

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING AGENDA**

April 15, 2020, 6:30 PM

Join by phone: 1-517-345-9451 Access code: 599 871 314

Residents wishing to share thoughts about any matter concerning the Library may do so by submitting an email to amy@deerfieldlibrary.org prior to the meeting.

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. February 19, 2020 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Financials: Balance Sheet, Revenues & Expenses, Quarterly Reports (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. Village Liaison Report
6. LIBRARY DIRECTOR'S REPORT
 - A. COVID-19 Library Response Report
 - B. Budget Update: COVID-19 Impact
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Non-Resident Fee Card Participation (ACTION)
 - B. Officer Interest
 - C. Motion Based on Executive Session (ACTION)
9. OTHER
10. EXECUTIVE SESSION 5 ILCS 120/2 c 1 to discuss the self evaluation and compensation of the Library Director
11. ADJOURNMENT

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

Upcoming Library Board Meetings: May 20, June 17 at 6:30 p.m.

*All topics on the agenda are potential action items.

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
February 19, 2020

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

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

Village: Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Tom Owen, Head of IT

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

3. APPROVAL OF MINUTES

B. January 15, 2020 Regular Session Meeting (ACTION)

MOTION: Mr. Mike Goldberg made a motion to approve the January 15, 2020 Regular Meeting minutes, seconded by Mr. Seth Schriftman.

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

The motion was approved.

A. December 18, 2019 Executive Session Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the December 18, 2019 Executive Session Meeting minutes, seconded by Mr. Kyle Stone.

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

The motion was approved.

5. PRESENTATION BY HEAD OF IT, Tom Owen

Mr. Tom Owen reported on MakerSpace usage. So far the most popular piece of equipment is the Laser Engraver. MakerSpace goals for 2020 include increasing awareness and making the space more inviting.

Mr. Abosch asked how are we keeping up with demand? Mr. Owen reported that the space is free to use and we charge for materials to cover our cost. Mr. Abosch suggested we include a gallery of photos of projects on our website.

DPL Board of Trustees
Regular Meeting Minutes
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Ms. Maureen Wener asked how staff in the space is working to greet people when they are working with someone else. Mr. Owen reported that the staff is saying hello, creating eye contact. He stated that the staff is continuing to undergo additional Customer Service training. Ms. Wener suggested educating patrons and offering some tours for schools and Patty Turner Center. She encouraged staff to work with the library outreach coordinators. Ms. Wener also suggested creating a big sign to welcome people to the space.

Mr. Stone asked if people were taking the tours. He agreed that offering tours during family time on Saturdays is a great idea. He appreciated the work that the staff is doing.

Mr. Howard Handler asked about the software that is used for the equipment. Mr. Owen replied that the space has 12 laptops with software for all the equipment.

Ms. Ellenbogen asked if there have been any malfunctions or repairs. Mr. Owen responded that the equipment has been in good working order. Ms. Ellenbogen suggested asking people on social media to share their projects.

Mr. Schriftman thanked Mr. Owen for his hard work. Mr. Schriftman asked if there was information about what format the project should be in before coming to the space. Mr. Owen replied that there is some information on the website but that staff is happy to work with anyone on their projects.

Mr. Goldberg thanked Mr. Owen for his presentation.

4. TREASURER REPORT

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

Mr. Schriftman presented the Financials.

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

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

The motion was approved.

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

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

-Electronic Payments, 3 ACHs, WinTrust	\$ 127.27
-Petty Cash Checks 682-687, Bank Financial	\$ 218.42
-AP Checks 11443-11521, 12 ACHs, WinTrust	<u>\$ 122,309.68</u>
The total amount presented for approval	\$ 122,655.37

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

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

The motion was approved.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

7. LIBRARY DIRECTOR'S REPORT

A. Farmers Market Dates

Ms. Amy Falasz-Peterson gave the Library Director's report. The Board is in favor of the September 12 Farmers Market date. Ms. Ellenbogen, Mr. Stone and Mr. Schriftman will plan to be there. Ms. Falasz-Peterson discussed IPLAR stats. Over 27,000 people attended our programs in 2019. 440 One on One Tutorials. We saw an increase in circulation, 512,670 this year. Staff believe this is attributed to auto renewals and our new and expanded collections (Library of Things and Discovery kits). We saw a slight decline in our meeting room reservations but still significant at 520 outside groups. We received \$5296.73 in Non Resident Fee cards in 2019, which is a little lower than what we have received in the past. Ms. Falasz-Peterson will submit this report after the meeting.

Mr. Abosch asked if someone needs to have a DPL library card to use the makerspace. Ms. Falasz-Peterson replied that to schedule a reservation you must have a DPL library card. Mr. Abosch asked if the staff could report on the use of the space for Deerfield residents or non-residents.

Ms. Falasz-Peterson shared the top titles in 2019. Library staff are currently planning our annual Summer Reading program. Ms. Judy Hoffman is actively working with the Village's Complete Count Committee to promote the 2020 Census.

Ms. Ellenbogen asked if Ms. Falasz-Peterson can report more on the WiFi coverage project. Ms. Falasz-Peterson reported that it is a project on the horizon for IT but it hasn't started yet. Ms. Falasz-Peterson reported that the priority WiFi coverage is for public areas first and then staff areas. Mr. Handler asked if there was information on the database use statistics and cost. Ms. Falasz-Peterson will ask Adult Services to report on that when they do their board presentation in 2020.

8. OLD BUSINESS

A. Strategic Plan: Survey Questions (ACTION)

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The Board discussed some suggestions to the survey questions. The board requested that Ms. Falasz-Peterson circulate the updated language prior to the March board meeting. It will be an agenda item but not an action item.

9. NEW BUSINESS

- A. Reminder: Policy Committee Meeting March 4, 2020, 6:00 p.m.

10. OTHER

11. ADJOURNMENT

At 7:59 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

The motion was approved.

Maureen Wener, Secretary

Deerfield Public Library

BALANCE SHEET

As of February 28, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	424,622.82
11200 Payroll - WinTrust	145,749.22
11300 E-Pay - WinTrust	15,187.48
11400 Deposits - Bank Financial	5,831.10
11500 Petty Cash - Bank Financial	1,247.99
11600 Max-Safe Wintrust	857,636.16
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	1,450,848.77
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,919,902.45
14110 PMA General Fund	1,805,780.96
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	4,725,797.73
Total Bank Accounts	\$6,176,646.50
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	8,818.74
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	\$5,122,954.54
Total Current Assets	\$11,299,601.04

Deerfield Public Library

BALANCE SHEET

As of February 28, 2020

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
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	-4,244,922.00
Total 19000 Capital Assets	10,701,988.12
Total Fixed Assets	\$10,701,988.12
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	0.00
Total Other Assets	\$945,981.74
TOTAL ASSETS	\$22,947,570.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	18,700.71
Total Accounts Payable	\$18,700.71
Credit Cards	
20000 Credit Cards Payable	0.00
Total Credit Cards	\$0.00

Deerfield Public Library

BALANCE SHEET

As of February 28, 2020

	TOTAL
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	17,317.06
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	-366.79
22370 ICMA	0.11
22380 Medical/Health	-76,922.55
22385 Dental	31,451.12
22390 Life	-895.37
Total 22300 Withholdings	-45,959.93
Total 22000 Payroll Liabilities	-28,642.47
22395 FSA Payable	-1,245.26
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	31,480.90
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	31,480.90
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	\$6,635,613.61
Total Current Liabilities	\$6,654,314.32

Deerfield Public Library

BALANCE SHEET

As of February 28, 2020

	TOTAL
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	106,059.00
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	7,134,787.00
Total 26000 Noncurrent Liabilities	7,346,579.00
Total Long-Term Liabilities	\$7,346,579.00
Total Liabilities	\$14,000,893.32
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,454,049.65
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	-7,134,787.00
Total 33000 Investment in Capital Assets	5,564,743.12
Net Income	-581,646.04
Total Equity	\$8,946,677.58
TOTAL LIABILITIES AND EQUITY	\$22,947,570.90

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2020 - FY20 P&L

January 1 - February 28, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	46,332.28	4,387,720.00	-4,341,387.72	1.06 %
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt 2011A		363,030.00	-363,030.00	
60-4111 Property Taxes - Debt 2013		363,801.26	-363,801.26	
Total 41000 Taxes	46,332.28	5,139,551.26	-5,093,218.98	0.90 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	4,687.59	25,000.00	-20,312.41	18.75 %
42200 Non-Resident Fees		7,000.00	-7,000.00	
42300 Printing/Copying Fees	1,820.40	8,000.00	-6,179.60	22.76 %
Total 42000 Fees & Fines	6,507.99	40,000.00	-33,492.01	16.27 %
43000 Investment Income				
43100 Interest - General	6,268.47	45,000.00	-38,731.53	13.93 %
43200 Interest - Reserve	3,898.59	40,000.00	-36,101.41	9.75 %
Total 43000 Investment Income	10,167.06	85,000.00	-74,832.94	11.96 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		10,000.00	-10,000.00	
Total 44100 State Grant		10,000.00	-10,000.00	
Total 44000 Grants		10,000.00	-10,000.00	
45000 Gifts and Contributions				
45100 General Donations	26.20	500.00	-473.80	5.24 %
45500 Friends Contributions		10,000.00	-10,000.00	
Total 45100 General Donations	26.20	10,500.00	-10,473.80	0.25 %
Total 45000 Gifts and Contributions	26.20	10,500.00	-10,473.80	0.25 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	-0.60	500.00	-500.60	-0.12 %
49065 Sale of Surplus Materials		500.00	-500.00	
Total 49000 Miscellaneous Revenue	-0.60	1,000.00	-1,000.60	-0.06 %
Total Income	\$63,032.93	\$5,286,051.26	\$ -5,223,018.33	1.19 %
GROSS PROFIT	\$63,032.93	\$5,286,051.26	\$ -5,223,018.33	1.19 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	325,571.77	2,288,000.00	-1,962,428.23	14.23 %
51200 FICA	24,106.14	175,000.00	-150,893.86	13.77 %
51300 Health/Misc Benefits	35,632.80	342,000.00	-306,367.20	10.42 %
51400 Pension Contribution	36,978.30	227,970.00	-190,991.70	16.22 %
51500 Other Benefits	-421.41	9,000.00	-9,421.41	-4.68 %
51600 Staff Enrichment	289.90	5,000.00	-4,710.10	5.80 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	422,157.50	3,046,970.00	-2,624,812.50	13.85 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	7,918.57	60,000.00	-52,081.43	13.20 %
52200 Facility Equipment Maintenance	15,439.13	45,000.00	-29,560.87	34.31 %
52300 Exterior Building Maintenance	4,815.28	10,000.00	-5,184.72	48.15 %
52400 Utilities				
52410 Water	482.79	3,000.00	-2,517.21	16.09 %
52430 Telephone - Voice	1,899.33	15,000.00	-13,100.67	12.66 %
52440 Data Lines	7,425.78	28,000.00	-20,574.22	26.52 %
Total 52400 Utilities	9,807.90	46,000.00	-36,192.10	21.32 %
52500 Minor Furnishings & Equipment		25,000.00	-25,000.00	
Total 52000 Facility Expenses	37,980.88	186,000.00	-148,019.12	20.42 %
53000 Library Materials				
53100 Periodicals	2,401.26	17,500.00	-15,098.74	13.72 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	3,087.99	45,000.00	-41,912.01	6.86 %
53222 Books-Adult Fiction	4,253.39	66,500.00	-62,246.61	6.40 %
Total 53200 Adult Materials-Books	7,341.38	111,500.00	-104,158.62	6.58 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	6,243.52	75,000.00	-68,756.48	8.32 %
53340 Audio Visual - Youth	1,622.40	22,500.00	-20,877.60	7.21 %
Total 53300 Audio Visual Materials	7,865.92	97,500.00	-89,634.08	8.07 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	5,649.21	75,000.00	-69,350.79	7.53 %
53550 Literacy Support - Youth		2,500.00	-2,500.00	
Total 53400 Youth Materials-Books	5,649.21	77,500.00	-71,850.79	7.29 %
53501 Electronic Resources				
53500 E-Resources	97,392.01	260,000.00	-162,607.99	37.46 %
Total 53501 Electronic Resources	97,392.01	260,000.00	-162,607.99	37.46 %
53600 Non-Traditional Resources	1,571.04	7,500.00	-5,928.96	20.95 %
Total 53000 Library Materials	122,220.82	571,500.00	-449,279.18	21.39 %
54000 Library Programs				
54100 Admin Programs	42.74	4,000.00	-3,957.26	1.07 %
54150 Outreach Programs	59.99	1,500.00	-1,440.01	4.00 %
54210 Adult Programs	3,367.85	25,000.00	-21,632.15	13.47 %
54400 Youth Programs	2,665.07	25,000.00	-22,334.93	10.66 %
Total 54000 Library Programs	6,135.65	55,500.00	-49,364.35	11.06 %
55000 Automation				
55350 Software & Licenses	2,899.91	190,000.00	-187,100.09	1.53 %
55360 IT Automation Support	19,301.39	85,000.00	-65,698.61	22.71 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	5,553.75	100,000.00	-94,446.25	5.55 %
Total 55400 New Projects/equip	5,553.75	100,000.00	-94,446.25	5.55 %
Total 55000 Automation	27,755.05	375,000.00	-347,244.95	7.40 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	937.77	10,000.00	-9,062.23	9.38 %
56100 Insurance		45,000.00	-45,000.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56200 Postage	1,400.00	8,250.00	-6,850.00	16.97 %
56300 Professional Printing Services	3,613.00	20,000.00	-16,387.00	18.07 %
56500 Professional Admin Services	2,030.00	25,000.00	-22,970.00	8.12 %
56550 Cataloging Service	149.22	27,000.00	-26,850.78	0.55 %
56555 Professional Outreach Services	1,435.00	5,000.00	-3,565.00	28.70 %
Total 56500 Professional Admin Services	3,614.22	57,000.00	-53,385.78	6.34 %
56700 Travel for Library Services	133.66	1,000.00	-866.34	13.37 %
Total 56000 Professional/Contractual Svcs	9,698.65	141,250.00	-131,551.35	6.87 %
56400 Supplies				
56410 General Office/Operating Supplies	2,890.28	12,000.00	-9,109.72	24.09 %
56420 Processing Supplies	2,049.86	30,000.00	-27,950.14	6.83 %
Total 56400 Supplies	4,940.14	42,000.00	-37,059.86	11.76 %
57000 Training/Development Expenses				
56600 Dues & Memberships	1,178.00	8,000.00	-6,822.00	14.73 %
57100 Training & Education	3,067.75	25,000.00	-21,932.25	12.27 %
57200 Training Travel	930.53	8,000.00	-7,069.47	11.63 %
Total 57000 Training/Development Expenses	5,176.28	41,000.00	-35,823.72	12.63 %
Total 50000 General Expenses	636,064.97	4,459,220.00	-3,823,155.03	14.26 %
61000 Capital Expenses				
61100 Facility Improvements	8,614.00	60,000.00	-51,386.00	14.36 %
Total 61000 Capital Expenses	8,614.00	60,000.00	-51,386.00	14.36 %
70000 Debt Service				
60-7010 Debt Service 2011A Interest		93,030.00	-93,030.00	
60-7011 Debit Service 2013 Interest		83,801.26	-83,801.26	
60-7020 Debt Service 2011A Principal		270,000.00	-270,000.00	
60-7021 Debit Service 2013 Principal		280,000.00	-280,000.00	
Total 70000 Debt Service		726,831.26	-726,831.26	
Total Expenses	\$644,678.97	\$5,246,051.26	\$ -4,601,372.29	12.29 %
NET OPERATING INCOME	\$ -581,646.04	\$40,000.00	\$ -621,646.04	-1,454.12 %
NET INCOME	\$ -581,646.04	\$40,000.00	\$ -621,646.04	-1,454.12 %

Deerfield Public Library
Financial Variance Report
For the Month of February 2020

Presented at the Regular Board Meeting – March 18, 2020

February completes the second month of the 2020 Fiscal Year. The benchmark used to evaluate financial activity year to date is 16%.

GENERAL OPERATIONS – REVENUES

By the end of February, the Library received 46,332 in property tax distributions, which is 1% of the annual budget. The Library has collected 6,527 in Charges for Services, which is 16% of the annual budget. The Library received a Total Income of 72,794 or 1% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of February, the Personnel Expense is 421,950 or 14% of the annual budget. The Facility Expense is 37,531 or 20% of the annual budget. The Library Materials Expense is 137,496 or 24% of the annual budget. The Library Program Expense is 6,426 or 12% of the annual budget. The Automation Expense is 27,839 or 7% of the annual budget. The Professional/Contractual Services Expense is 9,762 or 7% of the annual budget. The Supplies Expense is 6,219 or 15% of the annual budget. The Training/Development Expense is 5,176 or 13% of the annual budget. The Facility Improvement Expense is 8,614 or 14% of the annual budget. Total Library Expenses is 661,013 or 13% of the annual budget.

NON-OPERATING ACTIVITIES

When the Library receives property tax distributions, the funds are distributed to the General and Debt Service accounts.



Master Total Portfolio Report

As of: 02/29/20

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	\$526,732.90	\$526,732.90	
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
CD	280930	1	02/25/20	02/24/21	57512	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,081.70	\$245,000.00	1.666
CD	280931	1	02/25/20	02/24/21	58716	THIRD COAST BANK, SSB	\$248,950.01	\$245,000.00	1.612
CD	280932	1	02/25/20	02/24/21	4256	FIRST NATIONAL BANK / THE FIRST, NA	\$248,943.62	\$245,000.00	1.610
Subtotal -->							\$1,833,027.86	\$1,812,162.01	

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	\$709,529.02	\$709,529.02	
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 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 AND 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
DTC	45406	1	11/22/19	11/22/21	35141	1.7% - BMW BANK NORTH AMERICA	\$150,000.00	\$150,000.00	1.700
DTC	45405	1	11/27/19	11/29/21	33682	1.85% - STATE BANK OF INDIA	\$150,000.00	\$150,147.27	1.800
Subtotal -->							\$2,968,390.97	\$2,921,931.82	

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

4944

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

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

5821

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

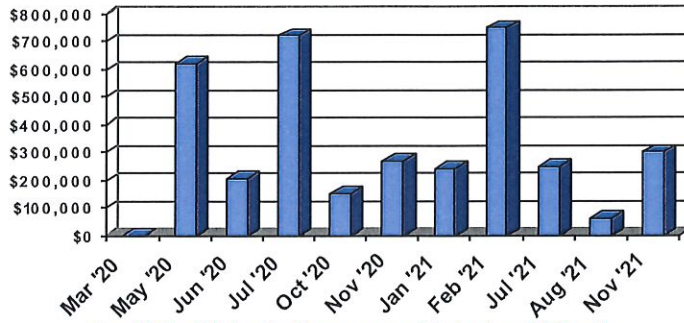
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$4,801,533.15 \$4,734,208.15

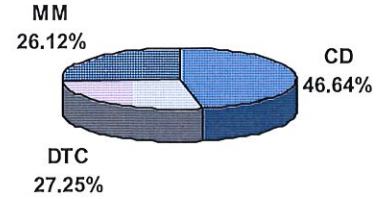
Time and Dollar Weighted Portfolio Yield: 2.144 %

Weighted Average Portfolio Maturity: 275.09 Days

MM: 26.12%
 CD's: 46.64%
 CDR's: 0.00%
 DTC: 27.25%
 CP: 0.00%
 SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

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

Deerfield Public Library

BALANCE SHEET As of March 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	1,281,086.01
11200 Payroll - WinTrust	180,205.64
11300 E-Pay - WinTrust	15,276.34
11400 Deposits - Bank Financial	6,478.97
11500 Petty Cash - Bank Financial	1,210.05
11600 Max-Safe Wintrust	869,631.26
11900 Petty Cash	574.00
11901 Petty Cash - Gift Card	0.00
Total 11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	2,354,462.27
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,459,554.65
14110 PMA General Fund	1,285,568.21
60-1440 PMA Debt Svc 2011a GO	0.00
60-1441 PMA Debt Svc 2013 GO	0.00
Total 14100 PMA Financial Services	3,745,122.86
Total Bank Accounts	\$6,099,585.13
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	8,818.74
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	\$5,122,954.54
Total Current Assets	\$11,222,539.67

Deerfield Public Library

BALANCE SHEET As of March 31, 2020

	TOTAL
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
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	-4,244,922.00
Total 19000 Capital Assets	10,701,988.12
Total Fixed Assets	\$10,701,988.12
Other Assets	
15110 Deferred Outflows of Resources	945,981.74
19900 Due From Other Activity	0.00
Total Other Assets	\$945,981.74
TOTAL ASSETS	\$22,870,509.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	36,302.98
Total Accounts Payable	\$36,302.98
Credit Cards	
20000 Credit Cards Payable	0.00
Total Credit Cards	\$0.00

Deerfield Public Library

BALANCE SHEET

As of March 31, 2020

	TOTAL
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	17,317.06
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	-366.79
22370 ICMA	0.11
22380 Medical/Health	-76,922.55
22385 Dental	31,451.12
22390 Life	-895.37
Total 22300 Withholdings	-45,959.93
Total 22000 Payroll Liabilities	-28,642.47
22395 FSA Payable	-1,954.26
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	31,480.90
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	31,480.90
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	\$6,634,904.61
Total Current Liabilities	\$6,671,207.59

Deerfield Public Library

BALANCE SHEET

As of March 31, 2020

	TOTAL
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	106,059.00
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	7,134,787.00
Total 26000 Noncurrent Liabilities	7,346,579.00
Total Long-Term Liabilities	\$7,346,579.00
Total Liabilities	\$14,017,786.59
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	2,454,049.65
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	-7,134,787.00
Total 33000 Investment in Capital Assets	5,564,743.12
Net Income	-675,600.68
Total Equity	\$8,852,722.94
TOTAL LIABILITIES AND EQUITY	\$22,870,509.53

Deerfield Public Library

BUDGET VS. ACTUALS: BUDGET 2020 - FY20 P&L

January - March, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	256,077.30	4,387,720.00	-4,131,642.70	5.84 %
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt 2011A		363,030.00	-363,030.00	
60-4111 Property Taxes - Debt 2013		363,801.26	-363,801.26	
Total 41000 Taxes	256,077.30	5,139,551.26	-4,883,473.96	4.98 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	5,776.22	25,000.00	-19,223.78	23.10 %
42200 Non-Resident Fees	408.14	7,000.00	-6,591.86	5.83 %
42300 Printing/Copying Fees	2,012.95	8,000.00	-5,987.05	25.16 %
Total 42000 Fees & Fines	8,197.31	40,000.00	-31,802.69	20.49 %
43000 Investment Income				
43100 Interest - General	15,039.62	45,000.00	-29,960.38	33.42 %
43200 Interest - Reserve	6,079.81	40,000.00	-33,920.19	15.20 %
Total 43000 Investment Income	21,119.43	85,000.00	-63,880.57	24.85 %
44000 Grants				
44100 State Grant				
44150 Per Capita Grant		10,000.00	-10,000.00	
Total 44100 State Grant		10,000.00	-10,000.00	
Total 44000 Grants		10,000.00	-10,000.00	
45000 Gifts and Contributions				
45100 General Donations	27.65	500.00	-472.35	5.53 %
45500 Friends Contributions		10,000.00	-10,000.00	
Total 45100 General Donations	27.65	10,500.00	-10,472.35	0.26 %
Total 45000 Gifts and Contributions	27.65	10,500.00	-10,472.35	0.26 %
49000 Miscellaneous Revenue				
49009 Miscellaneous	-2.35	500.00	-502.35	-0.47 %
49065 Sale of Surplus Materials		500.00	-500.00	
Total 49000 Miscellaneous Revenue	-2.35	1,000.00	-1,002.35	-0.24 %
Total Income	\$285,419.34	\$5,286,051.26	\$ -5,000,631.92	5.40 %
GROSS PROFIT	\$285,419.34	\$5,286,051.26	\$ -5,000,631.92	5.40 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Salaries	492,988.49	2,288,000.00	-1,795,011.51	21.55 %
51200 FICA	36,380.12	175,000.00	-138,619.88	20.79 %
51300 Health/Misc Benefits	59,213.22	342,000.00	-282,786.78	17.91 %
51400 Pension Contribution	55,881.59	227,970.00	-172,088.41	24.51 %
51500 Other Benefits	-361.61	9,000.00	-9,361.61	-4.02 %
51600 Staff Enrichment	614.90	5,000.00	-4,385.10	12.30 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	644,716.71	3,046,970.00	-2,402,253.29	21.16 %
52000 Facility Expenses				
52100 Interior Facility Maintenance	11,338.62	60,000.00	-48,661.38	18.90 %
52200 Facility Equipment Maintenance	20,184.29	45,000.00	-24,815.71	44.85 %
52300 Exterior Building Maintenance	4,912.83	10,000.00	-5,087.17	49.13 %
52400 Utilities				
52410 Water	707.79	3,000.00	-2,292.21	23.59 %
52430 Telephone - Voice	2,848.73	15,000.00	-12,151.27	18.99 %
52440 Data Lines	10,467.45	28,000.00	-17,532.55	37.38 %
Total 52400 Utilities	14,023.97	46,000.00	-31,976.03	30.49 %
52500 Minor Furnishings & Equipment	69.95	25,000.00	-24,930.05	0.28 %
Total 52000 Facility Expenses	50,529.66	186,000.00	-135,470.34	27.17 %
53000 Library Materials				
53100 Periodicals	2,651.78	17,500.00	-14,848.22	15.15 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction	6,861.15	45,000.00	-38,138.85	15.25 %
53222 Books-Adult Fiction	9,235.44	66,500.00	-57,264.56	13.89 %
Total 53200 Adult Materials-Books	16,096.59	111,500.00	-95,403.41	14.44 %
53300 Audio Visual Materials				
53320 Audio Visual - Adult	12,903.02	75,000.00	-62,096.98	17.20 %
53340 Audio Visual - Youth	2,891.06	22,500.00	-19,608.94	12.85 %
Total 53300 Audio Visual Materials	15,794.08	97,500.00	-81,705.92	16.20 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	12,528.90	75,000.00	-62,471.10	16.71 %
53550 Literacy Support - Youth	124.30	2,500.00	-2,375.70	4.97 %
Total 53400 Youth Materials-Books	12,653.20	77,500.00	-64,846.80	16.33 %
53501 Electronic Resources				
53500 E-Resources	127,277.85	260,000.00	-132,722.15	48.95 %
Total 53501 Electronic Resources	127,277.85	260,000.00	-132,722.15	48.95 %
53600 Non-Traditional Resources	2,424.52	7,500.00	-5,075.48	32.33 %
Total 53000 Library Materials	176,898.02	571,500.00	-394,601.98	30.95 %
54000 Library Programs				
54100 Admin Programs	443.23	4,000.00	-3,556.77	11.08 %
54150 Outreach Programs	119.98	1,500.00	-1,380.02	8.00 %
54210 Adult Programs	3,523.80	25,000.00	-21,476.20	14.10 %
54400 Youth Programs	4,000.04	25,000.00	-20,999.96	16.00 %
Total 54000 Library Programs	8,087.05	55,500.00	-47,412.95	14.57 %
55000 Automation				
55350 Software & Licenses	4,227.07	190,000.00	-185,772.93	2.22 %
55360 IT Automation Support	30,742.41	85,000.00	-54,257.59	36.17 %
55400 New Projects/equip				
56440 New Projects / IT Equipment	9,456.78	100,000.00	-90,543.22	9.46 %
Total 55400 New Projects/equip	9,456.78	100,000.00	-90,543.22	9.46 %
Total 55000 Automation	44,426.26	375,000.00	-330,573.74	11.85 %
56000 Professional/Contractual Svcs				
56009 Other Office Support	1,345.25	10,000.00	-8,654.75	13.45 %
56100 Insurance		45,000.00	-45,000.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56200 Postage	1,618.10	8,250.00	-6,631.90	19.61 %
56300 Professional Printing Services	3,613.00	20,000.00	-16,387.00	18.07 %
56500 Professional Admin Services	2,055.95	25,000.00	-22,944.05	8.22 %
56550 Cataloging Service	224.82	27,000.00	-26,775.18	0.83 %
56555 Professional Outreach Services	1,435.00	5,000.00	-3,565.00	28.70 %
Total 56500 Professional Admin Services	3,715.77	57,000.00	-53,284.23	6.52 %
56700 Travel for Library Services	133.66	1,000.00	-866.34	13.37 %
Total 56000 Professional/Contractual Svcs	10,425.78	141,250.00	-130,824.22	7.38 %
56400 Supplies				
56410 General Office/Operating Supplies	3,562.61	12,000.00	-8,437.39	29.69 %
56420 Processing Supplies	4,669.85	30,000.00	-25,330.15	15.57 %
Total 56400 Supplies	8,232.46	42,000.00	-33,767.54	19.60 %
57000 Training/Development Expenses				
56600 Dues & Memberships	1,528.00	8,000.00	-6,472.00	19.10 %
57100 Training & Education	6,207.95	25,000.00	-18,792.05	24.83 %
57200 Training Travel	1,354.13	8,000.00	-6,645.87	16.93 %
Total 57000 Training/Development Expenses	9,090.08	41,000.00	-31,909.92	22.17 %
Total 50000 General Expenses	952,406.02	4,459,220.00	-3,506,813.98	21.36 %
61000 Capital Expenses				
61100 Facility Improvements	8,614.00	60,000.00	-51,386.00	14.36 %
Total 61000 Capital Expenses	8,614.00	60,000.00	-51,386.00	14.36 %
70000 Debt Service				
60-7010 Debt Service 2011A Interest		93,030.00	-93,030.00	
60-7011 Debit Service 2013 Interest		83,801.26	-83,801.26	
60-7020 Debt Service 2011A Principal		270,000.00	-270,000.00	
60-7021 Debit Service 2013 Principal		280,000.00	-280,000.00	
Total 70000 Debt Service		726,831.26	-726,831.26	
Total Expenses	\$961,020.02	\$5,246,051.26	\$ -4,285,031.24	18.32 %
NET OPERATING INCOME	\$ -675,600.68	\$40,000.00	\$ -715,600.68	-1,689.00 %
NET INCOME	\$ -675,600.68	\$40,000.00	\$ -715,600.68	-1,689.00 %

Deerfield Public Library
Financial Variance Report
For the Month of March 2020

Presented at the Regular Board Meeting – April 15, 2020

March completes the third month of the 2020 Fiscal Year. The benchmark used to evaluate financial activity year to date is 25%.

GENERAL OPERATIONS – REVENUES

By the end of March, the Library received 256,077 in property tax distributions, which is 5% of the annual budget. The Library has collected 8,197 in Charges for Services, which is 20% of the annual budget. The Library received a Total Income of 285,419 or 5% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of March, the Personnel Expense is 644,717 or 21% of the annual budget. The Facility Expense is 50,530 or 27% of the annual budget. The Library Materials Expense is 176,898 or 31% of the annual budget. The Library Program Expense is 8,087 or 15% of the annual budget. The Automation Expense is 44,426 or 12% of the annual budget. The Professional/Contractual Services Expense is 10,426 or 7% of the annual budget. The Supplies Expense is 8,232 or 20% of the annual budget. The Training/Development Expense is 9,090 or 22% of the annual budget. The Facility Improvement Expense is 8,614 or 14% of the annual budget. Total Library Expenses is 961,020 or 18% 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: 03/31/20

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	\$139.10	\$139.10	
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
CD	280930	1	02/25/20	02/24/21	57512	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,081.70	\$245,000.00	1.666
CD	280931	1	02/25/20	02/24/21	58716	THIRD COAST BANK, SSB	\$248,950.01	\$245,000.00	1.612
CD	280932	1	02/25/20	02/24/21	4256	FIRST NATIONAL BANK / THE FIRST, NA	\$248,943.62	\$245,000.00	1.610
Subtotal -->							\$1,306,434.06	\$1,285,568.21	

DEERFIELD PUBLIC LIBRARY / RESERVE FUND (11660-102)

4943

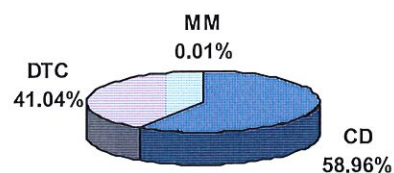
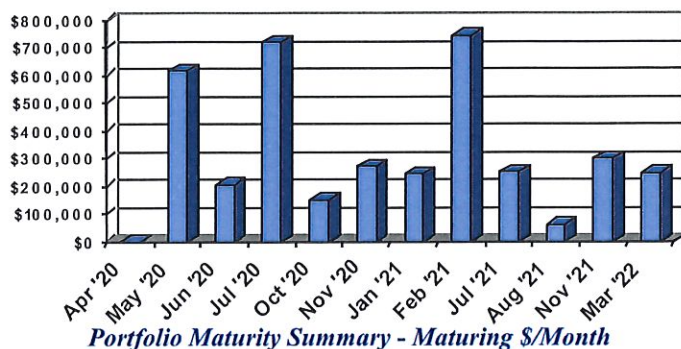
Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
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DTC	43331	1	11/21/18	11/23/20	57565	3.1% - UBS BANK USA	\$90,000.00	\$90,087.55	3.050
CD	265478	1	01/29/19	01/28/21	24045	PACIFIC WESTERN BANK	\$244,111.92	\$230,000.00	3.042
CD	274991	1	07/29/19	07/30/21	14445	FARMERS AND 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
DTC	45406	1	11/22/19	11/22/21	35141	1.7% - BMW BANK NORTH AMERICA	\$150,000.00	\$150,000.00	1.700
DTC	45405	1	11/27/19	11/29/21	33682	1.85% - STATE BANK OF INDIA	\$150,000.00	\$150,147.27	1.800
DTC	46304	1	03/05/20	03/07/22	32992	1.6% - MORGAN STANLEY BANK NA	\$247,000.00	\$247,000.00	1.600
Subtotal -->							\$2,506,013.80	\$2,459,554.65	

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

Total Amount -->	<u>\$3,812,447.86</u>	<u>\$3,745,122.86</u>
	<i>MM:</i>	0.01%
	<i>CD's:</i>	58.96%
	<i>CDR's:</i>	0.00%
	<i>DTC:</i>	41.04%
	<i>CP:</i>	0.00%
	<i>SEC:</i>	0.00%

Time and Dollar Weighted Portfolio Yield: 2.033 %

Weighted Average Portfolio Maturity: 274.55 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
Schedule of Changes in Investments - 1st Quarter of Fiscal Year 2020
 January 1 and March 31, 2020

	Beginning Jan 1, 2020	Increase / (Decrease)	Ending Mar 31, 2020
For General Operations			
Money Market Accounts			
Wintrust General OP/AP	510,964	774,190	1,285,154
Wintrust Max Safe MM	1,409,368	(539,737)	869,631
PMA Securities & Savings 0% in MM; 59% CD; 41% DTC	PMA Avg= 2.033% <u>1,801,449</u>	<u>(515,881)</u>	<u>1,285,568</u>
Total Investments For Operations	<u>3,721,781</u>	<u>(281,428)</u>	<u>3,440,353</u>
For Reserves			
Money Market Accounts			
PMA Investments 0% in MM; 59% CD; 41% DTC	PMA Avg= 2.033% <u>2,916,004</u>	<u>(456,449)</u>	<u>2,459,555</u>
Total Investments For Reserves	<u>2,916,004</u>	<u>(456,449)</u>	<u>2,459,555</u>
For Debt Service			
PMA Investments 2011A Debt Service	56	(56)	-
PMA Investments 2013 Debt Service	<u>58</u>	<u>(58)</u>	<u>-</u>
Total Investments For Debt Service	<u>114</u>	<u>(114)</u>	<u>-</u>
Investments*, Grand Total	<u>\$ 6,637,899</u>	<u>\$ (737,991)</u>	<u>\$ 5,899,908</u>

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

\$202,962

Total cash deposits: \$6,102,870

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on March 18, 2020**

Summary						
			Wintrust-E-Pay Deposit 8926 - 4 ACHs			127.19
			Bank Financial-Petty Cash Checks 1537- PC Ck, #688-693			146.69
			Wintrust-General AP 2997, Check #s 11522-11573, 12 ACHs			73,820.42
			Total payments to approve			74,094.30
Date	Num	Vendor	Memo		Amount	Account Description
Wintrust E-Pay Deposit 8926						
03/05/2020	ACH	American Express Govt Svcs	Merchant CC Fees-March 2020		1.06	Other Office Support
03/03/2020	ACH	Chase Paymentech	Merchant CC Fees-March 2020		35.23	Other Office Support
03/03/2020	ACH	Chase Paymentech	Merchant CC Fees-March 2020		30.95	Other Office Support
03/03/2020	ACH	PayPal, Inc.	Merchant CC Fees-March 2020		59.95	Other Office Support
			Total E-Pay Deposit Amount		127.19	
Bank Financial Petty Cash Checks 1537						
01/13/2020	688	Hall Pass	Background Check-DiGuiseppa		6.00	Other Office Support
01/29/2020	689	Illinois Department of Natural Resources	VOIDED		0.00	Adult Programs
01/27/2020	690	Illinois Department of Natural Resources	Bare Root Trees for Earth Day Program on 4/22/20		55.00	Adult Programs
01/30/2020	691	Jamie Gehin	Mileage Reimbursement		47.56	Travel for Library Services & Training
01/31/2020	692	Ying Zhang	Patron Refund		32.13	Fees Fines & Penalties
01/31/2020	693	Hall Pass	Background Check-Trevino		6.00	Other Office Support
			Total Petty Cash Checks Amount		146.69	
Wintrust-General AP 2997						
02/20/2020	11522	EBSCO Information Services	Sky & Telescope Rate Adjustment		12.26	Periodicals
02/20/2020	11523	First Bank Mastercard	Falasz-Peterson CC Charges-January 2020	1,069.97		Admin - 4734
			DeCorrevont CC Charges-January 2020	409.43		Business Office - 1381
			Owen CC Charges-January 2020	498.35		Info Technology (IT) - 1158
			Suzuki CC Charges-January 2020	69.00		Patron Svc-7222
			Skittino CC Charges-January 2020	385.00		Support Services - 4206
			Stoeger CC Charges-January 2020	1,520.74		Adult Services - 2368
			Anthony CC Charges-January 2020	349.05		Youth Services - 6162
			Hoffman CC Charges-January 2020	60.00		Outreach Coord - 2042
			Gehin CC Charges-January 2020	519.99		Adult Prog Coord - 1227
			sub-total		4,881.53	
02/20/2020	11524	Poblocki Sign Company LLC	New All Gender Restroom Signs		531.00	Facility Improvements
02/20/2020	11525	SE Inc.	Sidewalk Shoveling, Salting 1/25/20	492.65		Exterior Building Maintenance
		SE Inc.	Sidewalk Shoveling, Salting 2/9/20	300.10		Exterior Building Maintenance
			sub-total		792.75	
02/20/2020	11526	Sikich LLP	Automation Support for Servers & Workstations-March 2020	6,000.00		IT Automation Support
		Sikich LLP	StorageCraft Cloud Storage-March 2020	400.00		Software & Licenses
			sub-total		6,400.00	
02/28/2020	11527	Alan Alcantar	C2E2 Convention Reimbursement		113.58	Training Travel
03/02/2020	11528	Anderson Pest Solutions	Pest Management-March 2020		67.98	Interior Facility Maintenance
02/25/2020	11529	Arthur M. Pearson	Earth Day Program on 4/22/20		200.00	Adult Programs
02/29/2020	11530	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies-February 2020		180.80	Books-Adult Fiction; Processing Supplies
02/29/2020	11531	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies-February 2020		3,531.33	Books - Adult Non-Fiction; Processing Supplies
02/29/2020	11532	Baker & Taylor L411843-Teen	Acquisitions for Books & Processing Supplies-February 2020		257.23	Books - Youth & Teens; Processing Supplies
02/29/2020	11533	Baker & Taylor L413389-BTNC	Acquisitions for Books & Processing Supplies-February 2020		79.57	Books - Youth & Teens; Processing Supplies
02/29/2020	11534	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies-February 2020		741.46	Books-Adult Fiction; Processing Supplies

**Deerfield Public Library
Check Approval List
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Date	Num	Vendor	Memo	Amount	Account Description
02/29/2020	11534	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies-February 2020	741.46	Books-Adult Fiction; Processing Supplies
02/29/2020	11535	Baker & Taylor L4305242	Acquisitions for Books & Processing Supplies-February 2020	89.57	Books-Adult Fiction; Books - Youth & Teens; Processing Supplies
02/29/2020	11536	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books & Youth Programs-February 2020	408.11	Books-Adult Fiction; Youth Programs
02/29/2020	11537	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies-February 2020	1,940.49	Books - Youth & Teens; Processing Supplies
02/29/2020	11538	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies-February 2020	2,375.68	Books-Adult Fiction; Processing Supplies
02/29/2020	11539	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies-February 2020	82.26	AV-Adult; AV-Youth; Processing Supplies
03/01/2020	11540	Best Quality Cleaning	Cleaning Service-March 2020	2,225.00	Interior Facility Maintenance
03/05/2020	11541	Chicago Backflow, Inc.	Annual Backflow Valve Testing	870.00	Facility Equipment Maintenance
03/07/2020	11542	De Lage Landen Financial Services, Inc.	Monthly Lse for 7 Copiers and 3 Printers-March 2020	1,223.31	IT Automation Support
02/21/2020	11543	Duff & Phelps, LLC	Asset and Inventory Appraisal	1,950.00	Professional Admin Services
02/21/2020	11544	Gale Cengage Learning	eBooks-February 2020	192.28	E-Resources
02/24/2020	11545	Garvey's Office Products	Breakroom Supplies, Wipes, Clips, Mailers, Folders, Pens	470.34	General Office/Operating Supplies
03/04/2020		Garvey's Office Products	Creamers, Wipes	278.62	General Office/Operating Supplies
03/05/2020		Garvey's Office Products	Paper	202.24	General Office/Operating Supplies
03/06/2020		Garvey's Office Products	Refund	(249.28)	General Office/Operating Supplies
			sub-total	701.92	
02/25/2020	11546	Gary Wenstrup	Fleetwood Mac Lunch and Learn: The Chain...Broken on 4/7/20	200.00	Adult Programs
03/03/2020	11547	Grainger	Gloves	103.50	Interior Facility Maintenance
02/29/2020	11548	Hoopla	Subscription-February 2020	3,226.60	E-Resources
02/10/2020	11549	IL Department of Innovation & Technology	Staff Internet Services thru 1/31/2020	450.00	Data Lines
02/20/2020	11550	Illinois City/County Management Association	Job Ad Posting Custodian	100.00	Other Office Support
02/18/2020	11551	Imprint Plus USA Inc.	Name Badges - 20	243.13	General Office/Operating Supplies
03/11/2020	11552	Jill Gordon	Staff Yoga-6 Classes	300.00	Staff Enrichment
02/26/2020	11553	Johnson Controls	Service Agreement 2/1/2020-1/31/2021	3,310.00	Facility Equipment Maintenance
03/06/2020	11554	Kidworks Touring Theatre Co.	Global Warming! What's a Kid to Do? Program on 6/30/20-Deposit	350.00	Youth Programs
02/25/2020	11555	Lechner and Sons	Lobby Mats 2/25/20	87.10	Interior Facility Maintenance
03/10/2020		Lechner and Sons	Lobby Mats 3/10/20	87.10	Interior Facility Maintenance
			sub-total	174.20	
02/01/2020	11556	Madeline Dahlman	Book Discussion on 3/12/20	200.00	Adult Programs
02/25/2020	11557	Mergent Inc.	Annual Dividend Record, Bond Record 2020	1,015.00	Periodicals
02/29/2020	11558	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service-February 2020	5,594.13	AV - Adult; AV - Youth; Processing Supplies; Cataloging Service
02/15/2020	11559	OverDrive, Inc.	eBooks-February 2020	3,711.91	E-Resources
02/29/2020		OverDrive, Inc.	eBooks-February 2020	2,526.52	E-Resources
02/29/2020		OverDrive, Inc.	eBooks-February 2020	1,318.75	E-Resources
			sub-total	7,557.18	
02/20/2020	11560	Pioneer Press	Deerfield Review Subscription Renewal thru 9/24/20	52.00	Periodicals
02/28/2020	11561	Quadient Finance USA, Inc.	Replenish Funds in Postage Machine-February 2020	400.00	Postage
03/01/2020	11562	Quench USA, Inc.	Water Cooler Qtrly Rent: March 2020-May 2020	108.00	Facility Equipment Maintenance
02/25/2020	11563	Scalambrino & Arnoff, LLP	Legal Fees-February 2020	80.00	Professional Admin Services

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on March 18, 2020**

Date	Num	Vendor	Memo	Amount	Account Description
02/10/2020	11564	SE Inc.	Sidewalk Shoveling, Salting 2/10/20	97.55	Exterior Building Maintenance
02/13/2020		SE Inc.	Sidewalk Shoveling, Salting 2/13/20	492.65	Exterior Building Maintenance
02/13/2020		SE Inc.	Sidewalk Shoveling, Salting 2/12/20	97.55	Exterior Building Maintenance
02/21/2020		SE Inc.	Sidewalk Shoveling, Salting 2/14/20	167.55	Exterior Building Maintenance
02/26/2020		SE Inc.	Sidewalk Shoveling, Salting 2/25/20	97.55	Exterior Building Maintenance
02/26/2020		SE Inc.	Sidewalk Shoveling, Salting 2/26/20	297.55	Exterior Building Maintenance
			sub-total		1,250.40
02/29/2020	11565	Sikich LLP	Meraki Cloud Controller License Agreement: 8/13/19-8/13/20	120.00	Software & Licenses
03/09/2020	11566	State Industrial Products	Wipes	621.30	Interior Facility Maintenance
02/01/2020	11567	Stevens Chemical Company	Paper Towels, Tissue, Break Room Supplies, Trash Liners, Soap	502.51	Interior Facility Maintenance
02/01/2020		Stevens Chemical Company	Paper Towels, Tissue, Breakroom Supplies, Trash Liners, Restroom Supplies	514.44	Interior Facility Maintenance
			sub-total		1,016.95
02/20/2020	11568	Susan Barzacchini	Staff Art Class on 3/31/20	150.00	Adult Programs
03/02/2020	11569	ThermFlo, Inc.	Generator Service Agreement 4/1/20-3/31/21	2,765.00	Facility Equipment Maintenance
	11570	Town Square Publications	DBR Community Guide Ad	295.00	Admin Programs
02/28/2020	11571	Tyler Steinemann	C2E2 Convention Reimbursement	117.72	Training Travel
02/17/2020	11572	Vogue Printers	Browsing Spring 2020	3,613.00	Professional Printing Services
02/26/2020	11573	Warehouse Direct, Inc.	Cleaner	290.00	Interior Facility Maintenance
02/24/2020	ACH	Amazon	Acquisitions for AV-February 2020 Refund	(6.00)	AV - Adult
			Acquisitions for AV-February 2020 Refund	(6.11)	AV - Adult
			Patron Book Discussion	44.17	Youth Programs
			Patron Book Discussion	44.18	Adult Programs
			Supplies for Vinyl Cutter	20.01	New Projects / IT Equipment
			Prize for Read Without Boundaries	21.98	Adult Programs
			Prize for Read Without Boundaries	23.98	Adult Programs
			Acquisitions for Books-February 2020	77.23	Books - Youth & Teens
			Acquisitions for Books-February 2020	94.20	Books - Youth & Teens
			Acquisitions for Books-February 2020	46.61	Books - Adult Non-Fiction
			Program Supplies	76.47	Youth Programs
			Program Supplies	23.98	Youth Programs
			MakerSpace Supplies	60.98	New Projects / IT Equipment
			Acquisitions for Books-February 2020	9.99	Books-Adult Fiction
			Supplies for Laser Engraver	33.98	New Projects / IT Equipment
			Acquisitions for AV-February 2020	73.87	AV - Adult
			MakerSpace Supplies	37.48	New Projects / IT Equipment
			MakerSpace Bulletin Board	68.90	New Projects / IT Equipment
			Supplies for Vinyl Cutter	69.17	New Projects / IT Equipment
			Acquisitions for AV-February 2020	233.72	AV - Adult
			Acquisitions for AV-February 2020	29.99	AV - Adult
			Supplies for Laser Engraver	44.00	New Projects / IT Equipment
			Freezer bags, Multi-surface wipes	49.47	General Office/Operating Supplies
			MakerSpace Embroidery Machine	1,184.47	New Projects / IT Equipment
			Acquisitions for AV-February 2020	79.98	AV - Adult
			Program Supplies	82.52	Youth Programs
			Acquisitions for Books-February 2020	5.18	Books - Youth & Teens
			Acquisitions for AV-February 2020	310.46	AV - Adult
			Picture Frames for MakerSpace	63.99	New Projects / IT Equipment
			Program Supplies	47.74	Youth Programs
			sub-total		2,946.59

**Deerfield Public Library
Check Approval List
For the Regular Board Meeting on March 18, 2020**

Date	Num	Vendor	Memo	Amount	Account Description
03/09/2020	ACH	Amazon	Acquisitions for LOT Items-February 2020	154.92	Non-Traditional Resources
			Acquisitions for AV-February 2020	59.98	AV - Adult
			Instax Camera	109.95	Youth Programs
			SSD for Patron Services	241.95	New Projects / IT Equipment
			Sharpie Markers	9.92	General Office/Operating Supplies
			SSD for Patron Services	39.95	New Projects / IT Equipment
			ID Badge Reels	41.97	General Office/Operating Supplies
			Party Props	9.99	Youth Programs
			Acquisitions for LOT Items-February 2020	164.94	Non-Traditional Resources
			Sharpie Markers	9.99	General Office/Operating Supplies
			Acquisitions for LOT Items-February 2020	15.85	Non-Traditional Resources
			Acquisitions for LOT Items-February 2020	29.16	Non-Traditional Resources
			Acquisitions for LOT Items-February 2020	89.74	Non-Traditional Resources
			Acquisitions for LOT Items-February 2020	57.38	Non-Traditional Resources
			Multi-Surface Wipes	80.00	General Office/Operating Supplies
			Acquisitions for AV-March 2020	59.96	AV - Adult
			MakerSpace iPad Chargers & Flexi Filament	67.96	New Projects / IT Equipment
			Acquisitions for Book-March 2020	17.95	Books - Youth & Teens
			Acquisitions for Book-March 2020	25.60	Books - Adult Non-Fiction
			Acquisitions for AV-February 2020	139.93	AV - Adult
			Acquisitions for LOT Items-March 2020	32.98	Non-Traditional Resources
			Supplies for Drop-in Craft	11.99	Youth Programs
			Film for Instax Camera	31.98	New Projects / IT Equipment
			Embroidery Needles & Stabilizer	44.89	New Projects / IT Equipment
			Pens	8.99	General Office/Operating Supplies
			Digital Media Lab Headphone Stand	8.50	New Projects / IT Equipment
			Acquisitions for AV-February 2020	59.99	AV - Adult
			Acquisitions for LOT Items-February 2020	60.97	Non-Traditional Resources
			Legos for Drop-in Programs	88.50	Youth Programs
			Legos for Drop-in Programs	235.14	Youth Programs
			sub-total		
				2,011.02	
03/24/2020	ACH	AT&T-847 945-3318 026 6	Voice Lines: 2/28/20 - 3/27/20	949.40	Telephone - Voice
03/24/2020	ACH	AT&T 847 945-3372-943-5	Data Lines: 2/28/20-3/27/20	616.23	Data Lines
03/13/2020	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 2/16/19-3/15/20	2,267.46	Data Lines
03/04/2020	ACH	Comcast Cable	Patron Internet Service 2/16/19-3/15/20	157.98	Data Lines
02/25/2020	ACH	Discovery Benefits, Inc.	FSA Monthly Fees-February 2020	54.90	Other Benefits
03/06/2020	ACH	Google, Inc.	Google Apps-February 2020	513.86	Software & Licenses
03/02/2020	ACH	Heartland Payment Systems	Merchant CC Fees-March 2020	262.40	Other Office Support
03/04/2020	ACH	Quadient Finance USA, Inc.	Postage Machine Quarterly Lease: 12/2019-2/2020	209.85	Postage
03/02/2020	ACH	Village of Deerfield	Water & Sewer-January 2019	135.52	Water
03/02/2020	ACH	Village of Deerfield	Water & Sewer-January 2019	143.99	Water
			Total Wintrust-General AP 2997	73,820.42	
			Grand Total	74,094.30	

Deerfield Public Library
Credit Card Transactions by Account as of February 7, 2020
Presented for Approval March 2020

	Date	Num	Name	Memo	Amount	Account Description
20000 Credit Cards Payable						
20001 Admin - 4734						
	02/07/2020	AD 1/7/20	Illinois Library Association	Membership Renewal-Falasz-Peterson	250.00	Dues & Memberships
	02/07/2020	AD 1/8/20	Illinois Library Association	Membership Renewal for Deerfield Public Library	300.00	Dues & Memberships
	02/07/2020	AD 1/9/20	Mail Chimp	E-Newsletter Mailing-January 2020	59.99	E-Resources
	02/07/2020	AD 1/14/20	Netflix	Subscription for Roku-January 2020	15.99	E-Resources
	02/07/2020	AD 1/22/20	American Library Association	Membership Renewal-Falasz-Peterson	330.00	Dues & Memberships
	02/07/2020	AD 1/30/20	Library Works, Inc.	Webinar-Falasz-Peterson	49.00	Training & Education
	02/07/2020	AD 1/30/20	Netflix	Subscription for Roku-February 2020	15.99	E-Resources
	02/07/2020	AD 1/28/20	HR Source	Harassment & Discrimination Training for Managers-Falasz-Peterson	49.00	Training & Education
Total for 20001 Admin - 4734					1,069.97	
20002 Business Office - 1381						
	02/07/2020	BO 1/6/20	Jewel-Osco	SEC Supplies	13.16	Staff Enrichment
	02/07/2020	BO 1/13/20	Mariano's	Food-All Staff Meeting 1/14/20	42.74	Admin Programs
	02/07/2020	BO 1/21/20	Vistaprint	Business Cards-Noguchi	36.59	General Office/Operating Supplies
	02/07/2020	BO 1/23/20	Curt's Cafe Highland Park	SEC Supplies-Cookies	48.00	Staff Enrichment
	02/07/2020	BO 1/28/20	HR Source	Harassment & Discrimination Training for Managers-DeCorrevont	49.00	Training & Education
	02/07/2020	BO 1/28/20	American Library Association	Membership Renewal-DeCorrevont	198.00	Dues & Memberships
	02/07/2020	BO 2/3/20	Jewel-Osco	SEC Supplies	21.94	Staff Enrichment
Total for 20002 Business Office - 1381					409.43	
20003 Info Technology (IT) - 1158						
	02/07/2020	IT 1/7/20	Dream Host	Web Hosting for MakerSpace Wiki	6.00	IT Automation Support
	02/07/2020	IT 1/10/20	Adobe Systems Inc.	Staff Creative Cloud Subscription-January 2020	56.30	Software & Licenses
	02/07/2020	IT 1/13/20	MCPProHosting	Minecraft Server	9.99	Software & Licenses
	02/07/2020	IT 1/22/20	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
	02/07/2020	IT 1/27/20	Audimute	Acoustic Panels for Meeting Rooms	320.00	Facility Improvements
	02/07/2020	IT 1/28/20	Rise Vision	Digital Signage	4.06	Software & Licenses
	02/07/2020	IT 2/1/20	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
	02/07/2020	IT 2/3/20	Rise Vision	Digital Signage	50.00	Software & Licenses
Total for 20003 Info Technology (IT) - 1158					498.35	
20005 Patron Svc-7222						
	02/07/2020	PS 1/15/20	Asian/Pacific Amer Librarians Assoc	Membership Renewal-Suzuki	20.00	Training & Education
	02/07/2020	PS 1/28/20	HR Source	Harassment & Discrimination Training for Managers-Suzuki	49.00	Training & Education
Total for 20005 Patron Svc-7222					69.00	
20006 Support Services - 4206						
	02/07/2020	SS 1/23/20	Innovative Users Group	Registration for Conference 4/16-4/18/20-Skittino	385.00	Training & Education
Total for 20006 Support Services - 4206					385.00	
20007 Adult Services - 2368						
	02/07/2020	AS 1/6/20	The Field Museum	Grand Prize for Read Without Boundaries	150.00	Adult Programs
	02/07/2020	AS 1/10/20	Amazon	Acquisitions for Kindle Books-January 2020	2.99	E-Resources
	02/07/2020	AS 1/10/20	Amazon	Acquisitions for Kindle Books-January 2020	8.69	E-Resources
	02/07/2020	AS 1/10/20	Amazon	Acquisitions for Kindle Books-January 2020	10.97	E-Resources
	02/07/2020	AS 1/10/20	Amazon	Acquisitions for Kindle Books-January 2020	10.98	E-Resources

Deerfield Public Library
Credit Card Transactions by Account as of February 7, 2020
Presented for Approval March 2020

Date	Num	Name	Memo	Amount	Account Description
20007 Adult Services - 2368					
02/07/2020	AS 1/10/20	Amazon	Acquisitions for Kindle Books-January 2020	12.97	E-Resources
02/07/2020	AS 1/10/20	Amazon	Acquisitions for Kindle Books-January 2020	12.98	E-Resources
02/07/2020	AS 1/10/20	Amazon	Acquisitions for Kindle Books-January 2020	14.98	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	4.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	6.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	6.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	7.69	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	7.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	8.98	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	8.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	8.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.98	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	11.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	8.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	12.98	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	12.98	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	13.98	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	13.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	14.98	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	14.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	14.99	E-Resources
02/07/2020	AS 1/13/20	Amazon	Acquisitions for Kindle Books-January 2020	9.99	E-Resources
02/07/2020	AS 1/6/20	Lego	Lego Replacement Bricks	13.92	Adult Programs
02/07/2020	AS 1/16/20	Amazon	Acquisitions for Kindle Books-January 2020	12.99	E-Resources
02/07/2020	AS 1/16/20	Amazon	Acquisitions for Kindle Books-January 2020	13.99	E-Resources
02/07/2020	AS 1/16/20	Amazon	Acquisitions for Kindle Books-January 2020	13.99	E-Resources
02/07/2020	AS 1/16/20	Amazon	Acquisitions for Kindle Books-January 2020	13.99	E-Resources
02/07/2020	AS 1/16/20	Amazon	Acquisitions for Kindle Books-January 2020	14.99	E-Resources
02/07/2020	AS 1/16/20	Amazon	Acquisitions for Kindle Books-January 2020	14.99	E-Resources

Deerfield Public Library
Credit Card Transactions by Account as of February 7, 2020
Presented for Approval March 2020

Date	Num	Name	Memo	Amount	Account Description
20007 Adult Services - 2368					
02/07/2020	AS 1/16/20	Amazon	Acquisitions for Kindle Books-January 2020	14.99	E-Resources
02/07/2020	AS 1/20/20	Warehouse Eatery	Food-Books w/a Twist 1/20/20	39.53	Adult Programs
02/07/2020	AS 1/22/20	Target	Instax Printer and Film	119.98	Non-Traditional Resources
02/07/2020	AS 1/22/20	American Library Association	PLA Virtual Conference Registration 2/25-2/29/20-Stoeger	385.00	Training & Education
02/07/2020	AS 1/23/20	Hulu	Subscription for Roku-January 2020	5.99	E-Resources
02/07/2020	AS 1/23/20	Lyft	Travel ALA Midwinter 1/23/20-Jamieson	48.82	Training Travel
02/07/2020	AS 1/28/20	Warehouse Eatery	Credit	(1.58)	Adult Programs
02/07/2020	AS 1/26/20	Lyft	Travel ALA Midwinter 1/26/20-Jamieson	31.88	Training Travel
02/07/2020	AS 2/1/20	Amazon	Acquisitions for Kindle Books-February 2020	12.99	E-Resources
02/07/2020	AS 2/1/20	Amazon	Acquisitions for Kindle Books-February 2020	13.99	E-Resources
02/07/2020	AS 2/1/20	Amazon	Acquisitions for Kindle Books-February 2020	14.99	E-Resources
02/07/2020	AS 2/1/20	Amazon	Acquisitions for Kindle Books-February 2020	14.99	E-Resources
02/07/2020	AS 2/1/20	Amazon	Acquisitions for Kindle Books-February 2020	15.99	E-Resources
02/07/2020	AS 2/1/20	Library Works, Inc.	Webinar-Stoeger	49.00	Training & Education
02/07/2020	AS 2/2/20	Disney Plus	Subscription for Roku-February 2020	7.00	E-Resources
02/07/2020	AS 2/2/20	Disney Plus	Subscription for Roku-February 2020	12.99	E-Resources
02/07/2020	AS 2/2/20	Target	Prizes for Read Without Boundaries	27.49	Adult Programs
Total for 20007 Adult Services - 2368				1,520.74	
20008 Youth Services - 6162					
02/07/2020	YS 1/13/19	Jewel-Osco	Food-Youth Advisory Board	35.27	Youth Programs
02/07/2020	YS 1/15/20	Spotify	Subscription for iPads-January 2020	14.99	Youth Programs
02/07/2020	YS 1/19/20	The Verna Myers Company	Exploring Unconscious Bias with Verna Myers Online Course-Gall	74.99	Training & Education
02/07/2020	YS 1/28/20	HR Source	Harassment & Discrimination Training for Managers-Anthony	49.00	Training & Education
02/07/2020	YS 1/28/20	Smile Makers	Acrylic Holders, Stickers	145.82	Youth Programs
02/07/2020	YS 1/30/20	Best Buy	Acquisitions for AV-January 2020	28.98	AV - Youth
Total for 20008 Youth Services - 6162				349.05	
20009 Outreach Coord - 2042					
02/07/2020	OC 1/8/20	Illinois Library Association	Legislative Meet-ups 2020-Falasz-Peterson, Hoffman	60.00	Training & Education
Total for 20009 Outreach Coord - 2042				60.00	
20010 Adult Prog Coord - 1227					
02/07/2020	APC 1/10/20	Fast Signs	Poster for Read Without Boundaries	30.75	Adult Programs
02/07/2020	APC 1/2/20	Foreign Policy Assoc / Great Decisions	Great Decisions Guide Books (6)	210.20	Adult Programs
02/07/2020	APC 1/21/20	Fast Signs	Poster for Jazz Program	30.75	Youth Programs
02/07/2020	APC 1/22/20	Jewel-Osco	Food for Lunch 'n Learn	71.41	Adult Programs
02/07/2020	APC 1/7/20	Foreign Policy Assoc / Great Decisions	Great Decisions DVD	50.50	AV - Adult
02/07/2020	APC 2/4/20	Fast Signs	Poster for Arts and Craft Open Hours	30.75	Adult Programs
02/07/2020	APC 2/4/20	Il Forno Pizza and Pasta	Food for Dungeons & Dragons	79.66	Adult Programs
02/07/2020	APC 2/4/20	Jewel-Osco	Food-Game Night 2/5/20	15.97	Adult Programs
Total for 20010 Adult Prog Coord - 1227				519.99	
Total for 20000 Credit Cards Payable				4,881.53	

Deerfield Public Library

Check Approval List

For the Regular Board Meeting on April 15, 2020

Summary						
		Wintrust-E Pay Deposit 8926 - 4 ACHs				120.33
		Wintrust-General AP 2997, Check #s 11574-11611, 10 ACHs				183,183.33
				Total payments to approve		183,303.66
Date	Num	Vendor	Memo		Amount	Account Description
Wintrust-E Pay Deposit 8926						
04/06/2020	ACH	American Express Govt Svcs	Merchant CC Fees-April 2020		0.27	Other Office Support
04/03/2020	ACH	Chase Paymentech	Merchant CC Fees-April 2020		35.11	Other Office Support
04/03/2020	ACH	Chase Paymentech	Merchant CC Fees-April 2020		25.00	Other Office Support
04/06/2020	ACH	PayPal, Inc.	Merchant CC Fees-April 2020		59.95	Other Office Support
				Total E-Pay Deposit Amount	120.33	
Wintrust-General AP 2997						
03/19/2020	11574	Backupify, Inc.	Google Cloud Backup Annual User Fee 1/13/2020-1/12/2021		2,745.60	IT Automation Support
03/19/2020	11575	Creative Promotions, Inc.	Lanyards (100)		229.00	General Office/Operating Supplies
03/19/2020	11576	First Bank Mastercard	Falasz-Peterson CC Charges-February 2020	275.97		Admin - 4734
			DeCorrevont CC Charges-February 2020	632.81		Business Office - 1381
			Owen CC Charges-February 2020	1,622.72		Info Technology (IT) - 1158
			Suzuki CC Charges-February 2020	300.00		Patron Svc-7222
			Skittino CC Charges-February 2020	201.80		Support Services - 4206
			Stoeger CC Charges-February 2020	838.43		Adult Services - 2368
			Anthony CC Charges-February 2020	1,148.39		Youth Services - 6162
			Hoffman CC Charges-February 2020	103.60		Outreach Coord - 2042
			Gehin CC Charges-February 2020	(49.50)		Adult Prog Coord - 1227
			Henry CC Charges-February 2020	91.13		Youth Coord - 1259
			sub-total		5,165.35	
03/19/2020	11577	Madeline Dahlman	Book Discussion on 4/9/20		200.00	Adult Programs
03/19/2020	11578	OverDrive, Inc.	eBooks-March 2020		1,575.70	E-Resources
03/19/2020	11579	Sikich LLP	Automation Support for Servers & Workstations-April 2020		6,000.00	IT Automation Support
03/19/2020	11580	State Industrial Products	Air Care Program		175.10	Interior Facility Maintenance
04/15/2020	11581	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies-March 2020		42.95	Books - Adult Non-Fiction; Processing Supplies
04/15/2020	11582	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies-March 2020		331.88	Books - Adult Non-Fiction; Processing Supplies
04/15/2020	11583	Baker & Taylor L411843-Teen	Acquisitions for Books & Processing Supplies-March 2020		224.58	Books - Youth & Teens; Processing Supplies
04/15/2020	11584	Baker & Taylor L413389-BTNC	Acquisitions for Books & Processing Supplies-March 2020		25.45	Books - Youth & Teens; Processing Supplies
04/15/2020	11585	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies-March 2020		312.40	Books-Adult Fiction; Processing Supplies
04/15/2020	11586	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV & Processing Supplies-March 2020		104.34	AV-Adult; Processing Supplies
04/15/2020	11587	Baker & Taylor L4305242	Acquisitions for Books & Processing Supplies-March 2020		26.63	Books - Youth & Teens; Processing Supplies
04/15/2020	11588	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books-March 2020		9.55	Books-Adult Fiction
04/15/2020	11589	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies-March 2020		2,921.52	Books - Youth & Teens; Processing Supplies
04/15/2020	11590	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies-March 2020		1,484.64	Books-Adult Fiction; Processing Supplies
04/15/2020	11591	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies-March 2020		177.00	AV-Adult; AV-Youth; Processing Supplies
04/15/2020	11592	Call One	Phone Support Maintenance 2/15/20-3/14/20		1,472.11	IT Automation Support
04/15/2020	11593	CDW Government, Inc.	Wireless Access Point		839.40	New Projects / IT Equipment
04/15/2020	11594	Coughlan Companies, LLC dba Capstone	Acquisitions for Books-March 2020		856.59	Books - Youth & Teens

Date	Num	Vendor	Memo	Amount	Account Description
04/15/2020	11595	Demco, Inc.	Book Tape	225.10	Processing Supplies
04/15/2020	11596	Grainger	Instant Cold Packs	81.75	Interior Facility Maintenance
04/15/2020	11597	Greenhaven Publishing	Acquisitions for Books-March 2020	275.52	Books - Youth & Teens
04/15/2020	11598	Hoopla	Subscription-March 2020	4,499.41	E-Resources
04/15/2020	11599	Hufcor Inc.	Check of Partitions in Meeting Rooms	660.00	Facility Equipment Maintenance
04/15/2020	11600	Innovative Interfaces, Inc.	Sierra Success Bundle Upgrade Services-Express Lane Implementation	638.00	Software & Licenses
		Innovative Interfaces, Inc.	Sierra Public Success Hosted Bundle 2020-2021 Year 3 of 5	117,096.68	Software & Licenses
			sub-total	117,734.68	
04/15/2020	11601	Johnson Controls Security Solutions	Alarm System 4/1/20-6/30/20	309.60	Facility Equipment Maintenance
04/15/2020	11602	Libraries First	Brainfuse Annual Subscription 7/1/20-6/30/21	4,550.00	E-Resources
04/15/2020	11603	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service-March 2020	2,500.78	AV-Adult; AV-Youth; Processing Supplies; Cataloging Service
04/15/2020	11604	News-Sun	News-Sun (Mon-Sat) Subscription Renewal thru 10/10/20	221.52	Periodicals
04/15/2020	11605	OverDrive, Inc.	eBooks-March 2020	4,015.22	E-Resources
		OverDrive, Inc.	eBooks-March 2020	12,574.18	E-Resources
			sub-total	16,589.40	
04/15/2020	11606	Postmaster (USPS)	Permit #196 Renewal: 5/2/20-5/1/21	240.00	Postage
04/15/2020	11607	Rosen Publishing	Acquisitions for Books-March 2020	398.45	Books - Youth & Teens
04/15/2020	11608	SE Inc.	Sidewalk Shovelng, Salting 3/23/20	97.55	Exterior Building Maintenance
04/15/2020	11609	Sikich LLP	StorageCraft Cloud Storage-April 2020	400.00	Software & Licenses
04/15/2020	11610	Traliant, LLC	Online Training Courses-IL Employees and Managers Year 1 of 3; Implementation Services	1,695.00	Training & Education
04/15/2020	11611	Village of Deerfield	Fuel for Library Vehicle & Garage Fees-February 2020	32.56	Facility Equipment Maintenance
03/23/2020	ACH	Amazon	Multi-surface Wipes-Refund	(80.00)	General Office/Operating Supplies
			Acquisitions for AV-March 2020 Refund	(10.05)	AV-Adult
			Acquisitions for AV-March 2020	29.99	AV-Adult
			Kitchen Boxes	18.30	General Office/Operating Supplies
			Replacement Pieces for Pre-K Pavilion	117.94	Literacy Support - Youth
			Acquisitions for AV-March 2020	99.98	AV-Adult
			Acquisitions for AV-March 2020	59.99	AV-Adult
			Support Services Supplies	178.53	Processing Supplies
			Titan Security Keys	79.98	New Projects / IT Equipment
			Acquisitions for LOT Items-March 2020	79.98	Non-Traditional Resources
			Acquisitions for LOT Items-March 2020	167.56	Non-Traditional Resources
			Kitchen Boxes	18.98	General Office/Operating Supplies
			Acquisitions for AV-March 2020	99.88	AV-Adult
			Staff Chromebooks	1,159.88	New Projects / IT Equipment
			Acquisitions for AV-March 2020	149.97	AV-Adult
			Acquisitions for AV-March 2020	63.76	AV-Adult
			3D Printer Filament	49.98	New Projects / IT Equipment
			MakerSpace Storage Bins	22.93	New Projects / IT Equipment
			Acquisitions for AV-March 2020	49.87	AV-Adult
				2,357.45	
04/21/2020	ACH	AT&T-847 945-3318 026 6	Voice Lines: 3/28/20-4/27/20	1,004.63	Telephone - Voice
04/21/2020	ACH	AT&T 847 945-3372-943-5	Data Lines: 3/28/20-4/27/20	615.88	Data Lines
04/10/2020	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 3/16/19-4/15/20	2,267.46	Data Lines
04/07/2020	ACH	Comcast Cable	Patron Internet Service 3/16/19-4/15/20	157.98	Data Lines
03/25/2020	ACH	Discovery Benefits, Inc.	FSA Monthly Fees-March 2020	59.80	Other Benefits
04/06/2020	ACH	Google, Inc.	Google Apps-April 2020	509.60	Software & Licenses
04/01/2020	ACH	Heartland Payment Systems	Merchant CC Fees-April 2020	232.76	Other Office Support
04/01/2020	ACH	Village of Deerfield	Water & Sewer-February 2020	135.00	Water
04/01/2020	ACH	Village of Deerfield	Water & Sewer-February 2020	171.00	Water
			Total Wintrust-General AP 2997	183,183.33	
			Grand Total	183,303.66	

Deerfield Public Library
Credit Card Transactions by Account as of March 09, 2020
Presented for Approval April 2020

Date	Num	Name	Memo	Amount	Account Description
20000 Credit Cards Payable					
20001 Admin - 4734					
03/09/2020	AD 2/14/20	Netflix	Subscription for Roku-February 2020	15.99	E-Resources
03/09/2020	AD 2/27/20	Starbucks	Staff Prize Drawings	60.00	Admin Programs
03/09/2020	AD 2/27/20	Illinois Library Association	Membership-Handler	75.00	Dues & Memberships
03/09/2020	AD 2/28/20	American Library Association	Webinar: Exploring the Use of Succession Planning to Inform Recruitment & Onboarding 3/4/20-Falasz-Peterson	49.00	Training & Education
03/09/2020	AD 2/29/20	Netflix	Subscription for Roku-March 2020	15.99	E-Resources
03/09/2020	AD 2/9/20	Mail Chimp	E-Newsletter Mailing-February 2020	59.99	Outreach Programs
Total for 20001 Admin - 4734				275.97	
20002 Business Office - 1381					
03/09/2020	BO 2/13/20	Walgreens	SEC Prize	25.00	Staff Enrichment
03/09/2020	BO 2/14/20	American Library Association	Webinar: Exploring the Use of Succession Planning to Inform Recruitment & Onboarding 3/4/20-DeCorrevont	49.00	Training & Education
03/09/2020	BO 2/18/20	Postmaster (USPS)	Postage	8.25	Postage
03/09/2020	BO 2/26/20	Mariano's	Food-All Staff Meeting 2/27/20	45.49	Admin Programs
03/09/2020	BO 2/26/20	American Library Association	Registration for the Exchange: An ALCTS/LITA/LLAMA Virtual Conference 5/4-5/8-DeCorrevont	199.00	Training & Education
03/09/2020	BO 2/7/20	La Quinta Inn by Wyndham	Travel for Equity, Diversity and Inclusion: From Theory to Practice Program 2/13/20-Michael, Gall	221.80	Training Travel
03/09/2020	BO 3/3/20	Walmart	Sanitizer	58.32	Interior Facility Maintenance
03/09/2020	BO 3/7/20	Indeed	Facility Custodian Job Post	25.95	Professional Admin Services
Total for 20002 Business Office - 1381				632.81	
20003 Info Technology (IT) - 1158					
03/09/2020	IT 02/10/20	Ergotron	Monitor Arms for Youth Services Desk	386.65	New Projects / IT Equipment
03/09/2020	IT 2/10/20	Adobe Systems Inc.	Staff Creative Cloud Subscription-February 2020	56.30	Software & Licenses
03/09/2020	IT 2/13/20	MCPProHosting	Minecraft Server	9.99	Software & Licenses
03/09/2020	IT 2/19/20	Lulzbot	3D Printer Toolhead	266.00	New Projects / IT Equipment
03/09/2020	IT 2/20/20	Faronics	Deep Freeze Mac	138.60	Software & Licenses
03/09/2020	IT 2/22/20	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
03/09/2020	IT 2/24/20	Brother International Corporation	Embroidery Design for MakerSpace	6.99	New Projects / IT Equipment
03/09/2020	IT 2/26/20	Haldeman-Homme, Inc.	Replacement Filters for Laser Fume Extractor	636.20	New Projects / IT Equipment
03/09/2020	IT 2/5/20	Office Max/Office Depot	Poster Printing for MakerSpace	19.79	New Projects / IT Equipment
03/09/2020	IT 3/1/20	Libsyn Podcasting Service	Podcast Hosting	15.00	Software & Licenses
03/09/2020	IT 3/3/20	Rise Vision	Digital Signage	50.00	Software & Licenses
03/09/2020	IT 3/4/20	Deerfield Public Library	Testing Self-Check Machines	0.20	Fees Fines & Penalties
Total for 20003 Info Technology (IT) - 1158				1,622.72	
20005 Patron Svc-7222					
03/09/2020	PS 3/2/20	Illinois Library Association	Reaching Forward Conference Registration 2020-Orj, Alcantar	300.00	Training & Education
Total for 20005 Patron Svc-7222				300.00	

Date	Num	Name	Memo	Amount	Account Description
20006 Support Services - 4206					
03/09/2020	SS 2/20/20	United Airlines	Airfare IUG Conference 4/15-4/19/20-Skitino To be refunded	201.80	Training Travel
Total for 20006 Support Services - 4206				201.80	
20007 Adult Services - 2368					
03/09/2020	AS 2/10/20	Amazon	Acquisitions for Kindle Books-February 2020	14.98	E-Resources
03/09/2020	AS 2/13/20	Grounds to Grow On	Small Recovery Bin-5 Pack	69.95	Minor Furnishings & Equipment
03/09/2020	AS 2/13/20	University of Wisconsin - Extension	E-Course Registration-Adult Services Staff	225.00	Training & Education
03/09/2020	AS 2/13/20	American Library Association	Registration for Whole Person Librarianship: Social Work Concepts-Karlovsky	210.00	Training & Education
03/09/2020	AS 2/23/20	Hulu	Subscription for Roku-February 2020	5.99	E-Resources
03/09/2020	AS 2/24/20	C2E2	Registration 2/28-3/1/20-Stoeger	41.20	Training & Education
03/09/2020	AS 2/26/20	C2E2	Tax Refund	(4.20)	
03/09/2020	AS 2/26/20	Calyx	Calyx Literary Journal	29.00	Periodicals
03/09/2020	AS 2/26/20	Illinois Library Association	Reaching Forward Conference Registration 2020-Rosen	150.00	Training & Education
03/09/2020	AS 2/7/20	Amazon	Acquisitions for Kindle Books-February 2020	8.57	E-Resources
03/09/2020	AS 2/7/20	Amazon	Acquisitions for Kindle Books-February 2020	12.99	E-Resources
03/09/2020	AS 2/7/20	Amazon	Acquisitions for Kindle Books-February 2020	14.99	E-Resources
03/09/2020	AS 2/7/20	Amazon	Acquisitions for Kindle Books-February 2020	11.99	E-Resources
03/09/2020	AS 3/2/20	Amazon	Acquisitions for Kindle Books-February 2020	12.99	E-Resources
03/09/2020	AS 3/2/20	Amazon	Acquisitions for Kindle Books-March 2020	14.99	E-Resources
03/09/2020	AS 3/2/20	Disney Plus	Subscription for Roku-March 2020	7.00	E-Resources
03/09/2020	AS 3/2/20	Disney Plus	Subscription for Roku-March 2020	12.99	E-Resources
Total for 20007 Adult Services - 2368				838.43	
20008 Youth Services - 6162					
03/09/2020	YS 2/12/20	Apple itunes Store	iPad App	3.18	Literacy Support - Youth
03/09/2020	YS 2/12/20	Apple itunes Store	iPad App	3.18	Literacy Support - Youth
03/09/2020	YS 2/15/20	Spotify	Subscription for iPads-February 2020	14.99	Youth Programs
03/09/2020	YS 2/20/20	Staples	Supplies for Teen Writing Program 2/20/20	42.81	Youth Programs
03/09/2020	YS 2/20/20	American Library Association	Conference 2020 Registration for YS Staff	428.00	Training & Education
03/09/2020	YS 2/24/20	Jewel-Osco	Food-Patron Book Discussion 2/26/20	25.45	Adult Programs
03/09/2020	YS 2/24/20	Jewel-Osco	Food-Patron Book Discussion 2/26/20	25.46	Youth Programs
03/09/2020	YS 2/25/20	American Library Association	Acquisitions for Books-February 2020	44.98	Books - Youth & Teens
03/09/2020	YS 2/25/20	American Library Association	Tax to be refunded	29.83	Youth Programs
03/09/2020	YS 2/25/20	American Library Association	Program Supplies	59.40	Youth Programs
03/09/2020	YS 2/25/20	American Library Association	Acquisitions for Processing Supplies-February 2020	220.76	Processing Supplies
03/09/2020	YS 3/2/20	American Library Association	Membership Renewal-Anthony	275.00	Dues & Memberships
03/09/2020	YS 3/4/20	American Library Association	Tax Refund	(29.83)	Youth Programs
03/09/2020	YS 3/4/20	Walgreens	Program Supplies	5.18	Youth Programs
Total for 20008 Youth Services - 6162				1,148.39	

Date	Num	Name	Memo	Amount	Account Description
20009 Outreach Coord - 2042					
03/09/2020	OC 2/6/20	Canva	Graphic Design Resource	103.60	General Office/Operating Supplies
Total for 20009 Outreach Coord - 2042				103.60	
20010 Adult Prog Coord - 1227					
03/09/2020	APC 2/11/20	Foreign Policy Assoc / Great Decisions	Reimbursement for Great Decisions Guide Books	(180.60)	Adult Programs
03/09/2020	APC 2/14/20	Jewel-Osco	Food-Jazz Valentine's Program 2/13/20	75.43	Adult Programs
03/09/2020	APC 2/18/20	LACONI, Inc.	Planning Successful Author Events 2/21/20-Gehin	20.00	Training & Education
03/09/2020	APC 2/19/20	Postmaster (USPS)	Shipping Label for Great Decisions Books Return	4.92	Adult Programs
03/09/2020	APC 2/25/20	Fast Signs	Poster for Resume Workshop	30.75	Adult Programs
Total for 20010 Adult Prog Coord - 1227				(49.50)	
20012 Youth Coord - 1259					
03/09/2020	YC 2/10/20	Michaels	Program Supplies	19.21	Youth Programs
03/09/2020	YC 2/11/20	Jewel-Osco	Program Supplies	16.36	Youth Programs
03/09/2020	YC 2/12/20	Walgreens	Program Supplies	49.28	Youth Programs
03/09/2020	YC 3/3/201	Jewel-Osco	Program Supplies	6.28	Youth Programs
Total for 20012 Youth Coord - 1259				91.13	
Total for 20000 Credit Cards Payable				5,165.35	

Director's Report March & April 2020

FYI

- The Library building remains closed to the public. Staff have actively worked to create a virtual library since March 13. People from several departments stayed late on March 13 to assist with the onslaught of patrons who saw the library as an essential part of their pre-social-distancing to-do list. It was great to feel so loved by the community and to be able to support their need for entertainment and information.
- These are certainly not normal times.
- This Director's Report combines the months of March and April. It will look differently from previous reports.

Interesting Articles on Current Library Related Trends

Articles that may be of interest for review:

- <https://www.chicagotribune.com/suburbs/niles/ct-nhs-overdue-fines-tl-0305-20200302-mepfdoluorg7ha7xtxld7isqq-story.html>

Personnel

- In February the library had 2 separations
 - MakerSpace Technician on February 5
 - Patron Services Assistant on February 6
- In February the library filled 2 positions
 - Youth Programming Coordinator on March 9
 - MakerSpace Assistant on March 9
- In March the library had 2 separations
 - Facility Custodian on March 5
 - Youth Services Librarian March 18
- In March the library filled 0 positions
- The library has 3 positions open
 - Facility Custodian (2)
 - Youth Services Librarian


DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Head of Adult Services

- We had a number of positive patron comments for AS staff in March:
 - Jamie received a compliment for the excellent Pre-Civil War Quilts program (41 attendees)
 - Sam received a compliment for his friendliness and great service from a patron

- Ted received a compliment on the video game collection
- Melissa received a thank you from a patron for Libby troubleshooting while she was overseas on vacation
- Dylan received a thank you from author Rosellen Brown after her interview for the podcast, commenting on how well prepared and thoughtful the interview was
- Vicki received an email from a librarian in Sandy, Oregon who had stumbled across our Accessibility Page and related blog posts, and was inspired to put together their own sensory kits at her library. She asked for information on how we put ours together and what items we included.
- Binge Boxes are in the building, but low priority for cataloging. These are curated DVD collections on a different theme.
- Summer Reading Program: Jamie and Judy are working with the high school on the logo

 **Deerfield Public Library**
 Published by Sophia Deerfield [?] · February 21 at 4:11 PM · 🌐

New in our Library of Things: Star Wars Drones! Three different Star Wars battle drone quadcopters are now available for check out. Plus a bonus Star Trek drone! Check availability: bit.ly/2SRnM49



(Left) We made a little video for our Star Wars

Drones to get people excited about our Library of Things. On Facebook, the post reached 406 people and received 158 views, 12 reactions, and 1 share.

- Dylan led our first virtual book discussion after closing with 11 participants.
- Vicki started Library Lifelines (virtual one-on-ones or calls) for senior citizens and adults with disabilities and had 3 sessions.
- Anne began creating curated book lists of Overdrive titles for our website.
- Dylan assisted the youth department in editing two videos for the YouTube channel.
- Chase and Ted were only able to deliver to 2 BTG patrons before we closed, however they called all of their BTG patrons to check in on them and offer them remote assistance for help with Kindles, etc.
- Vicki had a follow up interview with the author of the upcoming book on library programming for adults with special needs. The author was particularly interested in the sensory movies and tech classes we offer, as she has not found many other libraries doing anything similar.
- We had requests from 2 libraries (one small public and one military) to use our YouTube video tutorials on using Libby.
- Since March 13, we have had 33 patron questions from the reference email
- Checkouts on Hoopla were up almost 1000. Kanopy and RBDigital also had slightly higher checkouts than usual. Overdrive remained fairly consistent.
- 5,379 YouTube views (huge increase).
- 8 programs, 111 participants (not including RWB)

- 56 participants in RWB with 21 March challenges completed.
- 2 BTG deliveries, 18 BTG calls.
- 3 One-on-ones (Library Lifelines)
- 2 Exams proctored.
- 121 podcast downloads.
- 379 visits to the Local History archive.
- Databases that have seen significant increases: AtoZ (853!), Heritage Quest, Newspapers.com, Proquest Global Newstream, Mango, Tumblebooks (1756!)
- Adding chat feature to website
- Moving programs to virtual venues where possible.
- Summer Reading Program: Jamie is working on adjusting the summer programs so they can be moved to a virtual venue if necessary. Rescheduling other programs to late summer or fall.

Business Office Report

Kelly DeCorrevont, Business Manager

- Kelly completed new hire orientations on February 3 and February 14
- Mira and Kelly attended HR Source webinar on Harassment & Discrimination on February 4
- Kelly attended HR Roundtable and Records Retention meetings at Palatine Public Library on February 5
- Esther and Kelly completed the regular check run on February 13 and the off cycle check run on February 19
- Mira and Kelly processed library payroll on February 6 and February 20
- Tom and Kelly conducted in person interviews for the MakerSpace Assistant position on February 19 and February 21
- Kelly and Amy met with Duff and Phelps staff on February 24 to begin the Fixed Asset Appraisal project
- Kelly attended ALA LLAMA Town Hall on Core webinar on February 25
- Amy reviewed 23 applications for the Facility Custodian position. Of those, 8 were identified for phone interviews, then 2 for in-person interviews.
- Kelly conducted phone interviews for the Facility Custodian on February 27 and February 28
- All-Staff Meeting on February 27. Perspectives, our EAP vendor conducted Harassment in the Workplace Training for staff
- Administration staff worked on the Employee Handbook 2020 Revision project
- We completed an in-person interview on March 4 and a phone interview on March 16 for the Facility Custodian position
- Staff Enrichment Committee met on March 5 to discuss recent and upcoming events
- Mira and Kelly processed library payroll on March 5 and March 19
- Kelly completed two new hire orientations at the library on March 9
- Kelly and Tim from PMA Financial had a meeting on March 9 to discuss the library accounts. On March 12 the library transferred funds
- Esther, Mira and Kelly attended the ICMA Presentation at the Village on March 11
- Mira and Kelly completed the implementation of Traliant online training for staff

- Esther and Kelly completed the library regular check run on March 12
- The Business Office staff are working almost entirely remote during the building closure with the exception of processing payroll and printing library checks
- Attended Covid-19 Hosted By Township Officials Webinar by Ancel Glink on March 16
- Esther and Kelly attended the Wellness Aggregate Meeting with Village on March 19
- Attended HR Source Webinar: Coronavirus: Employer Q & A on March 19
- Esther, Mira and Kelly had a Google Video Chat Meeting on March 26 and March 31
- Library Audit for FY2019 started back up on March 30. Kelly is working with auditors

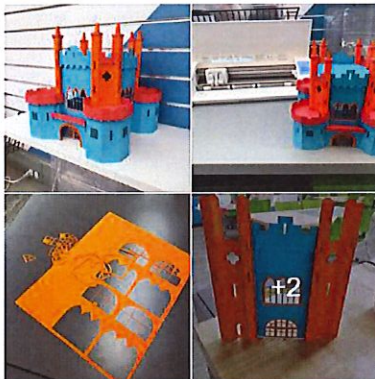
IT & Social Media Report

Tom Owen, Head of IT

- Tom reviewed 22 applications for the MakerSpace position. Of those, 3 were identified for phone interviews, then 2 for in-person interviews. Ethel is our new MakerSpace Assistant and is currently training in the MakerSpace.
- Tom will be sharing a detailed security awareness training program for staff starting April 1. The goal is to educate staff on the evolving threats to IT systems and have clear procedures in place to deal with threats as they happen. This program will run through June and then will carry on as continuing education for staff members.
- A new WiFi access point has been ordered and will be installed as part of a WiFi coverage project to increase signal strength in key areas for staff and patrons.
- Windows 7 to Windows 10 migration is nearing completion.
- New laptops have been configured to be used with our meeting rooms, one for staff use and one for outside presenter use. This will provide consistency and reliability when using the meeting room AV systems.

 Deerfield Public Library
Published by Sophia Deerfield 111 February 10

You can do so much more than just cut vinyl using our electronic cutting machine! Our MakerSpace Assistant, Zach, made this neat papercraft castle by cutting the pieces out of cardstock using our Silhouette Cameo. Come take a look at it in MakerSpace!



- (Left) Zach made this papercraft castle to show off other uses for the Cameo. The pictures we posted on Facebook reached 517 people and received 22 reactions and 1 share.
- The IT department has been busy transitioning staff to work from home and supporting them remotely. This includes:
 - Configuring our VPN for more simultaneous connections, installing VPN client software, and training staff
 - Moving our previously internal help desk software to a cloud platform that is accessible to staff working remotely

- Providing additional training and support to staff who need to access the phone system remotely, including setting up greetings, forwarding calls, using the online portal, and mobile apps.
- Working with AS and YS to figure out and implement logistics behind providing virtual programming using our social platforms
- Introducing and training staff to use Google Meet for internal meetings as part of our G Suite platform
- MakerSpace staff have been busy creating tutorials and documentation for patrons, in addition to exploring how we can use our equipment to make PPE to be donated to various organizations. Up until now guidance has not been clear as to what types of 3D printed / laser cut / sewn donations are preferred and who would be willing to accept such donations in our area. Tom from IT is in contact with DePaul's maker lab and Astro Print who are both organizing efforts to crowd source materials and donations among organizations like ours. We are hoping to be able to actively contribute by the end of next week.

Outreach Report

Judy Hoffman, Outreach Coordinator

- PR / Deerfield Patch (2/4): [Tournament of Books](#)
- PR / Deerfield Patch (2/27) [Libby App Offers Lucky Day Collection](#)
- Meeting Room reservations: 37
- Graphic Design Refresh, pt. 2: Design rack card, flyer, and bookmark templates are in process.
- Summer Reading Program 2020: DPL team continued work with four DHS AP Graphic Design students competing for design for SRP logo. This is the 6th year of the competition. Choice will be made mid-March.
- Census 2020: Census activities and training continue. (2/14) Census recruiter on site. (2/25) Attended Village Complete Count Commission meeting. Follow-up included sharing of library editorial content for the upcoming Village census website; (2/27) Presentation about the Library for Community: The Anti-Drug (CTAD) included a section about the Census. DPL will be providing meeting space for Census training of new employees, March 23-26, and May 11, 16.
- PR / Deerfield Patch (3/12) [Podcast: Rosellen Brown, Pt. 2](#)
- PR / Deerfield Patch (3/13) [Deerfield 2020 Census](#)
- PR / Deerfield Patch (3/13) [DPL Update on COVID-19](#)
- PR / Deerfield Patch (3/18) [Online Book Club for 3rd-5th Graders](#)
- PR / Deerfield Patch (3/23) [DPL Online Book Discussion, "In Our Time"](#)
- PR / Deerfield Patch (3/24) [Deerfield Library Virtual Resources for Teens](#)
- PR / Deerfield Patch (3/24) [Virtual Resources and Livestream Events for Families](#)
- PR / Deerfield Patch (3/25) [Deerfield Kids' Library Resources](#)
- Patrons were very understanding about the meeting room cancellations in March, and currently through April.
- Received thank-you from U.S. Census Representative for promotion efforts of the Village and the Library. Deerfield's response rate to date is very good.

- Meeting Room reservations: 39
- Meeting Room cancellations (COVID): 19
- Communications/Newsletters: Due to COVID, discussion of reduced pages for Browsing, and increased frequency for e-newsletter
- Summer Reading Program 2020: Revamping for transition to virtual kick-off

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- On February 11, Alan and Patricia had "Hablo Español" (I speak Spanish) added to their name tags to indicate that they speak Spanish. Both staff members frequently use their bilingual skills with patrons, and this is a great way to let others know that they speak Spanish as well.
- The entire 23 Patron Services department staff completed a total of 149.5 hours of continuing education.
- The uncertainty of the pandemic has had an impact on everyone's role at the library, including the Patron Services department. By working remotely, it has given staff an opportunity to gain more knowledge through online training, and expand their creativity.

Support Services Report

Pam Skittino, Head of Support Services

- Courtesy Notices were, at last, able to be sorted and displayed by due date thanks to information posted on the Sierra listserv! Solving one of the top feedback issues from 2019.
- Tom participated in the Strategic Planning Meeting
- Tom attended C2E2
- Started the process to implement three new products (Scheduler, Online Patron Registration, and Express Lane) These will help with efficiencies of the catalog software.
- Computers were updated to Windows 10
- Worked as a team to get Sierra adjusted for circulation/due date extensions/days closed.
- Support staff worked to stop deliveries and pick up mail being held at the post office while the Library remains closed.

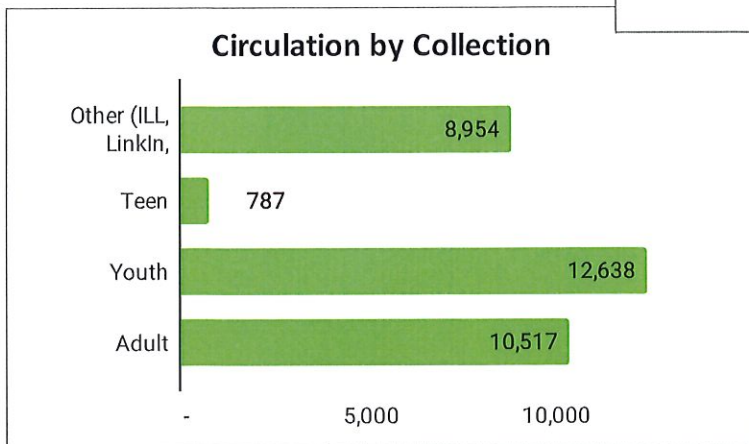
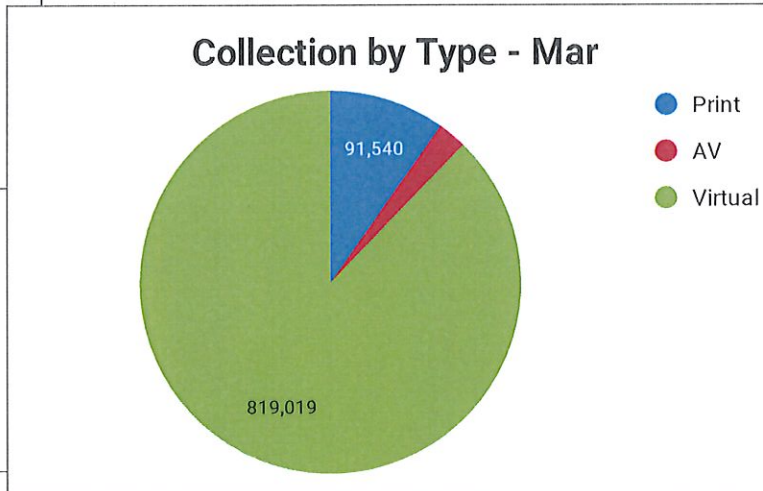
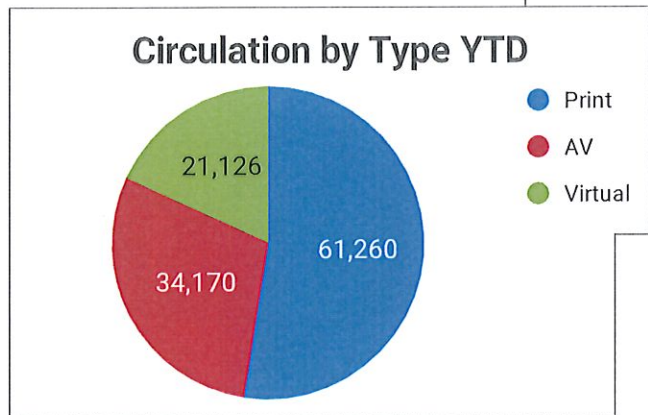
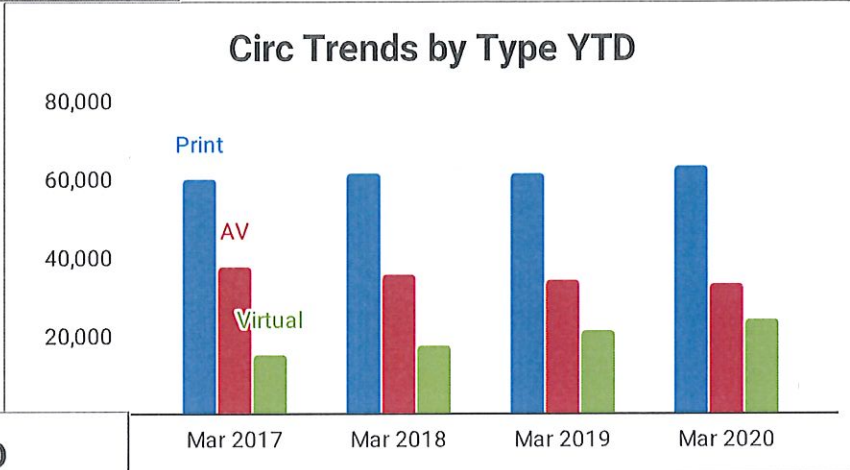
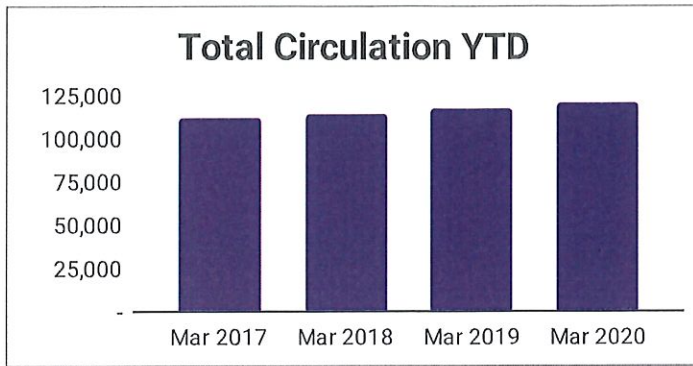
Youth Services Report

Meg Anthony, Head of Youth Services

- We had 4 participants at Elisa's online book discussion in March using Padlet. We will be moving to Google Meet, to see whether we attract more participants to a one-time (vs ongoing) book discussion.
- We had over 30 attendees at the 'live' virtual Snow Queen visit on April 3. This was the first program that Cristina booked, and we got lots of positive feedback!
- Staff are working to create more digital content. Some upcoming projects include:
 - More virtual children's and family performances
 - More virtual storytimes
 - Virtual science demos
 - Virtual crafts
 - Continued online kids' and teen book discussions
 - New blog posts
 - Updated and new Staff Recommendations profiles
 - Additional copies of in-demand ebooks
 - Virtual Escape Room collaboration with Adult Services

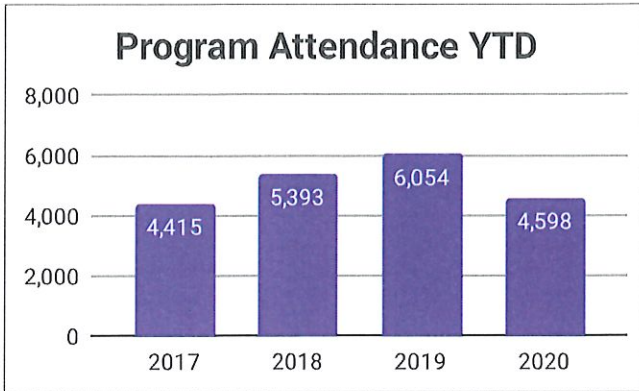
Deerfield Public Library

March 2020 Statistics

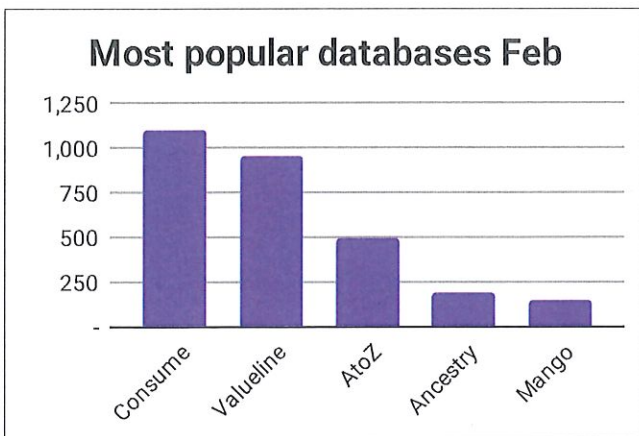
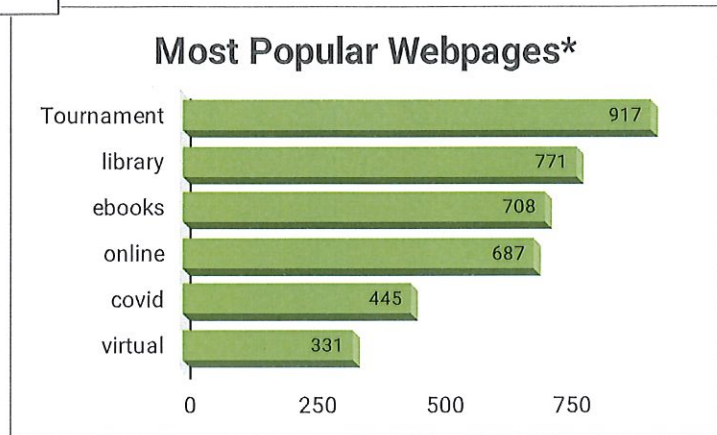


Deerfield Public Library

March 2020 Statistics



Door counter software being moved
March data not currently available



To: Board of Trustees
Re: COVID-19 Library Response Report
Date: April 15, 2020

Background

On March 13, the Library closed to the public in an effort to flatten the curve and stop the spread of the COVID-19. This was the busiest day I have seen in the Library with nearly 8,000 checkouts. Like most people we had no idea how this situation would play out. It has been my plan that the Library work together with our Deerfield government partners and work with them to provide information during a pandemic. Governor Pritzker extended the "stay at home" order until April 30. The library serves as a gathering place for our community and in an effort to help flatten the curve, we will remain closed.

Providing Virtual Services

Since March 13, staff quickly began to develop and promote a virtual library. We are fortunate to have access to so much technology which helped facilitate that transition. It's still a work in progress and I know that we miss seeing patrons (and each other!) on a daily basis. Below is a summary of these activities:

The IT Department worked to ensure that staff were set up with adequate technology, either laptops or chromebooks, to do their work from home. Additionally, they are available to troubleshoot issues which came up while staff have worked from home. Finally, the MakerSpace staff is researching ways to safely create PPE using equipment from home.

Patron Services and Support Services worked together to fast track the Library card registration link on our website. This was a project that was on our plans to work on later this year. This allows Deerfield residents a temporary virtual number to access our electronic resources. Since March 25 when this service went live, we have had 20 new temporary cards. Additionally, we worked with the Deerfield High School librarians to create temporary electronic cards for students to access our electronic resources. To date, 3 of those cards have been used. These cards are temporary cards and will expire July 1, 2020.

Additionally, the Patron Services staff is developing a reshelving plan for the materials when we return. Currently, there are almost 21,000 items checked out. The staff have been watching webinars from the ALA and CDC on safe handling of materials.

Support Services staff continues to catalog library materials and update the catalog as well as the catalog help page on the library's website.

Adult and Youth Services have been working to develop ways to continue to engage the community through programs. Youth Services has provided crafting programs, an afternoon with the Snow Queen via Facebook Live, story times and book discussion. They are continuing to develop programs and film themselves at home to share on our social media platforms. Adult

Services is working on an interactive art program, artist program, and hosted a virtual book discussion group. Additionally, we developed "Library Lifelines", a program for digital one on ones to reach our older population and adults with special needs. We are in the process of adding a live chat feature to the website as well. Youth Services and Adult Services staff are collaborating to create a virtual escape room program.

Both the Outreach Coordinator and Digital Media Coordinator have worked collaboratively with all departments on messaging. They've developed a schedule of posts and are working to create a balance between sharing information and programming without overwhelming people so our messaging doesn't get lost.

Staffing

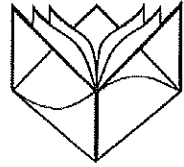
Currently, all staff are being paid for their normally scheduled hours. I have treated this situation as part of our Emergency Closing Policy which states that the Library will pay staff for their scheduled shifts during an emergency closing. Managers have used this opportunity to have staff participate in webinars related to their jobs, curate staff recommendation lists, and familiarize themselves with all the resources the library has to offer. We have had a number of new staff join us in recent months so this is a great opportunity for them to really explore our digital resources. We have not altered how eligible staff accrue their benefits. All staff have been reminded that they are able to take a day off should they need the time. I've reminded staff of our EAP (Employee Assistance Program). Finally, we have shared some instructional yoga videos from a local yoga instructor to remind people to take care of themselves. I believe our staff are our most valuable resource. I want to treat them with respect and kindness during this global public health crisis.

Future Planning

We are evaluating our Summer Reading Program plans. We are looking to move it on a mainly digital platform to prevent large crowds of people gathering. We are examining our programming schedule for May to see what programs can be done virtually and what can be rescheduled for later in the year. As such, our summer edition of Browsing will be 4 pages and will heavily promote programs and changes through our e-news. We currently have approximately 3,000 e-news subscribers. We anticipate this number will increase.

I've begun to develop a plan of what a reopening will look like. While I believe it is too early to set a reopening date, I anticipate we will see a staged opening with possible social distancing elements incorporated into any reopening plan. I continue to follow the American Library Association, Illinois Library Association, and local health resources for best practices.

As we continue to move into uncharted territory, I will keep the Board updated. Thank you for your continued support.



Deerfield Public Library Board Resolution

April 15, 2020

RESOLUTION

NON-RESIDENT FEE CARDS

Whereas the mission of the Deerfield Public Library is to provide our community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment, and

Whereas the Deerfield Public Library Board of Trustees interprets “community” broadly, and

Whereas the residents of nearby unincorporated areas wish to access library services, and

Whereas the Deerfield Public Library Board of Trustees wishes to provide non-residents access to the library services provided by Deerfield Public Library, as allowed by Illinois law,

Now, therefore, the Deerfield Public Library Board of Trustees hereby resolves that

Local non-residents, who live in un-served areas, may purchase library series for a fee equitable to that paid in taxes by residents of the Village of Deerfield, using the tax-formula basis, as allowed by Illinois law, and

The Reaching Across Illinois Libraries System (RAILS) will be notified of the same.

The Trustees further resolve to review this decision annually.

Be it resolved that the Effective Date of this resolution shall be May 1, 2020 and shall be in force and effective on this day.

I, Maureen Wener, Secretary of the Board of Trustees of the Deerfield Public Library, do certify that the foregoing resolution was duly passed and adopted by the Board of Trustees of the Deerfield Public Library at the regular meeting held on April 15, 2020 at 6:30 p.m.

Board Secretary _____
Maureen Wener

Board President _____
Ken Abosch

Board Treasurer _____
Seth Schriftman

DPL Tips for Online Board Meetings

1. **Check your technology** before signing on and make sure everything is working correctly including checking your speaker and microphone.
2. **Turn on video** (if you have it). This will help you stay connected with other participants.
3. **Mute yourself** unless you are speaking to prevent feedback. Please wait to be called on by the Board President. Please introduce yourself when you speak.
4. **Ask for help.** If you are not sure how to do something in the meeting or are having technology issues, speak up.
5. **Votes** will all be roll call for all votes at the meeting. You will need to unmute yourself for each vote.
6. **Public Participation** I've shared my email address as the means for the public to share comments for the meeting.