122.48	\$440,122.48	
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
CD	272720	1	06/18/19	06/17/20	57968	SONABANK	\$204,978.05	\$200,000.00	2.489
DTC	43105	1	10/05/18	10/05/20	57565	2.9% - UBS BANK USA	\$150,000.00	\$150,429.11	2.753
Subtotal -->							\$1,806,815.47	\$1,776,551.59	

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	\$379,233.50	\$379,233.50	
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	269630	1	05/14/19	05/13/20	33653	BANK OF CHINA	\$213,463.61	\$207,977.21	2.638
CD	269631	1	05/14/19	05/13/20	34294	CFG COMMUNITY BANK	\$98,296.80	\$96,000.00	2.393
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 -->							\$2,927,841.94	\$2,892,960.87	

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

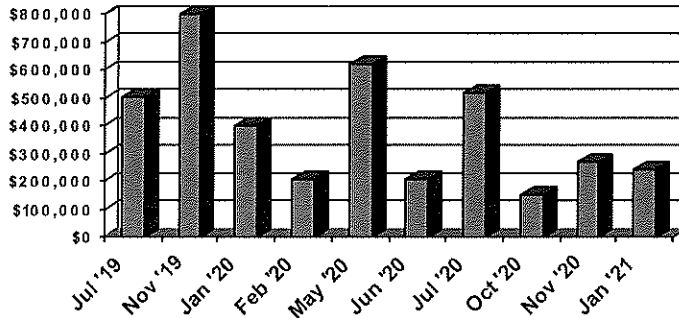
Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$58.24	\$58.24	
Subtotal -->							\$58.24	\$58.24	

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

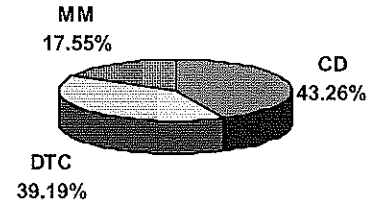
Total Amount -->	\$4,734,771.73	\$4,669,626.78
	MM:	17.55%
	CD's:	43.26%
	CDR's:	0.00%
	DTC:	39.19%
	CP:	0.00%
	SEC:	0.00%

Time and Dollar Weighted Portfolio Yield: 2.642 %

Weighted Average Portfolio Maturity: 272.05 Days



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
Schedule of Changes in Investments - 2nd Quarter of Fiscal Year 2019
 April 1 and June 30, 2019

	Beginning April 1, 2019	Increase / (Decrease)	Ending June 30, 2019
For General Operations			
Money Market Accounts			
Wintrust General OP/AP	482,409	61,714	544,123
Wintrust Max Safe MM	475,491	1,271,167	1,746,658
PMA Securities & Savings 17.55% in MM; 43.26% CD; 39.19% DTC	PMA Avg= 2.642% 1,764,654	11,898	1,776,552
Total Investments For Operations	<u>2,722,554</u>	<u>1,344,779</u>	<u>4,067,333</u>
For Reserves			
Money Market Accounts			
PMA Investments 17.55% in MM; 43.26% CD; 39.19% DTC	PMA Avg= 2.642% 2,877,395	15,566	2,892,961
Total Investments For Reserves	<u>2,877,395</u>	<u>15,566</u>	<u>2,892,961</u>
For Debt Service			
PMA Investments	2011A Debt Service 56	-	56
PMA Investments	2013 Debt Service 58	-	58
Total Investments For Debt Service	<u>114</u>	<u>-</u>	<u>114</u>
Investments*, Grand Total	<u>\$ 5,600,063</u>	<u>\$ 1,360,345</u>	<u>\$ 6,960,408</u>

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

\$165,694

Total cash deposits: \$7,126,102

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on July 17, 2019**

Summary					
Wintrust-E-Pay Deposit 8926 - 3 ACHs					126.16
Bank Financial-Petty Cash Checks 1537- PC Ck, #666-667					18.00
Wintrust-General AP 2997, Check #s 11019 - 11067, 13 ACHs					193,689.76
Total payments to approve					193,833.92
Date	Num	Vendor	Memo	Amount	Account Description
Wintrust E-Pay Deposit 8926					
07/03/2019	ACH	Chase Paymentech	Merchant CC Fees - July 2019	35.26	Other Office Support
07/03/2019	ACH	Chase Paymentech	Merchant CC Fees - July 2019	30.95	Other Office Support
07/03/2019	ACH	PayPal, Inc.	Merchant CC Fees - July 2019	59.95	Other Office Support
Total E-Pay Deposit Amount					126.16
Bank Financial Petty Cash Checks 1537					
06/01/2019	666	Hall Pass	Background Check - Borland	6.00	Other Office Support
07/05/2019	667	Hall Pass	Background Check - Klemp, Lathan	12.00	Other Office Support
Total Petty Cash Checks Amount					18.00
Wintrust-General AP 2997					
06/20/2019	11019	Amy Falasz-Peterson	Mileage Reimbursement 6/13/19 - Falasz-Peterson	39.44	Travel for Library Services
06/20/2019	11020	Annika Huprikar	Teen JAVA Coding Program on 6/18, 6/25, 7/2, and 7/9/19	150.00	Youth Programs
06/20/2019	11021	CDW Government, Inc.	Network Switch	1,617.60	New Projects / IT Equipment
06/20/2019	11022	Claire Steiner	Game Night 5/16/19 - Food	380.00	Adult Programs
06/20/2019	11023	Deerfield Rotary Club	Dues and Meals Q4	269.00	Dues & Memberships
06/20/2019	11024	First Bank Mastercard	Falasz-Peterson CC Charges - May 2019	57.46	Admin - 4734
			DeCorrevont CC Charges - May 2019	88.80	Business Office - 1381
			Owen CC Charges - May 2019	1,298.42	Info Technology (IT) - 1158
			Keaton CC Charges - May 2019	119.55	Facilities - 1382
			Suzuki CC Charges - May 2019	197.00	Patron Svc-7222
			Skittino CC Charges - May 2019	288.52	Support Services - 4206
			Steiner CC Charges - May 2019	131.12	Adult Services - 1931
			Anthony CC Charges - May 2019	1,328.14	Youth Services - 6162
			Hoffman CC Charges - May 2019	509.83	Outreach Coord - 5394
			Palecek CC Charges - May 2019	901.87	Adult Prog Coord - 7013
			vanGoethem CC Charges - May 2019	536.18	Youth Prog Coord - 1510
			Henry CC Charges - May 2019	71.87	Youth Coord - 9533
			sub-total	5,528.76	
06/20/2019	11025	Grainger	Ear Plugs	106.59	Interior Facility Maintenance
06/20/2019	11026	IL Department of Innovation & Technology	Staff Internet Services thru 5/31/2019	450.00	Data Lines
06/20/2019	11027	James Martin Associates, Inc.	Landscape Management - June 2019	490.00	Exterior Building Maintenance
06/20/2019	11028	Johnson Controls Security Solutions	Alarm System 7/1/19-9/30/19	309.60	Facility Equipment Maintenance
06/20/2019	11029	Kary Henry	Mileage Reimbursement 04/19-05/19 - Henry	88.86	Travel for Library Services; Training Travel
06/20/2019	11030	Product Architecture + Design	Design for Collaborative Workspace	4,030.16	Professional Admin Services
06/20/2019	11031	Sikich LLP	StorageCraft Cloud Storage - July 2019	400.00	Software & Licenses
		Sikich LLP	Automation Support for Servers & Workstations - July 2019	5,903.22	IT Automation Support
			sub-total	6,303.22	
07/17/2019	11032	Anderson Pest Solutions	Pest Management - July 2019	67.98	Interior Facility Maintenance
07/17/2019	11033	Anna Stange	DIY Greener Cleaning Products Program on 8/21/19	270.00	Adult Programs
07/17/2019	11034	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies - June 2019	511.65	Books-Adult Fiction; Processing Supplies
07/17/2019	11035	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - June 2019; Title Source Agreement 8/1/19 - 7/31/20	6,615.07	Software & Licenses

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on July 17, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
07/17/2019	11036	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - June 2019	373.96	Books - Youth & Teens; Processing Supplies
07/17/2019	11037	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - June 2019	43.76	Books - Youth & Teens; Processing Supplies
07/17/2019	11038	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - June 2019	889.26	Books-Adult Fiction; Processing Supplies
07/17/2019	11039	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV, Books, & Processing Supplies - June 2019	154.31	AV - Adult; Processing Supplies
07/17/2019	11040	Baker & Taylor L4305242	Supplies - Acquisitions for Books - June 2019	58.69	Books-Adult Fiction; Books - Youth & Teens; Processing Supplies
07/17/2019	11041	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books - June 2019	121.15	Books-Adult Fiction; Books - Youth & Teens
07/17/2019	11042	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - June 2019	1,738.90	Books - Youth & Teens; Processing Supplies
07/17/2019	11043	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - June 2019	3,298.60	Books-Adult Fiction; Processing Supplies
07/17/2019	11044	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies - June 2019	667.38	AV - Adult; AV - Youth; Processing Supplies
07/17/2019	11045	Best Quality Cleaning	Cleaning Service - July 2019	2,125.00	Interior Facility Maintenance
07/17/2019	11046	CDW Government, Inc.	MakerSpace Laptops (6)	4,703.01	New Projects / IT Equipment
07/17/2019	11047	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - July 2019	1,223.31	IT Automation Support
07/17/2019	11048	Demco, Inc.	Book Tape, Labels	327.59	Processing Supplies
07/17/2019	11049	Elisa Gall	ALA Conference 6/19-6/26/19 - Meals, Transportation - Gall	314.26	Training & Education; Training Travel
07/17/2019	11050	Garvey's Office Products	Paper, Markers, Laminator Rolls, Sugar	662.35	General Office/Operating Supplies
07/17/2019	11051	Grainger	Gloves	36.00	Interior Facility Maintenance
07/17/2019	11052	IL Department of Innovation & Technology	Staff Internet Services thru 6/30/2019	450.00	Data Lines
07/17/2019	11053	Lechner and Sons	Lobby Mats 6/18/19	87.10	Interior Facility Maintenance
		Lechner and Sons	Lobby Mats 7/2/19	87.10	Interior Facility Maintenance
			sub-total	174.20	
07/17/2019	11054	Library Furniture International, Inc.	MakerSpace Tables & Cabinet Deposit	11,562.00	Facility Improvements
07/17/2019	11055	LLD Electric Co.	Power Supply Front Door	878.00	Facility Improvements
07/17/2019	11056	Madeline Dahlman	Book Discussion on 9/12/19	200.00	Adult Programs
07/17/2019	11057	Marcive, Inc.	Authority Processing - June 2019	55.44	Cataloging Service
07/17/2019	11058	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies, & Cataloging Service - June 2019	5,278.69	AV - Adult; AV - Youth; Processing Supplies; Cataloging Service
07/17/2019	11059	Midwest Tape 2000011435	Acquisitions for AV - June 2019	19.98	AV - Adult; AV - Youth
07/17/2019	11060	OverDrive, Inc.	eBooks - June 2019	1,513.66	E-Resources
		OverDrive, Inc.	eBooks - June 2019	2,046.11	E-Resources
		OverDrive, Inc.	eBooks - June 2019	6,207.62	E-Resources
		OverDrive, Inc.	eBooks - June 2019	3,393.90	E-Resources
		OverDrive, Inc.	eBooks - June 2019	8,029.53	E-Resources
			sub-total	21,190.82	
07/17/2019	11061	Perspectives, LTD	EAP Services: 7/1/19 - 12/31/19	1,663.74	Other Benefits
07/17/2019	11062	Postmaster (USPS)	Fall Browsing 2019 - Postage Replenishment Permit #196	1,000.00	Postage
07/17/2019	11063	Quill Corporation	Screen Wipes, Water	87.22	General Office/Operating Supplies
07/17/2019	11064	Suburban Elevator Company	9/2019	189.37	Facility Equipment Maintenance
07/17/2019	11065	Tee Jay Service Company, Inc.	Power Supply Front Door	1,713.00	Facility Improvements
07/17/2019	11066	Thomson Reuters	Acquisitions for Books - IL Court Rules & Procedures 2019	545.00	Books - Adult Non-Fiction
07/17/2019	11067	Warehouse Direct, Inc.	Rust Converter	365.40	Exterior Building Maintenance
06/18/2019	ACH	Amazon	Preschool Pavilion Toys	53.97	Literacy Support - Youth
			Program Supplies	15.17	Youth Programs
			Books for Lego Discovery Kits	50.68	Non-Traditional Resources
			Books for Lego Discovery Kits	8.00	Non-Traditional Resources
			Books for Lego Discovery Kits	153.35	Non-Traditional Resources

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on July 17, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
			Books for Lego Discovery Kits	12.68	Non-Traditional Resources
			Ribbon	6.99	Youth Programs
			LL Info Desk Printer Toner	27.99	General Office/Operating Supplies
			Command Strips	5.05	General Office/Operating Supplies
			Preschool Pavilion Toys	99.45	Literacy Support - Youth
			Items for Discovery Kits	189.95	Non-Traditional Resources
			Gift Wrap Paper	45.79	Youth Programs
			Acquisitions for Books - June 2019	71.71	Books - Adult Non-Fiction
			Acquisitions for Books - June 2019	268.37	Books - Adult Non-Fiction
			Gift Wrap Paper	41.65	Youth Programs
			Acquisitions for Books - June 2019	7.52	Books - Youth & Teens
			Bocce Set	59.99	Non-Traditional Resources
			Puzzles	15.98	Books - Youth & Teens
			Vacuum/Blower for Maker Space	223.99	New Projects / IT Equipment
			Headlamp Flashlight, Lantern	37.92	Non-Traditional Resources
			IT Vacuum/Blower	38.99	New Projects / IT Equipment
			Adapter, Games	197.48	Non-Traditional Resources
			Label Maker Tape	12.99	General Office/Operating Supplies
			Puzzles for Discovery Kits	15.78	Books - Youth & Teens
			Wipes	33.99	General Office/Operating Supplies
			LF Paper	89.25	New Projects / IT Equipment
			Staff Enrichment Supplies	38.00	Staff Enrichment
			Acquisitions for AV - May 2019	42.32	AV - Adult
			Vinyl Cutter Accessories	24.99	New Projects / IT Equipment
			Karaoke Machine	156.89	Non-Traditional Resources
			sub-total	2,046.88	
07/02/2019	ACH	Amazon	Stickers	13.98	Youth Programs
			Labels, Tape	68.19	Processing Supplies
			Tape	21.52	Processing Supplies
			Acquisitions for Books - June 2019	159.27	Books - Adult Non-Fiction
			Acquisitions for Books - June 2019	109.00	Books - Adult Non-Fiction
			Acquisitions for Books - June 2019	26.00	Books - Adult Non-Fiction
			Acquisitions for Books - June 2019	27.00	Books - Adult Non-Fiction
			Acquisitions for Books - June 2019	95.54	Books - Adult Non-Fiction
			Acquisitions for AV - June 2019	59.99	AV - Adult
			External Hard Drive	139.99	New Projects / IT Equipment
			Magnets, ID Badge Holders	22.98	General Office/Operating Supplies
			Acquisitions for AV - June 2019	55.99	AV - Adult
			Maker Equipment, Sewing Machine, Smoldering Station	700.90	New Projects / IT Equipment
			Acquisitions for AV - June 2019	32.84	AV - Adult
			Acquisitions for AV - June 2019	159.64	AV - Adult
			Acquisitions for AV - June 2019	59.99	AV - Adult
			Acquisitions for Books - June 2019	17.98	Books-Adult Fiction
			Adapter	38.99	Non-Traditional Resources
			Playstation Classic Accessories	80.05	Non-Traditional Resources
			Acquisitions for AV - June 2019	79.98	AV - Adult
			PS4 Charger	11.71	New Projects / IT Equipment
			Scissors	8.53	Youth Programs
			Karaoke CD	37.49	Non-Traditional Resources
			Playstation Classic	49.99	Non-Traditional Resources
			Acquisitions for AV - June 2019	39.99	AV - Adult
			Adult Services PC Upgrades	471.40	New Projects / IT Equipment
			Staff Enrichment Supplies	35.92	Staff Enrichment
			Karaoke CD Pack	28.49	Non-Traditional Resources
			Program Supplies	33.44	Youth Programs

Deerfield Public Library
Check Approval List
For the Regular Board Meeting on July 17, 2019

Date	Num	Vendor	Memo	Amount	Account Description
			Bag Tags	37.64	Processing Supplies
			Karaoke CD Pack	36.77	Non-Traditional Resources
			Acquisitions for AV - June 2019	41.86	AV - Adult
			Acquisitions for AV - June 2019	41.86	AV - Adult
			sub-total		2,844.91
07/23/2019	ACH	AT&T-847 945-3318 026 6	Voice Lines: 5/29/19-6/28/19	845.89	Telephone - Voice
07/23/2019	ACH	AT&T 847 945-3372-943-5	Voice Lines: 5/29/19-6/28/19	541.08	Data Lines
07/12/2019	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 5/17/19-6/16/19	845.37	Telephone - Voice
07/12/2019	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 5/17/19-6/16/19	2,252.45	Data Lines
07/04/2019	ACH	Comcast Cable	Patron Internet Service 6/16/19-7/15/19	150.96	Data Lines
06/30/2019	ACH	Discovery Benefits, Inc.	Discovery Benefits, Inc.	54.90	Other Benefits
07/08/2019	ACH	Google, Inc.	Google Apps - July 2019	472.00	Software & Licenses
07/01/2019	ACH	Heartland Payment Systems	Merchant CC Fees - July 2019	318.81	Other Office Support
06/25/2019	ACH	Village of Deerfield	Debt Service 2011A Interest	49,165.00	Debt Service 2011A Interest
			Debt Service 2013 Interest	44,650.63	Debit Service 2013 Interest
			sub-total		93,815.63
07/01/2019	ACH	Village of Deerfield	Water & Sewer - May 2019	84.75	Water
07/01/2019	ACH	Village of Deerfield	Water & Sewer - May 2019	77.81	Water
			Total Wintrust-General AP 2997		193,689.76
			Grand Total		193,833.92

Deerfield Public Library
Credit Card Transactions by Account as of June 7, 2019
Presented for Approval July 2019

Date	Num	Name	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
06/07/2019	AD 5/8/19	Mariano's	Food - Lunch 'n Learn 5/8/19	10.21	Admin Programs
06/07/2019	AD 5/9/19	Mail Chimp	E-Newsletter Mailing - May 2019	40.00	Outreach Programs
06/07/2019	AD 5/10/19	Postmaster (USPS)	Postage	7.25	Postage
Total for 20001 Admin - 4734				57.46	
20002 Business Office - 1381					
06/07/2019	BO 5/21/19	Mariano's	Food - All Staff Meeting 5/23/19	27.88	Admin Programs
06/07/2019	BO 5/28/19	Target	Staff Enrichment Supplies	23.92	Staff Enrichment
06/07/2019	BO 5/29/19	Survey Monkey	Survey Software	37.00	Other Office Support
Total for 20002 Business Office - 1381				88.80	
20003 Info Technology (IT) - 1158					
06/07/2019	IT 5/10/19	Adobe Systems Inc.	Staff Creative Cloud Subscription - May 2019	56.30	Software & Licenses
06/07/2019	IT 5/12/19	Adobe Systems Inc.	Staff Creative Cloud Annual Renewal	382.37	Software & Licenses
06/07/2019	IT 5/13/19	Aleph Objects	3D Printer Parts	33.21	New Projects / IT Equipment
06/07/2019	IT 5/18/19	MCPProHosting	Minecraft Server	9.99	Software & Licenses
06/07/2019	IT 5/21/19	POSGuys.com	Receipt Printers for Patron Services	530.00	New Projects / IT Equipment
06/07/2019	IT 5/22/19	Aleph Objects	3D Printer Parts	16.55	New Projects / IT Equipment
06/07/2019	IT 5/22/19	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
06/07/2019	IT 5/22/19	Setmore	Setmore Software	199.00	New Projects / IT Equipment
06/07/2019	IT 6/1/19	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
06/07/2019	IT 6/3/19	Rise Vision	Digital Signage	19.00	Software & Licenses
Total for 20003 Info Technology (IT) - 1158				1,298.42	
20004 Facilities - 1382					
06/07/2019	FC 5/7/19	Home Depot	Outlet Covers & Batteries	31.00	Interior Facility Maintenance
06/07/2019	FC 5/22/19	Jiffy Lube	Oil Change for Library Vehicle	79.99	Facility Equipment Maintenance
06/07/2019	FC 5/22/19	Jiffy Lube	Oil Change for Library Vehicle - Refund	(82.45)	Facility Equipment Maintenance
06/07/2019	FC 5/22/19	Jiffy Lube	Oil Change for Library Vehicle	82.45	Facility Equipment Maintenance
06/07/2019	FC 5/30/19	Home Depot	Command Strips	8.56	General Office/Operating Supplies
Total for 20004 Facilities - 1382				119.55	
20005 Patron Svc-7222					
06/07/2019	PS 5/15/19	American Library Association	Membership Renewal - Suzuki	197.00	Dues & Memberships
Total for 20005 Patron Svc-7222				197.00	
20006 Support Services - 4206					
06/07/2019	SS 5/10/19	Sheraton	IUG Conference 5/8-5/9/19 Lodging - Skittino	228.52	Training Travel
06/07/2019	SS 5/24/19	WILIUG	Conference Registration 2019 - Walsh	30.00	Training & Education
06/07/2019	SS 6/4/19	WILIUG	Conference Registration 2019 - Skittino	30.00	Training & Education
Total for 20006 Support Services - 4206				288.52	
20007 Adult Services - 1931					
06/07/2019	AS 5/11/19	Hulu	Subscription for Roku - May 2019	11.99	E-Resources
06/07/2019	AS 5/11/19	Hulu	Subscription for Roku - May 2019	11.99	E-Resources
06/07/2019	AS 5/12/19	Hulu	Subscription for Roku - May 2019	11.99	E-Resources
06/07/2019	AS 5/14/19	Netflix	Subscription - May 2019	13.99	E-Resources
06/07/2019	AS 5/18/19	Hulu	Subscription for Roku - May 2019	11.99	E-Resources
06/07/2019	AS 5/20/19	Warehouse Eatery	Food - Books w/a Twist 5/20/19	37.58	Adult Programs
06/07/2019	AS 5/30/19	Netflix	Subscription - June 2019	13.99	E-Resources
06/07/2019	AS 5/30/19	The New York Times	Large Type Weekly Subscription 5/6/19-6/2/19	17.60	Periodicals
Total for 20007 Adult Services - 1931				131.12	

Deerfield Public Library
Credit Card Transactions by Account as of June 7, 2019
Presented for Approval July 2019

20008 Youth Services - 6162					
06/07/2019	YS 5/7/19	United Airlines	ALA Conference 6/19/19 - 6/26/19 Travel - Gall	445.60	Training Travel
06/07/2019	YS 5/16/19	ToteBagFactory.com	Welcome Bag Project - Tote Bag Sample - To be reimbursed by Friends	75.00	Youth Programs
06/07/2019	YS 5/22/19	Brodart Co.	Scratch Paper Holders (12)	232.53	Minor Furnishings & Equipment
06/07/2019	YS 6/4/19	American Library Association	Membership Renewal - Trotsky	73.00	Dues & Memberships
06/07/2019	YS 5/21/19	Domino's Pizza	Food - Teen Advisory Board 5/21/19	60.05	Youth Programs
06/07/2019	YS 5/28/19	Kinderlab Robotics, Inc.	Robotics Kit	213.28	Non-Traditional Resources
06/07/2019	YS 5/4/19	Smile Makers	Stickers	146.83	Youth Programs
06/07/2019	YS 5/7/19	Therapy Shoppe	Items for Sensory Kits	48.14	Minor Furnishings & Equipment
06/07/2019	YS 5/15/19	Spotify	Subscription for iPads - May 2019	14.99	Youth Programs
06/07/2019	YS 5/20/19	Walgreens	Items for Teen Volunteer Orientation 5/20/19	18.72	Youth Programs
Total for 20008 Youth Services - 6162				1,328.14	
20009 Outreach Coord - 5394					
06/07/2019	OC 5/10/19	Fast Signs	Summer Reading Poster	30.75	Professional Printing Services
06/07/2019	OC 5/14/19	Jewel-Osco	Food - Lake Co. Libraries Marketing Meeting	51.09	Outreach Programs
06/07/2019	OC 6/3/19	Spangler Candy	July 4 - Parade Giveaways	314.49	Admin Programs
06/07/2019	OC 5/22/19	American Library Association	Membership Renewal - Hoffman	52.00	Dues & Memberships
06/07/2019	OC 5/16/19	Fast Signs	Read Without Boundaries Poster (2)	61.50	Adult Programs
Total for 20009 Outreach Coord - 5394				509.83	
20010 Adult Prog Coord - 7013					
06/07/2019	APC 5/28/19	Amazon	Acquisitions for Kindle Books - May 2019	13.99	E-Resources
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	12.99	E-Resources
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	12.99	E-Resources
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	12.99	E-Resources
06/07/2019	APC 5/9/19	Amazon	Acquisitions for Kindle Books - May 2019	10.99	E-Resources
06/07/2019	APC 5/29/19	Walmart	Read Without Boundaries Program Prizes	173.82	Adult Programs
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	14.99	E-Resources
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	12.68	E-Resources
06/07/2019	APC 5/29/19	Dunkin' Donuts	Read Without Boundaries Program Prizes	75.00	Adult Programs
06/07/2019	APC 5/22/19	Dairy Queen	Read Without Boundaries Program Prizes	75.00	Adult Programs
06/07/2019	APC 5/13/19	Equal Exchange	Read Without Boundaries Program Chocolate Bars	128.40	Adult Programs
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	12.99	E-Resources
06/07/2019	APC 5/29/19	Party City	Summer Reading Program Decorations	34.45	Adult Programs
06/07/2019	APC 5/26/19	Walmart	Read Without Boundaries Program Prizes - Refund	(187.73)	Adult Programs

Deerfield Public Library
Credit Card Transactions by Account as of June 7, 2019
Presented for Approval July 2019

20010 Adult Prog Coord - 7013 Continued					
06/07/2019	APC 5/13/19	Amazon	Acquisitions for Kindle Books - May 2019	8.99	E-Resources
06/07/2019	APC 5/30/19	Menchie's	Read Without Boundaries Prizes	75.00	Adult Programs
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	14.99	E-Resources
06/07/2019	APC 5/16/19	Dharma Trading Co.	Scarves & Dyes for Shibori Scarf Program	180.66	Adult Programs
06/07/2019	APC 5/27/19	Amazon	Acquisitions for Kindle Books - May 2019	12.99	E-Resources
06/07/2019	APC 5/30/19	Amazon	Acquisitions for Kindle Books - May 2019	12.97	E-Resources
06/07/2019	APC 5/26/19	Walmart	Read Without Boundaries Program Prizes	187.73	Adult Programs
06/07/2019	APC 6/3/19	Amazon	Acquisitions for Kindle Books - May 2019	4.99	E-Resources
Total for 20010 Adult Prog Coord - 7013				901.87	
20011 Youth Prog Coord - 1510					
06/07/2019	YPC 5/20/19	4imprint, Inc.	SRP 2019 Beach Balls (500)	536.18	Youth Programs
Total for 20011 Youth Prog Coord - 1510				536.18	
20012 Youth Coord - 9533					
06/07/2019	YC 5/15/19	Oriental Trading	Gift Bags for EL Family Night	31.15	Youth Programs
06/07/2019	YC 5/20/19	Office Max/Office Depot	Program Supplies	19.18	Youth Programs
06/07/2019	YC 6/3/19	Whole Foods Market	Food - Preschool Director's Networking Event 6/3/19	21.54	Admin Programs
Total for 20012 Youth Coord - 9533				71.87	
Total for 20000 Credit Cards Payable				5,528.76	

Director's Report July 2019

FYI

- As we have done in previous years, we will spend some time reviewing the July 4 Parade. Our door count for the day was 358. Last year, it was 481. We noticed that a number of people just came in to use the restrooms and this may have affected the door count. In addition, people were using the water refilling station.



Left: DPL Board at July 4 Parade.

- Claire Steiner's last day is July 25, 2019. I've begun the interviewing process for the Head of Adult Services position.
- Under My Report, I'd like to discuss the topic of board members having the option of being fine free. Not all current members have used this benefit. It could be argued that the by offering board members a fine free card, they're receiving payment for a volunteer position. For some other information on this subject, here's an article: <http://www.ktjlaw.com/457AE3/wp-content/themes/kleinthorpejenkinsltd/pdfs/LibraryTrusteesServeWithoutCompensation.pdf> Given that we now offer automatic renewals for most items, I wanted to know if this was a benefit that the board was still interested in offering.
- Our auditor, Susannah Filipovic from the auditing firm Baker & Tilly will be at the meeting to present the 2018 Audit. Copies will be available at the meeting.

Interesting Articles on Current Library Related Trends

Articles that may be of interest for review:

- <https://www.wbez.org/shows/morning-shift-podcast/asian-american-communities-raisin-g-awareness-removing-stigma-around-mental-health/2e1c8fa9-bd38-41a5-98d6-ccb4faa7297b>

One of our Patron Service Assistants worked on the podcast at her internship at WBEZ. She has also worked on the July DPL podcast with local musician, Derrick Procell.

- <https://www.nysut.org/news/2018/june/librarians-play-pivotal-role> This article discusses the summer slide and the role libraries have in helping to prevent it.

- <https://americanlibrariesmagazine.org/blogs/the-scoop/the-future-of-ebook-pricing/>
Ebook pricing is something that we will be watching closely. This is one of our most popular collections.

Personnel

- In June the library had 0 separations
- In June the library filled 2 positions
 - Youth Services Librarian on June 17
 - Adult Services Programming Coordinator on July 12
- The library has 2 positions open
 - Head of Adult Services
 - Youth Services Associate

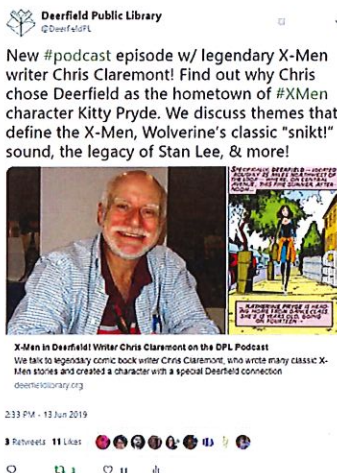
DEPARTMENT REPORTS

Adult Services Report

Claire Steiner, Head of Adult Services

- Jamie Gehin will be taking Programming Coordinator position, starting July 12.
- Read and Watch Without Boundaries Summer Edition started on June 1.
- Anne attended ALA in Washington DC.
- Quarterly P.L.A.C.E. program was at capacity.
- Dylan received positive podcast feedback from people in two foreign countries. Here is the email he received from one of them:

*Hello- That was a great interview with Chris Claremont, could I have the link to the full version?
Cheers Brian Gallagher London, UK*



- Our podcast episode this month was with Chris Claremont, legendary X-Men writer. The episode was very cool and had a great response. The tweet about the episode made 1,224 impressions and received 25 total engagements.

Business Office Report

Kelly DeCorrevont, Business Manager

- Completed New Hire Orientations on June 4 and June 17
- Attended the HR Roundtable Meeting on June 5
- Completed the Management Discussion and Analysis (MD&A) for the 2018 audit
- Attended the IGFOA webinar on governmental budgeting on June 6
- Attended the LLAMA Ask a Library Leader subcommittee meeting on June 11
- Attended the HR Source webinar on Illinois minimum wage updates on June 18
- Attended the LLAMA webinar on Inclusion and the Library: A Management Perspective on June 19
- Staff Enrichment Committee met on June 20 to discuss upcoming staff events
- We had an All-Staff Meeting on June 25 and discussed Library of Things (LOT)

IT & Social Media Report

Tom Owen, Head of IT

- We have new phones from Call One being delivered on July 30th.
- The Adult Services department has been fully updated to Windows 10, along with PC upgrades that significantly improve PC performance and login times. We chose to selectively upgrade PCs instead of replacing older models because simple upgrades have allowed us to achieve a performance similar to a new machine for a fraction of the cost. Each PC upgrade is under \$150 including a new SSD hard drive, additional memory, and replacement keyboards and mice where necessary.
- The IT department is diligently preparing for our new maker space!

Outreach Report

Judy Hoffman, Outreach Coordinator

- Battling Buckthorn (June 15): A great partnership program with the Village Sustainability Committee and the Lake County Forest Preserves. We had 50 people in attendance, and a number of requests before and after for info from people that could not attend. The great presentation from the LCFP has been posted on the Village website.
- Pixel Art (June 10): It was our third annual installation by Shepard Middle School as part of the 7th grade community service day. Along with the rest of the DPL Pixel Art support team (Amy vanGoethem, Kary Henry, Sophia Phillips), had a blast working with the students and watching the images emerge. A fount of creativity here in Deerfield!
- Caruso Middle School - DPL commercial: We hosted the media class students in May for one of their commercial production projects. In June, we received the finished product: https://www.youtube.com/watch?v=yMwZbnzD_O8&feature=youtu.be
- Shepard Middle School Window Pixel Art: A rising 6th grade student from another school asked for me to find out more about the pixel art. She is a fan, and spent time looking at the displays both inside and outside. She has enjoyed all three years, and is going to suggest a similar project for her school.

- Graphic Design/Canva Pro: Working on purchase of fee version of Canva for graphic design duties. This will provide much needed enhancements such as easy format changes for using across different platforms, shared work platform, and thousands more stock photos.
- Graphic Design/Branded promotion templates: Researching options for creation of branded design templates for staff to utilize. Intent is to create a more cohesive look, and in turn making it easier for patrons to "spot" information.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On Saturday, June 8th, Sam and Sayaka incorporated mobile library account management using an iPad for the first time at a Summer Reading Program Kick-off day. Although the mobile database was not cooperative at all times, it was still helpful to shorten the lines at the Information and Self Check-out service desks. Staff will do this again next year.
- On Monday, June 17th, Stephanie Kim helped Dylan do a podcast for DPL. She has previously worked full time as the Regional Reporter for Hearst Connecticut Media prior to coming to DPL. She is also doing an internship at NPR, and has produced an interview about mental health in the Asian/Asian American community for them.
- On Wednesday, June 19th, the Library Aides re-shelved video games in alphabetical order instead of by ratings within the systems (i.e. PS3, Xbox 360, Wii). This will help patrons find the titles more easily.
- We are looking into different options for Self Checkout stations and the sorter.

Support Services Report

Pam Skittino, Head of Support Services

- Pam and Tom W attended the WILIUG (Wisconsin Illinois Innovative Users Group) Spring conference at the Chicago Public Library.


Youth Services Report

Meg Anthony, Head of Youth Services

- Kary Henry, hosted and participated in the first-ever meeting of all of the local preschool directors—the Early Childhood Directors’ Networking Group—on June 4.
- Kary Henry met with Ruth Bell, a Librarian at the Wilmette Public Library, in order to learn more about her preschool outreach programming. Kary is looking to expand from leading outreach storytimes for local preschool classes, to also offering outreach STEM programming for local preschool classes.
- Julia Frederick added three new Discovery Kits this month: “Learn to Tie Your Shoes”, “Learn to Tell Time” and a “Harry Potter Coding Kit”.
- Elisa Gall represented the Library at the ALA Annual Conference in Washington, D.C. from June 19-June 26, 2019. At ALA, Elisa attended meetings as a member of the board of directors for the Association for Library Service to Children, as well as a board member of the Coretta Scott King Committee, part of the Ethnic and Multicultural Information Exchange Roundtable.
- In June, we had an issue with unsupervised children misusing the Drop-In Craft table, and as a result we went through all of our craft supplies in the first two days of the week. After replenishing the supplies, we put out a sign letting patrons know that patrons had to ask for them at the service desk. This meant that primarily well-supervised children did the craft, and the craft table required much less clean-up from that point on. Based on this experience, the supplies for the upcoming Drop-In Craft have been put into baggies, and we will once again put out a sign letting patrons know to ask for them at the Youth Service Desk.
- Unlike *Evanced, Communico* for program registration does not cap the number of people for waiting lists. At first we thought this would be challenging, and that it might give people false hope (like if they were 20th on the waiting list, and would likely never get in). However, now we are appreciating the opportunity it has given us to see actual interest in our programs. As a result, we have begun opening additional sessions of programs, when possible based on staffing and space availability. Going forward we will be tracking the number and type of additional sessions offered, and we plan to use this information to guide our programming going forward. (Perhaps we offer more sessions of super-popular programs from the get-go.)

 **Deerfield Public Library**
Published by Sophia Deerfield (7) · June 8 · 🌐

It's the best day of the year! Summer Reading Kick-Off Day is happening until 5pm today.

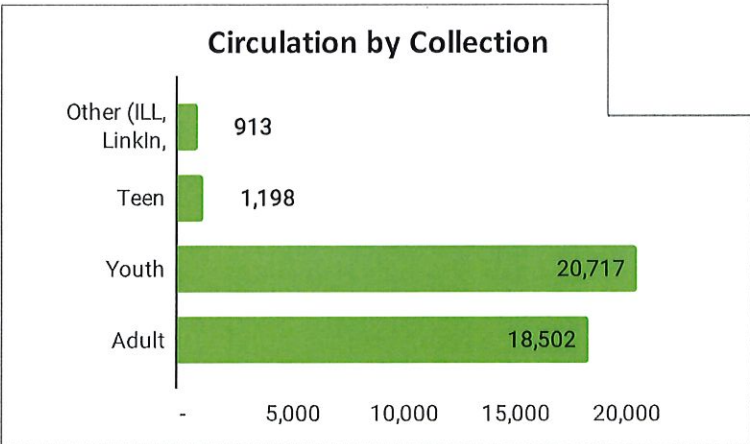
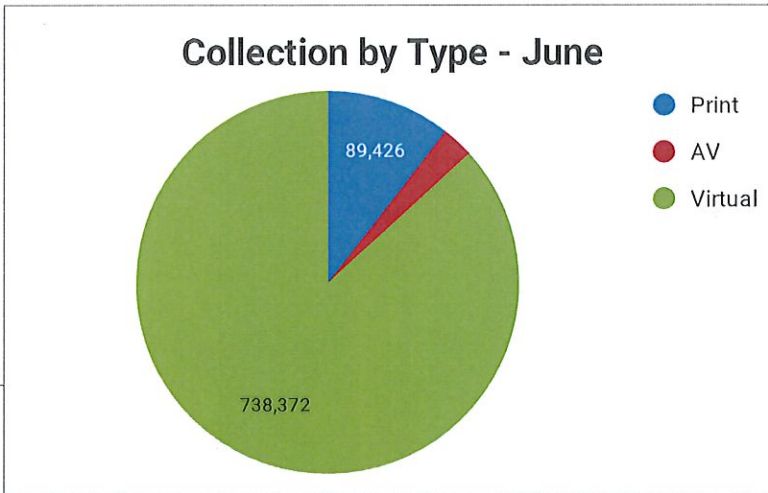
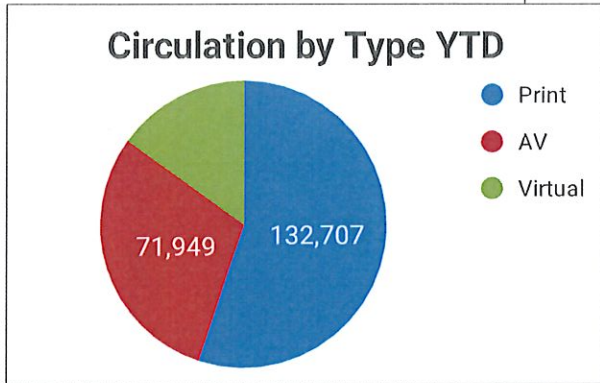
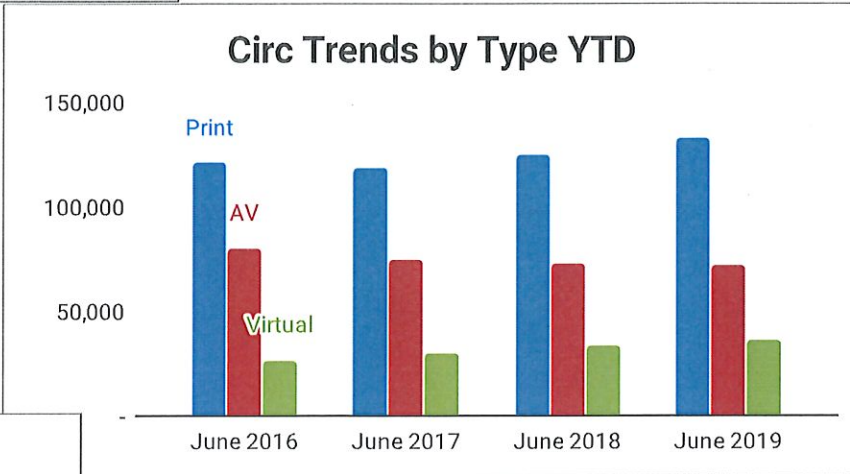
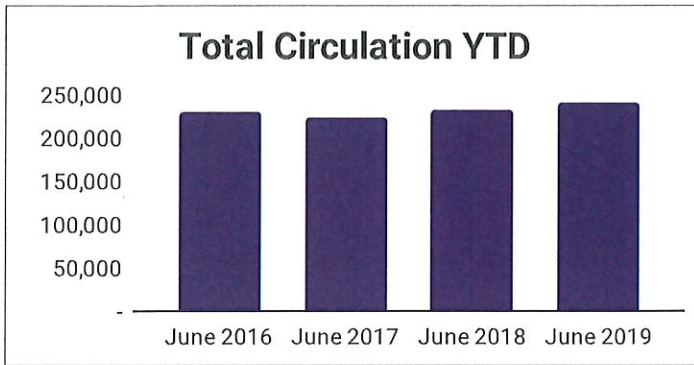
 **Deerfield Public Library** added 29 new photos to the album.
Summer Reading Kick-Off Day 2019.

Published by Sophia Deerfield (7) · June 12 at 2:20 PM 🌐

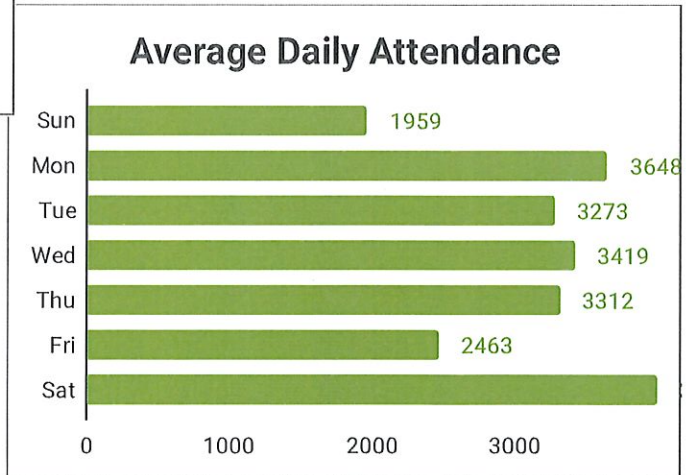
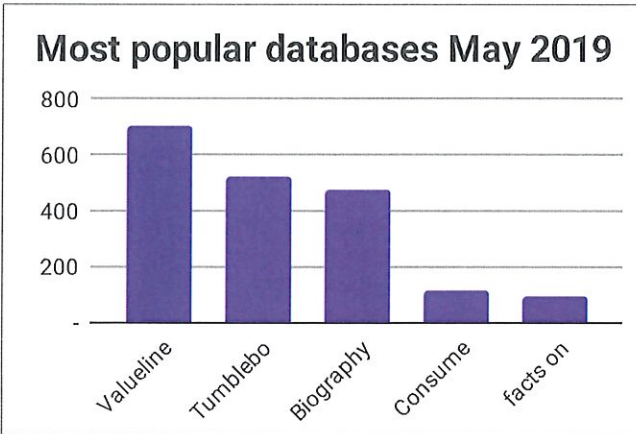
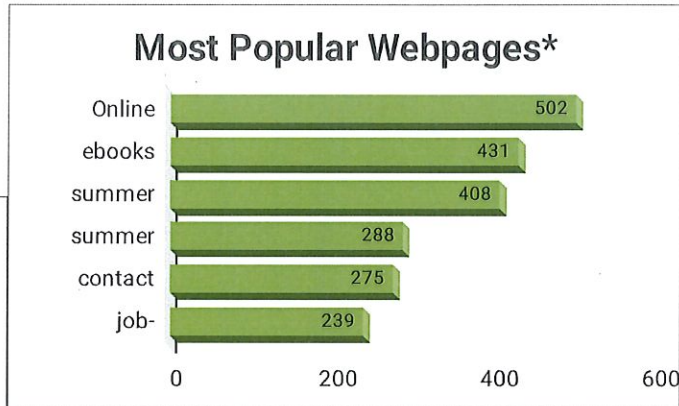
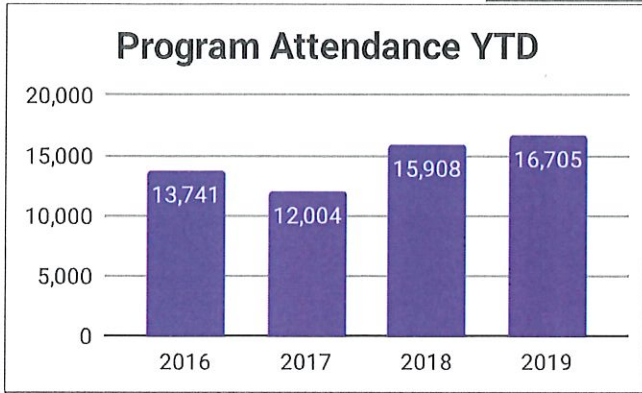
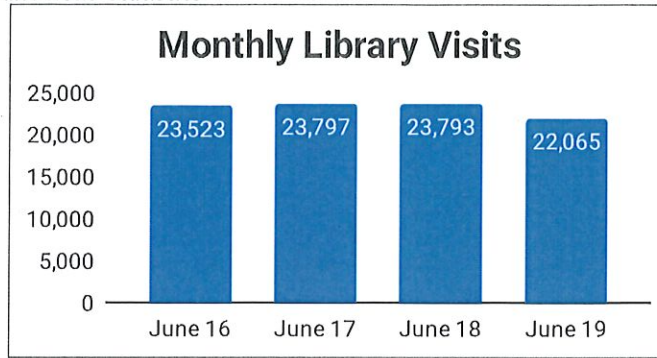
Thank you to everyone who came to our Summer Reading Program Kick-Off Day this past Saturday! We had a great time, and we hope you did too. Happy reading!



- On Facebook, we promoted Summer Reading and Kick-Off Day.



June 2019 Statistics



To: Board of Trustees
Re: Collaborative Workspace Update
Date: July 17, 2019

The submittal process is ongoing, with Product Architecture + Design reviewing the products to be installed in the project. The long lead items include the millwork (shop drawings under review, materials available 8/28), glass wall and door system (doors expected 8/15), and light fixtures (manufacturer's shipping date pending).

Field measurement for the glazing system and coordination with the drywall walls has taken place. W.B. Olson will meet with library and village staff then with specific subcontractors to coordinate mobilization and refined schedule in advance of the start of work on site.

Internally, the Maker Committee continues to meet every other week. Since this is a new service and space we will be offering, we are doing our best to anticipate the unknowns. When we open the space this fall, we will offer some special "get to know the space" programs. Otherwise, it's not the intention to have our programming staff be required to create more programs. Rather, we anticipate some of our more popular tech programs, like 3D design and print, are *moved* to this new location.

IT staff have begun building the webpage. We have used the large format printer to print renderings of the space to remind staff of how exciting this will be. Additionally, the Friends of the Library decided to vote to pay for the laser engraver. This is a very generous gift and we are excited to add it to the space.

Finally, we are still waiting to reconfigure the AV shelving. Staff has begun shifting the collection in preparation for the construction.

To: Board of Trustees
Date: July 17, 2019
Re: 2018 Audit highlights

The Deerfield Public Library has received the final copy of the 2018 Annual Financial Report and 2018 Audit. In the Management's Discussion and Analysis section on pages MD&A 1-11 the Library offers readers the financial statements in a narrative overview and analysis of the 2018 financial activities.

The Library's Net Position

The Library's net position increased by 374,202 by the end of 2018. The Library's 2017 net position has not been restated for the implementation of GASB 75 as of January 1, 2018. The Library's total net position is 8,515,407. See page 3.

Financial Overview - Fiscal Year 2018

The primary income source for the Library is Local Property and other Taxes (95.7%). Total revenues increased by about 301,878. Total expenses increased by 253,226 over the prior fiscal period. The Library Fund (as presented on the Balance Sheet, page 5) has a fund balance of 6,694,075, showing an increase of 486,529. The increase helped provide funding for the months of January through May, when property tax receipts are negligible, and any excess will be dedicated to rebuild the reserves for future building improvements.