

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
Wednesday, August 21, 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 Executive Session (ACTION)
 - B. July 17, 2019 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Financials: Balance Sheet, Revenues & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. VILLAGE LIAISON REPORT
6. LIBRARY DIRECTOR'S REPORT
 - A. Staff Survey Results Summary Report
7. OLD BUSINESS
 - A. Collaborative Work Space Update
 - B. Fine Free Discussion
8. NEW BUSINESS
 - A. Approval of Proposed 2020 Board Meeting Dates (ACTION)
 - B. Approval of Proposed 2020 Holidays and Closed Dates (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: September 18, October 16 at 6:30 p.m.

*All topics on the agenda are potential action items.

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

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:32 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch – President, Seth Schriftman – Treasurer, Kyle Stone and Howard Handler.

Guest: Susannah Baney Filipovic, Audit Manager, Baker Tilly

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

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

None.

3. APPROVAL OF MINUTES

A. June 19, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the June 19, 2019 Regular Session Meeting minutes, seconded by Mr. Kyle Stone.

Vote: 4 Yes –Ken Abosch, Seth Schriftman, 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. Stone made a motion to approve the June Financials, seconded by Mr. Abosch.

Vote: 4 Yes –Ken Abosch, Seth Schriftman, 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, 3 ACHs, WinTrust	\$ 126.16
-Petty Cash Checks 666-667, Bank Financial	\$ 18.00
-AP Checks 11019-11067, 13 ACHs, WinTrust	<u>\$ 193,689.76</u>
The total amount presented for approval	\$ 193,833.92

MOTION: Mr. Stone made a motion to approve the June list of checks and payments, seconded by Mr. Howard Handler.

Vote: 4 Yes –Ken Abosch, Seth Schriftman, Kyle Stone and Howard Handler.

The motion was approved.

DPL Board of Trustees
 Regular Meeting Minutes
 July 17, 2019

C. Presentation of 2018 Audit

Ms. Susannah Baney Filipovic presented the 2018 Audit. Ms. Baney Filipovic appreciated working with Ms. Kelly DeCorrevont during the audit process. Ms. Baney Filipovic asked the Board Members if they had any questions. Mr. Schriftman thanked Ms. Baney Filipovic for coming to the meeting and presenting the 2018 Audit.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

A. July 4 Parade Recap

Mr. Schriftman reported that the Board Members had a good amount of candy this year. The parade went well and was fun. We will continue the candy. Mr. Abosch thanked the Board Members that participated this year.

B. Fine Free Discussion

Ms. Amy Falasz-Peterson stated that Mr. Stone brought this topic up in the past. Mr. Stone recommended that the Board address it. Mr. Abosch asked if Mr. Stone was suggesting the Board take action. Mr. Schriftman stated that he is happy that the Library offers automatic renewals as an option that has eliminated some fines. Mr. Abosch recommended that the Board continue this conversation at the August meeting. Ms. Falasz-Peterson will include it on the agenda.

7. OLD BUSINESS

A. Collaborative Workspace Update

The fall edition of browsing will have information on our Maker Space. This publication will be in homes in mid-August. We are working with a local company to reconfigure the AV shelving. This is scheduled to take place at the end of July. We will share talking points and have a website developed with more information.

8. NEW BUSINESS

A. Acceptance of 2018 Audit (ACTION)

MOTION: Mr. Schriftman made a motion to approve the 2018 Audit, seconded by Mr. Handler.

Vote: 4 Yes –Ken Abosch, Seth Schriftman, Kyle Stone, and Howard Handler.

The motion was approved.

B. Insurance Renewal (ACTION)

MOTION: Mr. Abosch made a motion to approve the Insurance Renewal, seconded by Mr. Schriftman.

Vote: 4 Yes –Ken Abosch, Seth Schriftman, Kyle Stone, and Howard Handler.

The motion was approved.

C. Recommended Ban of Library Patron (ACTION)

MOTION: Mr. Abosch made a motion to continue the recommended ban of library patrons (patron 1 and patron 2), seconded by Mr. Schriftman.

DPL Board of Trustees
Regular Meeting Minutes
July 17, 2019

Vote: 4 Yes –Ken Abosch, Seth Schriftman, Kyle Stone, and Howard Handler.
The motion was approved.

9. OTHER

Mr. Handler asked if the Library has coordinated with the Village about the upcoming heat wave. Ms. Falasz-Peterson reported that while the Library is not an official cooling center, we are open our regular hours and notified the Police Chief of our hours.

10. ADJOURNMENT

At 7:43 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Stone.

Vote: 4 Yes –Ken Abosch, Seth Schriftman, Kyle Stone, and Howard Handler.
The motion was approved.

Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of July 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	456,266.86
11200 Payroll - WinTrust	40,147.72
11300 E-Pay - WinTrust	14,465.61
11400 Deposits - Bank Financial	44,984.35
11500 Petty Cash - Bank Financial	2,001.80
11600 Max-Safe Wintrust	1,653,116.33
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	2,211,556.67
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,900,119.97
14110 PMA General Fund	1,782,494.16
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	4,682,728.45
Total Bank Accounts	\$6,894,285.12
Accounts Receivable	
15120 Property Tax Receivable - 2013	180.00
Total Accounts Receivable	\$180.00
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	\$12,149,649.05
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	

	TOTAL
19100 Land	65,493.00
19150 Construction In Progress	0.00
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	\$24,296,328.91
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	96,209.04
Total Accounts Payable	\$96,209.04
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	4,479.73
22370 ICMA	0.11
22380 Medical/Health	-11,215.76
22385 Dental	10,535.80
22390 Life	-321.72
Total 22300 Withholdings	4,251.71
Total 22000 Payroll Liabilities	15,659.01
22395 FSA Payable	-2,340.90

	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	\$6,672,674.67
Total Current Liabilities	\$6,768,883.71
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	\$14,825,387.46
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	212,544.24
Total Equity	\$9,470,941.45
TOTAL LIABILITIES AND EQUITY	\$24,296,328.91

Deerfield Public Library

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

January - July, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	1,909,263.94	4,387,720.00	-2,478,456.06	43.51 %
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	2,636,895.20	5,140,351.26	-2,503,456.06	51.30 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	22,557.88	50,000.00	-27,442.12	45.12 %
42200 Non-Resident Fees	4,568.85	7,000.00	-2,431.15	65.27 %
42300 Printing/Copying Fees	6,096.80	8,000.00	-1,903.20	76.21 %
Total 42000 Fees & Fines	33,223.53	65,000.00	-31,776.47	51.11 %
43000 Investment Income				
43100 Interest - General	38,156.84	15,000.00	23,156.84	254.38 %
43200 Interest - Reserve	34,206.12	30,000.00	4,206.12	114.02 %
Total 43000 Investment Income	72,362.96	45,000.00	27,362.96	160.81 %
44000 Grants				
44100 State Grant				
44109 Other State Grant		5,000.00	-5,000.00	
44150 Per Capita Grant	22,781.25	10,000.00	12,781.25	227.81 %
Total 44100 State Grant	22,781.25	15,000.00	7,781.25	151.88 %
Total 44000 Grants	22,781.25	15,000.00	7,781.25	151.88 %
45000 Gifts and Contributions				
45100 General Donations	241.83	500.00	-258.17	48.37 %
45500 Friends Contributions		10,000.00	-10,000.00	
Total 45100 General Donations	241.83	10,500.00	-10,258.17	2.30 %
Total 45000 Gifts and Contributions	241.83	10,500.00	-10,258.17	2.30 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	391.54	500.00	-108.46	78.31 %
49065 Sale of Surplus Materials	116.06	500.00	-383.94	23.21 %
Total 49000 Miscellaneous Revenue	507.60	1,000.00	-492.40	50.76 %
Total Income	\$2,766,012.37	\$5,276,851.26	\$ -2,510,838.89	52.42 %
GROSS PROFIT	\$2,766,012.37	\$5,276,851.26	\$ -2,510,838.89	52.42 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,225,017.04	2,223,828.00	-998,810.96	55.09 %
51200 FICA	89,699.31	170,099.00	-80,399.69	52.73 %
51300 Health/Misc Benefits	163,650.34	347,159.00	-183,508.66	47.14 %
51400 Pension Contribution	100,271.35	242,382.00	-142,110.65	41.37 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51500 Other Benefits	4,123.35	9,752.00	-5,628.65	42.28 %
51600 Staff Enrichment	3,137.52	5,000.00	-1,862.48	62.75 %
Total 51000 Personnel Expenses	1,585,898.91	2,998,220.00	-1,412,321.09	52.89 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	26,263.45	55,000.00	-28,736.55	47.75 %
52200 Facility Equipment Maintenance	37,081.61	45,000.00	-7,918.39	82.40 %
52300 Exterior Building Maintenance	11,342.87	10,000.00	1,342.87	113.43 %
52400 Utilities				
52410 Water	1,930.92	3,000.00	-1,069.08	64.36 %
52430 Telephone - Voice	11,472.99	15,000.00	-3,527.01	76.49 %
52440 Data Lines	23,632.15	28,000.00	-4,367.85	84.40 %
Total 52400 Utilities	37,036.06	46,000.00	-8,963.94	80.51 %
52500 Minor Furnishings & Equipment	2,445.65	25,000.00	-22,554.35	9.78 %
Total 52000 Facility Expenses	114,169.64	181,000.00	-66,830.36	63.08 %
53000 Library Materials				
53100 Periodicals	3,744.72	20,000.00	-16,255.28	18.72 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	28,310.17	55,000.00	-26,689.83	51.47 %
53222 Books-Adult Fiction	38,343.70	76,500.00	-38,156.30	50.12 %
Total 53200 Adult Materials-Books	66,653.87	131,500.00	-64,846.13	50.69 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	36,436.68	80,000.00	-43,563.32	45.55 %
53340 Audio Visual - Youth	12,441.39	22,500.00	-10,058.61	55.30 %
Total 53300 Audio Visual Materials	48,878.07	102,500.00	-53,621.93	47.69 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	42,370.14	70,000.00	-27,629.86	60.53 %
53550 Literacy Support - Youth	1,198.03	2,500.00	-1,301.97	47.92 %
Total 53400 Youth Materials-Books	43,568.17	72,500.00	-28,931.83	60.09 %
53501 Electronic Resources				
53500 E-Resources	215,368.57	235,000.00	-19,631.43	91.65 %
Total 53501 Electronic Resources	215,368.57	235,000.00	-19,631.43	91.65 %
53600 Non-Traditional Resources	3,488.55	10,000.00	-6,511.45	34.89 %
Total 53000 Library Materials	381,701.95	571,500.00	-189,798.05	66.79 %
54000 Library Programs				
54100 Admin Programs	1,630.47	4,000.00	-2,369.53	40.76 %
54150 Outreach Programs	649.93	2,500.00	-1,850.07	26.00 %
54210 Adult Programs	13,159.85	22,000.00	-8,840.15	59.82 %
54400 Youth Programs	21,063.89	25,000.00	-3,936.11	84.26 %
Total 54000 Library Programs	36,504.14	53,500.00	-16,995.86	68.23 %
55000 Automation				
55350 Software & Licenses	74,541.10	190,000.00	-115,458.90	39.23 %
55360 IT Automation Support	64,062.07	85,000.00	-20,937.93	75.37 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	29,281.66	135,000.00	-105,718.34	21.69 %
Total 55400 New Projects/equip	29,281.66	135,000.00	-105,718.34	21.69 %
Total 55000 Automation	167,884.83	410,000.00	-242,115.17	40.95 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56000 Professional/Contractual Svcs				
56009 Other Office Support	3,589.05	15,000.00	-11,410.95	23.93 %
56100 Insurance	42,600.43	50,000.00	-7,399.57	85.20 %
56200 Postage	3,501.98	8,500.00	-4,998.02	41.20 %
56300 Professional Printing Services	8,472.62	24,000.00	-15,527.38	35.30 %
56500 Professional Admin Services	25,180.72	25,000.00	180.72	100.72 %
56550 Cataloging Service	17,171.32	34,000.00	-16,828.68	50.50 %
56555 Professional Outreach Services	4,193.00	5,000.00	-807.00	83.86 %
Total 56500 Professional Admin Services	46,545.04	64,000.00	-17,454.96	72.73 %
56700 Travel for Library Services	181.06	1,500.00	-1,318.94	12.07 %
Total 56000 Professional/Contractual Svcs	104,890.18	163,000.00	-58,109.82	64.35 %
56400 Supplies				
56410 General Office/Operating Supplies	5,416.85	16,000.00	-10,583.15	33.86 %
56420 Processing Supplies	19,890.12	13,000.00	6,890.12	153.00 %
Total 56400 Supplies	25,306.97	29,000.00	-3,693.03	87.27 %
57000 Training/Development Expenses				
56600 Dues & Memberships	5,025.46	8,000.00	-2,974.54	62.82 %
57100 Training & Education	13,804.82	25,000.00	-11,195.18	55.22 %
57200 Training Travel	3,947.61	10,000.00	-6,052.39	39.48 %
Total 57000 Training/Development Expenses	22,777.89	43,000.00	-20,222.11	52.97 %
Total 50000 General Expenses	2,439,134.51	4,449,220.00	-2,010,085.49	54.82 %
61000 Capital Expenses				
61100 Facility Improvements	20,642.00	400,000.00	-379,358.00	5.16 %
Total 61000 Capital Expenses	20,642.00	400,000.00	-379,358.00	5.16 %
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	\$2,553,592.14	\$5,576,851.26	\$ -3,023,259.12	45.79 %
NET OPERATING INCOME	\$212,420.23	\$ -300,000.00	\$512,420.23	-70.81 %
NET INCOME	\$212,420.23	\$ -300,000.00	\$512,420.23	-70.81 %

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

Presented at the Regular Board Meeting – August 21, 2019

July completes the seventh month of the 2019 Fiscal Year. The benchmark used to evaluate financial activity year to date is 58%.

GENERAL OPERATIONS – REVENUES

By the end of July, the Library received 2,636,895 in property tax distributions, which is 51% of the annual budget. The Library has collected 33,224 in Charges for Services, which is 51% of the annual budget. The Library received a Total Income of 2,766,012 or 52% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of July, the Personnel Expense is 1,585,899 or 53% of the annual budget. The Facility Expense is 114,170 or 63% of the annual budget. The Library Materials Expense is 381,702 or 67% of the annual budget. The Library Program Expense is 36,504 or 68% of the annual budget. The Automation Expense is 167,885 or 41% of the annual budget. The Professional/Contractual Services Expense is 104,890 or 64% of the annual budget. The Supplies Expense is 25,307 or 87% of the annual budget. The Training/Development Expense is 22,778 or 53% of the annual budget. The Facility Improvement Expense is 20,642 or 5% of the annual budget. Total Library Expenses is 2,553,592 or 46% 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: 07/31/19

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	\$446,065.05	\$446,065.05	
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
CD	274591	1	07/24/19	07/23/20	57742	MAINSTREET BANK	\$204,341.58	\$200,000.00	2.171
DTC	43105	1	10/05/18	10/05/20	57565	2.9% - UBS BANK USA	\$150,000.00	\$150,429.11	2.753
Subtotal -->							\$1,812,340.38	\$1,782,494.16	

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	\$447,547.44	\$447,547.44	
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
CD	274991	1	07/29/19	07/30/21	14445	FARMERS & MERCHANTS UNION BANK	\$249,253.51	\$239,000.00	2.139
Subtotal -->							\$2,945,409.39	\$2,900,119.97	

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

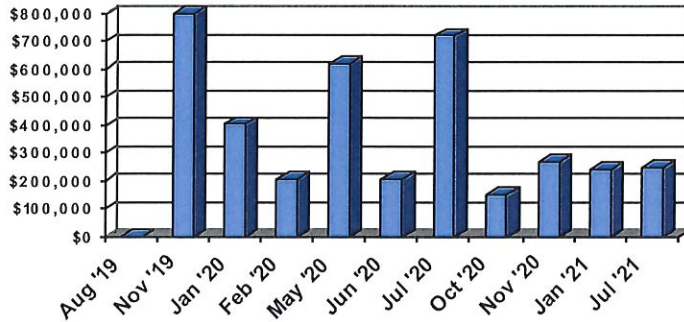
Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$58.24	\$58.24	
Subtotal -->							\$58.24	\$58.24	

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

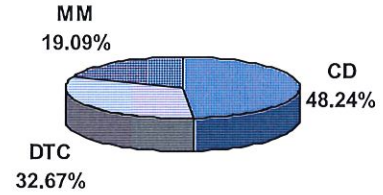
Total Amount -->	<u>\$4,757,864.09</u>	<u>\$4,682,728.45</u>
		MM: 19.09%
		CD's: 48.24%
		CDR's: 0.00%
		DTC: 32.67%
		CP: 0.00%
		SEC: 0.00%

Time and Dollar Weighted Portfolio Yield: 2.554 %

Weighted Average Portfolio Maturity: 310.66 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
Check Approval List
For the Regular Board Meeting on August 21, 2019**

Summary						
						127.42
						48.38
						174,579.39
				Total payments to approve		174,755.19
Date	Num	Vendor	Memo		Amount	Account Description
Wintrust E-Pay Deposit 8926						
08/05/2019	ACH	American Express Govt Svcs	Merchant CC Fees - August 2019		0.04	Other Office Support
08/05/2019	ACH	Chase Paymentech	Merchant CC Fees - August 2019		36.48	Other Office Support
08/05/2019	ACH	Chase Paymentech	Merchant CC Fees - August 2019		30.95	Other Office Support
08/05/2019	ACH	PayPal, Inc.	Merchant CC Fees - August 2019		59.95	Other Office Support
			Total E-Pay Deposit Amount		127.42	
Bank Financial Petty Cash Checks 1537						
07/11/2019	668	Kary Henry	Mileage Reimbursement, Parking at Reaching Forward 5/3/19 - Henry		42.38	Training Travel
08/08/2019	669	Hall Pass	Background Check - Gehin		6.00	Other Office Support
			Total Petty Cash Checks Amount		48.38	
Wintrust-General AP 2997						
07/08/2019	11068	Demco, Inc.	Book Spine Labels		103.89	Processing Supplies
07/08/2019	11069	Fancy Pants Productions LLC	Storytown Improv Program on 7/20/19		700.00	Youth Programs
07/08/2019	11070	First Bank Mastercard	Falasz-Peterson CC Charges - June 2019	2,272.23		Admin - 4734
			DeCorrevont CC Charges - June 2019	1,239.54		Business Office - 1381
			Owen CC Charges - June 2019	241.08		Info Technology (IT) - 1158
			Suzuki CC Charges - June 2019	43.00		Patron Svc-7222
			Skittino CC Charges - June 2019	145.00		Support Services - 4206
			Steiner CC Charges - June 2019	352.80		Adult Services - 1931
			Anthony CC Charges - June 2019	1,119.38		Youth Services - 6162
			Hoffman CC Charges - June 2019	206.09		Outreach Coord - 5394
			Palecek CC Charges - June 2019	263.41		Adult Prog Coord - 7013
			vanGoethem CC Charges - June 2019	143.50		Youth Prog Coord - 1510
			Henry CC Charges - June 2019	42.03		Youth Coord - 9533
			sub-total		6,068.06	
07/08/2019	11071	Garvey's Office Products	Paper, Markers, Folders		30.47	General Office/Operating Supplies
07/08/2019	11072	Graphic Solutions, Inc.	Hamilton Event - Poster & Flyer Design		125.00	Adult Programs; Youth Programs
07/08/2019	11073	Hoopla	Subscription - May 2019	3,425.39		E-Resources
		Hoopla	Subscription - June 2019	3,674.96		E-Resources
			sub-total		7,100.35	
07/08/2019	11074	James Martin Associates, Inc.	Summer Container Display	370.00		Exterior Building Maintenance
		James Martin Associates, Inc.	Landscape Management - July 2019	490.00		Exterior Building Maintenance
			sub-total		860.00	
07/08/2019	11075	Jill A Gordon	Staff Yoga - 8 Classes		400.00	Staff Enrichment
07/08/2019	11076	News-Sun	News-Sun Subscription Renewal thru 8/1/20		145.60	Periodicals
07/08/2019	11077	Penguin Random House LLC	Acquisitions for AV - July 2019		10.00	AV - Adult
07/08/2019	11078	Pioneer Press	Deerfield Review Subscription Renewal thru 1/2/20		52.00	Periodicals
07/08/2019	11079	Quill Corporation	Cork Board	32.55		General Office/Operating Supplies
		Quill Corporation	Wrist Coil Key Chains-Patron Services	18.39		General Office/Operating Supplies
			sub-total		50.94	
07/08/2019	11080	Sarah Tilford	Play in a Day Program on 7/17/19		150.00	Youth Programs
07/08/2019	11081	Sikich LLP	Automation Support for Servers & Workstations - August 2019	5,987.57		IT Automation Support
		Sikich LLP	StorageCraft Cloud Storage - August 2019	400.00		Software & Licenses
			sub-total		6,387.57	

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on August 21, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
07/08/2019	11082	The Hanover Insurance Group	Auto Insurance 8/1/19-8/1/20	1,896.00	Insurance
		The Hanover Insurance Group	Package Insurance 8/1/19-8/1/20	21,742.00	Insurance
		The Hanover Insurance Group	Umbrella Insurance 8/1/19-8/1/20	3,750.00	Insurance
			sub-total		27,388.00
07/08/2019	11083	Today's Business Solutions, Inc.	Cost Per Fax Program (302)	48.32	IT Automation Support
08/06/2019	11084	Anderson Lock	Locker Keys for Adult Services	72.90	Interior Facility Maintenance
08/06/2019	11085	Best Quality Cleaning	Cleaning Service - August 2019	2,125.00	Interior Facility Maintenance
08/06/2019	11086	BMW Plumbing, Inc.	Repair Faucet in UL Men's Restroom on 7/8/19	1,025.00	Facility Equipment Maintenance
08/06/2019	11087	Brimar LED LLC	Light Bulbs for Building (100)	583.50	Interior Facility Maintenance
08/06/2019	11088	CDW Government, Inc.	Server Ups Replacements	3,992.96	New Projects / IT Equipment
08/06/2019	11089	Esscoe LLC	Panic Buttons Installation	2,210.00	Facility Improvements
08/06/2019	11090	Findaway World LLC	Acquisitions for Books - July 2019	109.98	Books - Youth & Teens
		Findaway World LLC	Acquisitions for AV - July 2019	553.39	AV - Youth
			sub-total		663.37
08/06/2019	11091	FSS Technologies LLC	Burglar Alarm System Quarterly Maintenance Fee	120.00	Facility Equipment Maintenance
08/06/2019	11092	Graphic Solutions, Inc.	Browsing Fall 2019 Design	1,300.00	Professional Outreach Services
08/06/2019	11093	Image Systems & Business Solutions, LLC	Base Rate 7/19/19-10/18/19; BW & Color Copies Usage 4/19/18-7/18/19	2,470.33	IT Automation Support
08/06/2019	11094	Lechner and Sons	Lobby Mats 7/16/19	87.10	Interior Facility Maintenance
		Lechner and Sons	Lobby Mats 7/30/19	87.10	Interior Facility Maintenance
			sub-total		174.20
08/06/2019	11095	OverDrive, Inc.	eBooks - July 2019	2,869.45	E-Resources
08/06/2019	11096	Petty Cash Box	Travel Reimbursement - Walsh; Travel Reimbursement - Skittino; Paper Bags - Shapiro; Snacks for Book Bites Program 7/22/19 - Trotsky	40.99	Training Travel; Training Travel; Youth Programs; Youth Programs
08/06/2019	11097	RAILS	Find More Illinois Subscription 7/2019-6/2020	2,750.00	Software & Licenses
08/06/2019	11098	Rotary Club of Deerfield	Dues and Meals Q1	269.00	Dues & Memberships
08/06/2019	11099	ServPro	Water Extraction and Remediation in Quiet Room 7/22-7/24/19	1,191.48	Interior Facility Maintenance
08/06/2019	11100	Showcases	DVD Cases	126.13	Processing Supplies
		Showcases	Carrying Cases for LOT Items	70.50	Non-Traditional Resources
			sub-total		196.63
08/06/2019	11101	Stevens Chemical Company	Paper Towels, Toilet Paper, Trash Liners, Soap, Forks	461.98	Interior Facility Maintenance
		Stevens Chemical Company	Paper Towels, Toilet Paper, Facial Tissue, Cups, Trash Liners, Wipes, Forks	521.96	Interior Facility Maintenance
			sub-total		983.94
08/06/2019	11102	Thomson Reuters	Acquisitions for Books - IL Comp State Bar 2019 V1-10	257.00	Books - Adult Non-Fiction
08/06/2019	11103	Village of Deerfield	Village of Deerfield OPEB Report	1,067.00	Other Office Support
08/21/2019	11104	Associated Agencies, Inc.	Executive Risk Insurance 8/1/19-7/31/20	10,852.00	Insurance
		Associated Agencies, Inc.	Cyber Insurance 8/1/19-7/31/20	2,360.43	Insurance
		Associated Agencies, Inc.	Treasurer Bond 8/1/19-7/31/20	2,000.00	Insurance
			sub-total		15,212.43
08/21/2019	11105	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies - July 2019	167.35	Books-Adult Fiction; Processing Supplies
08/21/2019	11106	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - July 2019	2,040.03	Books - Adult Non-Fiction; Processing Supplies
08/21/2019	11107	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - July 2019	536.55	Books - Youth & Teens; Processing Supplies
08/21/2019	11108	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - July 2019	47.22	Books - Youth & Teens; Processing Supplies

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on August 21, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
08/21/2019	11109	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - July 2019	1,033.41	Books-Adult Fiction; Processing Supplies
08/21/2019	11110	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV, Books, & Processing Supplies - July 2019	145.46	AV - Adult; Processing Supplies
08/21/2019	11111	Baker & Taylor L4305242	Acquisitions for Books & Processing Supplies - July 2019	27.83	Books-Adult Fiction; Books - Youth & Teens; Processing Supplies
08/21/2019	11112	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books - July 2019	96.63	Books-Adult Fiction; Books - Youth & Teens
08/21/2019	11113	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - July 2019	3,232.36	Books - Youth & Teens; Processing Supplies
08/21/2019	11114	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - July 2019	4,044.26	Books-Adult Fiction; Processing Supplies
08/21/2019	11115	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies - July 2019	333.20	AV - Adult; AV - Youth; Processing Supplies
08/21/2019	11116	Baker Tilly Virchow Krause, LLP	Audit Services - 2018	810.00	Professional Admin Services
08/21/2019	11117	CDW Government, Inc.	MakerSpace PCs (2)	2,527.07	New Projects / IT Equipment
08/21/2019	11118	David Wylly	Take the Confusion Out of Medicare Program on 9/18/19	150.00	Adult Programs
08/21/2019	11119	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - August 2019	1,223.31	IT Automation Support
08/21/2019	11120	Gale/Cengage Learning	eBooks - July 2019	182.88	E-Resources
08/21/2019	11121	Hoopla	Subscription - July 2019	3,674.50	E-Resources
08/21/2019	11122	IHLS - OCLC	Annual Fee FY2020	14,844.52	Cataloging Service
08/21/2019	11123	IL Department of Innovation & Technology	Staff Internet Services thru 7/31/2019	450.00	Data Lines
08/21/2019	11124	Libraries First	Brainfuse Annual Subscription 7/1/19-6/30/20	4,550.00	E-Resources
		Libraries First	Careers College Annual Subscription 7/1/19-6/30/20	1,633.00	E-Resources
			sub-total	6,183.00	
08/21/2019	11125	Library Furniture International, Inc.	AV Shelf Change Prep for Collaborative Workspace	4,295.00	Facility Improvements
08/21/2019	11126	LIMRICC-UCCA	Unemployment Insurance Consortium - 2019 Q2	193.37	Other Benefits
08/21/2019	11127	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service - July 2019	5,423.31	AV - Adult; AV - Youth; Processing Supplies; Cataloging Service
08/21/2019	11128	Nelson Fire Protection	Annual Fire Sprinkler Inspection 7/26/19	720.00	Facility Equipment Maintenance
08/21/2019	11129	OverDrive, Inc.	eBooks - August 2019	5,662.48	E-Resources
		OverDrive, Inc.	eBooks - August 2019	1,474.79	E-Resources
			sub-total	7,137.27	
08/21/2019	11130	Premium Concepts, Inc.	DPL Logo Trivets for Read Without Boundaries Program Giveaways (100)	568.48	Adult Programs
08/21/2019	11131	RAILS	OverDrive Consortium 7/1/19-6/30/20	4,737.00	E-Resources
08/21/2019	11132	Reliance Barcode Solutions, LLC	Patron Barcodes (3,000)	229.78	General Office/Operating Supplies
08/21/2019	11133	Sam Rosen	Tuition Reimbursement - Storytelling - Rosen	1,272.00	Training & Education
08/21/2019	11134	Scalambrino & Arnoff, LLP	Legal Fees - July 2019	1,848.88	Professional Admin Services
08/21/2019	11135	Sikich LLP	Faronics Deep Freeze Maintenance Renewal 10/16/19-10/15/20	495.69	Software & Licenses
		Sikich LLP	Annual HP Foundation Care Post Warranty Renewal 10/31/19-10/30/20	1,403.00	Software & Licenses
			sub-total	1,898.69	
08/21/2019	11136	Stevens Chemical Company	Paper Towels, Toilet Paper, Drink Lids	295.39	Interior Facility Maintenance
08/21/2019	11137	Tee Jay Service Company, Inc.	Key Switch Front Door	556.00	Facility Improvements
08/21/2019	11138	Village of Deerfield	Fuel for Library Vehicle & Garage Fees	33.95	Facility Equipment Maintenance
08/21/2019	11139	Vogue Printers	Browsing Fall 2019	3,613.00	Professional Printing Services

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on August 21, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
07/15/2019	ACH	Amazon	Acquisitions for AV - July 2019	84.93	AV - Adult
			KIDLS Craft Supplies	10.03	Youth Programs
			3D Printer Filament	24.88	New Projects / IT Equipment
			Tools for Silhouette Cameo	125.35	New Projects / IT Equipment
			Laptop Mice	79.68	New Projects / IT Equipment
			KIDLS Craft Supplies	53.70	Youth Programs
			New Monitor	126.50	New Projects / IT Equipment
			sub-total	505.07	
07/29/2019	ACH	Amazon	MakerSpace Crafts	58.53	New Projects / IT Equipment
			Props for Hamilton Sing-Along Campaign	84.72	Youth Programs
			Interactive Movie Supplies	22.95	Youth Programs
			Props for Hamilton Sing-Along Campaign	21.86	Youth Programs
			Interactive Movie Supplies	20.94	Youth Programs
			Acquisitions for AV - July 2019	59.99	AV - Adult
			Acquisitions for Books - July 2019	39.99	Books - Adult Non-Fiction
			Acquisitions for AV - July 2019	84.86	AV - Adult
			Library of Things Items	123.68	Non-Traditional Resources
			Maker Equipment Storage Bins	23.98	New Projects / IT Equipment
			Library of Things Items	14.99	Non-Traditional Resources
			External HDs	160.19	New Projects / IT Equipment
			Baby Prom Supplies	34.59	Youth Programs
			Acquisitions for AV - July 2019	55.99	AV - Adult
			3D Printer Filament	48.76	New Projects / IT Equipment
			Embroidery Machine Thread	44.88	New Projects / IT Equipment
			Acquisitions for AV - July 2019	55.99	AV - Adult
			Acquisitions for Baby Bundles	35.90	Books - Youth & Teens
			Dremel Tool - MakerSpace	243.97	New Projects / IT Equipment
			Acquisitions for AV - July 2019 Refund	(47.95)	AV - Adult
			Book Buddies Program Supplies	28.24	Youth Programs
			Embroidery Machine	559.99	New Projects / IT Equipment
			Serger Machine	233.43	New Projects / IT Equipment
			Acquisitions for AV - July 2019 Refund	(25.00)	AV - Adult
			New Monitor	131.99	New Projects / IT Equipment
			Decorations - Farewell Party 7/25/19	8.71	Staff Enrichment
			White Noise Machine	44.95	Minor Furnishings & Equipment
			KIDLS Craft Supplies	19.99	Youth Programs
			Toys	106.36	Literacy Support - Youth
			Acquisitions for Books - July 2019	36.48	Books - Adult Non-Fiction
			Acquisitions for Books - July 2019	12.53	Books - Adult Non-Fiction
			sub-total	2,346.48	
08/12/2019	ACH	Amazon	Carrying Cases for DVD Players	77.97	Non-Traditional Resources
			MakerSpace Accessories	25.99	New Projects / IT Equipment
			MakerSpace Supplies	93.29	New Projects / IT Equipment
			MakerSpace Supplies	24.60	New Projects / IT Equipment
			Server Rack Screws	41.83	Youth Programs
			Summer Reading Program Prizes	662.14	Youth Programs
			Board Game Supplies	36.80	Non-Traditional Resources
			Game Set	42.67	Non-Traditional Resources
			DVD Player (3)	167.67	Non-Traditional Resources
			Program Supplies - Refund	(21.86)	Youth Programs
			Board Game Supplies	12.79	Non-Traditional Resources
			Program Supplies	49.42	Youth Programs
			Baby Bundles	12.05	Non-Traditional Resources
			Program Supplies	13.17	Youth Programs
			Clear Box - Refund	(17.99)	New Projects / IT Equipment
			Acquisitions for AV - August 2019	27.95	AV - Adult

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on August 21, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
			Tripod Equipment	77.78	New Projects / IT Equipment
			Acquisitions for AV - August 2019	155.77	AV - Adult
			Acquisitions for AV - August 2019 - Refund	(29.99)	AV - Adult
			Patron Book Discussion 2019	276.00	Adult Programs
			Acquisitions for AV - July 2019	101.88	AV - Adult
			Embroidery Machine Supplies	13.99	New Projects / IT Equipment
			USB Wifi Adapter	39.95	New Projects / IT Equipment
			Patron iMac Keyboards	59.82	New Projects / IT Equipment
			Floor Cable Cover	18.99	New Projects / IT Equipment
			Acquisitions for AV - July 2019	97.02	AV - Adult
			Maker Storage Bins	39.50	New Projects / IT Equipment
			Toy for LOT Items	34.21	Non-Traditional Resources
			Acquisitions for AV - July 2019	53.03	AV - Adult
			sub-total		
				2,186.44	
08/22/2019	ACH	AT&T-847 945-3318 026 6	Voice Lines: 6/29/19 - 7/28/19	852.55	Telephone - Voice
08/22/2019	ACH	AT&T 847 945-3372-943-5	Data Lines: 6/29/19 - 7/28/19	611.77	Data Lines
08/10/2019	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 6/17/19 - 7/16/19	830.95	Telephone - Voice
08/10/2019	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 6/17/19 - 7/16/19	2,252.45	Data Lines
08/04/2019	ACH	Comcast Cable	Patron Internet Service 7/16/19-8/15/19	157.95	Data Lines
07/31/2019	ACH	Discovery Benefits, Inc.	FSA Monthly Fees - July 2019	54.90	Other Benefits
08/07/2019	ACH	Google, Inc.	Googe Apps - August 2019	478.44	Software & Licenses
08/01/2019	ACH	Heartland Payment Systems	Merchant CC Fees - August 2019	255.80	Other Office Support
08/01/2019	ACH	Village of Deerfield	Water & Sewer - June 2019	152.46	Water
08/01/2019	ACH	Village of Deerfield	Water & Sewer - June 2019	127.05	Water
			Total Wintrust-General AP 2997	174,579.39	
			Grand Total	174,755.19	

Deerfield Public Library
Credit Card Transactions by Account as of July 9, 2019
Presented for Approval August 2019

Date	Num	Name	Memo	Amount	Account
20000 Credit Cards Payable					
20001 Admin - 4734					
07/09/2019	AD 6/8/19	Dunkin' Donuts	Food - SRP Kick-off on 6/8/19	12.23	Admin Programs
07/09/2019	AD 6/9/19	Mail Chimp	E-Newsletter Mailing - June 2019	40.00	Outreach Programs
07/09/2019	AD 6/11/19	ToteBagFactory.com	Welcome Bag Project Tote Bags - To be reimbursed by Friends	2,220.00	Youth Programs
Total for 20001 Admin - 4734				2,272.23	
20002 Business Office - 1381					
07/09/2019	BO 6/6/19	HR Source	HR Roundtable Series 2019-2020 for Libraries - DeCorrevont	250.00	Training & Education
07/09/2019	BO 6/11/19	HR Source	Minimum Wage & Other Wage and Hours Training 6/18 - DeCorrevont	95.00	Training & Education
07/09/2019	BO 6/11/19	Discount Mugs	DPL Green Frisbees (50)	141.48	Staff Enrichment
07/09/2019	BO 6/14/19	Discount Mugs	DPL Green Frisbees (50) Tax Refund	(10.48)	Staff Enrichment
07/09/2019	BO 6/17/19	Gorilla Paper Inc.	Thermal Paper Rolls	155.97	General Office/Operating Supplies
07/09/2019	BO 6/17/19	WhenToWork, Inc.	Staff Scheduling Software	440.00	Other Office Support
07/09/2019	BO 6/21/19	Postmaster (USPS)	Postage	7.85	Postage
07/09/2019	BO 6/21/19	Walgreens	Staff Step Challenge Prizes	80.00	Staff Enrichment
07/09/2019	BO 6/24/19	Mariano's	Food - All Staff Mtg 6/25/19	30.76	Admin Programs
07/09/2019	BO 6/25/19	Daily Endorphin	Staff Step Challenge	48.96	Staff Enrichment
Total for 20002 Business Office - 1381				1,239.54	
20003 Info Technology (IT) - 1158					
07/09/2019	IT 6/10/19	Adobe Systems Inc.	Staff Creative Cloud Subscription - June 2019	56.30	Software & Licenses
07/09/2019	IT 6/11/19	Nexcess Net	Web Hosting	29.85	Software & Licenses
07/09/2019	IT 6/12/19	Rise Vision	Digital Signage	10.00	Software & Licenses
07/09/2019	IT 6/13/19	MCPProHosting	Minecraft Server	9.99	Software & Licenses
07/09/2019	IT 6/18/19	Deerfield Public Library	Testing Self-Check Machines	0.20	Fees Fines & Penalties
07/09/2019	IT 6/22/19	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
07/09/2019	IT 7/1/19	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
07/09/2019	IT 7/2/19	Nintendo	Teen Space Switch Games	63.74	New Projects / IT Equipment
07/09/2019	IT 7/3/19	Rise Vision	Digital Signage	19.00	Software & Licenses
Total for 20003 Info Technology (IT) - 1158				241.08	
20005 Patron Svc-7222					
07/09/2019	PS 6/20/19	American Library Association	Webinar - Unreturned Materials As Barrier To Access - Suzuki	43.00	Training & Education
Total for 20005 Patron Svc-7222				43.00	
20006 Support Services - 4206					
07/09/2019	SS 6/13/19	American Library Association	Membership Renewal - Skittino	145.00	Dues & Memberships
Total for 20006 Support Services - 4206				145.00	
20007 Adult Services - 1931					
07/09/2019	AS 6/11/19	Hulu	Subscription for Roku - June 2019	11.99	E-Resources
07/09/2019	AS 6/11/19	Hulu	Subscription for Roku - June 2019	11.99	E-Resources
07/09/2019	AS 6/12/19	Hulu	Subscription for Roku - June 2019	11.99	E-Resources
07/09/2019	AS 6/14/19	Netflix	Subscription - June 2019	15.99	E-Resources
07/09/2019	AS 6/18/19	Hulu	Subscription for Roku - June 2019	11.99	E-Resources
07/09/2019	AS 6/28/19	American Library Association	Membership Renewal - Gray	220.00	Dues & Memberships
07/09/2019	AS 6/18/19	Netflix	Subscription - July 2019	15.99	E-Resources
07/09/2019	AS 6/30/19	Jewel-Osco	Cake - Retirement Party 7/1/19	50.86	Staff Enrichment
07/09/2019	AS 7/2/19	Canva	Image for Signage	1.00	Adult Programs
07/09/2019	AS 7/3/19	Canva	Image for Signage	1.00	Adult Programs
Total for 20007 Adult Services - 1931				352.80	

Deerfield Public Library
Credit Card Transactions by Account as of July 9, 2019
Presented for Approval August 2019

20008 Youth Services - 6162						
07/09/2019	YS 6/7/19	Demco, Inc.	Book Tape	142.02	General Office/Operating Supplies	
07/09/2019	YS 6/7/19	American Girl	Items for Discovery Kits	195.00	Non-Traditional Resources	
07/09/2019	YS 6/15/19	Spotify	Subscription for iPads - June 2019	14.99	Youth Programs	
07/09/2019	YS 6/14/19	Lakeshore Learning	Puppets	192.35	Literacy Support - Youth	
07/09/2019	YS 6/18/19	Walgreens	Teen Summer Reading Program Prizes	30.00	Youth Programs	
07/09/2019	YS 6/18/19	Container Store	Tubs for Library of Things Items	63.43	Processing Supplies	
07/09/2019	YS 6/26/19	American Library Association	Social Justice & Public Libraries: Equity Starts With Us Registration 10/28-10/29/19 - Frederick	175.00	Training & Education	
07/09/2019	YS 7/1/19	Michaels	Frame for Artwork in Youth Program Room	306.59	Minor Furnishings & Equipment	
Total for 20008 Youth Services - 6162				1,119.38		
20009 Outreach Coord - 5394						
07/09/2019	OC 6/7/19	Ace Hardware	Tape, Knee Pad	21.78	General Office/Operating Supplies	
07/09/2019	OC 6/6/19	Fast Signs	Program Poster	36.54	Professional Printing Services	
07/09/2019	OC 6/8/19	Jewel-Osco	Shephard Middle School - Pixel Art	30.41	Outreach Programs	
07/09/2019	OC 6/8/19	Il Forno Pizza and Pasta	Food - SRP Kick-off on 6/8/19	117.36	Admin Programs	
Total for 20009 Outreach Coord - 5394				206.09		
20010 Adult Prog Coord - 7013						
07/09/2019	APC 6/5/19	Ken's Quick Print, Inc.	Explore More Illinois Bookmarks	129.50	Adult Programs	
07/09/2019	APC 6/11/19	Amazon	Acquisitions for Kindle Books - June 2019	13.99	E-Resources	
07/09/2019	APC 6/18/19	Menchie's	Read Without Boundaries Prizes	100.00	Adult Programs	
07/09/2019	APC 6/21/19	Michaels	Program Supplies - Refund	(51.03)	Adult Programs	
07/09/2019	APC 6/27/19	Amazon	Acquisitions for Kindle Books - June 2019	11.99	E-Resources	
07/09/2019	APC 6/11/19	Amazon	Acquisitions for Kindle Books - June 2019	13.99	E-Resources	
07/09/2019	APC 7/1/19	Amazon	Acquisitions for Kindle Books - July 2019	14.99	E-Resources	
07/09/2019	APC 7/1/19	Amazon	Acquisitions for Kindle Books - July 2019	14.99	E-Resources	
07/09/2019	APC 7/2/19	Amazon	Acquisitions for Kindle Books - July 2019	14.99	E-Resources	
Total for 20010 Adult Prog Coord - 7013				263.41		
20011 Youth Prog Coord - 1510						
07/09/2019	YPC 6/7/19	Party City	SRP Decorations	11.99	Youth Programs	
07/09/2019	YPC 6/7/19	Home Depot	Program Supplies	31.83	Youth Programs	
07/09/2019	YPC 6/10/19	Michaels	Program Supplies	37.97	Youth Programs	
07/09/2019	YPC 6/10/19	Home Depot	Program Supplies	25.88	Youth Programs	
07/09/2019	YPC 6/21/19	Target	Program Supplies	6.00	Youth Programs	
07/09/2019	YPC 6/21/19	Michaels	Program Supplies	12.87	Youth Programs	
07/09/2019	YPC 6/28/19	Jewel-Osco	Program Supplies	16.96	Youth Programs	
Total for 20011 Youth Prog Coord - 1510				143.50		
20012 Youth Coord - 9533						
07/09/2019	YC 6/12/19	Michaels	Program Supplies	5.99	Youth Programs	
07/09/2019	YC 6/14/19	Michaels	Program Supplies	12.60	Youth Programs	
07/09/2019	YC 6/24/19	Michaels	Program Supplies	23.44	Youth Programs	
Total for 20012 Youth Coord - 9533				42.03		
Total for 20000 Credit Cards Payable				6,068.06		

Director's Report August 2019

FYI

- As discussed last month, the Board will continue the fines free conversation under Old Business.
- The Library received two FOIA requests in July.
- The ILA Annual Conference will be held at the Tinley Park Convention Center October 22-24, 2019. Here is a link to the registration information: <https://www.ila.org/events/annual-conference>. If you're interested in attending, please let me know and I will be happy to register you for the conference.
- The Jewett Park Renovation project started in July. The Park will be updated in phases. It's exciting to watch the progress. More information can be found here: <https://www.deerfieldparks.org/2019/07/31/jewett-park-phase-1-renovation-update/>
- On July 21, it rained hard and the Quiet Room had some water. We called ServPro to remediate the problem. The Quiet Room was closed through Thursday, July 25. Based on the previous experiences, we have been told that the issue is that this space is in a basement with the grading going towards (rather than away) from the building. One suggestion was to fill up the space outside the windows. I would not recommend we do that as the Quiet Room is a space enjoyed by many patrons and offers some lovely natural light. Last summer, we added a berm to help divert the water and that seems to have helped.
- Book Drops: At last month's meeting, I reported on the third book drop. The book drop is no longer functioning. The metal is bent and rusted and the lock doesn't actually lock. We have sealed it and we have been monitoring the usage of the two other book drops. Our new book drops (replaced in 2017) are larger and hold more material. It's our recommendation that we remove the third book drop and repair the concrete if necessary .

Interesting Articles on Current Library Related Trends

Articles that may be of interest for review:

- <https://www.cnn.com/2019/08/02/opinions/libraries-fight-publishers-over-e-books-west/index.html> In this op-ed piece, the author discusses the pricing models for ebooks and the challenge they pose for public libraries. We do our best to meet the demands of our community (and ebooks are very popular). This pricing model from a major publisher is very confusing and expensive for libraries.

Personnel

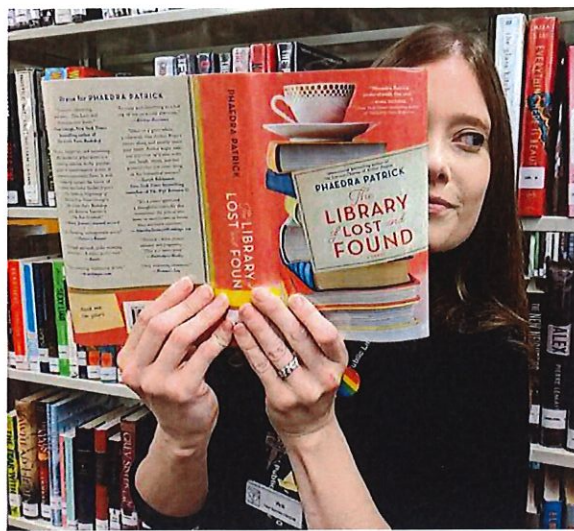
- In July the library had 4 separations
 - Adult Programming Coordinator on July 1
 - Adult Services/Multimedia Assistant on July 8
 - Youth Services Associate on July 10
 - Head of Adult Services on July 25
- In July the library filled 1 position
 - Adult Programming Coordinator on July 12
- The library had 3 positions open
 - Head of Adult Services
 - Youth Services Associate
 - Adult Services/Multimedia Assistant

DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Head of Adult Services

- Jamie Gehin started as Programming Coordinator position on July 12.
- Since the summer edition of Read Without Boundaries began, we've had 176 new enrollees and 197 completed challenges so far.
- The Shibori Scarf Workshop was at capacity and had over 60 people on the waitlist.
- Thinks and Drinks Trivia had a special Friends theme night. The event was at capacity and we had new patrons attend (and win!) specifically because of the theme.
- Ted has a Books to Go patron who can sometimes be difficult to select books for and he works very hard to find her things she will like. Last month our Read Without Boundaries theme was graphic novels. Ted knew this patron was an artist and a feminist and enjoyed fantasy novels, and had a specific graphic novel he thought she might like (Castle Waiting by Linda Medley has beautiful artwork, a strong feminist theme and a fantasy setting). He included the graphic novel in her books for the month, and when he called to check in with her at the end of the month, she asked for the second volume of this graphic novel. She said she thought it was the best book she had read in years and had no idea how Ted figured out she would love that book so much.
- Dylan continues to get emails from around the world responding to the podcast interview with legendary X-Men writer Chris Claremont, released back in June! (The Claremont X-Men character Kitty Pryde is from Deerfield!) Dylan has received 5 requests so far for the full, unedited, hour-long interview, including from Germany and the UK, as well as local listeners.



(Left: Vicki from Adult Services was featured as part of our series on Instagram: Adult Reads)

- We had 245 users and 293 sessions on our local history website this month.
- 17 BTG patrons
- 3 one-on-ones
- 16 Proctors
- 12 Programs, 139 participants- not including RWB
- 282 podcast downloads in July

Business Office Report

Kelly DeCorrevont, Business Manager

- Attended Insurance Renewal meeting with Library Director on July 2
- Attended Deerfield Rotary meeting on July 11
- Completed new hire orientation on July 12
- Participated in the in-person interviews for Head of Adult Services from July 10-23
- Met with Head of IT and Patron Services Manager on July 18 to discuss Maker Space payments
- Received approved Records Disposal Certificate on July 23
- Attended LLAMA PAM meeting on July 23
- Completed Geneva Public Library District's compensation survey on July 24
- Hosted an area-wide Business Managers Meeting at Deerfield on July 25. We had 15 Business Managers from other local libraries attend. Kevin Davis from IMRF presented at the meeting.

IT & Social Media Report

Tom Owen, Head of IT

- We are fully up and running on our new phone system with our new provider, Call One. The new phone system is a modern VOIP setup and will offer many new features to staff to better serve patrons. Call One also provides voice services for the Village of Deerfield.
- We are investigating an upgrade in internet bandwidth which involves replacing our current circuit with a new ASE circuit through AT&T.

- We have secured all of the major equipment for the Maker Space except for the laser engraver which has been ordered and should arrive later this month. The department has been busy creating documentation for and training ourselves on all of the new equipment so that we can provide the best possible service to our patrons when the space launches. The newest piece of equipment is a Brother computer controlled embroidery machine.

Outreach Report

Judy Hoffman, Outreach Coordinator

- Farmers Market (July 20): Great day for the Library at the Market. Meg was featured by the Market for the 2nd year, and we promoted various library services at Market booth. A great community partnership experience..
- PR (Deerfield Review): [Deerfield's Public Art Program on Cusp of 6th Year](#) (July 22)
- Meeting rooms reservations: 34
- Graphic Design/Canva Pro: Almost ready to launch shared CanvaPro for staff. 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. The intent is to create a more cohesive look, and in turn making it easier for patrons to "spot" information. This will follow the launch of Canva Pro.
- Census 2020: Have attended two excellent Census 2020 webinars from RAILS. Preparing draft promotion plan utilizing info and resources presented.

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On July 8th and July 9th we had our department meeting. We went over procedures and reminders. I also asked for suggestions and feedback about the combined Self Checkout service desk that we will have.
- On July 8th, I assumed the responsibility for becoming the point person for PIC.
- On July 11th, I participated in a webinar called "Unreturned Materials As Barriers To Access Registration" through ALA. It was based on a research that was done by Milwaukee Public Library, and it was informative and interesting.
- On July 29th and July 30th Patron Services staff assisted in moving and shifting materials from Media to make room for the MakerSpace.
- Throughout the month of July, the Library Aides have been actively shifting non-fiction books and Media items to make room for the MakerSpace.
- Staff is working on creating Sierra documentation and cash handling procedures for the MakerSpace for the IT department.

Support Services Report

Pam Skittino, Head of Support Services

- Pam worked on July 4th for the bathroom/water users
- Pam and Tom covered for Patron Services Department meetings
- Updated over 46,000 records to remove references to "MyMediaMall"
- Followed up with Better World Books to receive money for materials sent
- Watched Innovative Q2 webinar and followed up on Innovative contract (still awaiting an answer)
- Presented a Lunch and Learn for Find More Illinois
- Sent annual delete file to Marcive
- Lead the library through the reconfiguration of the Media department

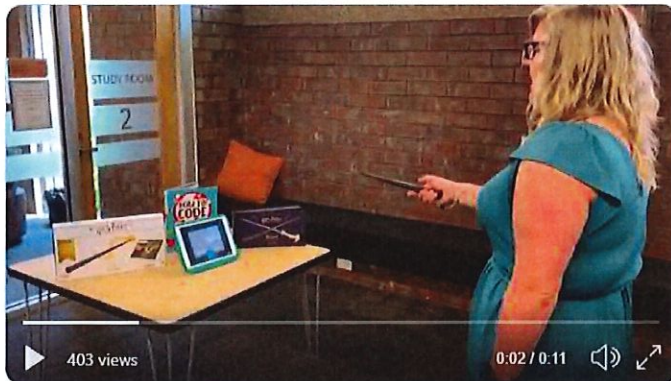
Youth Services Report

Meg Anthony, Head of Youth Services



Deerfield Public Library
@DeerfieldPL

Have you ever wondered why you never received a letter from Hogwarts? Have you tried the spell "Wingardium Leviosa!" with a feather, only to have nothing happen? Try your hand at witchcraft & wizardry by checking out our newest Discovery Kit -- the Harry Potter Kano Coding Kit!

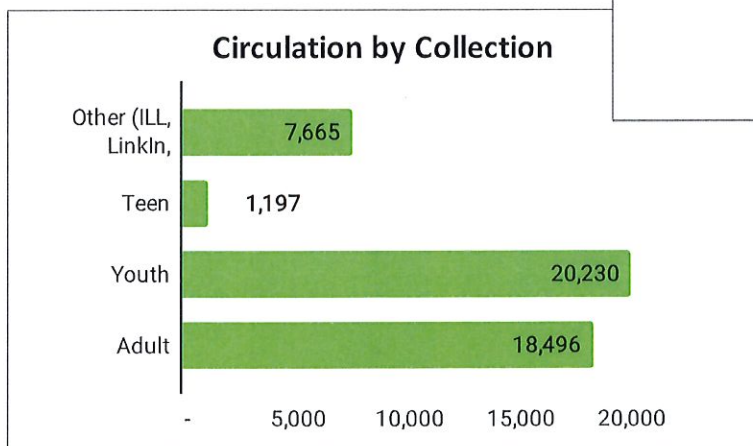
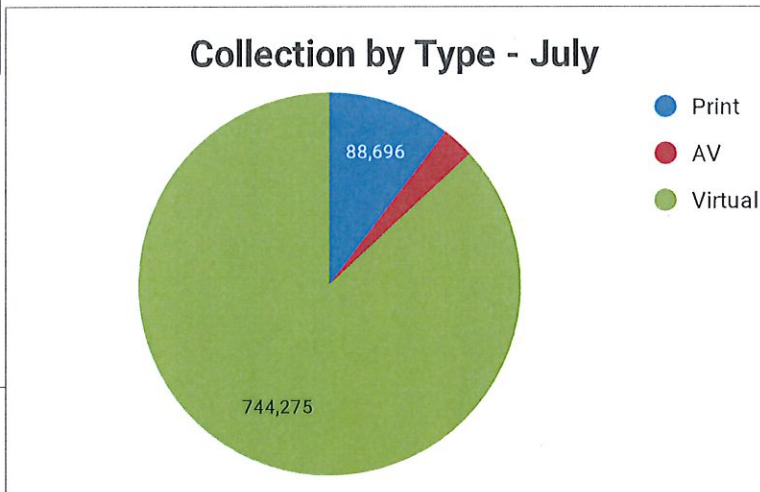
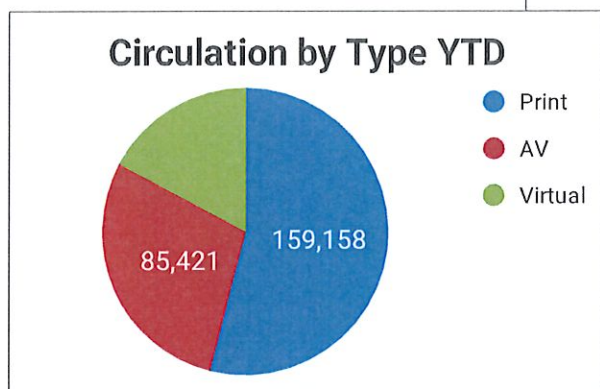
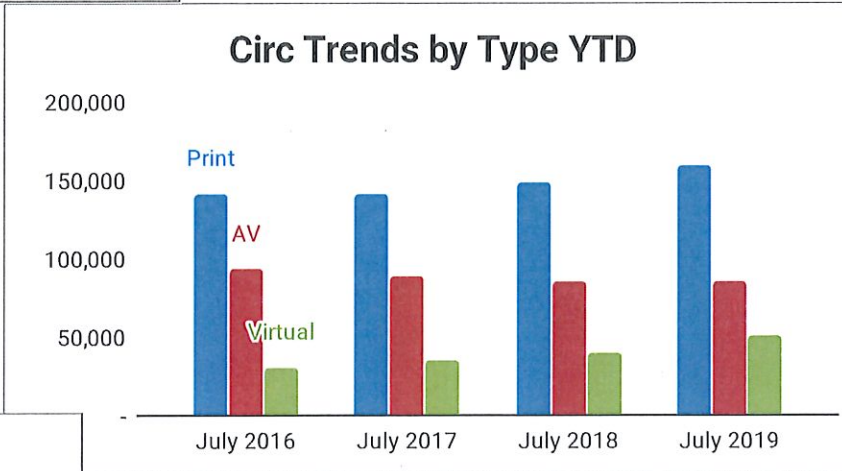
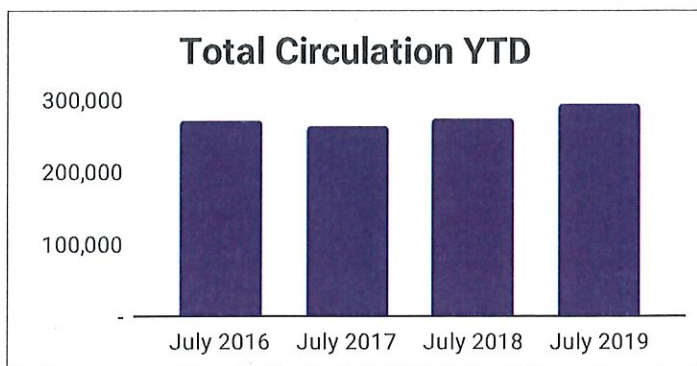


3:18 PM · Jul 17, 2019 · [Twitter Web App](#)

Our followers loved this fun video of Julia playing with our new Discovery Kit, the Harry Potter Kano Coding Kit! It received 1,750 impressions and received 403 media views and 56 total engagements.

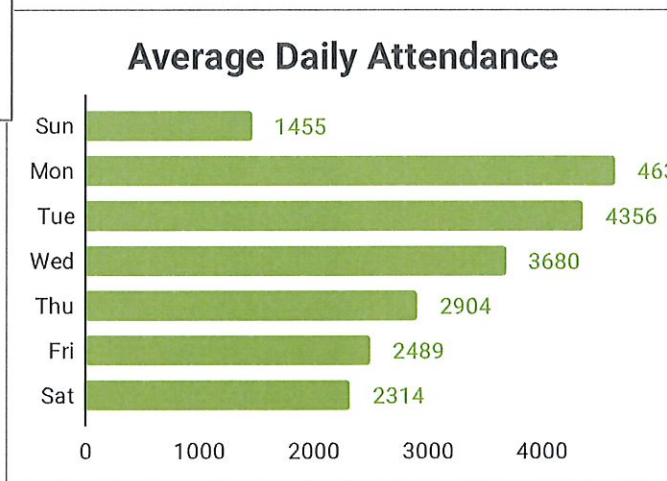
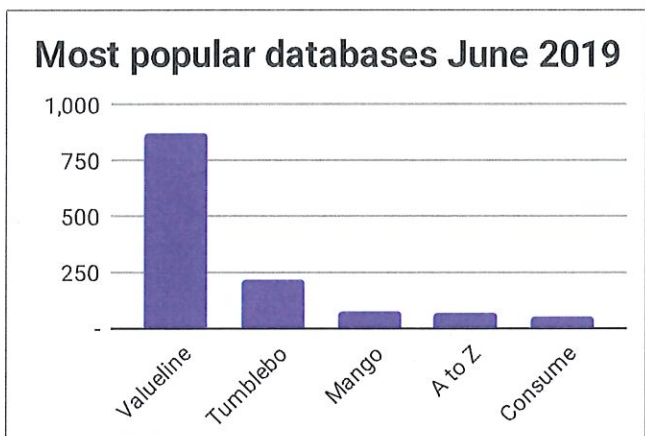
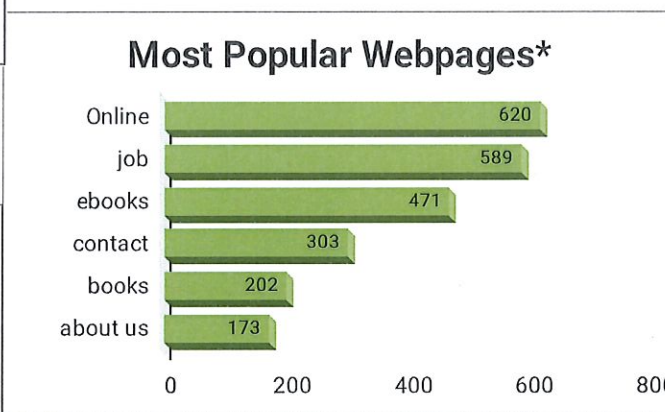
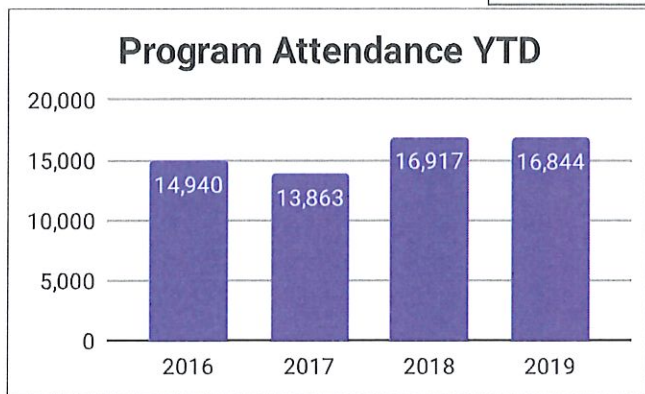
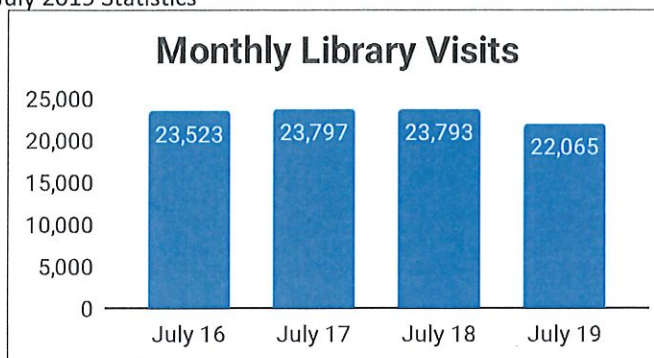
Deerfield Public Library

July 2019 Statistics



Deerfield Public Library

July 2019 Statistics



To: Board of Trustees
Re: Collaborative Workspace Update
Date: August 21, 2019

Construction Update from W. B. Olson

The submittal process has been completed, and material procurement & fabrication is under way.

Building permit review is in progress, and nearly at the time the community development department advised we could expect comments. WBO will follow up with them.

WBO will visit the library within the next two weeks to review logistical and staff coordination issues in advance of starting work on site.

Mobilization and demolition will start at the library on Monday, 9/9/19.

Internal Update

The AV shelving shift was completed July 29-31. There will be some CD shifting and then we will update the stack maps. The location of the new Media Desk has been an adjustment for staff and patrons. The Adult Services staff has become much more visible and there has been an increase in the questions they've been asked.

The Maker Committee has continued to meet to develop plans for *how* the space will function. This space will be managed by the Library's IT Department. Current proposed hours for staffing the space (utilizing current IT staff) are:

Monday - Thursday 10am to 7pm

Saturday - 10am - 4pm

The space will remain open during normal library hours to offer seating and study areas, but the equipment will only be available while the space is staffed.

While the space is under construction, IT staff will be offering internal training on the equipment for staff. We anticipate that it will take staff approximately 2 weeks to set up and organize the space before we can formally open it to the public.

Adult Services and Patron Services managers are meeting to discuss how the new shared desk will function. They'll be using the experience of the lower level shared desk to develop guidelines for service for the new desk.

Staff continues to work to market and promote the space.

To: Board of Trustees
Re: Proposed 2020 Board Meeting Dates & Holiday Closures
Date: August 21, 2019

Annually, the Board approves the dates for Regular Board Meetings and Holiday Closures for the upcoming year by two separate motions.

The 2020 Holiday Closure List includes the same holidays as in previous years.

There are no proposed changes for the 2020 Board Meeting Dates. There are no major holidays that fall on those dates.

Please let me know if you have any further questions.

2020
Deerfield Public Library
Board of Trustees
Annual Calendar of Regular Board Meetings

The general practice of the Library Board of Trustees is to hold regular Library Board meetings on the 3rd Wednesday of each month. This practice may be changed due to a lack of a quorum or to avoid conflict with a holiday. The following meeting schedule is planned for calendar year 2020.

January 15, 2020

February 19, 2020

March 18, 2020

April 15, 2020

May 20, 2020

June 17, 2020

July 15, 2020

August 19, 2020

September 16, 2020

October 21, 2020

November 18, 2020

December 16, 2020

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

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

**Deerfield Public Library
2020 Closures**

New Year's Eve and Day

Tuesday, December 31, 2019 – Close at 3 p.m.

Wednesday, January 1, 2020 – Closed

President's Day

Monday, February 17, 2020 – Closed

Easter Day

Sunday, April 12, 2020 – Closed

Memorial Day

Monday, May 25, 2020 – Closed

Independence Day

Friday, July 3, 2020 – Close at 3 p.m.

Saturday, July 4, 2020 – Closed

Labor Day

Monday, September 7, 2020 – Closed

Thanksgiving Eve and Thanksgiving Day

Wednesday, November 25, 2020 – Close at 3 p.m.

Thursday, November 26, 2020 – Closed

Christmas Eve Day, and Christmas Day

Thursday, December 24, 2020 – Closed

Friday, December 25, 2020 – Closed

New Year's Eve and New Year's Day

Thursday, December 31, 2020 – Close at 3 p.m.

Friday, January 1, 2021 – Closed