DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
October 17, 2018, 6:30 PM

1. ROLL CALL & CALL TO ORDER

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

3. APPROVAL OF MINUTES
   A. September 12, 2018 Regular Meeting (ACTION)

4. TREASURER REPORT
   A. Financials: Balance Sheet, Revenues & Expenses, Quarterly Reports (ACTION)
   B. List of Checks and Payments for Approval (ACTION)
   C. Proposed FY 2019 Budget & 2018 Levy Request (ACTION)

5. VILLAGE LIAISON REPORT

6. LIBRARY DIRECTOR'S REPORT
   A. Strategic Plan Update

7. OLD BUSINESS
   A. Collaborative Work Space Update (DISCUSSION)

8. NEW BUSINESS
   A. Approval of Meeting Room Policy (ACTION)
   B. FY 2019 Per Capita Grant Requirement: Standards: Review Chapter 8 (DISCUSSION)
   C. FY 2019 Per Capita Grant Requirement: Trustee Facts File Review (DISCUSSION)

9. OTHER

10. ADJOURNMENT

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

Upcoming Library Board Meetings: November 14, December 19 at 6:30 p.m.
Upcoming Village Board Budget Hearings: November 5, November 19 at 7:30 p.m.

*All topics on the agenda are potential action items.
DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 12, 2018

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

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

Village Liaison: Mr. Bill Seiden

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

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
None.

8. Board Relations
   A. Mr. Mike Goldberg discussed the Board Relations. Mr. Goldberg reminded the Board that they have a responsibility to treat each other with respect. Mr. Goldberg suggested that the Board Relations plan a committee meeting at a future time.

3. APPROVAL OF MINUTES
   A. August 15, 2018 Regular Session Meeting (ACTION)
   MOTION: Mr. Seth Schriftman made a motion to approve the August 15, 2018 Regular Session Meeting minutes, seconded by Mr. Kyle Stone.

   Vote: 6 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, Kyle Stone and Luisa Ellenbogen.
   The motion was approved.

4. TREASURER REPORT
   A. July Financials: Balance Sheet, Revenues & Expenses (ACTION)
   Mr. Schriftman presented the Financials.

   MOTION: Mr. Goldberg made a motion to approve the July Financials, seconded by Mr. Stone.

   Vote: 6 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, Kyle Stone and Luisa Ellenbogen.
   The motion was approved.

   B. August Financials: Balance Sheet, Revenues & Expenses (ACTION)
   Mr. Schriftman presented the Financials.

   MOTION: Ms. Wener made a motion to approve the August Financials, seconded by Mr. Goldberg.
DPL Board of Trustees
Regular Meeting Minutes
September 12, 2018

Vote: 6 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, Kyle Stone and Luisa Ellenbogen.
The motion was approved.

C. List of Checks and Payments for Approval (ACTION)
Mr. Schriftman presented the outstanding list of checks to be approved for payment, which included:
   - Electronic Payments, 4 ACHs, WinTrust       $   126.79
   - Petty Cash Checks 626, Bank Financial       $    40.00
   - AP Checks 10349-10408, 13 ACHs, WinTrust    $  97,185.51
   The total amount presented for approval       $  97,352.30

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

Vote: 6 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, Kyle Stone and Luisa Ellenbogen.
The motion was approved.

D. Proposed FY 2019 Budget & 2018 Levy Request (DISCUSSION)
Mr. Schriftman asked the Board what date works best for the second Finance Committee Meeting. They agreed to meet on Thursday, September 27 at 6 p.m.

5. VILLAGE LIAISON REPORT
Mr. Bill Seiden gave the Village Report.

6. LIBRARY DIRECTOR’S REPORT
   A. Strategic Plan Update
Ms. Amy Falasz-Peterson reported on the progress of the strategic plan. The next step is the repurposing of space in the library with the collaborative workspace.

Ms. Falasz-Peterson reminded the Board Members to attend the Farmers Market on September 29. In addition, the rescheduled Deerfield Area Historical Society Jubilee will be held on September 30. The Joint Board reception will be at Patty Turner Center on October 3. There is a Policy Committee meeting on September 17, 2018. This year’s ILA conference will be in Peoria October 8-11. Staff are presenting and the Adult Services Department is receiving an award.

Mr. Stone asked if staff had received any negative feedback about the notary services discontinuation. Ms. Falasz-Peterson reported that the library has not.

7. OLD BUSINESS
   A. Collaborative Work Space Update (ACTION)
The Board asked Ms. Falasz-Peterson for more information and research which was included in the packet. This new space is an investment, and will be a better utilization of the space that we have. Staff have right-sized the AV collection. Ms. Falasz-Peterson shared the updated quote for the space with each Board Member.
DPL Board of Trustees  
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Ms. DeCorrevont stated that the library plans to use money in the Capital Reserve Fund to fund the cost of the project. Ms. Falasz-Peterson stated that repurposing the space will help keep the library current.

MOTION: Mr. Goldberg made a motion to approve the Collaborative Work Space project, seconded by Mr. Schriftman.

Vote: 4 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Kyle Stone.  
1 Abstain - Luisa Ellenbogen  
1 No - Howard Handler  
The motion was approved.

8. NEW BUSINESS  
   A. Board Relations (moved to the beginning of meeting)  
   B. Approval of Proposed 2019 Board Meeting Dates (ACTION)  
MOTION: Ms. Wener made a motion to approve the Proposed 2019 Board Meeting Dates, seconded by Mr. Schriftman.

Vote: 6 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, Kyle Stone and Luisa Ellenbogen.  
The motion was approved.

   C. Approval of Proposed 2019 Holiday and Closed Dates (ACTION)  
MOTION: Mr. Schriftman made a motion to approve the Proposed 2019 Holiday and Closed Dates with the added language to Close at 3 pm on 12/31, seconded by Mr. Goldberg.

Vote: 6 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, Kyle Stone and Luisa Ellenbogen.  
The motion was approved.

9. OTHER

10. ADJOURNMENT

At 7:42 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 6 Yes – Maureen Wener, Seth Schriftman, Mike Goldberg, Howard Handler, Kyle Stone and Luisa Ellenbogen.  
The motion was approved.

__________________________________________

Maureen Wener, Secretary
## Deerfield Public Library

**BUDGET VS. ACTUALS: BUDGET 2018 - FY18 P&L**

January - September, 2018

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>OVER BUDGET</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
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<tr>
<td>41000 Taxes</td>
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<tr>
<td>41100 Property Tax</td>
<td>4,158,168.07</td>
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<td>97.17 %</td>
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<td>41200 Replacement Tax</td>
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<td>60-4111 Property Taxes - Debt 2013</td>
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<td><strong>Total 41000 Taxes</strong></td>
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<td><strong>5,031,922.00</strong></td>
<td><strong>-146,171.93</strong></td>
<td><strong>97.10 %</strong></td>
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<tr>
<td>42000 Fees &amp; Fines</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>42100 Fees Fines &amp; Penalties</td>
<td>33,743.79</td>
<td>55,000.00</td>
<td>-21,256.21</td>
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<td>42200 Non-Resident Fees</td>
<td>7,242.03</td>
<td>7,000.00</td>
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<td>103.46 %</td>
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<tr>
<td>42300 Printing/Copying Fees</td>
<td>7,777.75</td>
<td>8,000.00</td>
<td>-222.25</td>
<td>97.22 %</td>
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<tr>
<td><strong>Total 42000 Fees &amp; Fines</strong></td>
<td><strong>48,763.57</strong></td>
<td><strong>70,000.00</strong></td>
<td><strong>-21,236.43</strong></td>
<td><strong>69.66 %</strong></td>
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<tr>
<td>43000 Investment Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>43100 Interest - General</td>
<td>28,636.95</td>
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<td>43200 Interest - Reserve</td>
<td>39,199.32</td>
<td>10,000.00</td>
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<td><strong>Total 43000 Investment Income</strong></td>
<td><strong>66,836.27</strong></td>
<td><strong>16,000.00</strong></td>
<td><strong>50,836.27</strong></td>
<td><strong>430.23 %</strong></td>
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<tr>
<td>44000 Grants</td>
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<tr>
<td>44100 State Grant</td>
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<tr>
<td>44150 Per Capita Grant</td>
<td>36,931.87</td>
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<td>26,931.87</td>
<td>369.32 %</td>
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<tr>
<td><strong>Total 44100 State Grant</strong></td>
<td><strong>36,931.87</strong></td>
<td><strong>10,000.00</strong></td>
<td><strong>26,931.87</strong></td>
<td><strong>369.32 %</strong></td>
</tr>
<tr>
<td><strong>Total 44000 Grants</strong></td>
<td><strong>36,931.87</strong></td>
<td><strong>10,000.00</strong></td>
<td><strong>26,931.87</strong></td>
<td><strong>369.32 %</strong></td>
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<td>45000 Gifts and Contributions</td>
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<td>45100 General Donations</td>
<td>292.93</td>
<td>500.00</td>
<td>-207.07</td>
<td>58.59 %</td>
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<td>45500 Friends Contributions</td>
<td>12,003.25</td>
<td>5,000.00</td>
<td>7,003.25</td>
<td>240.07 %</td>
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<td><strong>Total 45100 General Donations</strong></td>
<td><strong>12,296.18</strong></td>
<td><strong>5,500.00</strong></td>
<td><strong>6,796.18</strong></td>
<td><strong>223.57 %</strong></td>
</tr>
<tr>
<td><strong>Total 45000 Gifts and Contributions</strong></td>
<td><strong>12,296.18</strong></td>
<td><strong>5,500.00</strong></td>
<td><strong>6,796.18</strong></td>
<td><strong>223.57 %</strong></td>
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<tr>
<td>49000 Miscellaneous Revenue</td>
<td></td>
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<tr>
<td>49009 Miscellaneous</td>
<td>3,130.05</td>
<td>500.00</td>
<td>2,630.05</td>
<td>626.01 %</td>
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<td>49065 Sale of Surplus Materials</td>
<td>628.72</td>
<td>1,000.00</td>
<td>-371.28</td>
<td>62.87 %</td>
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<tr>
<td><strong>Total 49000 Miscellaneous Revenue</strong></td>
<td><strong>3,758.77</strong></td>
<td><strong>1,500.00</strong></td>
<td><strong>2,258.77</strong></td>
<td><strong>250.58 %</strong></td>
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<tr>
<td><strong>Total Income</strong></td>
<td><strong>$5,056,336.73</strong></td>
<td><strong>$5,134,922.00</strong></td>
<td><strong>-$78,585.27</strong></td>
<td><strong>98.47 %</strong></td>
</tr>
<tr>
<td><strong>GROSS PROFIT</strong></td>
<td><strong>$5,056,336.73</strong></td>
<td><strong>$5,134,922.00</strong></td>
<td><strong>-$78,585.27</strong></td>
<td><strong>98.47 %</strong></td>
</tr>
</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>OVER BUDGET</th>
<th>% OF BUDGET</th>
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<tbody>
<tr>
<td>50000 General Expenses</td>
<td></td>
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<tr>
<td>51000 Personnel Expenses</td>
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<tr>
<td>51100 Salaries</td>
<td>1,516,821.94</td>
<td>2,158,755.00</td>
<td>-641,933.06</td>
<td>70.26 %</td>
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<tr>
<td>51200 FICA</td>
<td>111,200.24</td>
<td>164,384.00</td>
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<td>67.65 %</td>
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<tr>
<td>51300 Health/Misc Benefits</td>
<td>182,092.42</td>
<td>333,116.00</td>
<td>-151,023.58</td>
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<tr>
<td>51400 Pension Contribution</td>
<td>165,029.89</td>
<td>256,833.00</td>
<td>-91,803.11</td>
<td>64.26 %</td>
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<td>51500 Other Benefits</td>
<td>4,101.76</td>
<td>9,752.00</td>
<td>-5,650.24</td>
<td>42.06 %</td>
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<td>51600 Staff Enrichment</td>
<td>2,054.99</td>
<td>6,500.00</td>
<td>-4,445.01</td>
<td>31.62 %</td>
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</tbody>
</table>

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1/3
<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>OVER BUDGET</th>
<th>% OF BUDGET</th>
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<tr>
<td><strong>Total 51000 Personnel Expenses</strong></td>
<td>1,981,301.24</td>
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<tr>
<td>52000 Facility Expenses</td>
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<tr>
<td>52100 Interior Facility Maintenance</td>
<td>32,783.77</td>
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<td>-22,216.23</td>
<td>59.61%</td>
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<td>52200 Facility Equipment Maintenance</td>
<td>49,355.39</td>
<td>37,000.00</td>
<td>12,355.39</td>
<td>133.39%</td>
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<td>52300 Exterior Building Maintenance</td>
<td>7,875.13</td>
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<td>52400 Utilities</td>
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<tr>
<td>52410 Water</td>
<td>1,553.26</td>
<td>3,000.00</td>
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<tr>
<td>52430 Telephone - Voice</td>
<td>13,052.50</td>
<td>14,000.00</td>
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<td>52440 Data Lines</td>
<td>23,675.34</td>
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<td><strong>Total 52400 Utilities</strong></td>
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<td>52500 Minor Furnishings &amp; Equipment</td>
<td>17,402.98</td>
<td>22,500.00</td>
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<td>77.35%</td>
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<tr>
<td><strong>Total 52000 Facility Expenses</strong></td>
<td>145,696.37</td>
<td>163,500.00</td>
<td>-17,801.63</td>
<td>89.11%</td>
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<tr>
<td>53000 Library Materials</td>
<td></td>
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<tr>
<td>53100 Periodicals</td>
<td>4,285.81</td>
<td>20,000.00</td>
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<tr>
<td>53200 Adult Materials-Books</td>
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<tr>
<td>53221 Books - Adult Non-Fiction</td>
<td>31,195.41</td>
<td>55,000.00</td>
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<td>53222 Books-Adult Fiction</td>
<td>42,748.95</td>
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<td>-33,751.05</td>
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<td><strong>Total 53200 Adult Materials-Books</strong></td>
<td>73,944.36</td>
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<td>53300 Audio Visual Materials</td>
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<td>53320 Audio Visual - Adult</td>
<td>49,681.98</td>
<td>80,000.00</td>
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<td>53340 Audio Visual - Youth</td>
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<td><strong>Total 53300 Audio Visual Materials</strong></td>
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<td>53400 Youth Materials-Books</td>
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<td>53421 Books - Youth &amp; Teens</td>
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<td>70,000.00</td>
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<td>53550 Literacy Support - Youth</td>
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<td><strong>Total 53400 Youth Materials-Books</strong></td>
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<td>53501 Electronic Resources</td>
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<td>53500 E-Resources</td>
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<td><strong>Total 53501 Electronic Resources</strong></td>
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<td>54000 Library Programs</td>
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<tr>
<td>54100 Admin Programs</td>
<td>3,037.90</td>
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<td>54150 Outreach Programs</td>
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<td>54210 Adult Programs</td>
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<tr>
<td>55000 Automation</td>
<td></td>
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<tr>
<td>55350 Software &amp; Licenses</td>
<td>226,247.91</td>
<td>180,000.00</td>
<td>46,247.91</td>
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<td>55360 IT Automation Support</td>
<td>84,367.51</td>
<td>80,000.00</td>
<td>4,367.51</td>
<td>105.46%</td>
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<tr>
<td>55400 New Projects/equip</td>
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<tr>
<td>56440 New Projects / IT Equipment</td>
<td>55,136.85</td>
<td>135,000.00</td>
<td>-79,863.15</td>
<td>40.84%</td>
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<tr>
<td><strong>Total 55400 New Projects/equip</strong></td>
<td>55,136.85</td>
<td>135,000.00</td>
<td>-79,863.15</td>
<td>40.84%</td>
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<tr>
<td><strong>Total 55000 Automation</strong></td>
<td>365,752.27</td>
<td>395,000.00</td>
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<tr>
<td>56000 Professional/Contractual Svcs</td>
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<tr>
<td>56009 Other Office Support</td>
<td>4,433.46</td>
<td>16,500.00</td>
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<td>56100 Insurance</td>
<td>41,190.49</td>
<td>50,000.00</td>
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<tr>
<td>56200 Postage</td>
<td>3,748.27</td>
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<tr>
<td>Description</td>
<td>Actual</td>
<td>Budget</td>
<td>Over Budget</td>
<td>% of Budget</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------</td>
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<td>-------------</td>
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<tr>
<td>56300 Professional Printing Services</td>
<td>13,401.30</td>
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<td>-5,598.70</td>
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<td>56500 Professional Admin Services</td>
<td>13,163.00</td>
<td>30,000.00</td>
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<td>56550 Cataloging Service</td>
<td>15,950.56</td>
<td>15,000.00</td>
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<td>56555 Professional Outreach Services</td>
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<td>-1,003.54</td>
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<td><strong>Total 56500 Professional Admin Services</strong></td>
<td><strong>33,110.02</strong></td>
<td><strong>50,000.00</strong></td>
<td><strong>-16,889.98</strong></td>
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<tr>
<td>56700 Travel for Library Services</td>
<td>64.50</td>
<td>1,000.00</td>
<td>-935.50</td>
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<td><strong>Total 56000 Professional/Contractual Svcs</strong></td>
<td><strong>95,948.04</strong></td>
<td><strong>144,000.00</strong></td>
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<td>56400 Supplies</td>
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<td>56410 General Office/Operating Supplies</td>
<td>7,070.43</td>
<td>17,000.00</td>
<td>-9,929.57</td>
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<td>56420 Processing Supplies</td>
<td>24,997.67</td>
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<td><strong>Total 56400 Supplies</strong></td>
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<tr>
<td>57000 Training/Development Expenses</td>
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<tr>
<td>56600 Dues &amp; Memberships</td>
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<tr>
<td>57100 Training &amp; Education</td>
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<td>57200 Training Travel</td>
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<td>-67.74</td>
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<td><strong>Total 57000 Training/Development Expenses</strong></td>
<td><strong>22,896.50</strong></td>
<td><strong>39,500.00</strong></td>
<td><strong>-16,603.50</strong></td>
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<td><strong>-1,288,441.56</strong></td>
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<td>61000 Capital Expenses</td>
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<tr>
<td>61100 Facility Improvements</td>
<td>22,489.08</td>
<td>90,000.00</td>
<td>-67,510.92</td>
<td>24.99%</td>
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<tr>
<td><strong>Total 61000 Capital Expenses</strong></td>
<td><strong>22,489.08</strong></td>
<td><strong>90,000.00</strong></td>
<td><strong>-67,510.92</strong></td>
<td><strong>24.98%</strong></td>
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<tr>
<td>70000 Debt Service</td>
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<tr>
<td>60-7010 Debt Service 2011A Interest</td>
<td>51,440.00</td>
<td>102,880.00</td>
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<td>60-7011 Debt Service 2013 Interest</td>
<td>47,350.63</td>
<td>94,702.00</td>
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<tr>
<td>60-7020 Debt Service 2011A Principal</td>
<td>260,000.00</td>
<td>260,000.00</td>
<td>-</td>
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<tr>
<td>60-7021 Debt Service 2013 Principal</td>
<td>270,000.00</td>
<td>270,000.00</td>
<td>-</td>
<td>0.00%</td>
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<td><strong>Total 70000 Debt Service</strong></td>
<td><strong>98,790.83</strong></td>
<td><strong>727,582.00</strong></td>
<td><strong>-628,791.17</strong></td>
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<td><strong>Total Expenses</strong></td>
<td><strong>$3,140,178.15</strong></td>
<td><strong>$5,124,922.00</strong></td>
<td><strong>-$1,984,743.85</strong></td>
<td><strong>61.27%</strong></td>
</tr>
<tr>
<td><strong>NET OPERATING INCOME</strong></td>
<td><strong>$1,916,158.58</strong></td>
<td><strong>$10,000.00</strong></td>
<td><strong>$1,906,158.58</strong></td>
<td><strong>19,161.59%</strong></td>
</tr>
<tr>
<td><strong>NET INCOME</strong></td>
<td><strong>$1,916,158.58</strong></td>
<td><strong>$10,000.00</strong></td>
<td><strong>$1,906,158.58</strong></td>
<td><strong>19,161.59%</strong></td>
</tr>
</tbody>
</table>
# Deerfield Public Library

**BALANCE SHEET**  
As of September 30, 2018

<table>
<thead>
<tr>
<th>ASSETS</th>
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</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
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</tr>
<tr>
<td><strong>ASSETS</strong></td>
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<tr>
<td>Current Assets</td>
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<tr>
<td>Bank Accounts</td>
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<td>11000 Cash and Investments - General</td>
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<tr>
<td>11100 General Operating - WinTrust</td>
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<td>11500 Petty Cash - Bank Financial</td>
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<td><strong>Total 11000 Cash and Investments - General</strong></td>
<td>3,549,685.80</td>
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<tr>
<td>13000 Cash &amp; Invest - Other</td>
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<tr>
<td>14100 PMA Financial Services</td>
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<td>10-1410 PMA Reserve Fund</td>
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<td>60-1440 PMA Debt Svc 2011a GO</td>
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<td><strong>Total Bank Accounts</strong></td>
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<td>Accounts Receivable</td>
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<td>Other Current Assets</td>
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<td>12101 Inventory Asset</td>
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<td>15000 Other Current Assets</td>
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<td>15010 Receivables</td>
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<td>15100 Property Taxes Receivable</td>
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<td>15110 Property Tax Receivable - 2011A</td>
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<tr>
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<td>15121 Property Tax Receivable - 2013</td>
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<td>15200 Due from Village of Deerfield</td>
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<td>15300 Prepaid Expenses</td>
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<td>15400 Accrued Revenue - General</td>
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<td>15400.9 Accrued Rev - Reserve</td>
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<td><strong>Total Other Current Assets</strong></td>
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<tr>
<td><strong>Total Current Assets</strong></td>
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</tbody>
</table>

<p>| Fixed Assets |  |
| 19000 Capital Assets |  |
| 19050 Capital Assets -Not Depreciated |  |
| 19100 Land | 65,493.00 |
| 19150 Construction In Progress | 0.00 |
| <strong>Total 19050 Capital Assets -Not Depreciated</strong> | 65,493.00 |
| 19200 Capital Assets - To Depreciate |  |</p>
<table>
<thead>
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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19210 Building</td>
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<tr>
<td>19300 Equipment</td>
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<tr>
<td>19301 Equip - Phone System</td>
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<tr>
<td>19302 Equip - Automation System</td>
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<tr>
<td>19303 Equip - RFID</td>
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<tr>
<td>19304 Equip - Vehicle</td>
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<td>19310 Furniture</td>
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<td><strong>Total 19300 Equipment</strong></td>
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<td>19220 Accumulated Depreciation</td>
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<tr>
<td>15110 Deferred Outflows of Resources</td>
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<td><strong>Total Other Assets</strong></td>
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<td><strong>TOTAL ASSETS</strong></td>
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**LIABILITIES AND EQUITY**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>Liabilities</td>
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<td>22300 Withholdings</td>
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<td>22320 Social Security</td>
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<td>22330 Medicare</td>
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<tr>
<td>24000 Accrued Expenses</td>
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Accrual Basis  Friday, October 12, 2018 08:54 AM GMT-7
<table>
<thead>
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<th>Description</th>
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<td>25000 Deferred Inflows of Resources</td>
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<tr>
<td>25100 Deferred Property Taxes</td>
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<td><strong>Total 25000 Deferred Inflows of Resources</strong></td>
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<td>25110 Unearned Property Taxes-2011a</td>
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<tr>
<td>25120 Unearned Prop Taxes -20132</td>
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<td>25902 Unearned Impact Fee - AMLI Proj</td>
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<td><strong>Total Other Current Liabilities</strong></td>
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<td>26009 Compensated Absences</td>
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<td>26100 Other Postemployment Benefits</td>
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<td>26200 Due to Village - Long Term Debt</td>
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<td><strong>Total 26000 Noncurrent Liabilities</strong></td>
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<tr>
<td><strong>Total Long-Term Liabilities</strong></td>
<td><strong>$8,783,572.00</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
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</tr>
<tr>
<td><strong>Equity</strong></td>
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<tr>
<td>32000 Fund Balance, Beginning</td>
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<tr>
<td>32100 Fund Balance 2011-A</td>
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<td>32110 Fund Balance-2013</td>
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<td>32130 Fund Balance LT Debt Acct Grp</td>
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<td><strong>Total 33000 Investment in Capital Assets</strong></td>
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<tr>
<td><strong>TOTAL LIABILITIES AND EQUITY</strong></td>
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</tr>
</tbody>
</table>
Deerfield Public Library
Financial Variance Report
For the Month of September 2018

Presented at the Regular Board Meeting – October 17, 2018

September completes the ninth month of the 2018 Fiscal Year. The benchmark used to evaluate financial activity year to date is 75%.

GENERAL OPERATIONS – REVENUES
By the end of September, the Library received 4,885,750 in property tax distributions, which is 97% of the annual budget. The Library has collected 48,764 in Charges for Services, which is 70% of the annual budget. The Library received a Total Income of 5,056,337 or 98% of the annual budget.

GENERAL OPERATIONS - EXPENSES
By the end of September, the Personnel Expense is 1,981,301 or 68% of the annual budget. The Facility Expense is 145,698 or 89% of the annual budget. The Library Materials Expense is 344,058 or 64% of the annual budget. The Library Program Expense is 31,310 or 61% of the annual budget. The Automation Expense is 365,752 or 93% of the annual budget. The Professional / Contractual Services Expense is 95,948 or 67% of the annual budget. The Supplies Expense is 32,068 or 75% of the annual budget. The Training / Development Expense is 22,897 or 58% of the annual budget. The Facility Improvement Expense is 22,489 or 25% of the annual budget. Total Library Expenses is 3,140,312 or 61% of the annual budget.

NON-OPERATING ACTIVITIES
When the Library receives property tax distributions, the money received in the General Fund will be distributed to the Debt Service Accounts.
Deerfield Public Library
Schedule of Changes in Investments - 3rd Quarter of Fiscal Year 2018
July 1 and September 30, 2018

<table>
<thead>
<tr>
<th></th>
<th>Beginning July 1, 2018</th>
<th>Increase / (Decrease)</th>
<th>Ending September 30, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For General Operations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Money Market Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wintrust General OP/AP</td>
<td>430,226</td>
<td>30,331</td>
<td>460,557</td>
</tr>
<tr>
<td>Wintrust Max Safe MM</td>
<td>2,026,962</td>
<td>805,972</td>
<td>2,832,934</td>
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<tr>
<td>PMA Securities &amp; Savings</td>
<td>1,742,189</td>
<td>5,737</td>
<td>1,747,926</td>
</tr>
<tr>
<td>12.90% in MM; 38.95% CD; 48.16% DTC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Investments For Operations</td>
<td>4,199,377</td>
<td>842,040</td>
<td>5,041,417</td>
</tr>
<tr>
<td><strong>For Reserves</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Money Market Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMA Investments</td>
<td>2,607,498</td>
<td>242,584</td>
<td>2,850,082</td>
</tr>
<tr>
<td>12.90% in MM; 38.95% CD; 48.16% DTC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Investments For Reserves</td>
<td>2,607,498</td>
<td>242,584</td>
<td>2,850,082</td>
</tr>
<tr>
<td><strong>For Debt Service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PMA Investments 2011A Debt Service</td>
<td>56</td>
<td>-</td>
<td>56</td>
</tr>
<tr>
<td>PMA Investments 2013 Debt Service</td>
<td>58</td>
<td>-</td>
<td>58</td>
</tr>
<tr>
<td>Total Investments For Debt Service</td>
<td>114</td>
<td>-</td>
<td>114</td>
</tr>
<tr>
<td>Investments*, Grand Total</td>
<td>$6,806,989</td>
<td>$1,084,624</td>
<td>$7,891,613</td>
</tr>
</tbody>
</table>

*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:

$258,128

Total cash deposits: $8,149,741
### DEERFIELD PUBLIC LIBRARY / GENERAL (11660-101)

<table>
<thead>
<tr>
<th>Type</th>
<th>Trans</th>
<th>SEQ</th>
<th>Purchase</th>
<th>Maturity</th>
<th>FDIC #</th>
<th>Instrument</th>
<th>Par-Val/Mat. Val.</th>
<th>Original Cost</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDA</td>
<td>240255</td>
<td>1</td>
<td>11/07/17</td>
<td>11/07/18</td>
<td>7213</td>
<td>Savings Deposit Account - CITIBANK</td>
<td>$358,325.98</td>
<td>$358,325.98</td>
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<tr>
<td>CD</td>
<td>240256</td>
<td>1</td>
<td>11/07/17</td>
<td>11/07/18</td>
<td>57552</td>
<td>FIRST CAPITAL BANK</td>
<td>$249,972.00</td>
<td>$246,400.00</td>
<td>1.450</td>
</tr>
<tr>
<td>CD</td>
<td>248974</td>
<td>1</td>
<td>01/05/17</td>
<td>01/07/19</td>
<td>34982</td>
<td>LANDMARK COMMUNITY BANK</td>
<td>$246,586.56</td>
<td>$243,200.00</td>
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</tr>
<tr>
<td>CD</td>
<td>250866</td>
<td>1</td>
<td>02/14/18</td>
<td>02/14/19</td>
<td>33653</td>
<td>CFG COMMUNITY BANK</td>
<td>$101,711.83</td>
<td>$100,000.00</td>
<td>1.703</td>
</tr>
<tr>
<td>CD</td>
<td>250867</td>
<td>1</td>
<td>02/14/18</td>
<td>02/14/19</td>
<td>57512</td>
<td>BANK OF CHINA</td>
<td>$101,690.00</td>
<td>$100,000.00</td>
<td>1.691</td>
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<tr>
<td>CD</td>
<td>252368</td>
<td>1</td>
<td>05/09/18</td>
<td>05/09/19</td>
<td>33653</td>
<td>WESTERN ALLIANCE BANK / TORREY PINES BANK</td>
<td>$102,345.32</td>
<td>$100,000.00</td>
<td>2.235</td>
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<tr>
<td>CD</td>
<td>255228</td>
<td>1</td>
<td>08/11/18</td>
<td>08/11/19</td>
<td>58203</td>
<td>NEWBANK, NA</td>
<td>$102,242.50</td>
<td>$100,000.00</td>
<td>2.243</td>
</tr>
<tr>
<td>CD</td>
<td>255861</td>
<td>1</td>
<td>09/10/18</td>
<td>09/18/19</td>
<td>57968</td>
<td>SONYBANK</td>
<td>$294,572.45</td>
<td>$200,000.00</td>
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<tr>
<td>CD</td>
<td>257857</td>
<td>1</td>
<td>07/23/18</td>
<td>07/23/19</td>
<td>57472</td>
<td>MAINSTREET BANK</td>
<td>$294,759.24</td>
<td>$200,000.00</td>
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**Subtotal -->** $1,774,187.34 $1,747,925.98

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Trans</th>
<th>SEQ</th>
<th>Purchase</th>
<th>Maturity</th>
<th>FDIC #</th>
<th>Instrument</th>
<th>Par-Val/Mat. Val.</th>
<th>Original Cost</th>
<th>Rate</th>
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<tbody>
<tr>
<td>SDA</td>
<td>233338</td>
<td>1</td>
<td>11/01/16</td>
<td>11/13/18</td>
<td>7213</td>
<td>Savings Deposit Account - CITIBANK</td>
<td>$234,604.22</td>
<td>$234,604.22</td>
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<tr>
<td>CD</td>
<td>38905</td>
<td>1</td>
<td>11/10/16</td>
<td>11/13/18</td>
<td>57803</td>
<td>1.25% - Ally Bank Certificate of Deposit</td>
<td>$102,923.32</td>
<td>$101,224.19</td>
<td>0.830</td>
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<tr>
<td>DTC</td>
<td>39166</td>
<td>1</td>
<td>01/25/17</td>
<td>01/25/17</td>
<td>33954</td>
<td>1.55% - Capital One Bank (usa), National Association Certificate of Deposit</td>
<td>$200,000.00</td>
<td>$200,197.83</td>
<td>1.200</td>
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<tr>
<td>DTC</td>
<td>39170</td>
<td>1</td>
<td>02/01/17</td>
<td>02/01/19</td>
<td>3911</td>
<td>1.55% - Wells Fargo Bank, NA - Sd Certificate of Deposit</td>
<td>$246,000.00</td>
<td>$246,000.00</td>
<td>1.550</td>
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<tr>
<td>DTC</td>
<td>39520</td>
<td>1</td>
<td>05/03/17</td>
<td>05/03/19</td>
<td>27471</td>
<td>1.55% - American Express Bank, Fsb Certificate of Deposit</td>
<td>$54,000.00</td>
<td>$54,000.00</td>
<td>1.550</td>
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<tr>
<td>DTC</td>
<td>39521</td>
<td>1</td>
<td>05/10/17</td>
<td>05/10/19</td>
<td>3911</td>
<td>1.6% - Wells Fargo Bank, NA - Sd Certificate of Deposit</td>
<td>$54,000.00</td>
<td>$54,157.68</td>
<td>1.450</td>
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<tr>
<td>DTC</td>
<td>40086</td>
<td>1</td>
<td>07/29/17</td>
<td>07/29/19</td>
<td>3511</td>
<td>1.7% - Wells Fargo Bank, NA - Sd Certificate of Deposit</td>
<td>$53,000.00</td>
<td>$53,154.84</td>
<td>1.560</td>
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<tr>
<td>DTC</td>
<td>40167</td>
<td>1</td>
<td>11/05/17</td>
<td>11/15/19</td>
<td>4207</td>
<td>1.75% - Capital One, National Association Certificate of Deposit</td>
<td>$247,000.00</td>
<td>$247,469.09</td>
<td>1.703</td>
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<tr>
<td>DTC</td>
<td>40168</td>
<td>1</td>
<td>11/16/17</td>
<td>11/18/19</td>
<td>32962</td>
<td>1.8% - Morgan Stanley Bank, National Association Certificate of Deposit</td>
<td>$53,000.00</td>
<td>$53,000.00</td>
<td>1.666</td>
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<tr>
<td>DTC</td>
<td>41473</td>
<td>1</td>
<td>01/19/16</td>
<td>01/21/20</td>
<td>27314</td>
<td>2.1% - Synchrony Bank / GE Capital Retail Bank Certificate of Deposit</td>
<td>$100,000.00</td>
<td>$100,188.10</td>
<td>2.004</td>
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<tr>
<td>DTC</td>
<td>41472</td>
<td>1</td>
<td>01/24/16</td>
<td>01/24/20</td>
<td>33124</td>
<td>2.25% - Goldman Sachs Bank USA Certificate of Deposit</td>
<td>$200,000.00</td>
<td>$200,573.02</td>
<td>2.103</td>
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<tr>
<td>DTC</td>
<td>42257</td>
<td>1</td>
<td>05/04/17</td>
<td>05/04/20</td>
<td>7213</td>
<td>2.75% - CITIBANK NA</td>
<td>$61,000.00</td>
<td>$61,173.34</td>
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<tr>
<td>DTC</td>
<td>42258</td>
<td>1</td>
<td>05/06/17</td>
<td>05/06/20</td>
<td>34221</td>
<td>2.7% - MORGAN STANLEY PVT BANK</td>
<td>$246,000.00</td>
<td>$246,453.86</td>
<td>2.605</td>
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<tr>
<td>CD</td>
<td>288185</td>
<td>1</td>
<td>07/20/18</td>
<td>07/22/18</td>
<td>19899</td>
<td>KS STATEBANK / KANSAS STATE BANK OF MANHATTAN</td>
<td>$209,568.34</td>
<td>$198,000.00</td>
<td>2.627</td>
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<tr>
<td>CD</td>
<td>258186</td>
<td>1</td>
<td>07/22/18</td>
<td>07/27/18</td>
<td>3887</td>
<td>FIRST NATIONAL BANK</td>
<td>$101,000.00</td>
<td>$101,000.00</td>
<td>2.551</td>
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<tr>
<td>DTC</td>
<td>42890</td>
<td>1</td>
<td>07/31/18</td>
<td>07/31/18</td>
<td>22180</td>
<td>2.7% - UNITED BANKERS BANK</td>
<td>$200,000.00</td>
<td>$200,389.89</td>
<td>2.600</td>
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</tbody>
</table>

**Subtotal -->** $2,864,264.25 $2,850,081.96

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Trans</th>
<th>SEQ</th>
<th>Purchase</th>
<th>Maturity</th>
<th>FDIC #</th>
<th>Instrument</th>
<th>Par-Val/Mat. Val.</th>
<th>Original Cost</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDA</td>
<td>240255</td>
<td>1</td>
<td>11/07/17</td>
<td>11/07/18</td>
<td>7213</td>
<td>Savings Deposit Account - CITIBANK</td>
<td>$56.90</td>
<td>$56.90</td>
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</table>

**Subtotal -->** $56.90 $56.90
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<th>Trans SEQ</th>
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<th>Maturity</th>
<th>FDIC #</th>
<th>Instrument</th>
<th>Par-Val/Mat. Val.</th>
<th>Original Cost</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDA</td>
<td>7213</td>
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<td></td>
<td>Savings Deposit Account - CITIBANK</td>
<td>$58.24</td>
<td>$58.24</td>
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</tbody>
</table>

**Subtotal -->**

|                      | $58.24 | $58.24 |

**Total Amount -->**

|                      | $4,638,565.91 | $4,598,122.26 |

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

**Time and Dollar Weighted Portfolio Yield:** 2.184%

**Weighted Average Portfolio Maturity:** 299.33 Days

---

**Portfolio Maturity Summary - Maturing $/Month**

**Portfolio Allocation by Transaction Type**

- **MM:** 12.90%
- **CD:** 38.95%
- **DTC:** 48.16%
- **CP:** 0.00%
- **SEC:** 0.00%

Rate and Yield as labeled on this statement. For certain investment products offered by PMA, the stated Rate may be the Bond Equivalent Yield (BEY), Yield to Maturity (YTM) or other calculation of yield offered on that product ("Rate"). For all fixed income investments included on this statement (investments other than liquid LGIP, money market or SDA products), the "Rate" is stated as of the purchase date. Time and Dollar Weighted Portfolio Yield only includes fixed income investments (investments other than liquid LGIP, money market or SDA products) and is calculated based on the "Rate" at the purchase date.
### Deerfield Public Library
### Check Approval List
### For the Regular Board Meeting on October 17, 2018

#### Summary
- Wintrust-E-Pay Deposit 8826 - 4 ACHs: $126.79
- Bank Financial-Petty Cash Checks 1537 - PC Ck, #627-630: $152.53
- Wintrust-General AP 2997, Check #s 10409-10470, 13 ACHs: $93,936.74

**Total payments to approve:** $94,216.06

#### Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Vendor</th>
<th>Memo</th>
<th>Amount</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/03/2018</td>
<td>ACH</td>
<td>American Express Govt Svcs</td>
<td>Merchant CC Fees-September 2018</td>
<td>0.69</td>
<td>Other Office Support</td>
</tr>
<tr>
<td>10/03/2018</td>
<td>ACH</td>
<td>Chase Paymentech</td>
<td>Merchant CC Fees-September 2018</td>
<td>35.00</td>
<td>Other Office Support</td>
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<tr>
<td>10/03/2018</td>
<td>ACH</td>
<td>Chase Paymentech</td>
<td>Merchant CC Fees-September 2018</td>
<td>30.95</td>
<td>Other Office Support</td>
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<tr>
<td>10/03/2018</td>
<td>ACH</td>
<td>PayPal, Inc.</td>
<td>Merchant CC Fees-September 2018</td>
<td>59.95</td>
<td>Other Office Support</td>
</tr>
</tbody>
</table>

**Total E-Pay Deposit Amount:** $126.79

#### Bank Financial Petty Cash Checks 1537
- 09/18/2018 627 Hall Pass | Background Check - Kolman, Anderson, Kim | $18.00 | Other Office Support
- 09/18/2018 628 DeCorrevont, Kelly | All Staff Mtg 9/16/18 - Food | $40.33 | Admin Programs
- 09/20/2018 629 DeCorrevont, Kelly | Mileage Reimbursement 9/24, 9/27 | $54.06 | Training Travel
- 09/24/2018 630 Michael, Nina | Meet Your Library: Accessibibility Hour Program Snacks | $40.14 | Youth Programs, Adult Programs

**Total Petty Cash Checks Amount:** $152.53

#### Wintrust-General AP 2997
- 09/13/2018 10409 Carey Electric Contracting, Inc. | Service work due to Power Outage 8/29/18 | $330.00 | Interior Facility Maintenance
- 09/13/2018 10410 CDW Government, Inc. | IT Department Monitor | $310.33 | New Projects / IT Equipment
- 09/13/2018 10411 De Lage Landen | Monthly Line for 7 Copiers and 3 Printers - September 2018 | $1,223.31 | IT Automation Support
- 09/13/2018 10412 Directline II USA, Inc. | Acquisitions for Books - August 2018 | $168.50 | Books - Adult Non-Fiction
- 09/13/2018 10413 First Bank Mastercard | Faless-Peterson CC Charges - August 2018 | $379.51 | Admin - 4734
  - DeCorrevont CC Charges - August 2018 | $392.08 | Business Office - 1381
  - Owen CC Charges - August 2018 | $1,355.29 | Info Technology (IT) - 1158
  - Keaton CC Charges - August 2018 | $63.93 | Facilities - 1392
  - Steiner CC Charges - August 2018 | $867.98 | Adult Services - 1931
  - Anthony CC Charges - August 2018 | $1,482.03 | Youth Services - 8162
  - Hoffman CC Charges - August 2018 | $33.15 | Outreach Coord - 5394
  - Palecek CC Charges - August 2018 | $400.92 | Adult Prog Coord - 7013
  - van Goethem CC Charges - August 2018 | $507.88 | Youth Prog Coord - 1510
  - Henry CC Charges - August 2018 | $101.95 | Youth Coord - 1750

**Sub-total:** $5,604.72

- 09/13/2018 10414 First Point Mechanical Services LLC | Service work due to ACCU 1 Compressor Failure 8/31/18 | $535.50 | Facility Equipment Maintenance
- 09/13/2018 10415 James Martin Associates, Inc. | Landscape Management - September 2018 | $480.00 | Exterior Building Maintenance
- 09/13/2018 10416 Johnson Controls Security Solutions | Alarm System 10/1/18-12/31/18 | $288.00 | Facility Equipment Maintenance
- 09/13/2018 10417 Laura Doherty | Youth Music Program on 9/29/18 | $450.00 | Youth Programs
- 09/13/2018 10418 Lechner and Sons | Lobby Mts 8/11/18 | $82.95 | Interior Facility Maintenance
- 09/13/2018 10419 Madeleine Dahlman | Book Discussion on 6/13/18 | $100.00 | Adult Programs
- 09/13/2018 10420 Madeleine Dahlman | Book Discussion on 10/11/18 | $100.00 | Adult Programs
- 09/13/2018 10421 Marcivic Incorporated | Authority Processing - August 2018 | $58.50 | Processing Supplies
- 09/13/2018 10422 Neofunds by Neopost | Replenish Funds in Postage Machine - August 2018 | $400.00 | Postage
- 09/13/2018 10424 OverDrive, Inc. | eBooks - August 2018 | $4,004.20 | E-Resources
  - OverDrive, Inc. | eBooks - August 2018 | $1,079.66 | E-Resources

**Sub-total:** $5,083.76
<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Vendor</th>
<th>Memo</th>
<th>Amount</th>
<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/13/2018</td>
<td>10425</td>
<td>Petty Cash Box</td>
<td>Mileage - PULSE Mtg on 7/20/18 - Palecek; Planner - Shapiro; F&amp;S for TAB Mtg on 9/4/18 - Michael</td>
<td>59.17</td>
<td>Training - Travel; General Office/Operating Supplies; Youth Programs</td>
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<tr>
<td>09/13/2018</td>
<td>10426</td>
<td>Quill</td>
<td>Post-its for Summer Reading Program</td>
<td>17.58</td>
<td>Outreach Programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quill: Microwave</td>
<td></td>
<td>79.55</td>
<td>Minor Furnishings &amp; Equipment</td>
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<tr>
<td>09/13/2018</td>
<td>10427</td>
<td>Scalambrino &amp; Arnef, LLP</td>
<td>Legal Fees - August 2018</td>
<td>97.13</td>
<td>Professional Admin Services</td>
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<tr>
<td>09/13/2018</td>
<td>10428</td>
<td>Thermio, Inc.</td>
<td>Service work due to Power Outage and Alarms 8/28/18</td>
<td>160.00</td>
<td>Facility Equipment Maintenance</td>
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<tr>
<td>10/17/2018</td>
<td>10429</td>
<td>Amy False - Peterson</td>
<td>Mileage &amp; Meal Reimbursement-NSLS Director's Meeting 8/10-False- - Peterson</td>
<td>435.00</td>
<td>Training Travel; Training &amp; Education</td>
</tr>
<tr>
<td>10/17/2018</td>
<td>10430</td>
<td>Baker &amp; Taylor 40015242</td>
<td>Acquisitions for Books - September 2018; Acquisitions for Processing Supplies - September 2018</td>
<td>56.09</td>
<td>Books-Adult Fiction; Books - Youth &amp; Teens; Books - Adult Non-Fiction; Processing Supplies</td>
</tr>
<tr>
<td>10/17/2018</td>
<td>10431</td>
<td>Baker &amp; Taylor C223369 - Continuations</td>
<td>Acquisitions for Books - September 2018; Acquisitions for Processing Supplies - September 2018</td>
<td>139.99</td>
<td>Books-Adult Fiction; Processing Supplies</td>
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<td>10/17/2018</td>
<td>10432</td>
<td>Baker &amp; Taylor L046293-Adult Bks</td>
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## Deerfield Public Library
### Check Approval List
#### For the Regular Board Meeting on October 17, 2018

<table>
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<td>Google, Inc.</td>
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<td>Heartland Payment Systems</td>
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<td>Water &amp; Sewer-August 2018</td>
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<td>ACH</td>
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<td>Water &amp; Sewer-August 2018</td>
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**Total Wintrust-General AP** 2997 93,936.74

**Grand Total** 94,216.06
# Credit Card Transactions by Account as of September 10, 2018

Presented for Approval October 2018

<table>
<thead>
<tr>
<th>Date</th>
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<td>Il Forno Pizza and Pasta</td>
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<td>225.00</td>
<td>Books - Adult Non-Fiction</td>
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**Total for 20001 Admin - 4734** 379.51

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<td>BO 8/14/18</td>
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<td>ALA LLAMA Webinar Powerful Conversations Using Appreciative Inquiry - DeCorrevont</td>
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<td>09/10/2018</td>
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<tr>
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**Total for 20002 Business Office - 1381** 392.08

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**Total for 20003 Info Technology (IT) - 1158** 1,355.29

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**Total for 20004 Facilities - 1382** 83.93

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<td>09/10/2018</td>
<td>AS 8/30/18</td>
<td>Netflix</td>
<td>Subscription - September 2018</td>
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<td>09/10/2018</td>
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**Total for 20007 Adult Services - 1931** 867.98

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S:\Business\Finance - AP\Bd Lst - FY2018\10 2018 1
# Deerfield Public Library

**Credit Card Transactions by Account as of September 10, 2018**

Presented for Approval October 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Amount</th>
<th>Account Description</th>
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<td>Materials for Baby Bundles</td>
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**Total for 20008 Youth Services - 6162**

1,482.03

**20009 Outreach Coord - 5394**

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**Total for 20009 Outreach Coord - 5394**

33.15

**2010 Adult Prog Coord - 7013**

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<td>Books-Adult Fiction</td>
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To:       Board of Trustees  
Re:       FY 2019 Budget Draft #2 for Approval  
Date:     October 17, 2018

At the September 27, 2018 Finance Committee meeting, the Committee voted to submit the proposed FY19 draft budget to the board for approval at the meeting. As a reminder, the Village of Deerfield Budget Hearing will be held on Monday, November 5, 2018 and the Tax Levy Hearing will be held on Monday, November 19, 2018.

Some Highlights:
An updated Projected Year End is reflected in the document that is attached.

Library staff has proposed a 2.5% increase in property tax distributions. This is a reduced rate from previous years. As proposed to the Finance Committee, staff proposed using the Capital Reserve Funds to fund the Collaborative Workspace. The proposed FY19 budget reflects this.

The Deerfield Library Lake County Tax Rate for 2017 is 0.339, we project a similar rate for 2018 which will be used to fund our 2019 budget.

Staff carefully examines proposed expenditures and the FY 2019 budget draft reflects what we are planning to spend to not only keep the library running at its current level but also add services that were outlined in the Library Strategic Plan.

The budget presented at this Finance Committee meeting reflects a thoughtful and careful consideration of the anticipated issues facing the Library staff in the updating 2019 fiscal year.

Possible Motion: I move that the Board adopt the proposed FY19 Budget and 2018 Levy Request.
### Operating Revenue

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### Operating Expenses

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<td><strong>29,000.00</strong></td>
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# Deerfield Public Library

## FY 2019 Budget Worksheet Draft #2

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</tr>
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<td></td>
<td><strong>Total Professional Dev't</strong></td>
<td>39,500.00</td>
<td>35,500.00</td>
<td>(4,000.00)</td>
<td>43,000.00</td>
<td>3,500.00</td>
<td>9%</td>
</tr>
<tr>
<td>61100</td>
<td>Facility Improvements</td>
<td>90,000.00</td>
<td>80,000.00</td>
<td>(10,000.00)</td>
<td>400,000.00</td>
<td>310,000.00</td>
<td>344%</td>
</tr>
<tr>
<td>61200</td>
<td>Capital Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>Total Capital Outlay</strong></td>
<td>90,000.00</td>
<td>80,000.00</td>
<td>(10,000.00)</td>
<td>400,000.00</td>
<td>310,000.00</td>
<td>344%</td>
</tr>
<tr>
<td></td>
<td><strong>Total Operating Expenses</strong></td>
<td>4,397,340.00</td>
<td>4,201,471.53</td>
<td>(195,868.47)</td>
<td>4,849,220.00</td>
<td>451,880.00</td>
<td>10%</td>
</tr>
</tbody>
</table>

### Non Operating Activity

|      | Interest - Reserve                | 10,000.00 | 42,399.43 | 32,399.43 | 30,000.00 | 20,000.00 | 200%                                |
|      | Impact Fees                       | -         | -         | -         | -         | -         | -                                   |
|      | Special Capital Projects          | -         | -         | -         | -         | -         | -                                   |
|      | **Total Revenue & Other Sources** | 10,000.00 | 42,399.43 | 32,399.43 | 30,000.00 | 20,000.00 | 200%                                |
| 60-4110| Debt Service 2011A Taxes Received | 362,880.00| 362,880.00| -         | 363,330.00 | 450.00 | 0%                                  |
| 60-4310| Debt Service 2011A Investment Income | -         | -         | -         | -         | -         | -                                   |
|      | **Total Revenue & Other Sources** | 362,880.00| 362,880.00| -         | 363,330.00 | 450.00 | 0%                                  |
| 60-7010| Debt Service 2011A Interest (Payments) | 102,880.00| 102,880.00| -         | 98,330.00 | (4,550.00) | -4%                                |
| 60-7020| Debt Service 2011A Principal (Payments) | 260,000.00| 260,000.00| -         | 265,000.00 | 5,000.00 | 2%                                  |
|      | **Total Expenses & Other Uses**   | 362,880.00| 362,880.00| -         | 363,330.00 | 450.00 | 0%                                  |
| 60-4111| Debt Service 2013 Taxes Received  | 364,702.00| 364,702.00| -         | 364,301.26 | (400.74) | 0%                                  |
| 60-4311| Debt Service 2013 Investment Income | -         | -         | -         | -         | -         | -                                   |
|      | **Total Revenue & Other Sources** | 364,702.00| 364,702.00| -         | 364,301.26 | (400.74) | 0%                                  |
| 60-7011| Debt Service 2013 Interest (Payments) | 94,702.00 | 94,702.00  | -         | 89,301.26 | (5,400.74) | -6%                                |
| 60-7021| Debt Service 2013 Principal (Payments) | 270,000.00| 270,000.00| -         | 275,000.00 | 5,000.00 | 2%                                  |
|      | **Total Expenses & Other Uses**   | 364,702.00| 364,702.00| -         | 364,301.26 | (400.74) | 0%                                  |
|      | **Total Revenue**                 | 5,134,922.00| 5,191,315.81| 56,393.81 | 5,606,851.26 | 471,929.27 | 9%                                  |
|      | **Total Expense**                 | 5,124,922.00| 4,929,053.53| (195,868.47)| 5,576,851.26 | 451,929.26 | 9%                                  |
**FYI**

- A number of staff spent part of the last week in Peoria, Illinois at the annual Illinois Library Association conference. In addition to being honored at the Awards Luncheon for our Read Without Boundaries program, 6 staff members across 3 departments gave presentations as part of the library conference.
- Several board members attended the multi-board reception at the Patty Turner Center on October 3.
- Staff recently updated our parking passes. Currently, most staff park in the Lindeman lot at the south end of the NW Quadrant. Some staff had outdated passes and upon request of the Village police, we updated them all to be uniform.
- The Northwest Quadrant working group has met and will revisit the document the group submitted to the Village Review Commission. A number of the issues raised don't affect the Library directly. However, since the Library, Village, Police Department, Park Department, and church all share the parking, it's important for the Library to be involved.
- The Friends of the Library rescheduled their 9/24 meeting to 10/15 at 7 pm.
- Our long time employee, Sara Kaplan, is retiring after 22 years of service. Her last day will be October 19, 2018. We will certainly miss her! Sara was often at the front desk and had her fair share of regular patrons who actively sought her out. In addition, she excelled at the "upsell"...oho know what programs we had and oho know how to let our patrons know about them. She is looking forward to her retirement.
- On September 26, we hosted the Deerfield Fine Arts Commission Open House. This year, we have two pieces, pictured below. The first is from Judith Joseph called “Golden Harmsa” and the second is from Noel Ash called “Portrait of a University Family: Echo, Jun Zhao and John”. The first painting will be hung in our Quiet Room. The second is currently hung on the lower level on a brick wall across from the new Non-Fiction. In addition to these pieces, the Village has added some sculpture outside on the corner of Waukegan and Hazel and on the corner of Deerfield and Waukegan.

![Image of art pieces]

# Interesting Articles on Current Library Related Trends

Listed below are some articles that may be of interest for review:

  - This article highlights how museums are making their exhibits more interactive.
  - This article highlights the findings of a recent study done at Evanston Public Library. We have an in house staff committee that is working to address concerns of equity, diversity and inclusion at DPL.

## Personnel

- In September the library had 1 separation
  - Library Aide on August 31
- In September the library filled 2 positions
  - Patron Services Assistant on September 13
  - Library Aide on September 21
- The library has 1 position open
  - Library Aide

# DEPARTMENT REPORTS

## Adult Services Report

Claire Steiner, Head of Adult Services

- Notary Services ended on September 1.
- Staff are focusing, and have been meeting about the increase in demand of non-traditional library materials and how to manager this. We have been going over policies and procedures in attempt to streamline and create consistency.
- Collaborative Workspace planning has increased. We are planning weeding protocols and space requirements for Media.
- Several meetings to plan and rehearse ILA presentations in October.
- Winter programming has been finalized.
- FID logo and brochure work has been finalized.
- Sensory kits are now available at all service desks. They were created by Youth Services Librarian, Julia Frederick, and Adult Services Outreach Coordinator, Vicki Karlovsky.
- Our Accessibility Page went live with features created by members of Youth Services and Vicki Karlovsky of Adult Services. [https://deerfieldlibrary.org/accessibility/](https://deerfieldlibrary.org/accessibility/)
- “George Gu came in today and wanted to thank the Library staff for always being kind to him and assisting him with finding a place to study. He brought in some Ferrero Rocher Chocolates which are in the break room.”
Business Office Report

Kelly DeCorrevont, Business Manager

- We had two Finance Committee Meetings in September. Presented the 2019 Budget Draft #1 document on September 5 and the 2019 Budget Draft #2 document on September 27.
- Admin attended the Village of Deerfield Wellness Committee Meeting on September 11. We discussed the Wellness Screening and Flu Shot Day for staff on October 3.
- Staff Enrichment Committee organized the Orphans of the Storm Volunteer Opportunity. Library staff donated pet supplies, toys, food and cleaning supplies on September 13.
- Staff Enrichment Committee organized Staff Yoga Fall Session starting September 17.
- We had our All-Staff Meeting on September 18. We had staff presentations on Library Cards from Lance in Patron Services and Library Privacy by Pam in Support Services.
- Attended the LLAMA LOMS PAM Meeting on September 20.
- Attended the Illinois SHRM Conference in Oak Brook on September 21.
- Library Managers met on September 25 to discuss the Collaborative Work Space.
- Admin plan to distribute updated Library Job Descriptions to All-Staff in September.
- Attended the Library Business Manager Meeting in East Dundee on September 27.

IT & Social Media Report

Tom Owen, Head of IT

- Our new mobile app is fully tested and ready go, it features many new improvements and provides a much more intuitive and complete experience for patrons. I will be launched in the coming weeks along with the updated program calendar.
- Meeting Room A has been updated with a new projector and HDMI senders/receivers to address reliability issues. Once the equipment has proven to be reliable we'll continue to update room B and C with the same equipment.
- Sophia Phillips worked with other staff members to create a new accessibility page on our website located here - https://deerfieldlibrary.org/accessibility/
- We're currently testing imported data for our calendar switch from Evanced to Communico, and plan on formally switching in the next few weeks after data has been verified.
- The IT department is working to create training materials related to the new calendar and mobile app for both staff and patrons.

Social Media Highlights:

- Our followers liked our bulletin board with our Youth Librarians' old school photos! This post reached 488 people, received 41 reactions, 13 comments, and 2 shares. One comment was from Deerfield Park District.
- We shared our Illinois Bicentennial display and the bicentennial Instagram account reposted it (below)! Our original post received 24 likes and reached 193 people. Their repost received 34 likes.

- We shared books from a display in the Teen Space for Banned Book Week. The story had 12 total views, and 10 people viewed the entire story.
Outreach Report

Judy Hoffman, Outreach Coordinator

- PR / Deerfield to unveil a new batch of art (September 18)
- PR / Deerfield Area Historical Society marks 50 years with Jubilee (September 25)
- We were pleased to help coordinate the 5th successful public art reception in support of the Village of Deerfield Fine Arts Commission. (September 26)
- Library Trustees reported a good day on site at the Deerfield Farmers Market (September 29)
- Along with our Director and storyteller supreme Julia Frederick, I was part of the Library team that participated in the Deerfield Area Historical Society Jubilee. It was a good opportunity to work with and learn from a variety of Deerfield organizations. (September 30)
- The Daily Herald held their candidate interviews (10th Congressional, State Senate 29, State Representative 58) @ the Library. All candidates were in attendance, and were in the room together. Typically they hold all these interviews at DH headquarters, but since so many of the candidates were from Deerfield, the Managing Editor thought it would be more convenient to hold it locally.
- Conference presentation with Vicki Karlovsky and Julia Fredericks on "Creative Services for Patrons with Different-abilities" (October 9)
- As part of the team working on the promotion for the Fight to Integrate Deerfield 60th Anniversary initiative, happy to report that the logo design was approved and delivered on time. The work on the brochure is on schedule and looking good! The logo and introduction of the initiative will be in the Winter Browsing (arriving in homes around November 10).

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- Courtney, Circulation Services Coordinator, and Katie, Head of Circulation Services at Winnetka-Northfield Public Library District contacted me on September 4th to request written procedures for teacher cards. Staff emailed them some bullet points and quoted our teacher card policy off of our website.
- On Sunday, September 23rd, Nancy Bialek and I were present at the library ready to help out with the "Meet Your Library: Accessibility Hour" Program for our patrons with Special Needs. We were there to assist with patron check-outs, but unfortunately, nobody showed up.
- Sara Kaplan’s retirement party has been scheduled for Wednesday, October 17th at
- Staff has implemented a temporary solution for standardizing "Non-traditional" item returns which will start on October 1st.

Support Services Report

Pam Skittino, Head of Support Services

- Collaborative staff presentation with Patron Services to give a presentation on Patron Privacy at the All-Staff Meeting
- Tom Walsh finished implementing changes from Dewey Decimal System editions 21 and 22, we are now caught up to the current edition 23.
### Youth Services Report

**Meg Anthony, Head of Youth Services**

- Kary Henry created an interactive display in one of the glass cases at the department entry, featuring childhood photos of each of the Youth Services staff, as well as favorite books from when we were little. Patrons were invited to guess who was who, and could also see a list of our favorite kids’ books now. (There's a picture in the Social Media report above)

- The other glass case at the department entry was decorated by Adult Services staff, with an Illinois state flag and noteworthy facts in celebration of the Illinois Bicentennial. (Also, picture in the Social Media Report)

- Youth Services partnered with the CoHo Swim Club leader, Jacob Weber, to offer a reading program specifically for the swimmers: *Splash Into Reading*. Youth staff pulled swimming- and health-related books for inclusion on the suggested reading list provided to the swimmers by Jacob. We’ve already had a number of participants stop by, and Jacob shared that he’s already received a number of reading reports! (See attached promotional material from CoHo Swim Club.)

- Julia Frederick, Vicki Karlovsky, and Sophia Phillips collaborated to create an Accessibility page on the Library’s website. It showcases the Social Stories that they made, as well as a list of services that the Library provides to all patrons, but that would especially benefit those with special needs. Check it out for yourself at: [https://deerfieldlibrary.org/accessibility/](https://deerfieldlibrary.org/accessibility/)

- The collaborative project between Elisa Gall, Support Services, and Patron Services, resulting in the “Who Was” series being shelved together, is now completed. This move was initiated in response to patron input, and both patrons and staff are already finding it helpful to have these items shelved together.

- Staff attended the Association for Library Service to Children (ALSC) National Institute in Cincinnati, Ohio from September 26 through 29. In addition to attending various sessions, Elisa participated in meetings of the ALSC Board of Directors and the ALSC Public Awareness Committee.

- We will shortly be adding TumbleMath to our online resources for kids. TumbleBooks is one of our most popular online resources, so we expect this new one math-focused one to do well, too. Youth staff participated in a free trial of TumbleMath during September, and this helped inform our decision to move forward with this resource.

- Nina Michael, Kary Henry, and Andrea Trudeau (Shepard Middle School Librarian) will be presenting together about their collaboration at the AISLE Conference in Tinley Park on Friday, November 2.

- A patron just complimented us specifically on the "Classics" book bundle, but also on the concept in general. He said, "When I'm in a hurry, it's nice to be able to just grab these and go!"

- Kary Henry shared this from one of her Twitter friends (someone from Michigan, who she's never met, but has networked with professionally through Twitter): I'm pretty sure you are the Kary from Deerfield PL a proK teacher was singing the praises of today at this Erikson training I'm attending! "So valuable and helpful! One of the most useful trainings I've attended!" were the kinds of comments I heard from her. Just wanted to pass it on!
Deerfield Public Library
September 2018 Statistics

**Monthly Library Visits**

**Program Attendance YTD**

**Most Popular Webpages**
*Excludes the home page*

**Most popular databases**
August 2018

**Average Daily Attendance**
To: Board of Trustees  
Re: Collaborative Workspace Update  
Date: October 17, 2018

After the September board meeting, I contacted Product Architecture to schedule a follow up meeting with the library management team. We had our meeting on September 25, 2018.

During that meeting, we began by discussing the anticipated needs of the space, storage, electrical, millwork. We will develop ceiling plans. We intend to include the drop down power that we saw in the Northbrook space. This initial process will take about 4-5 months.

After this initial process, the Library will begin the bid process. This will also take some time. The architect will work with us to develop the bidding documents.

In the meantime, I continue to communicate with the staff via all staff emails and intranet postings about the project when there is an update. During the initial meeting, we discussed the addition of a new desk, mirroring our service point on the lower level. Our intention is that this becomes the return point for all 'non traditional' library items. Since the construction of the desk is still about a year out, we decided to implement a new strategy of all returns for the non traditional items go to the front desk. This makes it easier for the patron and for staff.

In addition to the discussion on the CWS, I asked for some examples of other flooring for the Quiet Room. While we have done our best to mitigate any water damage in that room, I’m interested in other flooring options that may help with clean up. Additionally, they suggested we fill in the floor boxes and I’ve asked Maintenance to reach out to the electrician to schedule that piece of work.
To:   Board of Trustees  
Re:   Approval of DPL Meeting Room Policy  
Date: October 17, 2018

At the September 17, 2018 Policy Committee meeting, the Committee recommended that the changes to the DPL Meeting Room Policy be presented at the October Board meeting.

The most significant changes include:
  - a requirement that the person reserving the room have a valid DPL library card
  - that the Library reserves the right to charge a $50 fee for a no show
  - that the list of rooms and their set up will be a part of the application process

In addition, we added our ADA compliance statement to the policy.

**Possible Motion:** I move that the Board adopt the recommended changes to the DPL Meeting Room Policy as presented.
Deerfield Public Library Meeting Room Policy

In keeping with the American Library Association’s Library Bill of Rights, the Deerfield Public Library makes its meeting rooms available as “designated and limited forums” for meetings and programs conducted by not-for-profit groups on subjects of educational, civic or cultural interest.

Meeting rooms are available free of charge on an equitable first-come, first-served basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

Programs, classes or other activities presented by the Library take precedence over non-Library use of the meeting rooms.

GUIDELINES FOR ELIGIBILITY

Meeting rooms are available for non-profit community, civic, cultural, educational organizations whose members are primarily from Deerfield and nearby communities – including local governmental agencies, organizations and elected officials.

Although civic organizations, including political organizations, may be eligible to use a meeting room, political rallies are prohibited.

The person representing the non-profit community civic, cultural, educational or governmental organization in the application process must

- be at least 18 years of age and in attendance at the meeting
- be a Deerfield Public Library cardholder. Exceptions: Tax-supported agencies (government, education, social services). sign an agreement to be responsible for the use of the room.

Meeting rooms are not available for
- commercial use, including non-Library sponsored seminars, workshops and lectures presented by members of private, for-profit law firms, financial advisors, real-estate agencies, health care providers, or others, including dance and music teachers for non-Library sponsored recitals or for private tutoring sessions;
- social gatherings, private events or fund-raising activities.

All meetings must be free and open to the public.

The Library Director makes the final decisions regarding eligibility.

MEETING ROOM USE

We ask that you clean up after yourselves and leave the meeting room in the same condition as you found it. The Library reserves the right to charge the group if additional cleaning or repairs are needed.

Frequency

Groups and individuals may not schedule meetings beyond 90 days in advance.

Groups that have been meeting at the Library (a) on a regular basis for three years or more; and (b) have a regular schedule (e.g. second Monday at 6:00 p.m.) will retain priority quarterly scheduling privileges.
**Hours of Availability**

Meetings may start no sooner than one half hour after the Library opens and must end no later than 15 minutes before the Library closes. Rooms must be completely vacated 15 minutes before closing.

**Setup**

There are two available meeting rooms designated A, and B/C. Each room has a projector/screen, sink, trash and recycling containers.

Please be sure to request all room set-up arrangements and equipment at time of application. Although we always try to be flexible, Library staff may not be available to rearrange the room or set up equipment at time of the meeting.

The Library offers:

- Room A: Conference style (tables in a square up to 20)
- Room B/C:
  - Conference style (tables in rectangle up to 30)
  - Theatre style (rows of chairs with a table or podium at the head of the room) for groups up to 72
  - Classroom style (two chairs at a table) for groups of 30 or fewer

Additional option: When available, the Board Room (upper level) may be reserved for small meetings up to 12 people. The setup is static (table not movable). The room has an HDMI connection for a projection screen.

Please refrain from taping anything to the meeting room walls and using craft supplies like glitter, glue or paint without prior approval.

**Refreshments**

- Groups may serve simple snacks (pantry items only).
- Coffee or tea must be in ready-to-serve containers. No electric pots allowed.
- All drinks must be in lidded cups or bottles.

**Meeting Room Equipment**

Each room is equipped with the following:

- LCD projector that can be connected to the presenter’s laptop via HDMI input only. (PC or MAC – must have HDMI port)
- Projection screen
- Sound system for amplification, and a hearing loop
- Podiums and display easels may also be available upon request

The Library does not supply computers, nor can Library staff be responsible for setting up and synching up Power Point or similar presentations. Arrangements can be made in advance for a dry-run if necessary and, of course, **please feel free to ask any questions and clarify concerns before your meeting.**

**Wi-Fi** is available throughout the Library, including the meeting rooms and Board room.

The Library is unable to provide storage of supplies before or after the meeting or between sessions.
MEETING PUBLICITY

Any publicity or announcements including email blasts, e-invites and other electronic communication promoting a meeting being held in the Library must contain the following disclaimer: The Deerfield Public Library provides meeting space as a community service. Neither the Library nor the Board sponsors or endorses these events or the presenting individuals or organizations. There must be no implication that the Library sponsors the organization or endorses its activities, or the viewpoints expressed by participants.

Signs must be displayed only inside the meeting room and handouts are to be distributed only inside the meeting room.

The name, mailing address, website, telephone, FAX number, URL or email address of the Deerfield Public Library cannot be used by the organization for correspondence or conducting business of any kind. Any packages received at this address will be returned as "Addressee unknown."

Permission to use Library meeting rooms does not in any way constitute an endorsement by the Library of an organization, its activities, or the viewpoints expressed by the meeting presenters or participants.

USER RESPONSIBILITIES

Users of the Meeting Rooms are expected to conform with all Deerfield Public Library Patron Policies concerning excessive noise and maintain orderly conduct before, during and after the meeting.

All meetings held in the Library must be free. No collection of money including memberships, admission fees, donations, sales, or fundraising may take place during the meeting or in the Library before or after the meeting.

Meetings must include at least one adult (18 or older) who will be responsible for the use of the room. Groups holding meetings for children, or with many children present such as Scout meetings, must provide adequate supervision.

In accordance with the Library's Unattended Children Policy, adults attending meetings may not leave children under the age of eight unattended elsewhere in the building.

APPLICATION PROCEDURE

There is no charge for the use of the Library’s meeting rooms.

Only requests at least seven (7) days in advance of requested dates will be processed.

No reservations can be processed without an APPLICATION FORM on file. The application can be accessed on the Library’s website (deerfieldlibrary.org/services, and click on “Study and Meeting Rooms”. Submission instructions are on the application.)
Applications are reviewed and notice of approval or denial is given within one week of receipt of the application. Please note that submitting an application does not guarantee approval or use of the room. Library personnel will do everything possible to facilitate the application process, but no event will go on the calendar until a completed application form is approved and on file.

Notify the Library of cancellations at least 24 hours in advance of the meeting. If the library is not notified, there will be a $50 fee added to the account of the DPL cardholder that made the reservation.

The Library reserves the right to cancel the use of the meeting room and cannot be responsible for cancellations due to weather, loss of power, or other conditions.

The Library reserves the right to waive application requirements.

LIBRARY’S AUTHORITY

The Library reserves the right to approve meeting room eligibility, assess or waive fees, and cancel or reschedule meetings without cause, reason, or liability. Programs, classes or other activities presented by the Library take precedence over non-Library use of the meeting rooms.

An organization's failure to abide by the rules regulating the use of the Library's meeting rooms or the Deerfield Public Library Patron Policy may result in cancellation or refusal of future reservations.

Content of non-Library sponsored meetings held at the Deerfield Public Library is protected by the First Amendment of the United States Constitution. Speech not protected by the First Amendment, including but not limited to obscenity, incendiary and defamatory speech, is prohibited.

LIABILITY

The organization agrees to indemnify and hold harmless Deerfield Public Library and its Board of Trustees plus the Village of Deerfield and its officials for any and all liability arising from use of premises.

The organization's representative agrees to pay for all damages and losses associated with the meeting as regards the Library building, contents, and equipment.

The Library is not responsible for the equipment, materials or personal possessions of anyone attending the meeting.

ADA COMPLIANCE

The Deerfield Public Library is committed to providing reasonable accommodation for patrons with physical, learning, mental health and/or other types of disabilities. Accommodations for patrons with disabilities are made only in consultation with Library Staff.

Revision approved by DPL Board of Trustees    October 17, 2018
To: Board of Trustees  
Re: FY 19 Per Capita Grant Requirements  
Date: October 17, 2018

Each year, the Illinois State Library offers libraries an opportunity to apply for a Per Capita grant. The funding formula is population based. In 2018, the Library received $22,781.25.

The requirements for the FY 19 application have been posted and we will spend some time over the next few meetings touching upon them. At the October meeting, we will review the Standards Chapter Review, Chapter 8: Public Services Reference and Reader’s Advisory Services. The Library meets the items on the checklist. Staff has focused on meeting the needs of patrons who have challenges and in fact gave a presentation on this topic at the ILA Conference last week. With the availability of free and low cost training options, many of our staff are able to take advantage of these types of opportunities.

In addition to this discussion, the Board will review chapters 6-10 of the Trustees Facts File. These chapters cover broad topics such as intellectual freedom, planning, human resources, facilities, and financial management. These chapters will be emailed as a separate attachment. Please review this information and plan to bring up any interesting points at the meeting.

The final requirement for the FY19 Per Capita Grant application is that staff and Board complete an online education opportunity focusing on meeting the needs of patrons with challenges or disabilities. RAILS has provided the link to several options, which are listed below. All videos are approximately an hour long. The Library has taken the initiative on providing these services. We have recently updated our website by adding an accessibility link to highlight the things we do: [https://deerfieldlibrary.org/accessibility/](https://deerfieldlibrary.org/accessibility/).

Possible Videos to Review:
The RAILS CE Archives page has several recordings of programs that will fulfill the continuing education requirement for the FY2019 Illinois Public Library Per Capita and Equalization Grant. Log into the RAILS website to watch JJ’s List Disability Awareness Training (exclusive to RAILS members). Other recordings focusing on meeting the needs of patrons with challenges or disabilities: Improving Library Services, Inclusive Programming for Adults, and Serving Youth and Young Adults.
Chapter 8 [Public Services: Reference and Reader’s Advisory Services]

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader’s advisory. These services should be provided to all age groups.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 11, 16, 17, 18, 19, 22, and 24 in Chapter 1.

REFERENCE SERVICES

Reference service is the provision of information in response to a patron’s question. All Illinois public libraries should provide reference service for their patrons.

REFERENCE SERVICES STANDARDS

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader’s advisory, and computer/Internet access.

2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially. (See Appendix R)

3. The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.

4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

7. The library provides easy access to accurate and up-to-date community information/resource files.

8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.

10. The library provides access to local and state maps.

11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

12. The library provides voter information, including precinct boundaries and location of polling places.

13. The library provides information about local history and events.

14. The library has telephone books for the local calling area and any other frequently requested areas.

15. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement. (See Appendix T)

16. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

17. Staff members are encouraged to attend at least one relevant continuing education event each year.

18. The library accepts and responds to reference requests received in all formats, including electronic, print, and phone.

19. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease. (See Appendix S)
Chapter 8 [Public Services: Reference and Reader's Advisory Services]

REFERENCE SERVICES CHECKLIST

☐ All basic services are available when the library is open.
☐ The library has a reference service policy.
☐ The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
☐ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
☐ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
☐ The library provides easy access to accurate and up-to-date community information.
☐ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
☐ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
☐ The library provides access to local and state maps.
☐ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
☐ The library provides voter information, including precinct boundaries and location of polling places.
☐ The library provides information about local history and events.
☐ The library has telephone books for the local calling area and any other frequently requested areas.
☐ The library has at least one current reference resource for each subject area.
☐ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
☐ Staff members are encouraged to attend at least one relevant continuing education event each year.
☐ The library evaluates its reference service on an annual basis.

BIBLIOGRAPHY


