

**Deerfield Public Library Board of Trustees**  
**920 Waukegan Road, Deerfield, IL 60015**  
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**September 18, 2019, 6:30 PM**

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Upcoming Library Board Meetings: October 16, November 20 at 6:30 p.m.

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**920 WAUKEGAN ROAD, DEERFIELD, IL 60015**  
**REGULAR MEETING AGENDA**  
**Wednesday, September 18, 2019, 6:30 PM**

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**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.**

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

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**August 21, 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: Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Kyle Stone and Howard Handler.

Village: Bill Seiden

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 Executive Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the June 19, 2019 Executive Session Meeting minutes, seconded by Ms. Wener.

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

B. July 17, 2019 Regular Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the July 17, 2019 Regular Session Meeting minutes, seconded by Mr. Mike Goldberg.

Vote: 4 Yes –Maureen Wener, Seth Schriftman, Mike Goldberg and Howard Handler.

1 Abstain—Luisa Ellenbogen

The motion was approved.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

MOTION: Ms. Wener made a motion to approve the July Financials, seconded by Mr. Howard Handler.

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

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

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

-Electronic Payments, 4 ACHs, WinTrust	\$ 127.42
-Petty Cash Checks 668-669, Bank Financial	\$ 48.38
-AP Checks 11068-11139, 13 ACHs, WinTrust	<u>\$ 174,579.39</u>

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The total amount presented for approval \$ 174,755.19

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

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

Mr. Kyle Stone arrived at 6:33 p.m.

Mr. Schriftman scheduled the next Finance Committee Meeting for September 5, 2019 at 6:30 p.m.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson discussed that the Library Board will be at the Deerfield Farmer's Market on September 7 from 8:30 a.m. to 12:00 noon. Mr. Schriftman, Ms. Luisa Ellenbogen and Mr. Stone all volunteered to be there.

Ms. Falasz-Peterson announced that the Deerfield Fine Arts Commission would be having their annual reception at the Library on September 19.

Mr. Ken Abosch arrived at 6:50 p.m.

Ms. Falasz-Peterson discussed a new concern that has not occurred in the past. We had an employee separate from the Library in July after receiving two tuition reimbursements. The staff member received a total of \$5,000 in January and June of 2019.

The Library's tuition reimbursement policy states employees who receive tuition reimbursement are expected to remain employed by the Library for at least 12 months following the last reimbursement payment. An employee who voluntarily leaves the employment of the Deerfield Public Library or who is terminated for performance reasons or misconduct within twelve months following the receipt of a tuition benefit will be expected to repay all tuition reimbursement made by the Library in the 12 months prior to the termination/resignation. Employees who accept tuition reimbursement consent to this repayment and consent to deduction of amounts owed from their final paychecks, to the extent permitted by law.

Ms. Falasz-Peterson created a Tuition Repayment Letter and sent it to the former staff member discussing repayment options with him. The former staff member emailed Ms. Falasz-Peterson indicating he had no plans of reimbursing the Library for the two tuition reimbursements he received. Ms. Falasz-Peterson discussed that she has never experienced a staff leaving before the 12 months after final reimbursement and then not reimbursing back the Library. Ms. Falasz-Peterson asked for guidance from the Board on how to pursue this.

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The Board was upset to hear about this. The Board will not let one person change our policy on tuition reimbursement for eligible staff members. The Board will review the policy to ensure it is clear with their obligations and recourse.

A. Staff Survey Results Summary Report

Ms. Falasz-Peterson discussed the staff survey results. She was happy to report over 75% of the staff that participated in the survey were satisfied. The survey identified two areas of growth: improved communication and clearer explanations regarding compensation.

7. OLD BUSINESS

A. Collaborative Workspace Update

We are excited that the construction will begin in September. The project is scheduled to start September 9, 2019. The Digital Media Lab will be a part of the new space.

B. Fine Free Discussion

Mr. Abosch reported that this was on the agenda last month but he wanted to have the whole board in on this discussion. The amount that has been reimbursed since 2009 was \$46.90 total. The FOIA request cost \$346.46 in staff time to complete this request.

Mr. Abosch believes this would be a good time to discontinue this practice. Ms. Wener read information that ALA is recommending public libraries eliminate fines as a barrier to service. Ms. Wener asked Ms. Falasz-Peterson if she thought it would be a benefit. Ms. Falasz-Peterson reported that she thought there are definite benefits to that but there are some additional impacts that could affect staffing and the library's collection.

Ms. Wener stated that the library does great things for the community and that we have a great staff.

Mr. Abosch asked if Ms. Falasz-Peterson could begin researching this topic and share it with the Board at a future meeting. Ms. Falasz-Peterson stated she would do so.

MOTION: Ms. Wener made a motion to remove the fine free policy for Board Members seconded by Mr. Abosch.

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

The motion was approved.

8. NEW BUSINESS

A. Approval of Proposed 2020 Board Meeting Dates (ACTION)

MOTION: Ms. Wener made a motion to approve the proposed 2020 Board Meeting Dates, seconded by Mr. Schriftman.

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

The motion was approved.

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B. Approval of Proposed 2020 Holidays and Closed Dates (ACTION)

MOTION: Mr. Schriftman made a motion to approve the proposed 2020 Holidays and Closed Dates, seconded by Mr. Stone.

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

The motion was approved.

9. OTHER

Mr. Schriftman asked Ms. Falasz-Peterson to send a reminder about the Finance Committee meeting.

Mr. Handler indicated that he would like to see a numbering system on our policies.

10. ADJOURNMENT

At 7:45 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

The motion was approved.

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Maureen Wener, Secretary

## Deerfield Public Library

## BALANCE SHEET

As of August 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	490,069.10
11200 Payroll - WinTrust	280,200.94
11300 E-Pay - WinTrust	14,543.77
11400 Deposits - Bank Financial	46,994.03
11500 Petty Cash - Bank Financial	1,975.06
11600 Max-Safe Wintrust	1,372,296.28
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
<b>Total 11900 Petty Cash</b>	<b>574.00</b>
<b>Total 11000 Cash and Investments - General</b>	<b>2,206,653.18</b>
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,901,030.04
14110 PMA General Fund	1,783,640.36
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
<b>Total 14100 PMA Financial Services</b>	<b>4,684,784.72</b>
<b>Total Bank Accounts</b>	<b>\$6,891,437.90</b>
Accounts Receivable	\$0.00
Other Current Assets	
12101 Inventory Asset	0.00
15000 Other Current Assets	0.00
15010 Receivables	4.80
15100 Property Taxes Receivable	4,386,500.00
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
<b>Total Other Current Assets</b>	<b>\$5,255,183.93</b>
<b>Total Current Assets</b>	<b>\$12,146,621.83</b>
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00

	TOTAL
<b>Total 19050 Capital Assets -Not Depreclated</b>	<b>65,493.00</b>
19200 Capital Assets - To Depreclate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
<b>Total 19300 Equipment</b>	<b>1,684,007.00</b>
<b>Total 19200 Capital Assets - To Depreclate</b>	<b>14,881,417.12</b>
19220 Accumulated Depreciation	-3,746,212.00
<b>Total 19000 Capital Assets</b>	<b>11,200,698.12</b>
<b>Total Fixed Assets</b>	<b>\$11,200,698.12</b>
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	0.00
<b>Total Other Assets</b>	<b>\$945,981.74</b>
<b>TOTAL ASSETS</b>	<b>\$24,293,301.69</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	41,406.88
<b>Total Accounts Payable</b>	<b>\$41,406.88</b>
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	-7,264.43
22370 ICMA	0.11
22380 Medical/Health	-24,171.55
22385 Dental	9,905.80
22390 Life	-338.59
<b>Total 22300 Withholdings</b>	<b>-21,095.11</b>
<b>Total 22000 Payroll Liabilities</b>	<b>-9,687.81</b>
22395 FSA Payable	-2,252.38
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	25,336.12



	TOTAL
24100 Collection on behalf of Friends	0.00
<b>Total 24000 Accrued Expenses</b>	<b>25,336.12</b>
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,386,500.00
<b>Total 25000 Deferred Inflows of Resources</b>	<b>4,415,997.44</b>
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
<b>Total Other Current Liabilities</b>	<b>\$6,647,416.37</b>
<b>Total Current Liabilities</b>	<b>\$6,688,823.25</b>
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
<b>Total 26000 Noncurrent Liabilities</b>	<b>8,056,503.75</b>
<b>Total Long-Term Liabilities</b>	<b>\$8,056,503.75</b>
<b>Total Liabilities</b>	<b>\$14,745,327.00</b>
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
<b>Total 33000 Investment in Capital Assets</b>	<b>4,837,112.12</b>
Net Income	289,577.48
<b>Total Equity</b>	<b>\$9,547,974.69</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$24,293,301.69</b>

## Deerfield Public Library

## BUDGET VS. ACTUALS: BUDGET 2019 - FY19 P&amp;L

January - August, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
41000 Taxes				
41100 Property Tax	2,225,082.60	4,387,720.00	-2,162,637.40	50.71 %
41200 Replacement Tax	30,523.61	25,000.00	5,523.61	122.09 %
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 %
<b>Total 41000 Taxes</b>	<b>2,983,237.47</b>	<b>5,140,351.26</b>	<b>-2,157,113.79</b>	<b>58.04 %</b>
42000 Fees & Fines				
42100 Fees Fines & Penalties	24,947.88	50,000.00	-25,052.12	49.90 %
42200 Non-Resident Fees	4,568.85	7,000.00	-2,431.15	65.27 %
42300 Printing/Copying Fees	7,146.60	8,000.00	-853.40	89.33 %
<b>Total 42000 Fees &amp; Fines</b>	<b>36,663.33</b>	<b>65,000.00</b>	<b>-28,336.67</b>	<b>56.41 %</b>
43000 Investment Income				
43100 Interest - General	42,670.43	15,000.00	27,670.43	284.47 %
43200 Interest - Reserve	35,116.19	30,000.00	5,116.19	117.05 %
<b>Total 43000 Investment Income</b>	<b>77,786.62</b>	<b>45,000.00</b>	<b>32,786.62</b>	<b>172.86 %</b>
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 %
<b>Total 44100 State Grant</b>	<b>22,781.25</b>	<b>15,000.00</b>	<b>7,781.25</b>	<b>151.88 %</b>
<b>Total 44000 Grants</b>	<b>22,781.25</b>	<b>15,000.00</b>	<b>7,781.25</b>	<b>151.88 %</b>
45000 Gifts and Contributions				
45100 General Donations	248.14	500.00	-251.86	49.63 %
45500 Friends Contributions	3,565.22	10,000.00	-6,434.78	35.65 %
<b>Total 45100 General Donations</b>	<b>3,813.36</b>	<b>10,500.00</b>	<b>-6,686.64</b>	<b>36.32 %</b>
<b>Total 45000 Gifts and Contributions</b>	<b>3,813.36</b>	<b>10,500.00</b>	<b>-6,686.64</b>	<b>36.32 %</b>
49000 Miscellaneous Revenue				
49009 Miscellaneous	399.54	500.00	-100.46	79.91 %
49065 Sale of Surplus Materials	184.94	500.00	-315.06	36.99 %
<b>Total 49000 Miscellaneous Revenue</b>	<b>584.48</b>	<b>1,000.00</b>	<b>-415.52</b>	<b>58.45 %</b>
<b>Total Income</b>	<b>\$3,124,866.51</b>	<b>\$5,276,851.26</b>	<b>\$ -2,151,984.75</b>	<b>59.22 %</b>
<b>GROSS PROFIT</b>	<b>\$3,124,866.51</b>	<b>\$5,276,851.26</b>	<b>\$ -2,151,984.75</b>	<b>59.22 %</b>
<b>Expenses</b>				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	1,384,167.72	2,223,828.00	-839,660.28	62.24 %
51200 FICA	101,618.91	170,099.00	-68,480.09	59.74 %
51300 Health/Misc Benefits	174,718.46	347,159.00	-172,440.54	50.33 %
51400 Pension Contribution	114,216.39	242,382.00	-128,165.61	47.12 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51500 Other Benefits	4,178.25	9,752.00	-5,573.75	42.85 %
51600 Staff Enrichment	3,180.52	5,000.00	-1,819.48	63.61 %
<b>Total 51000 Personnel Expenses</b>	<b>1,782,080.25</b>	<b>2,998,220.00</b>	<b>-1,216,139.75</b>	<b>59.44 %</b>
52000 Facility Expenses				
52100 Interior Facility Maintenance	30,974.19	55,000.00	-24,025.81	56.32 %
52200 Facility Equipment Maintenance	39,993.52	45,000.00	-5,006.48	88.87 %
52300 Exterior Building Maintenance	12,583.77	10,000.00	2,583.77	125.84 %
52400 Utilities				
52410 Water	2,210.43	3,000.00	-789.57	73.68 %
52430 Telephone - Voice	13,156.49	15,000.00	-1,843.51	87.71 %
52440 Data Lines	26,654.32	28,000.00	-1,345.68	95.19 %
<b>Total 52400 Utilities</b>	<b>42,021.24</b>	<b>46,000.00</b>	<b>-3,978.76</b>	<b>91.35 %</b>
52500 Minor Furnishings & Equipment	4,294.86	25,000.00	-20,705.14	17.18 %
<b>Total 52000 Facility Expenses</b>	<b>129,867.58</b>	<b>181,000.00</b>	<b>-51,132.42</b>	<b>71.75 %</b>
53000 Library Materials				
53100 Periodicals	3,863.72	20,000.00	-16,136.28	19.32 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	30,827.42	55,000.00	-24,172.58	56.05 %
53222 Books-Adult Fiction	42,161.91	76,500.00	-34,338.09	55.11 %
<b>Total 53200 Adult Materials-Books</b>	<b>72,989.33</b>	<b>131,500.00</b>	<b>-58,510.67</b>	<b>55.51 %</b>
53300 Audio Visual Materials				
53320 Audio Visual - Adult	41,459.81	80,000.00	-38,540.19	51.82 %
53340 Audio Visual - Youth	14,505.18	22,500.00	-7,994.82	64.47 %
<b>Total 53300 Audio Visual Materials</b>	<b>55,964.99</b>	<b>102,500.00</b>	<b>-46,535.01</b>	<b>54.80 %</b>
53400 Youth Materials-Books				
53241 Books - Youth & Teens	46,882.63	70,000.00	-23,117.37	66.98 %
53550 Literacy Support - Youth	1,476.74	2,500.00	-1,023.26	59.07 %
<b>Total 53400 Youth Materials-Books</b>	<b>48,359.37</b>	<b>72,500.00</b>	<b>-24,140.63</b>	<b>66.70 %</b>
53501 Electronic Resources				
53500 E-Resources	229,839.54	235,000.00	-5,160.46	97.80 %
<b>Total 53501 Electronic Resources</b>	<b>229,839.54</b>	<b>235,000.00</b>	<b>-5,160.46</b>	<b>97.80 %</b>
53600 Non-Traditional Resources	3,918.65	10,000.00	-6,081.35	39.19 %
<b>Total 53000 Library Materials</b>	<b>414,935.60</b>	<b>571,500.00</b>	<b>-156,564.40</b>	<b>72.60 %</b>
54000 Library Programs				
54100 Admin Programs	1,841.39	4,000.00	-2,158.61	46.03 %
54150 Outreach Programs	699.93	2,500.00	-1,800.07	28.00 %
54210 Adult Programs	15,354.33	22,000.00	-6,645.67	69.79 %
54400 Youth Programs	24,301.07	25,000.00	-698.93	97.20 %
<b>Total 54000 Library Programs</b>	<b>42,196.72</b>	<b>53,500.00</b>	<b>-11,303.28</b>	<b>78.87 %</b>
55000 Automation				
55350 Software & Licenses	78,006.15	190,000.00	-111,993.85	41.06 %
55360 IT Automation Support	71,053.50	85,000.00	-13,946.50	83.59 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	33,004.72	135,000.00	-101,995.28	24.45 %
<b>Total 55400 New Projects/equip</b>	<b>33,004.72</b>	<b>135,000.00</b>	<b>-101,995.28</b>	<b>24.45 %</b>
<b>Total 55000 Automation</b>	<b>182,064.37</b>	<b>410,000.00</b>	<b>-227,935.63</b>	<b>44.41 %</b>

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56000 Professional/Contractual Svcs				
56009 Other Office Support	5,070.42	15,000.00	-9,929.58	33.80 %
56100 Insurance	42,600.43	50,000.00	-7,399.57	85.20 %
56200 Postage	3,901.98	8,500.00	-4,598.02	45.91 %
56300 Professional Printing Services	12,177.87	24,000.00	-11,822.13	50.74 %
56500 Professional Admin Services	27,124.60	25,000.00	2,124.60	108.50 %
56550 Cataloging Service	17,575.73	34,000.00	-16,424.27	51.69 %
56555 Professional Outreach Services	4,193.00	5,000.00	-807.00	83.86 %
<b>Total 56500 Professional Admin Services</b>	<b>48,893.33</b>	<b>64,000.00</b>	<b>-15,106.67</b>	<b>76.40 %</b>
56700 Travel for Library Services	181.06	1,500.00	-1,318.94	12.07 %
<b>Total 56000 Professional/Contractual Svcs</b>	<b>112,825.09</b>	<b>163,000.00</b>	<b>-50,174.91</b>	<b>69.22 %</b>
56400 Supplies				
56410 General Office/Operating Supplies	5,989.41	16,000.00	-10,010.59	37.43 %
56420 Processing Supplies	21,749.77	13,000.00	8,749.77	167.31 %
<b>Total 56400 Supplies</b>	<b>27,739.18</b>	<b>29,000.00</b>	<b>-1,260.82</b>	<b>95.65 %</b>
57000 Training/Development Expenses				
56600 Dues & Memberships	5,637.46	8,000.00	-2,362.54	70.47 %
57100 Training & Education	13,893.32	25,000.00	-11,106.68	55.57 %
57200 Training Travel	3,947.61	10,000.00	-6,052.39	39.48 %
<b>Total 57000 Training/Development Expenses</b>	<b>23,478.39</b>	<b>43,000.00</b>	<b>-19,521.61</b>	<b>54.60 %</b>
<b>Total 50000 General Expenses</b>	<b>2,715,187.18</b>	<b>4,449,220.00</b>	<b>-1,734,032.82</b>	<b>61.03 %</b>
61000 Capital Expenses				
61100 Facility Improvements	26,286.22	400,000.00	-373,713.78	6.57 %
<b>Total 61000 Capital Expenses</b>	<b>26,286.22</b>	<b>400,000.00</b>	<b>-373,713.78</b>	<b>6.57 %</b>
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	
<b>Total 70000 Debt Service</b>	<b>93,815.63</b>	<b>727,631.26</b>	<b>-633,815.63</b>	<b>12.89 %</b>
<b>Total Expenses</b>	<b>\$2,835,289.03</b>	<b>\$5,576,851.26</b>	<b>\$ -2,741,562.23</b>	<b>50.84 %</b>
<b>NET OPERATING INCOME</b>	<b>\$289,577.48</b>	<b>\$ -300,000.00</b>	<b>\$589,577.48</b>	<b>-96.53 %</b>
<b>NET INCOME</b>	<b>\$289,577.48</b>	<b>\$ -300,000.00</b>	<b>\$589,577.48</b>	<b>-96.53 %</b>

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

Presented at the Regular Board Meeting – September 18, 2019

August completes the eighth month of the 2019 Fiscal Year. The benchmark used to evaluate financial activity year to date is 66%.

**GENERAL OPERATIONS – REVENUES**

By the end of August, the Library received 2,983,237 in property tax distributions, which is 58% of the annual budget. The Library has collected 36,663 in Charges for Services, which is 56% of the annual budget. The Library received a Total Income of 3,124,867 or 59% of the annual budget.

**GENERAL OPERATIONS - EXPENSES**

By the end of August, the Personnel Expense is 1,782,080 or 59% of the annual budget. The Facility Expense is 129,868 or 72% of the annual budget. The Library Materials Expense is 414,936 or 73% of the annual budget. The Library Program Expense is 42,197 or 79% of the annual budget. The Automation Expense is 182,064 or 44% of the annual budget. The Professional/Contractual Services Expense is 112,825 or 69% of the annual budget. The Supplies Expense is 27,739 or 96% of the annual budget. The Training/Development Expense is 23,478 or 55% of the annual budget. The Facility Improvement Expense is 26,286 or 7% of the annual budget. Total Library Expenses is 2,835,289 or 51% 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: 08/31/19

**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	\$447,211.25	\$447,211.25	
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
<b>Subtotal --&gt;</b>							<b>\$1,813,486.58</b>	<b>\$1,783,640.36</b>	

## DEERFIELD PUBLIC LIBRARY / RESERVE FUND (11660-102)

4943

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$387,457.51	\$387,457.51	
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
DTC	44298	1	08/01/19	08/02/21	57803	2.1% - ALLY BANK	\$61,000.00	\$61,000.00	2.100
<b>Subtotal --&gt;</b>							<b>\$2,946,319.46</b>	<b>\$2,901,030.04</b>	

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

4944

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

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

5821

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

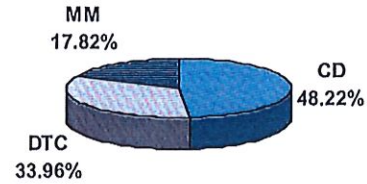
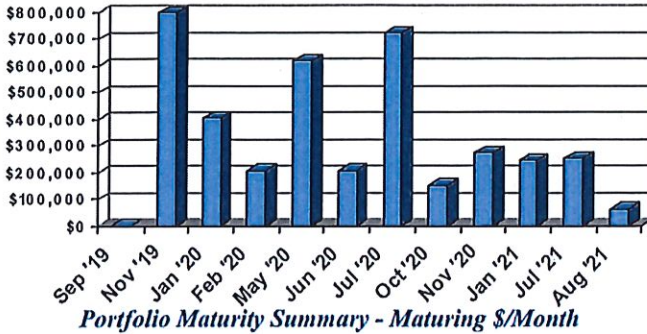


Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

<b>Total Amount --&gt;</b>	<u>\$4,759,920.36</u>	<u>\$4,684,784.72</u>
		<b>MM:</b> 17.82%
		<b>CD's:</b> 48.22%
		<b>CDR's:</b> 0.00%
		<b>DTC:</b> 33.96%
		<b>CP:</b> 0.00%
		<b>SEC:</b> 0.00%

**Time and Dollar Weighted Portfolio Yield:** 2.542 %

**Weighted Average Portfolio Maturity:** 286.35 Days



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 September 18, 2019**

Summary						
		Wintrust-E-Pay Deposit 8926 - 3 ACHs			126.12	
		Bank Financial-Petty Cash Checks 1537- PC Ck, #670-671			39.00	
		Wintrust-General AP 2997, Check #s 11140 -11204 , 13 ACHs			77,059.11	
		Total payments to approve			77,224.23	
Date	Num	Vendor	Memo		Amount	Account Description
<b>Wintrust E-Pay Deposit 8926</b>						
09/03/2019	ACH	Chase Paymentech	Merchant CC Fees - September 2019		35.22	Other Office Support
09/03/2019	ACH	Chase Paymentech	Merchant CC Fees - September 2019		30.95	Other Office Support
09/04/2019	ACH	PayPal, Inc.	Merchant CC Fees - September 2019		59.95	Other Office Support
		Total E-Pay Deposit Amount			126.12	
<b>Bank Financial Petty Cash Checks 1537</b>						
08/26/2019	670	Hayner Public Library District	ILL Replacement Fees		21.00	Fees Fines & Penalties
09/09/2019	671	Hall Pass	Background Check - Borland, Goldstein, Timko		18.00	Other Office Support
		Total Petty Cash Checks Amount			39.00	
<b>Wintrust-General AP 2997</b>						
08/22/2019	11140	CDW Government, Inc.	Network Switch		379.99	New Projects / IT Equipment
08/22/2019	11141	Filter Services, Inc.	Filters for Air Handlers		387.42	Facility Equipment Maintenance
08/22/2019	11142	First Bank Mastercard	Palasz-Peterson CC Charges - July 2019	436.76		Admin - 4734
			DeCorrevont CC Charges - July 2019	357.71		Business Office - 1381
			Owen CC Charges - July 2019	1,191.46		Info Technology (IT) - 1158
			Keaton CC Charges - July 2019	120.72		Facilities - 1382
			Steiner CC Charges - July 2019	242.87		Adult Services - 1931
			Anthony CC Charges - July 2019	809.77		Youth Services - 6162
			Hoffman CC Charges - July 2019	92.25		Outreach Coord - 5394
			vanGoethem CC Charges - July 2019	78.96		Youth Prog Coord - 1510
			Henry CC Charges - July 2019	458.64		Youth Coord - 9533
			sub-total		3,789.14	
08/22/2019	11143	First Point Mechanical Services, LLC	HVAC Preventative Maintenance Qtrly		1,950.00	Facility Equipment Maintenance
08/22/2019	11144	Gate/Cengage Learning	eBooks - August 2019		192.28	E-Resources
08/22/2019	11145	Gary Wenstrup	Lunch n' Learn: Motown-Music that Moved the World on 8/26/19		180.00	Adult Programs
08/22/2019	11146	Grainger	Security Bit for Baby Changing Stations		10.58	Interior Facility Maintenance
08/22/2019	11147	Kanopy LLC	Pay Per Use Program		2,500.00	E-Resources
08/22/2019	11148	LLD Electric Co.	Replace Defective Bulbs and Ballast		1,112.00	Interior Facility Maintenance
08/22/2019	11149	Marcive, Inc.	Authority Processing - July 2019		284.71	Cataloging Service
08/22/2019	11150	North Shore Distillery, LLC	History of Cocktail Program on 11/12/19		150.00	Adult Programs
08/22/2019	11151	OverDrive, Inc.	eBooks - August 2019		1,941.86	E-Resources
08/22/2019	11152	State Industrial Products	Air Freshener	203.83		Interior Facility Maintenance
		State Industrial Products	Air Care Program	170.00		Interior Facility Maintenance
		State Industrial Products	Air Care Program	170.00		Interior Facility Maintenance
			sub-total		543.83	
08/22/2019	11153	Village of Deerfield	Liquor License Fee for Program on 11/12/19		25.00	Adult Programs
08/22/2019	11154	Warehouse Direct, Inc.	Traction Floor Cleaner		243.31	Interior Facility Maintenance
09/05/2019	11155	Best Quality Cleaning	Cleaning Service - September 2019		2,125.00	Interior Facility Maintenance
09/05/2019	11156	CDW Government, Inc.	Phone Mounts	109.20		New Projects / IT Equipment
		CDW Government, Inc.	Phone Switch #2	1,596.00		New Projects / IT Equipment
			sub-total		1,705.20	
09/05/2019	11157	Garvey's Office Products	Coffee Supplies, Envelopes, Dusters, Bubble Mailers, Cardstock, Tape, Markers		306.19	General Office/Operating Supplies
09/05/2019	11158	Hoopla	Subscription - August 2019		3,562.08	E-Resources
09/05/2019	11159	IL Dept. of Employment Security	Late Fee		85.00	Other Office Support



**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on September 18, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
09/05/2019	11160	James Martin Associates, Inc.	Landscape Management - August 2019	490.00	Exterior Building Maintenance
09/05/2019	11161	Lechner and Sons	Lobby Mats 8/13/19	87.10	Interior Facility Maintenance
		Lechner and Sons	Lobby Mats 8/27/19	87.10	Interior Facility Maintenance
			sub-total	174.20	
09/05/2019	11162	OverDrive, Inc.	eBooks - August 2019	3,408.48	E-Resources
		OverDrive, Inc.	eBooks - August 2019	2,575.53	E-Resources
			sub-total	5,984.01	
09/05/2019	11163	Proshred North	Records Disposal on 8/28/19	95.00	Professional Admin Services
09/05/2019	11164	Rose Paving LLC	Parking Lot Restripe	750.90	Exterior Building Maintenance
09/05/2019	11165	Showcases	Carrying Cases for LOT Items	39.88	Processing Supplies
09/05/2019	11166	Sikich LLP	Storage/Craft Cloud Storage - September 2019	400.00	Software & Licenses
		Sikich LLP	Automation Support for Servers & Workstations - September 2019	5,768.12	IT Automation Support
		Sikich LLP	Network Configuration	112.50	New Projects / IT Equipment
			sub-total	6,280.62	
09/05/2019	11167	Stevens Chemical Company	Paper Towels, Toilet Paper, Facial Tissue, Paper Plates, Trash Liners, Soap, Wipes, & Gloves	501.82	Interior Facility Maintenance
09/05/2019	11168	Village of Deerfield	Building Permit	160.00	Facility Improvements
09/18/2019	11169	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies - August 2019	321.39	Books-Adult Fiction; Processing Supplies
09/18/2019	11170	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies - August 2019	2,582.19	Books - Adult Non-Fiction; Processing Supplies
09/18/2019	11171	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies - August 2019	654.97	Books - Youth & Teens; Processing Supplies
09/18/2019	11172	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies - August 2019	34.78	Books - Youth & Teens; Processing Supplies
09/18/2019	11173	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies - August 2019	1,010.23	Books-Adult Fiction; Processing Supplies
09/18/2019	11174	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV, Books, & Processing Supplies - August 2019	169.04	Audio Visual - Adult; Processing Supplies
09/18/2019	11175	Baker & Taylor L4305242	Acquisitions for Books & Processing Supplies - August 2019	135.23	Books-Adult Fiction; Books - Youth & Teens; Processing Supplies
09/18/2019	11176	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books & Youth Programs - August 2019	223.01	Books-Adult Fiction; Books - Adult Non-Fiction; Youth Programs
09/18/2019	11177	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies - August 2019	3,913.01	Books - Youth & Teens; Processing Supplies
09/18/2019	11178	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies - July 2019	2,641.35	Books-Adult Fiction; Processing Supplies
09/18/2019	11179	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies - August 2019	203.40	AV - Adult; AV - Youth; Processing Supplies
09/18/2019	11180	Belter Containers MFG Co. Inc	Plastic Bags-Patron Services	513.35	General Office/Operating Supplies
09/18/2019	11181	Bokeum Ko	Watercolor Techniques 101 Program 10/16/19	200.00	Adult Programs
		Bokeum Ko	Watercolor Techniques 101 Program 10/22/19	200.00	Adult Programs
			sub-total	400.00	
09/18/2019	11182	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers - September 2019	1,223.31	IT Automation Support
09/18/2019	11183	Esscoe LLC	Panic Buttons Installation	780.00	Facility Improvements
09/18/2019	11184	Findaway World LLC	Acquisitions for AV - August 2019	79.99	AV - Youth
		Findaway World LLC	Acquisitions for AV - August 2019	55.24	AV - Youth
		Findaway World LLC	Acquisitions for AV - August 2019	693.38	AV - Youth
			sub-total	828.61	
09/18/2019	11185	First Point Mechanical Services, LLC	Diagnosis of ACCU 4 Issue	435.00	Facility Equipment Maintenance
09/18/2019	11186	Garvey's Office Products	Paper	259.92	General Office/Operating Supplies

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on September 18, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
09/18/2019	11187	Johnson Controls Security Solutions	Alarm System 10/1/19-12/31/19	309.60	Facility Equipment Maintenance
09/18/2019	11188	Krueger International Inc.	MakerSpace Project Chairs	3,817.50	Facility Improvements
09/18/2019	11189	Madeline Dahlman	Book Discussion on 10/10/19	200.00	Adult Programs
09/18/2019	11190	Marcive, Inc.	Authority Processing - August 2019	51.30	Cataloging Service
09/18/2019	11191	Megan Wells	Mary Shelley's My Monsters Program 10/15/19	375.00	Adult Programs
09/18/2019	11192	Midwest Tape 2000007021	Acquisitions for AV, Processing Suppl'es & Cataloging Service - August 2019	6,551.02	AV - Adult; AV - Youth; Processing Supplies; Cataloging Service
09/18/2019	11193	Midwest Tape 2000011435	Acquisitions for Processing Supplies - August 2019	23.92	Processing Supplies
09/18/2019	11194	Neofunds by Neopost	Replenish Funds in Postage Machine - August 2019	400.00	Postage
09/18/2019	11195	Otis Elevator Company	Annual Pressure Test	395.00	Facility Equipment Maintenance
09/18/2019	11196	Product Architecture + Design	Construction Administration (Submittal Review)	2,000.00	Professional Admin Services
09/18/2019	11197	ProQuest, LLC	Library Thing Stack Maps 9/1/19 - 8/31/20	1,191.75	Software & Licenses
09/18/2019	11198	Quench USA, Inc.	Water Cooler Qtrly Rent: September 2019 - November 2019	108.00	Facility Equipment Maintenance
09/18/2019	11199	Randall D. Walker	Legends of Sun Records Program 11/10/19	275.00	Adult Programs
09/18/2019	11200	Showcases	Carrying Cases for LOT Items	114.24	Processing Supplies
		Showcases	Carrying Cases for LOT Items	(35.26)	Processing Supplies
			sub-total	78.98	
09/18/2019	11201	State Industrial Products	Fragrance Pak, D-Stroy Apple, Magic Mat Apple Orchard, Batteries	124.26	Interior Facility Maintenance
09/18/2019	11202	Susan Gibberman	Hollywood's Unsolved Murder Program 10/24/19	150.00	Adult Programs
09/18/2019	11203	The New York Times	Sunday Only Subscription Renewal 8/25/19-8/22/20	533.00	Periodicals
09/18/2019	11204	Village of Deerfield	Fuel for Library Vehicle & Garage Fees - July 2019	31.99	Facility Equipment Maintenance
08/26/2019	ACH	Amazon	Switch Cable	11.99	New Projects / IT Equipment
			Acquisitions for Board Games - August 2019	45.94	Non-Traditional Resources
			Ziploc Bags	16.11	Processing Supplies
			Craft Supplies	93.56	Youth Programs
			Label Tags for Cables	11.89	New Projects / IT Equipment
			IT Chromebook	429.99	New Projects / IT Equipment
			Meeting Room Phone Cable	8.89	New Projects / IT Equipment
			Respirator Mask	32.51	New Projects / IT Equipment
			Storage Box for Lego Kits	104.65	Processing Supplies
			Ethernet Cable	8.95	New Projects / IT Equipment
			Patron Book Discussion	70.00	Adult Programs
			Ethernet Switch	49.99	New Projects / IT Equipment
			Server Room Storage Boxes	54.75	New Projects / IT Equipment
			Ethernet Cables	37.45	New Projects / IT Equipment
			No Cell Phone Sign - Youth Services	41.90	Minor Furnishings & Equipment
			sub-total	1,018.57	
09/09/2019	ACH	Amazon	Painting Drop-In & Program Supplies	6.99	New Projects / IT Equipment
			Multi-Surface Wipes	31.31	General Office/Operating Supplies
			Painting Drop-In Supplies	15.94	New Projects / IT Equipment
			Acquisitions for AV - September 2019	50.94	AV - Adult
			Painting Drop-In & Program Supplies	172.09	New Projects / IT Equipment
			Acquisitions for AV - August 2019	59.99	AV - Adult
			Acquisitions for AV - August 2019	39.99	AV - Adult
			Acquisitions for LOT Items - September 2019	238.27	Non-Traditional Resources
			Corkboard	26.05	General Office/Operating Supplies
			Acquisitions for LOT Items - August 2019	174.63	Non-Traditional Resources

**Deerfield Public Library  
Check Approval List  
For the Regular Board Meeting on September 18, 2019**

Date	Num	Vendor	Memo	Amount	Account Description
			Staff Enrichment Cards	14.99	Staff Enrichment
			Mouse Pads	9.24	General Office/Operating Supplies
			Acquisitions for AV - August 2019	39.94	AV - Adult
			Acquisitions for AV - August 2019	59.99	AV - Adult
			Acquisitions for LOT Items - August 2019	34.99	Non-Traditional Resources
			Acquisitions for AV - August 2019	29.99	AV - Adult
			Acquisitions for AV - August 2019	74.44	General Office/Operating Supplies
			Kitchen Boxes (6)	58.72	Processing Supplies
			Velcro Cable Ties	3.69	AV - Adult
			Acquisitions for AV - August 2019	73.98	New Projects / IT Equipment
			Fiber Cable Switch	116.13	New Projects / IT Equipment
			sub-total	1,332.30	
09/21/2019	ACH	AT&T-847 945-3318 026 6	Voice Lines: 7/29/19 - 8/28/19	849.68	Telephone - Voice
09/21/2019	ACH	AT&T 847 945-3372-943-5	Data Lines: 7/29/19 - 8/28/19	590.77	Data Lines
09/11/2019	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 7/17/19 - 8/16/19	652.08	Telephone - Voice
09/11/2019	ACH	AT&T-R16-0685 123 3	OptiMan Phone Data: 7/17/19 - 8/16/19	2,252.45	Data Lines
09/04/2019	ACH	Comcast Cable	Patron Internet Service 8/16/19-9/15/19	157.95	Data Lines
08/26/2019	ACH	Discovery Benefits, Inc.	FSA Monthly Fees - August 2019	54.90	Other Benefits
09/09/2019	ACH	Google, Inc.	Google Apps - September 2019	482.31	Software & Licenses
08/01/2019	ACH	Heartland Payment Systems	Merchant CC Fees - September 2019	258.20	Other Office Support
09/04/2019	ACH	Mail Finance (Neopost USA Inc.)	Postage Machine Quarterly Lease: 6/2019 - 8/2019	209.85	Postage
09/03/2019	ACH	Village of Deerfield	Water & Sewer - July 2019	160.93	Water
09/03/2019	ACH	Village of Deerfield	Water & Sewer - July 2019	143.99	Water
			<b>Total Wintrust-General AP 2997</b>	<b>77,059.11</b>	
			<b>Grand Total</b>	<b>77,224.23</b>	

Deerfield Public Library

Credit Card Transactions by Account as of August 7, 2019  
Presented for Approval September 2019

Date	Num	Name	Memo	Amount	Account Description
<b>20000 Credit Cards Payable</b>					
<b>20001 Admin - 4734</b>					
08/07/2019	AD 7/9/19	Mail Chimp	E-Newsletter Mailing - July 2019	50.00	Outreach Programs
08/07/2019	AD 7/10/19	Walgreens	Gift Cards for Thinks & Drinks Trivia 7/10/19	180.00	E-Resources
08/07/2019	AD 7/10/19	Hulu	Subscription for Roku - July 2019	11.99	E-Resources
08/07/2019	AD 7/12/19	Hulu	Subscription for Roku - July 2019	11.99	E-Resources
08/07/2019	AD 7/10/19	Hulu	Subscription for Roku - July 2019	11.99	E-Resources
08/07/2019	AD 7/30/19	Netflix	Subscription - August 2019	15.99	E-Resources
08/07/2019	AD 7/17/19	Hulu	Subscription for Roku - July 2019	11.99	Admin Programs
08/07/2019	AD 7/24/19	Bobby's Deerfield	Steiner Farewell 7/24/19 - Lunch	126.82	E-Resources
08/07/2019	AD 7/14/19	Netflix	Subscription - July 2019	15.99	E-Resources
<b>Total for 20001 Admin - 4734</b>				<b>436.76</b>	
<b>20002 Business Office - 1381</b>					
08/07/2019	BO 7/8/19	Vistaprint	Business Cards - Gehin	36.59	General Office/Operating Supplies
08/07/2019	BO 7/11/19	Illinois Library Association	Membership Renewal 2019 - DeCorrevont	40.00	Dues & Memberships
08/07/2019	BO 7/15/19	Signs.com	DPL Standards Sign (3)	67.09	Minor Furnishings & Equipment
08/07/2019	BO 7/17/19	Amazon	Acquisitions for Kindle Books - July 2019	14.99	E-Resources
08/07/2019	BO 7/19/19	Amazon	Acquisitions for Kindle Books - July 2019	9.99	E-Resources
08/07/2019	BO 7/17/19	Amazon	Acquisitions for Kindle Books - July 2019	9.99	E-Resources
08/07/2019	BO 7/19/19	Amazon	Acquisitions for Kindle Books - July 2019	12.99	E-Resources
08/07/2019	BO 7/19/19	Amazon	Acquisitions for Kindle Books - July 2019	12.99	E-Resources
08/07/2019	BO 7/19/19	Amazon	Acquisitions for Kindle Books - July 2019	12.99	E-Resources
08/07/2019	BO 7/24/19	Heinen's	Business Managers Meeting 7/25/19 - Food	44.08	Admin Programs
08/07/2019	BO 7/25/19	Upper Crust Bagels	Business Managers Meeting 7/25/19 - Food	13.98	Admin Programs
08/07/2019	BO 7/25/19	Deerfields Bakery	Business Manager's Meeting 7/25/19 - Food	26.04	Admin Programs
08/07/2019	BO 7/25/19	Mariano's	Food - Steiner Farewell 7/25/19	43.00	Staff Enrichment
08/07/2019	BO 8/1/19	Amazon	Acquisitions for Kindle Books - August 2019	12.99	E-Resources
<b>Total for 20002 Business Office - 1381</b>				<b>357.71</b>	
<b>20003 Info Technology (IT) - 1158</b>					
08/07/2019	IT 7/10/19	Adobe Systems Inc.	Staff Creative Cloud Subscription - July 2019	56.30	Software & Licenses
08/07/2019	IT 7/12/19	Rise Vision	Digital Signage	10.00	Software & Licenses
08/07/2019	IT 7/13/19	MCPProHosting	Minecraft Server	9.99	Software & Licenses
08/07/2019	IT 7/17/19	Share-it - Digital River, Inc.	Windows Password Refixer	53.07	Software & Licenses
08/07/2019	IT 7/22/19	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
08/07/2019	IT 7/24/19	Adobe Systems Inc.	Staff Creative Cloud Renewal 7/24/19	382.37	Software & Licenses
08/07/2019	IT 7/25/19	Nayax	Testing CC Terminal	0.50	Fees Fines & Penalties
08/07/2019	IT 7/25/19	Square Hardware	Maker Cash Register	264.56	New Projects / IT Equipment
08/07/2019	IT 7/27/19	Apple Online Store	Apple Developer Program	105.19	Software & Licenses
08/07/2019	IT 7/29/19	Xsolla	A/V Software for MakerSpace	214.92	New Projects / IT Equipment
08/07/2019	IT 8/1/19	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
08/07/2019	IT 8/23/19	Best Buy	Meeting Room Adapters	23.56	New Projects / IT Equipment
08/07/2019	IT 8/3/19	Rise Vision	Digital Signage	19.00	Software & Licenses
<b>Total for 20003 Info Technology (IT) - 1158</b>				<b>1,191.46</b>	

Deerfield Public Library

Credit Card Transactions by Account as of August 7, 2019  
Presented for Approval September 2019

Date	Num	Name	Memo	Amount	Account Description
<b>20004 Facilities - 1382</b>					
08/07/2019	FC 7/8/19	Foundations	Replacement Part for Baby Changing Table	40.00	Facility Equipment Maintenance
08/07/2019	FC 7/25/19	Foundations	Insert for Baby Changing Table in UL Women's Restroom - Refund	(67.50)	Facility Equipment Maintenance
08/07/2019	FC 7/25/19	Foundations	Insert for Baby Changing Table in UL Women's Restroom	135.00	Facility Equipment Maintenance
08/07/2019	FC 8/2/19	AAA Lock and Key	Keys for New Key Switch In Patron Svcs	13.22	Facility Improvements
<b>Total for 20004 Facilities - 1382</b>				<b>120.72</b>	
<b>20007 Adult Services - 1931</b>					
08/07/2019	AS 7/8/19	Motion Picture Licensing Corporation	Umbrella License Renewal	123.87	E-Resources
08/07/2019	AS 7/8/19	Jerusalem Post	Subscription Renewal 2019-2020	119.00	Periodicals
<b>Total for 20007 Adult Services - 1931</b>				<b>242.87</b>	
<b>20008 Youth Services - 6162</b>					
08/07/2019	YS 7/26/19	American Library Association	Membership Renewal 2019 - Frederlck	270.00	Dues & Memberships
08/07/2019	YS 7/12/19	Jewel-Osco	Teen Summer Reading Program Prizes	205.00	Youth Programs
08/07/2019	YS 7/15/19	Spotify	Subscription for iPads - July 2019	14.99	Youth Programs
08/07/2019	YS 7/22/19	American Library Association	Membership Renewal 2019 - Gall	215.00	Dues & Memberships
08/07/2019	YS 7/26/19	LACONI, Inc.	Focus on Play 9/27/19 - Trotsky	30.00	Training & Education
08/07/2019	YS 7/30/19	American Library Association	Display Materials & Bookmarks	63.58	Youth Programs
08/07/2019	YS 8/1/19	Heinen's	Program Supplies	16.18	Youth Programs
08/07/2019	YS 7/30/19	American Library Association	Display Materials & Bookmarks - Tax Refund	(4.98)	Youth Programs
<b>Total for 20008 Youth Services - 6162</b>				<b>809.77</b>	
<b>20009 Outreach Coord - 5394</b>					
08/07/2019	OC 7/11/19	Fast Signs	Program Poster	30.75	Professional Printing Services
08/07/2019	OC 7/26/19	Fast Signs	Shelf Shift Poster	30.75	Professional Printing Services
08/07/2019	OC 7/29/19	Fast Signs	MakerSpace Poster	30.75	Professional Printing Services
<b>Total for 20009 Outreach Coord - 5394</b>				<b>92.25</b>	
<b>20011 Youth Prog Coord - 1510</b>					
08/07/2019	YPC 7/16/19	Jewel-Osco	Program Supplies	18.00	Youth Programs
08/07/2019	YPC 7/25/19	Party City	Interactive Movie and Baby Toddler Prom Supplies	60.96	Youth Programs
<b>Total for 20011 Youth Prog Coord - 1510</b>				<b>78.96</b>	
<b>20012 Youth Coord - 9533</b>					
08/07/2019	YC 7/11/19	Kodo Kids	Balance, Seesaw	176.28	Literacy Support - Youth
08/07/2019	YC 7/12/19	Discount School Supply	Ramp Set, Rock Box, Mirrors	102.43	Literacy Support - Youth
08/07/2019	YC 7/16/19	American Library Association	Membership Renewal 2019 - Henry	87.00	Dues & Memberships
08/07/2019	YC 7/15/19	American Library Association	Creating Interactive Storytime Music Play & More Workshop - Henry	58.50	Training & Education
08/07/2019	YC 7/31/19	Domino's Pizza	Teen Pizza & Paperbacks 7/31/19	34.43	Youth Programs
<b>Total for 20012 Youth Coord - 9533</b>				<b>458.64</b>	
<b>Total for 20000 Credit Cards Payable</b>				<b>3,789.14</b>	

## Director's Report September 2019

### FYI

- We'll share feedback from the September 7 Farmers Market under Old Business.
- The Deerfield Fine Arts Commission will hold its annual public arts reception at the Library on **Thursday, September 19, 2019 from 6-8 pm.**
- As you know, Deerfield had a tornado warning around 7:30 pm on September 11. Staff followed our library procedures in the disaster manual. Staff monitored weather warnings. After the official tornado warning was received, we announced that a tornado warning has been issued for this area. Staff directed patrons to a safe place (the basement) until the warning was canceled around 7:45 pm. I was in contact with staff. There were a few young tweens that called their parents who picked them up before staff moved patrons to the basement.

### Interesting Articles on Current Library Related Trends

Articles that may be of interest for review:

- <https://www.wbez.org/shows/wbez-news/5-unexpected-items-you-can-borrow-at-chicago-new-tool-library/fbab4c86-5441-4a1a-9170-bb5669efcc54?fbclid=IwAR2--7LGyjstnmYmFuTpU8V7jrp5ldA-sJPP5GklgbFn7GxrLnI90VJc2Y> This article highlights some of the unique items one can borrow at this library.
- <https://techcrunch.com/2019/08/28/lego-is-piloting-audio-and-braille-building-instructions/> Interesting article how Lego is developing a way to share instructions for their kits for people who are blind.
- <https://americanlibrariesmagazine.org/blogs/the-scoop/update-ebook-advocacy/> More information on the increased costs of ebooks. Macmillan, one of the largest publishers of books, has indicated that they'll be limiting the availability for library consortia to only purchase **one** copy. One copy to serve an entire consortium means the book is essentially useless because it will take months for a person to get it.
- <https://slate.com/business/2019/09/e-book-library-publisher-buying-controversy-petition.html> And, a non-library related article on the Macmillan publishing discussion.

### Personnel

- In August the library had 1 separation
  - Library Aide on August 12
- In August the library filled 3 positions
  - Head of Adult Services on August 9
  - Adult Services/Multimedia Assistant on August 14
  - Youth Services Associate on August 27
- The library has 1 position open
  - Patron Services Assistant



## DEPARTMENT REPORTS

### Adult Services Report

Melissa Stoeger, Head of Adult Services

- Both Read Without Boundaries and Watch Without Boundaries wrapped up the summer programs. Watch Without Boundaries had 39 completions. Since June, RWB increased enrollment by 191 participants and we've had our highest months of completed challenges. We had 66 people complete the summer reading challenge.
- The Hamilton Sing Along was a great success. We had 60 attendees and I got a lot of great feedback from staff and patrons on how much fun it was. There is definite interest in doing another similar event in the future.
- Anne has been leading a monthly adult Dungeons and Dragons program since March and has steadily been increasing attendance. In August she had 11 players, which is a good number for this community. She also used our new large format printer to print a giant map for the program, which the players all loved.
- From Ted: I had a gentleman return one of the LED Projectors at the Multimedia Desk. He told me how we had saved his kid's birthday party. He had an older projector but he thought he would check out one of ours as insurance. Sure enough his old one didn't work. He tried the one he checked out from our LOT collection and it worked even better than his old one. He was so impressed that he went on Amazon and just bought his own. So he wanted to thank us for saving his kid's birthday party and showing him how much better the technology has gotten in the past few years.
- We had 1,300 users and 1,600 sessions on our local history website this month. This is a huge increase in traffic. The top 10 pages viewed were of the DHS yearbooks. We believe the increase in traffic is due to the highlight in Browsing.
- We had 1,720 questions at the Media Desk during August. This is over a 100% increase since June!



Deerfield Public Library  
@DeerfieldPL

Thanks to @CELfriends for having the Library at their Community Day this past Saturday. There was a great turnout and Vicki had a lot of fun answering questions, providing library information and resources, and handing out library swag!



2:16 PM · Aug 19, 2019 · Twitter Web App

(Right) Vicki represented the Library at CEL's Community Day, and we tweeted photos from the day. The tweet 718 impressions and received 403 and 53 total engagements.

### Business Office Report

Kelly DeCorrevont, Business Manager

- Attended the IPBC Renewal meeting at the Village of Deerfield on August 1
- Staff Enrichment Committee met on August 1 to discuss recent and upcoming staff events and activities
- Met with Village of Deerfield staff with Library Director to discuss 2020 budgeting planning on August 15
- Met with Board Treasurer with Library Director to discuss 2020 library budget draft on August 16
- Mira Desai, HR Associate is working on the DPL Full Time Benefit Summary to be able to share with new hires at the library
- Completed new hire orientation on August 27
- Library managers met on August 27 to discuss the 2020 library budget draft
- Esther Park, Administrative Assistant coordinated the on-site document shredding service for the library on August 28

### IT & Social Media Report

Tom Owen, Head of IT

- The laser is here! The Library received our Universal Laser Systems laser engraver. It is currently in storage until the maker space is near completion and we can have ULS come out to install the laser, air filtration unit, and provide staff training. This is the last major piece of equipment for the maker space. We appreciate the Friends for their generous support.
- The IT department is focused on preparing for construction and the launch of the maker space. This includes relocating equipment in the construction areas, and preparing all documentation, training materials, and procedures for the space.
- We are rolling out a new schedule of tech drop-in programs designed to highlight the maker space and equipment that will be available to patrons after the space opens.
- Tom Owen and Ryne Mante will be staying after hours to clean up the network cabling in the server room and replace three of our UPS battery backup systems.

### Outreach Report

Judy Hoffman, Outreach Coordinator

- CanvaPro: We launched CanvaPro for staff, and staff that produce print or digital promotion have transitioned their work to shared files on this platform. It's been a comfortable switch to this program for posters, flyers, etc., and discontinuing work in Publisher, Word, etc.
- PR (Deerfield Review): [Deerfield parks launch new classes](#) (August 26, notes partnership program with DPL).
- 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: Prepared draft Library promotion plan. Forwarded to Village of Deerfield for review, and consideration for support of Village Census 2020 activities.

### Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On August 2, created instructions for handling and documenting cash that will be collected from the MakerSpace. The documents were shared with other managers for approval to start training with IT staff
- On August 15, Lance, Alan and Kary went to Caruso Middle School to renew/register teachers for library cards. We processed 61 cards: 31 new registration and 30 renewals
- On August 29, Lance, Kary and Nina went Shepard Middle School to renew/register teachers for library cards. We processed 33 cards: 23 new registration, 7 renewals, and 3 new library cards

### Support Services Report

Pam Skittino, Head of Support Services

- Tom W. helped cover the Media desk
- We have a new volunteer that scans Friends of the Library items for possible shipment to Better World Books
- Innovative (our catalog vendor) visited us in-person

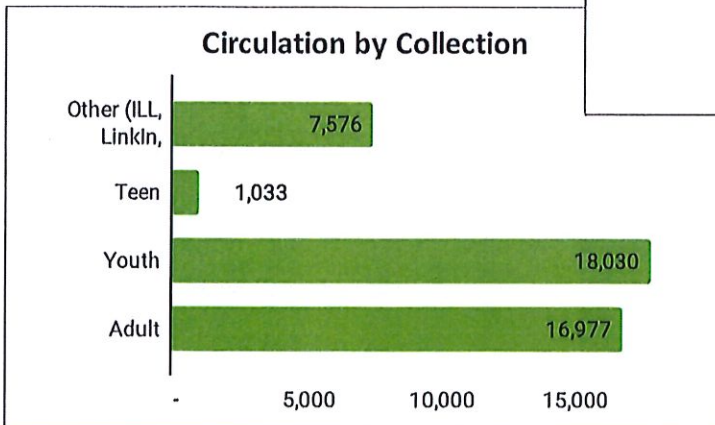
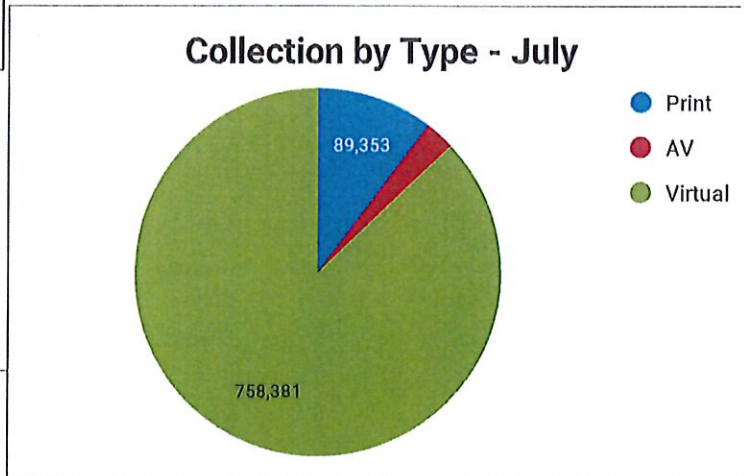
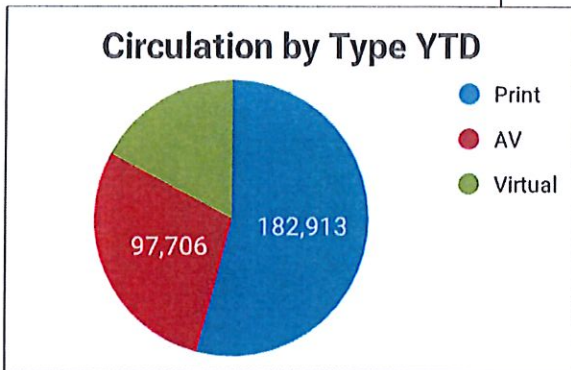
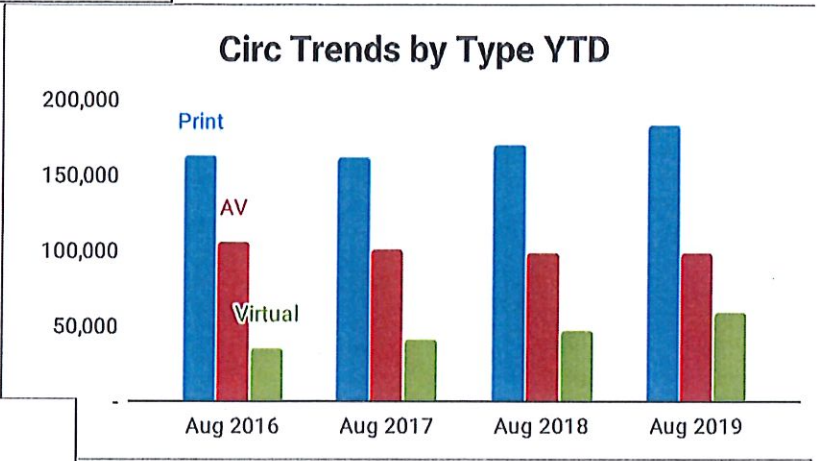
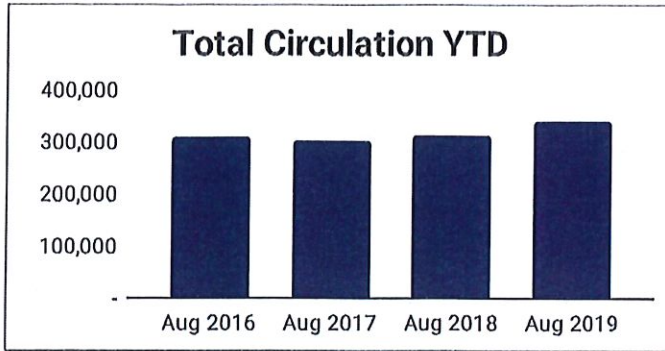
### Youth Services Report

Meg Anthony, Head of Youth Services

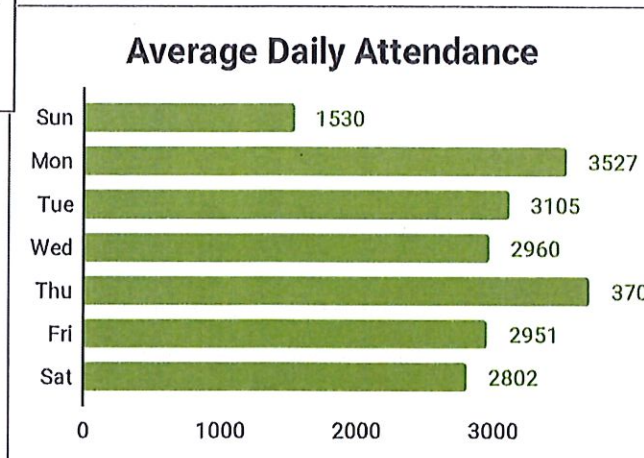
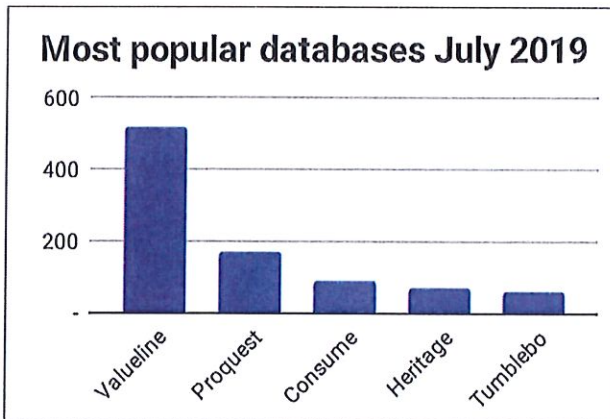
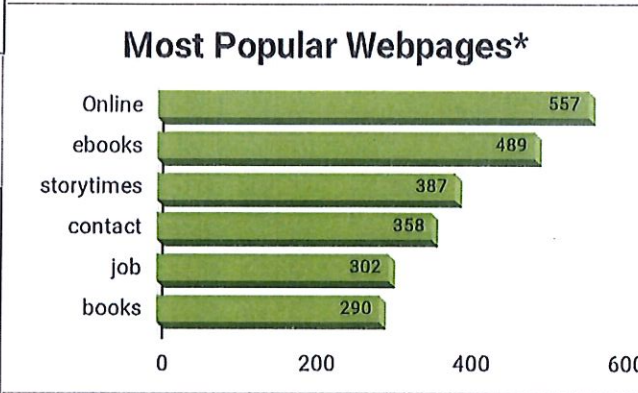
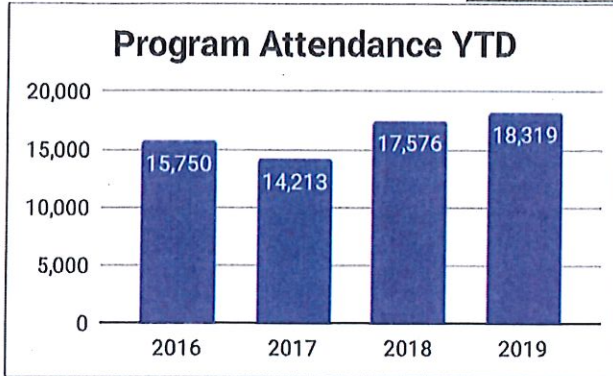
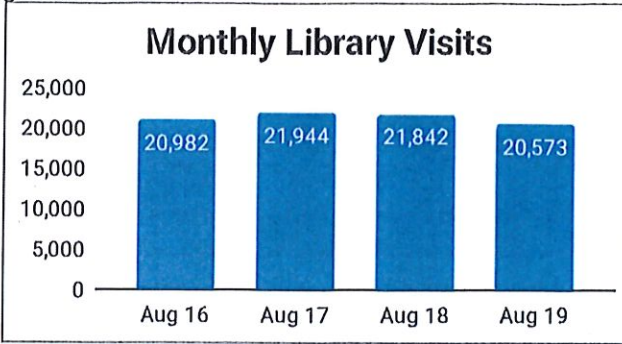
- One teen volunteer through NSSD, with their job coach, began at DPL on August 21. They will be volunteering two times per week during the school year, and are primarily focused on tidying and sanitizing toys in the Preschool Pavilion.
- 8/4/19 - Patron commented, "I LOVE how you do automatic renewal! It's been so helpful."
- 8/9/19 - Patron commented that they had borrowed our Shoe(lace)-tying Discovery Kit and now her child can tie his shoes!
- There were 17 unattended children in August. For comparison, we had 44 unattended children last August.
- Initial review shows that we had about 1,200 children and 200 teens participate in Summer Reading this year. That's about what we expect for children, and higher than previously for teens. We had a completion rate of just over 50%, although that does not include late finishers. (We had a soft-end date of August 31<sup>st</sup>.) That's pretty typical.
- An Early Chapter Books section was created this summer as part of the YS print collection. Books in this section are transitional titles for beginning chapter book readers (sometimes called "First Chapter Books"). The items in the Early Chapter

Books section are organized by author name. The books have a red sticker on the spine and the collection is housed at the end of the Juv Book Group stacks (right before the beginning of the Juv Fiction section). We have already been getting positive patron feedback as a result of this new section.

- In August 2018 we began tracking our “no’s” in Youth Services, meaning any time a patron asks whether we offer something and we don’t, we make a note of it. The idea was that we might be able to discern patterns after enough data was collected. We found out that there would be interest if we offered drop-in storytimes on Fridays, which we launched last spring (Friday Fun Times), and will continue during the school year. We also noted interest in additional sessions of our current, registered storytimes. Beginning this fall we will be offering more sessions—nearly doubling our storytime offerings with the same amount of staffing.



August 2019 Statistics



**To: Board of Trustees**  
**Re: Fine Free Information**  
**Date: September 18, 2019**

After last month's meeting, the Board has asked me to start gathering information about the fine free trend at libraries. There's a lot of information available for libraries. For the September Board Meeting, I've included links to general information on why libraries should consider going fine free. At our October Board Meeting, I'll share information as to what the impact could be for the staff at DPL.

We have discussed this topic at our bi-weekly manager meetings as well.

This link is the official ALA statement on the elimination of fines as a barrier to service. It was adopted in January 2019 at the ALA Midwinter conference.

[http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council\\_documents/2019\\_ms\\_council\\_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201\\_27\\_0.pdf](http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/council_documents/2019_ms_council_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201_27_0.pdf)

This article from 2015 discusses fine free. Vernon Area Library had gone fine free in 2015 and their Patron Services Manager is quoted in the article.

<https://www.ila.org/publications/ila-reporter/article/21/fine-free-and-dandy-libraries-say-good-bye-to-overdue-charges>

Vernon Area Library's current Loan Rules can be found here:

<https://www.vapld.info/loan-rules.html>

This national map shows which libraries are fine free.

<https://endlibraryfines.info/>

Most recently, the LaGrange Public Library has made the decision to go fine free:

[https://patch.com/illinois/lagrange/no-more-late-fees-la-grange-public-library?utm\\_source=dlvr.it&utm\\_medium=twitter&utm\\_term=community+corner&utm\\_campaign=recirc&utm\\_content=aol&fbclid=IwAR0MO-kYf4BI9Wy5c8XI05CdOIFPUgQJ3UPkf8pFKCToQ7M4u\\_-kp5I91PE](https://patch.com/illinois/lagrange/no-more-late-fees-la-grange-public-library?utm_source=dlvr.it&utm_medium=twitter&utm_term=community+corner&utm_campaign=recirc&utm_content=aol&fbclid=IwAR0MO-kYf4BI9Wy5c8XI05CdOIFPUgQJ3UPkf8pFKCToQ7M4u_-kp5I91PE)



**To: Board of Trustees**  
**Date: September 18, 2019**  
**Re: FY 2019 Strategic Plan Update Q3**

Library staff continue to plan their activities around the Strategic Plan. It's hard to imagine that we are in the final year of the plan and look forward to the completion of our space reconfiguration. I've done something a little different for this update since we have almost completed the tasks listed on the plan.

Our MakerSpace construction will start on September 16 and is estimated to be completed four weeks later. We are excited about the physical completion of the space and how it will be used by the community. We have our ideas of how the space will be used but really won't know until we are in the space. We have almost all the equipment to furnish the space, which will expedite the opening of the space.

As we have grown the Library of Things collection, the Patron Services, Adult Services and Youth Services have met to work on streamlining the process for returning these items. In addition, the Patron Services and Adult Services department are holding joint department meetings to talk about the duties on the new desk.

**To: Board of Trustees**  
**Re: MakerSpace Update**  
**Date: September 18, 2019**

### **Construction Update**

It's finally here!!! Please bear in mind that this is a process and things may change. This is a straightforward project for our seasoned team from W. B. Olson.

Construction will start at 6 am on Monday, September 16, 2019. The crew will be working Monday - Friday, 6 am - 2:30 pm. They will do the loudest and messiest work between 6-9 am. W. B. Olson has experience working in libraries that remain open during construction and they're aware of the impact their work has on our staff as well as our patrons. The dumpster will be located in three staff parking spaces during the construction process.

During the first week, the crews will begin the demolition. They will construct a temporary wall. They will relocate the existing door and move the mailboxes to their location in the receiving area. Please note that the Graphics Lab and Receiving Area will remain accessible during this process. Finally, the end of the schedule for the first week calls for framing the new ceiling and walls.

### **Internal Update**

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. This is our current plan when we open.

IT staff is trained on all the equipment and has offered training for other departments. They will be offering training to other staff members as well.

Adult Services and Patron Services has met to discuss the layout and function of the new shared desk. The installation of the desk is scheduled to happen later in the project.

It's my hope that we will have a better sense of the construction completion and possible opening at our October Board Meeting.