

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
920 WAUKEGAN ROAD, DEERFIELD, IL 60015
REGULAR MEETING AGENDA
February 21, 2018, 6:30 PM

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. STAFF PRESENTATION: Vicki Karlovsky, Adult Services Technology & Instruction Associate
4. APPROVAL OF MINUTES
 - A. January 17, 2018 Regular Meeting (ACTION)
5. TREASURER REPORT
 - A. Financials: Balance Sheet, Revenues & Expenses, Year End Payroll Liability (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
6. FRIENDS OF THE LIBRARY REPORT
7. VILLAGE LIAISON REPORT
8. LIBRARY DIRECTOR'S REPORT
 - A. IPLAR Highlights
9. STRATEGIC PLAN UPDATE
 - A. Makerspace Information
10. OLD BUSINESS
 - A. Minutes Recommendation Report
 - B. Legal Services Representation Report
 - C. Extended Hours Report
11. NEW BUSINESS
 - A. Circulation Policy Revisions (ACTION)
 - B. Finance Committee Meeting Date
12. OTHER
 - A. Reminder: Director Review Process in March
13. 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: March 21, April 18 at 6:30 p.m.

*All topics on the agenda are potential action items.

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 17, 2018**

1. ROLL CALL & CALL TO ORDER

President 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 – President, Ken Abosch– Secretary, Seth Schriftman – Treasurer, Mike Goldberg and Luisa Ellenbogen.

Mr. Bill Seiden, Village Liaison.

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Tom Owen, Head of IT and Pam Skittino, Head of Support Services.

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

3. STAFF PRESENTATION: Pam Skittino, Head of Support Services

Ms. Pam Skittino gave a presentation on the Support Services Department. She explained how the department supports the library by repairing, ordering, processing, cleaning, cataloging and a host of other projects. Ms. Skittino also reported on the library staff's findings on changing ILS systems. The Library will not be undertaking that project.

Ms. Wener enthusiastically thanked Ms. Skittino for the presentation. Ms. Wener commented that this information was very interesting.

4. APPROVAL OF MINUTES

A. December 13, 2017 Regular Session Meeting

MOTION: Mr. Schriftman made a motion to approve the December 13, 2017 Regular Session Meeting minutes, seconded by Mr. Abosch.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
The motion was approved.

B. December 19, 2017 Special Session Meeting

MOTION: Mr. Goldberg made a motion to approve the December 19, 2017 Special Session Meeting minutes, seconded by Mr. Abosch.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
The motion was approved.

C. December 19, 2017 Closed Session Meeting

MOTION: Mr. Schriftman made a motion to approve the December 19, 2017 Closed Session Meeting minutes, seconded by Mr. Goldberg.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
The motion was approved.

DPL Board of Trustees
 Regular Meeting Minutes
 January 17, 2018

5. CONSENT AGENDA ADOPTION

A. Financials: Balance Sheet, Revenues & Expenses, Quarterly Investment Report
 Mr. Schriftman presented the consent agenda.

MOTION: Mr. Schriftman made a motion to approve the December Financials, seconded by Ms. Wener.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
 The motion was approved.

6. TREASURER REPORT

A. List of checks and payments for Approval (ACTION)
 Mr. Schriftman presented the outstanding list of checks to be approved for payment, which included:

-Electronic Payments, 3 ACHs, WinTrust	\$ 126.50
-Petty Cash Checks 613, Bank Financial	\$ 38.50
-AP Checks 2603-2688, 10 ACHs, WinTrust	<u>\$ 139,536.97</u>
The total amount presented for approval	\$ 139,701.97

MOTION: Ms. Schriftman made a motion to approve the December list of checks and payments, seconded by Ms. Wener.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
 The motion was approved.

7. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Update.

8. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson reported that the next Friends Meeting is scheduled for Monday, January 22 at 7 p.m. Staff has begun work on the IPLAR, which is the annual statistical report sent to the Illinois State Library. Ms. Falasz-Peterson asked if there was any interest in attending upcoming Illinois Library Association events. The spring Browsing will have a new and updated look. Ms. Falasz-Peterson included the Top 10 lists in the packet for possible suggestions of things to read or watch based on 2017 circulation numbers. Adult Services Coordinator Dylan Zavagno was recognized in the grocery store because of his podcasting. The most current podcast features photographer Art Shay and it is very interesting. This sparked an interest in working on a series of programs to recognize the 60th anniversary of the Deerfield integration case to debut later this fall and into 2019. Last weekend marked the second pilot of the Extended Hours for High School finals. There will be a more formal report presented at the February meeting.

9. STRATEGIC PLAN UPDATE: REVIEW

Ms. Falasz-Peterson introduced Mr. Tom Owen, Head of IT, to discuss some of the questions that the Board had at the December meeting. Mr. Owen presented staff designed visuals to show the intent of any redesigned space. Mr. Owen stressed that it would be a community room for people to come in and collaborate. Mr. Abosch asked if the community needs this type of space. Mr. Owen explained how staff feels that the demand is there. IT staff have done six programs over the past year that were filled to

DPL Board of Trustees
Regular Meeting Minutes
January 17, 2018

capacity. Staff wants to make a space that is flexible and not built to house technology. Ms. Falasz-Peterson discussed this space would enhance our current space to give our community additional options.

Ms. Ellenbogen asked what items would be included, how does it get determined on what goes in there, and how can you determine the interest compared to other ideas? Ms. Falasz-Peterson stated that we would have staff evaluate and curate a collection for that space, just like we curate and evaluate our print collection. Ms. Falasz-Peterson also stated that we have the results from the 2016 survey and know that people are interested in a collaborative work space in which patrons could explore different technologies. Mr. Abosch discussed the research they did in the renovation project. Ms. Wener asked for the board's input to have staff reach out to an architect for a conceptual drawing. The board agreed that they'd be open to that.

10. OLD BUSINESS

Ms. Wener asked staff to formally recommend how to post the closed session minutes at the next meeting.

11. NEW BUSINESS

A. Audit Services Agreement (ACTION)

MOTION: Mr. Schriftman made a motion to approve the Audit Services Agreement, seconded by Mr. Goldberg.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
The motion was approved.

B. Legal Representation

Ms. Wener asked staff to investigate other options for legal representation.

12. OTHER

There was no other business.

Ms. Wener thanked staff for a wonderful holiday party.

13. ADJOURNMENT

At 8:20 p.m., Mr. Schriftman moved to adjourn the meeting, seconded by Mr. Abosch.

Vote: 5 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg and Luisa Ellenbogen.
The motion was approved.

Ken Abosch, Secretary

Deerfield Public Library

BALANCE SHEET

As of January 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11000 Cash and Investments - General	0.00
11100 General Operating - WinTrust	454,567.95
11200 Payroll - WinTrust	33,476.01
11300 E-Pay - WinTrust	9,922.42
11400 Deposits - Bank Financial	13,295.23
11500 Petty Cash - Bank Financial	1,867.02
11600 Max-Safe Wintrust	1,032,248.46
11900 Petty Cash	574.00
Total 11000 Cash and Investments - General	1,545,951.09
12000 Cash and Investments - Reserve	0.00
13000 Cash & Invest - Other	0.00
14100 PMA Financial Services	
10-1410 PMA Reserve Fund	2,593,262.70
14110 PMA General Fund	1,737,376.59
60-1440 PMA Debt Svc 2011a GO	56.08
60-1441 PMA Debt Svc 2013 GO	58.24
Total 14100 PMA Financial Services	4,330,753.61
Total Bank Accounts	\$5,876,704.70
Accounts Receivable	
15120 Property Tax Receivable - 2013	0.00
Total 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	4,083,330.40
15110 Property Tax Receivable - 2011A	361,705.00
15115 Property tax receivable -2013A	3,205.06
15121 Property Tax Receivable - 2013	361,836.95
15200 Due from Village of Deerfield	0.00
15300 Prepaid Expenses	29,874.08
15400 Accrued Revenue - General	0.00
15400.9 Accrued Rev - Reserve	0.00
Total Other Current Assets	\$4,839,956.29
Total Current Assets	\$10,716,660.99
Fixed Assets	
19000 Capital Assets	
19050 Capital Assets -Not Depreciated	
19100 Land	65,493.00
19150 Construction In Progress	0.00

	TOTAL
Total 19050 Capital Assets -Not Depreciated	65,493.00
19200 Capital Assets - To Depreciate	
19210 Building	13,197,410.12
19300 Equipment	
19301 Equip - Phone System	33,636.00
19302 Equip - Automation System	309,361.00
19303 Equip - RFID	433,659.00
19304 Equip - Vehicle	23,432.00
19310 Furniture	883,919.00
Total 19300 Equipment	1,684,007.00
Total 19200 Capital Assets - To Depreciate	14,881,417.12
19220 Accumulated Depreciation	-2,748,792.00
Total 19000 Capital Assets	12,198,118.12
Total Fixed Assets	\$12,198,118.12
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	\$23,860,760.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable	116,437.56
Total Accounts Payable	\$116,437.56
Credit Cards	
20000 Credit Cards Payable	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
21055 Other Current Payables	0.00
21500 Retainage	0.00
22000 Payroll Liabilities	0.40
22100 Salaries Payable	0.00
22200 Deferred Compensation	0.00
22300 Withholdings	0.00
22310 Federal Income Tax	36.52
22320 Social Security	0.00
22330 Medicare	0.00
22340 Employer' s FICA	0.00
22350 State Income Tax	-1.55
22360 IMRF	12,049.81
22370 ICMA	0.00
22380 Medical/Health	633.45
22385 Dental	-711.15
22390 Life	-261.99
Total 22300 Withholdings	11,745.09
Total 22000 Payroll Liabilities	11,745.49
22395 FSA Payable	-3,534.19

	TOTAL
23000 Due to Village - Short Term	0.00
24000 Accrued Expenses	12,933.22
24100 Collection on behalf of Friends	0.00
Total 24000 Accrued Expenses	12,933.22
25000 Deferred Inflows of Resources	29,497.44
25100 Deferred Property Taxes	4,083,330.40
Total 25000 Deferred Inflows of Resources	4,112,827.84
25110 Unearned Property Taxes-2011a	361,705.00
25120 Unearned Prop Taxes -20132	365,042.01
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	\$6,351,111.37
Total Current Liabilities	\$6,467,548.93
Long-Term Liabilities	
26000 Noncurrent Liabilities	
26009 Compensated Absences	87,321.76
26100 Other Postemployment Benefits	105,733.00
26200 Due to Village - Long Term Debt	8,590,000.00
Total 26000 Noncurrent Liabilities	8,783,054.76
Total Long-Term Liabilities	\$8,783,054.76
Total Liabilities	\$15,250,603.69
Equity	
31000 Opening Bal Equity	0.00
32000 Fund Balance, Beginning	3,399,514.41
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	-8,590,000.00
Total 33000 Investment in Capital Assets	4,109,530.12
Net Income	-408,418.22
Total Equity	\$8,610,157.16
TOTAL LIABILITIES AND EQUITY	\$23,860,760.85

Deerfield Public Library

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

January 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Taxes				
41100 Property Tax	908.44	4,279,340.00	-4,278,431.56	0.02 %
41200 Replacement Tax		25,000.00	-25,000.00	
60-4110 Property Taxes - Debt 2011A		362,880.00	-362,880.00	
60-4111 Property Taxes - Debt 2013		364,702.00	-364,702.00	
Total 41000 Taxes	908.44	5,031,922.00	-5,031,013.56	0.02 %
42000 Fees & Fines				
42100 Fees Fines & Penalties	4,391.17	55,000.00	-50,608.83	7.98 %
42200 Non-resident Fees		7,000.00	-7,000.00	
42300 Copying and printing	568.85	8,000.00	-7,431.15	7.11 %
Total 42000 Fees & Fines	4,960.02	70,000.00	-65,039.98	7.09 %
43000 Investment Income				
43100 Interest earnings - General	1,992.83	6,000.00	-4,007.17	33.21 %
43200 Interest earnings - Reserve	9,479.06	10,000.00	-520.94	94.79 %
Total 43000 Investment Income	11,471.89	16,000.00	-4,528.11	71.70 %
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 Gift/Contribution	1.30	500.00	-498.70	0.26 %
45500 Friends contributions		5,000.00	-5,000.00	
Total 45100 General Gift/Contribution	1.30	5,500.00	-5,498.70	0.02 %
Total 45000 Gifts and Contributions	1.30	5,500.00	-5,498.70	0.02 %
49000 Miscellaneous Revenue				
49009 Other income	-2.50	500.00	-502.50	-0.50 %
49065 Proceeds-Sale of Surplus		1,000.00	-1,000.00	
Total 49000 Miscellaneous Revenue	-2.50	1,500.00	-1,502.50	-0.17 %
Total Income	\$17,339.15	\$5,134,922.00	\$ -5,117,582.85	0.34 %
GROSS PROFIT	\$17,339.15	\$5,134,922.00	\$ -5,117,582.85	0.34 %
Expenses				
50000 General Expenses				
51000 Personnel Expenses				
51100 Regular salaries	152,180.68	2,158,755.00	-2,006,574.32	7.05 %
51200 FICA	11,054.82	164,384.00	-153,329.18	6.73 %
51300 Health & misc benefits	21,906.02	333,116.00	-311,209.98	6.58 %
51400 Pension	16,896.46	256,833.00	-239,936.54	6.58 %
51500 Other Benefits	54.90	9,752.00	-9,697.10	0.56 %
51600 Staff Enrichment	41.45	6,500.00	-6,458.55	0.64 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51000 Personnel Expenses	202,134.33	2,929,340.00	-2,727,205.67	6.90 %
52000 Facility Expenses				
52100 Interior maint. & repair	2,952.60	55,000.00	-52,047.40	5.37 %
52200 Equipment maint. & repair	8,336.68	37,000.00	-28,663.32	22.53 %
52300 Exterior maint. & repair	1,165.24	8,000.00	-6,834.76	14.57 %
52400 Utilities				
52410 Water	247.04	3,000.00	-2,752.96	8.23 %
52430 Telephone - Voice	1,405.33	14,000.00	-12,594.67	10.04 %
52440 Data	2,214.05	24,000.00	-21,785.95	9.23 %
Total 52400 Utilities	3,866.42	41,000.00	-37,133.58	9.43 %
52500 Minor furnishings and equipment	1,567.24	22,500.00	-20,932.76	6.97 %
Total 52000 Facility Expenses	17,888.18	163,500.00	-145,611.82	10.94 %
53000 Library Materials				
53100 Periodicals	845.48	20,000.00	-19,154.52	4.23 %
53200 Adult Materials-Books				
53221 Books - Adult Non-Fiction & Ref	3,600.13	55,000.00	-51,399.87	6.55 %
53222 Books-Adult Fiction	5,266.94	76,500.00	-71,233.06	6.88 %
Total 53200 Adult Materials-Books	8,867.07	131,500.00	-122,632.93	6.74 %
53300 Audio Visual Materials				
53320 AV - Adult	8,076.20	80,000.00	-71,923.80	10.10 %
53340 AV - Youth	695.30	22,500.00	-21,804.70	3.09 %
Total 53300 Audio Visual Materials	8,771.50	102,500.00	-93,728.50	8.56 %
53400 Youth Materials-Books				
53241 Books - Youth & Teens	3,072.96	70,000.00	-66,927.04	4.39 %
53550 Literacy Support - Youth		2,500.00	-2,500.00	
Total 53400 Youth Materials-Books	3,072.96	72,500.00	-69,427.04	4.24 %
53501 Electronic Resources				
53500 Online Resources	71,084.65	215,000.00	-143,915.35	33.06 %
Total 53501 Electronic Resources	71,084.65	215,000.00	-143,915.35	33.06 %
Total 53000 Library Materials	92,641.66	541,500.00	-448,858.34	17.11 %
54000 Library Programs				
54100 Admin Programs		4,000.00	-4,000.00	
54150 Outreach Programs	50.00	2,500.00	-2,450.00	2.00 %
54200 Adult Dept Programs				
54210 Adult Programs/General	1,480.00	20,000.00	-18,520.00	7.40 %
Total 54200 Adult Dept Programs	1,480.00	20,000.00	-18,520.00	7.40 %
54400 Children's/Youth Programs	397.79	25,000.00	-24,602.21	1.59 %
Total 54000 Library Programs	1,927.79	51,500.00	-49,572.21	3.74 %
55000 Automation				
55350 Software & Licenses	67,036.20	180,000.00	-112,963.80	37.24 %
55360 Automation Support	18,148.16	80,000.00	-61,851.84	22.69 %
55400 New Projects/equip				
56440 IT New Project Small Equip/Supl	16,697.07	135,000.00	-118,302.93	12.37 %
Total 55400 New Projects/equip	16,697.07	135,000.00	-118,302.93	12.37 %
Total 55000 Automation	101,881.43	395,000.00	-293,118.57	25.79 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
56000 Professional/Contractual Svcs				
56009 Other operation expenses	450.50	16,500.00	-16,049.50	2.73 %
56100 Insurance General Liability		50,000.00	-50,000.00	
56200 Postage	603.85	8,500.00	-7,896.15	7.10 %
56300 Printing		18,000.00	-18,000.00	
56500 Prof. Serv. & Corporate Counsel	1,250.00	30,000.00	-28,750.00	4.17 %
56550 Library Cataloging Service		15,000.00	-15,000.00	
56555 Professional Outreach Services		5,000.00	-5,000.00	
Total 56500 Prof. Serv. & Corporate Counsel	1,250.00	50,000.00	-48,750.00	2.50 %
56700 Travel - non-training related	24.29	1,000.00	-975.71	2.43 %
Total 56000 Professional/Contractual Svcs	2,328.64	144,000.00	-141,671.36	1.62 %
56400 Supplies				
56410 Office/Operating supplies	257.39	17,000.00	-16,742.61	1.51 %
56420 Processing supplies	2,791.52	26,000.00	-23,208.48	10.74 %
Total 56400 Supplies	3,048.91	43,000.00	-39,951.09	7.09 %
57000 Training/Development Expenses				
56600 Dues and Memberships	15.00	7,500.00	-7,485.00	0.20 %
57100 Training and Education	1,100.00	25,000.00	-23,900.00	4.40 %
57200 Training Travel		7,000.00	-7,000.00	
Total 57000 Training/Development Expenses	1,115.00	39,500.00	-38,385.00	2.82 %
Total 50000 General Expenses	422,965.94	4,307,340.00	-3,884,374.06	9.82 %
61000 Capital Expenses				
61100 Facility Improvement	2,369.00	90,000.00	-87,631.00	2.63 %
Total 61000 Capital Expenses	2,369.00	90,000.00	-87,631.00	2.63 %
70000 Debt Service				
60-7010 Interest Exp 2011A		102,880.00	-102,880.00	
60-7011 Interest Exp 2013 GO Debt		94,702.00	-94,702.00	
60-7020 Principal 2011A		260,000.00	-260,000.00	
60-7021 Principal 2013 GO Debt		270,000.00	-270,000.00	
Total 70000 Debt Service		727,582.00	-727,582.00	
Total Expenses	\$425,334.94	\$5,124,922.00	\$ -4,699,587.06	8.30 %
NET OPERATING INCOME	\$ -407,995.79	\$10,000.00	\$ -417,995.79	-4,079.96 %
NET INCOME	\$ -407,995.79	\$10,000.00	\$ -417,995.79	-4,079.96 %

Deerfield Public Library
Financial Variance Report
For the Month of January 2018

Presented at the Regular Board Meeting – February 21, 2018

January completes the first month of the 2018 Fiscal Year. The benchmark used to evaluate financial activity year to date is 8%.

GENERAL OPERATIONS – REVENUES

By the end of January, the Library received 908 in property tax distributions, which is less than 1% of the annual budget. The Library has collected 4,960 in Charges for Services, which is 7% of the annual budget. The Library received a Total Income of 17,339, which is less than 1% of the annual budget.

GENERAL OPERATIONS - EXPENSES

By the end of January, the Personnel Expense is 202,134 or 7% of the annual budget. The Facility Expense is 17,888 or 11% of the annual budget. The Library Materials Expense is 92,642 or 17% of the annual budget. The Library Program Expense is 1,928 or 4% of the annual budget. The Automation Expense is 101,881 or 26% of the annual budget. The Professional / Contractual Services Expense is 2,329 or 2% of the annual budget. The Supplies Expense is 3,049 or 7% of the annual budget. The Training / Development Expense is 1,115 or 3% of the annual budget. Total Library Expenses is 425,335 or 8% 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.



Master Total Portfolio Report

As of: 01/31/18

PMA Financial Network, Inc.

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	\$397,629.06	\$397,629.06	
CD	238733	1	05/09/17	05/09/18	110	BANK OF THE OZARKS	\$101,016.07	\$100,000.00	1.016
CD	240396	1	06/09/17	06/11/18	33803	WHEATON BANK AND TRUST - WINTRUST	\$101,206.59	\$100,000.00	1.200
CD	241267	1	06/16/17	06/18/18	23498	TBK BANK, SSB / THE NATIONAL BANK	\$202,413.16	\$200,000.00	1.200
CD	243110	1	07/21/17	07/23/18	57807	QUONTIC BANK, FSB	\$202,639.39	\$200,000.00	1.313
DTC	40819	1	09/29/17	09/28/18	19048	1.5% - Compass Bank Certificate of Deposit	\$150,000.00	\$150,147.53	1.400
CD	248255	1	11/07/17	11/07/18	57552	FIRST CAPITAL BANK	\$249,972.80	\$246,400.00	1.450
CD	248256	1	11/07/17	11/07/18	34982	LANDMARK COMMUNITY BANK	\$246,586.56	\$243,200.00	1.393
CD	249874	1	01/05/18	01/07/19	34294	CFG COMMUNITY BANK	\$101,711.83	\$100,000.00	1.703
Subtotal -->							\$1,753,175.46	\$1,737,376.59	

DEERFIELD PUBLIC LIBRARY / RESERVE FUND (11660-102)

4943

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$181,855.60	\$181,855.60	
CD	223522	1	04/25/16	04/25/18	58978	CIT BANK / ONEWEST BANK, NA	\$208,628.31	\$204,504.60	1.008
CD	223523	1	04/25/16	04/25/18	57968	SONABANK	\$98,431.61	\$96,500.00	1.001
CD	228691	1	07/25/16	07/25/18	14445	FARMERS & MERCHANTS UNION BANK	\$101,883.46	\$100,000.00	0.942
CD	228692	1	07/26/16	07/26/18	19899	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN	\$207,006.38	\$202,941.85	1.002
CD	233338	1	11/01/16	11/13/18	110	BANK OF THE OZARKS	\$102,923.92	\$101,224.19	0.830
DTC	38805	1	11/10/16	11/13/18	57803	1.25% - Ally Bank Certificate of Deposit	\$200,000.00	\$200,197.83	1.200
DTC	39166	1	01/25/17	01/25/19	33954	1.55% - Capital One Bank (usa), National Association Certificate of Deposit	\$248,000.00	\$248,000.00	1.550
DTC	39170	1	02/01/17	02/01/19	3511	1.55% - Wells Fargo Bank, NA - Sd Certificate of Deposit	\$54,000.00	\$54,000.00	1.550
DTC	39520	1	05/03/17	05/03/19	35328	1.55% - American Express Bank, Fsb Certificate of Deposit	\$248,000.00	\$248,409.11	1.466
DTC	39521	1	05/10/17	05/10/19	3511	1.6% - Wells Fargo Bank, NA - Sd Certificate of Deposit	\$54,000.00	\$54,157.68	1.450
DTC	40087	1	07/26/17	07/26/19	5649	1.7% - Discover Bank Certificate of Deposit	\$247,000.00	\$247,000.00	1.700
DTC	40086	1	07/28/17	07/29/19	3511	1.7% - Wells Fargo Bank, NA - Sd Certificate of Deposit	\$53,000.00	\$53,154.84	1.550
DTC	41067	1	11/15/17	11/15/19	4297	1.75% - Capital One, National Association Certificate of Deposit	\$53,000.00	\$53,086.79	1.666
DTC	41068	1	11/16/17	11/18/19	32992	1.8% - Morgan Stanley Bank, National Association Certificate of Deposit	\$247,000.00	\$247,469.09	1.703
DTC	41473	1	01/19/18	01/21/20	27314	2.1% - Synchrony Bank / GE Capital Retail Bank Certificate of Deposit	\$100,000.00	\$100,188.10	2.004
DTC	41472	1	01/24/18	01/24/20	33124	2.25% - Goldman Sachs Bank USA Certificate of Deposit	\$200,000.00	\$200,573.02	2.103
Subtotal -->							\$2,604,729.28	\$2,593,262.70	

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	

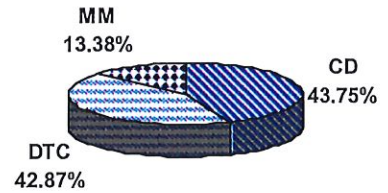
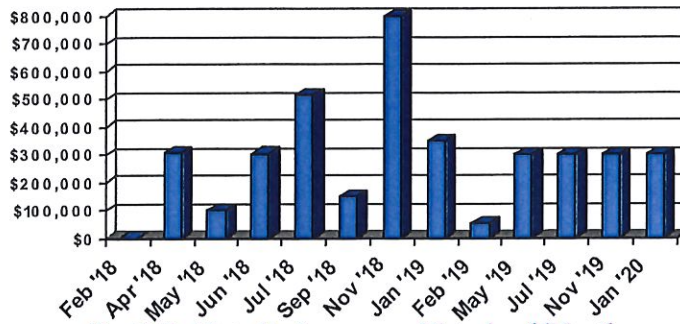
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$4,358,019.06 \$4,330,753.61

Time and Dollar Weighted Portfolio Yield: 1.565 %

Weighted Average Portfolio Maturity: 341.54 Days

MM: 13.38%
 CD's: 43.75%
 CDR's: 0.00%
 DTC: 42.87%
 CP: 0.00%
 SEC: 0.00%



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
End of Year Liability for Accrued Payroll and Compensated Absences
As of December 31, 2017

Library management is required to report the payroll liabilities to the Library Board as of the close of the fiscal year and this information is to be included in the minutes. The Library's total payroll liability for the fiscal year ending December 31, 2017 is \$165,521. This is more than the amount reported as of 12/31/2016 (\$143,583) because of additional staff that have accrued sick-leave payout. \$147,953 is current and is expected to be paid out within the next year, and \$17,568 is a long-term liability.

The payroll liability consists of two parts: 1) the accrued payroll liability, which is wages and taxes not paid as of December 31st, and 2) compensated absences still outstanding.

1. Accrued Payroll Liability

This is the amount due to employees for work completed. For example, if there are three days from the end of December included in the first pay check in January, the pay for those three days is the Library's 'accrued payroll liability' at 12/31. All of this part of the liability is current and it is paid out quickly in January.

The pay checks dated 01/05/2018 included work from 12/15/2017 through 12/28/2017 and the amount owed for those 14 days was \$77,682. (See ^(a) in the formula below.)

2. Compensated Absences Liability

'Compensated Absences Liability' is for the leave time earned, payable, and not yet used by employees. It is the sum of all leave earned (such as vacation, personal days, and holidays), plus the sick days that are eligible to be paid out upon termination if the employee (who must have been hired before 1/1/2008) is 55 or over. The Library has 36 employees eligible for leave benefits and 2 of those are also eligible for the sick days payout benefit.

The total amount owed for all compensated absences is \$87,839. \$70,271 of this is expected to be paid out within a short time and is a current liability^(b). It includes the entire amount due for known upcoming separations, plus 80% of the amount due to all other employees. The remaining amount, \$17,568, is a long-term liability^(c) and is an estimate of the leave time that will be carried over for use farther into the future.

Payroll Liability at 12/31/2017

<i>Accrued Payroll Liability</i>	<u>\$77,682</u> ^(a)
<i>Compensated Absences Liability</i>	
Current-expected payout within next 12 months	\$70,271 ^(b)
Long term	<u>17,568</u> ^(c)
Liability for compensated absences	<u>\$87,839</u>
 Total Payroll Liability	 <u>\$165,521</u>

**Deerfield Public Library
Check Approval List
for the Regular Board Meeting
on February 21, 2018**

Summary						
Wintrust-E-Pay Deposit 8926 - 4 ACHs						126.46
Bank Financial-Petty Cash Checks 1537- 1 PC Ck, #614						5.00
Wintrust-General AP 2997, Check #s 2689 -2779, 10 ACHs						224,138.21
Total payments to approve						224,269.67
Date	Num	Vendor	Memo		Amount	Account Description
Wintrust E-Pay Deposit 8926						
02/05/2018	ACH	Chase Paymentech	Merchant CC Fees-Feb 2018		35.00	Other Operation Expenses
02/05/2018	ACH	Chase Paymentech	Merchant CC Fees-Feb 2018		30.95	Other Operation Expenses
02/05/2018	ACH	PayPal, Inc.	Merchant CC Fees-Feb 2018		59.95	Other Operation Expenses
02/05/2018	ACH	American Express Govt Svcs	Merchant CC Fees-Feb 2018		0.56	Other Operation Expenses
Total E-Pay Deposit Amount						\$ 126.46
Bank Financial Petty Cash Checks -1537						
02/07/2018	614	ALA-APALA (Asian/Pacific Amer Librarians)	Membership Renewal 2018-Suzuki- Balance		5.00	Dues & Memberships
Total Petty Cash Checks Amount						\$ 5.00
Wintrust-General AP 2997						
01/17/2018	2689	ALA-APALA (Asian/Pacific Amer Librarians)	Membership Renewal 2018-Suzuki		15.00	Dues & Memberships
01/17/2018	2690	Blue Wire Communications, Inc.	Phone Support Quarterly Maintenance Charge: 1/1/18-3/31/18		552.90	Automation Support
01/17/2018	2691	CDW Government, Inc.	Patron PCs (4)	4,694.97		New Projects/IT Equipment
		CDW Government, Inc.	Patron PCs (8)	1,126.91		New Projects/IT Equipment
				sub-total	5,821.88	
01/17/2018	2692	Consumer Checkbook (Ctr for the Study of Services)	Checkbook.org Online Access 1/1/18-1/1/19		450.00	E-Resources
01/17/2018	2693	Database USA LLC dba A to Z Databases	Subscription Renewal 2018		2,775.00	E-Resources
01/17/2018	2694	Dawn Pennacchia dba Idea Happy	Teen Paint 'N Sip Program on 2/7/18		333.60	Youth Programs
01/17/2018	2695	DBR Chamber of Commerce	Advertisement for Adult Game Night		50.00	Outreach Programs
01/17/2018	2696	EBSCO Industries	Consumer Reports, Novelist Select, Novelist Plus Subscription Renewal 2018	4,380.00		E-Resources
		EBSCO Industries	Vendor Refund	(6.12)		Periodicals
		EBSCO Industries	Vendor Refund	(15.00)		Periodicals
		EBSCO Industries	Vendor Refund	(18.00)		Periodicals
		EBSCO Industries	Vendor Refund	(93.00)		Periodicals
				sub-total	4,247.88	
01/17/2018	2697	First Bank Mastercard	Falasz-Peterson CC Charges-Dec 2017	173.78		Admin - 4734
			DeCorrevont CC Charges-Dec 2017	580.50		Business Office - 3022
			Owen CC Charges-Dec 2017	1,228.83		Info Technology (IT) - 1158
			Keaton CC Charges-Dec 2017	9.99		Facilities - 1382
			Skittino CC Charges-Dec 2017	933.37		Support Services - 4206
			Steiner CC Charges-Dec 2017	1,842.16		Adult Services - 1931
			Anthony CC Charges-Dec 2017	968.06		Youth Services - 7982
			Hoffman CC Charges-Dec 2017	65.13		Outreach Coord - 5394
			Palecek CC Charges-Dec 2017	420.90		Adult Prog Coord - 7013
			van Goethem CC Charges-Dec 2017	43.49		Youth Prog Coord - 6012
			Henry CC Charges-Dec 2017	185.37		Youth Coord - 1750
				sub-total	6,451.58	
01/17/2018	2698	Frederick, Julia	Lapsit Leaders Meeting 1/8/18-Food		20.36	Youth Programs
01/17/2018	2699	Gale Group/Cengage Learning	Gale Courses Subscription Renewal 2018	4,961.25		E-Resources
		Gale Group/Cengage Learning	General One File Subscription Renewal 2018	4,431.47		E-Resources
		Gale Group/Cengage Learning	Gale Biography in Context Subscription Renewal	2,064.84		E-Resources
				sub-total	11,457.56	
01/17/2018	2700	Infobase Learning (Publishing-formerly)	Issues & Controversies Online, Today's Science Online Subscription Renewal 2018		1,776.10	E-Resources
01/17/2018	2701	Lechner and Sons	Lobby Mats 1/16/18		79.00	Interior Facility Maintenance
01/17/2018	2702	Mango Languages	Mango Conversations Subscription Renewal 2018	2,913.75		E-Resources
		Mango Languages	Little Pim Subscription Renewal 2018	1,456.35		E-Resources
				sub-total	4,370.10	

**Deerfield Public Library
Check Approval List
for the Regular Board Meeting
on February 21, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
Wintrust-General AP 2997					
01/17/2018	2703	Michael, Nina	TAB Meeting-Food and Supplies	21.90	Youth Programs
01/17/2018	2704	Morningstar Inc.	Subscription 1/1/18-1/1/19	2,457.00	E-Resources
01/17/2018	2705	Newsbank	Deerfield Review Online Training, Special Reports and News Subscription 1/1/18-12/31/18	3,880.00	E-Resources
01/17/2018	2706	OverDrive, Inc	eBooks-Jan 2018	72.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	16.95	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	471.42	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	140.91	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	65.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	50.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	26.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	26.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	7.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	978.09	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	355.97	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	158.88	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	260.94	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	130.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	65.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	60.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	9.33	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	65.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	1,073.93	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	47.26	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	75.98	E-Resources
		OverDrive, Inc	eBooks-Credit Memo	(1,107.57)	E-Resources
			sub-total	3,051.06	
01/17/2018	2707	Petty Cash Box	Staff Enrichment Supplies-Park, E., Mileage Reimbursement-Park, E., Noon Year's Eve Supplies-Frederick, J.	48.22	Staff Enrichment, Travel-Non Training Related, Youth Programs
01/17/2018	2708	ProQuest, LLC	Heritage Quest Online, Culturegrams Online, Global Newsstream Subscription Renewal 2018	13,547.00	E-Resources
		ProQuest, LLC	HNP Chicago Tribune Subscription Renewal 2018	2,830.00	E-Resources
			sub-total	16,377.00	
01/17/2018	2709	Recorded Books, Inc.	eMagazines Subscription Renewal 2018	7,160.66	E-Resources
		Recorded Books, Inc.	Zinio Multi Access Database Renewal 2018	2,000.00	E-Resources
			sub-total	9,160.66	
01/17/2018	2710	S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 12/29/17	176.25	Exterior Building Maintenance
		S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 1/3/18	111.33	Exterior Building Maintenance
			sub-total	287.58	
01/17/2018	2711	Sikich LLP	Replace Network Switch for Server	610.50	New Projects/IT Equipment
		Sikich LLP	Automation Support for Services & Workstations-Feb 2018	6,288.59	Automation Support
			sub-total	6,899.09	
01/17/2018	2712	Stevens Chemical Company	Bathroom Tissue, Face Tissue, Hand Soap, Sanitizer, Towel Dispenser	344.97	Interior Facility Maintenance
01/17/2018	2713	Suburban Elevator Services	Full Maintenance 8 Hours: 1/2018-3/2018	184.75	Facility Equipment Maintenance
01/17/2018	2714	TBS - Today's Business Solutions, Inc	Cost Per Fax Program (288) Q4-2017	46.08	Automation Support
01/17/2018	2715	Tumbleweed Press Inc.	Library-School Partnership Subscription Renewal 2018 (5)	2,341.65	E-Resources
02/08/2018	2716	Anderson Pest Solutions	Pest Management-Jan 2018	66.00	Interior Facility Maintenance
02/08/2018	2717	Backupify, Inc.	Google Cloud Backup Annual User Fee (65): 1/13/18-1/12/19	2,745.60	Software & Licenses
02/08/2018	2718	Baker Tilly Virchow Krause, LLP	Audit Services-2017	1,250.00	Professional Admin Services
02/08/2018	2719	Best Quality Cleaning, Inc.	Cleaning Service-Feb 2018	2,125.00	Interior Facility Maintenance
02/08/2018	2720	Bibliotheca, LLC	Support and Maintenance Renewal 2/24/18-2/23/19	39,541.64	Software & Licenses

**Deerfield Public Library
Check Approval List
for the Regular Board Meeting
on February 21, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
Wintrust-General AP 2997					
02/08/2018	2721	CDW Government, Inc.	HP Switch Module	2,376.30	New Projects/IT Equipment
		CDW Government, Inc.	Adult Lab PCs (8)	7,888.39	New Projects/IT Equipment
			sub-total	10,264.69	
02/08/2018	2722	Chicago Tribune	Print & Digital Subscription Renewal thru 1/5/19	624.00	Periodicals
02/08/2018	2723	Deerfield Golf Club	Deerfield Library Trivia Night 1/10/18	180.00	Adult Programs
02/08/2018	2724	Esscoe, LLC	Smoke Detector Sensor Issue 1/22/18	310.00	Facility Equipment Maintenance
02/08/2018	2725	First Point Mechanical Services LLC	ACCU 4 Repair	5,300.00	Facility Equipment Maintenance
		First Point Mechanical Services LLC	ACCU 4	1,800.43	Facility Equipment Maintenance
			sub-total	7,100.43	
02/08/2018	2726	Gale Group/Cengage Learning	eBooks-Feb 2018	174.52	E-Resources
02/08/2018	2727	Grainger	Diaphragms for Urinals (2)	110.50	Facility Equipment Maintenance
02/08/2018	2728	Hoopla	Subscription-Jan 2018	3,551.57	E-Resources
		Hoopla	Subscription-Dec 2017	3,065.23	E-Resources
			sub-total	6,616.80	
02/08/2018	2729	IL Department of Innovation & Technology	Staff Internet Services thru 12/31/2017	450.00	Data
02/08/2018	2730	Image Systems & Business Solutions, LLC	Base Rate 01/19/18-04/18/18; BW & Color Copies Usage 10/19/18-01/18/18	2,115.31	Automation Support
02/08/2018	2731	Kim Blum	Heart Health Program on 2/15/18	100.00	Adult Programs
02/08/2018	2732	Lechner and Sons	Lobby Mats 1/30/18	79.00	Interior Facility Maintenance
02/08/2018	2733	Management Association	Anti-Harassment Training 1/23/18	1,100.00	Training & Education
02/08/2018	2734	Manufacturers' News, Inc.	IL Manufacturers Directory 2018	222.90	Books - Adult Non-Fiction
02/08/2018	2735	Michalski, Brian	Vagabond Traveling: Inside Information on How to Do it Like a Pro Program on 3/28/18	150.00	Adult Programs
02/08/2018	2736	Neofunds by Neopost	Replenish Funds in Postage Machine-Feb 2018	400.00	Postage
02/08/2018	2737	New York Times	7-Day Subscription Renewal 1/22/18-1/20/19	1,014.00	Periodicals
02/08/2018	2738	OverDrive, Inc	eBooks-Oct 2017	504.88	E-Resources
		OverDrive, Inc	eBooks-Oct 2017	341.97	E-Resources
		OverDrive, Inc	eBooks-Oct 2017	338.97	E-Resources
		OverDrive, Inc	eBooks-Oct 2017	357.97	E-Resources
		OverDrive, Inc	eBooks-Oct 2017	51.98	E-Resources
		OverDrive, Inc	eBooks-Oct 2017	862.89	E-Resources
		OverDrive, Inc	eBooks-Nov 2017	120.83	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	51.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	83.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	20.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	162.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	65.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	33.64	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	170.98	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	65.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	25.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	446.97	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	40.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	112.98	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	726.31	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	580.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	67.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	52.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	40.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	65.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	130.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	157.99	E-Resources

**Deerfield Public Library
Check Approval List
for the Regular Board Meeting
on February 21, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
Wintrust-General AP 2997					
		OverDrive, Inc	eBooks-Jan 2018	27.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	1,073.93	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	251.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	84.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	24.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	172.00	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	78.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	13.95	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	3.99	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	145.97	E-Resources
		OverDrive, Inc	eBooks-Jan 2018	60.00	E-Resources
			sub-total	7,615.12	
02/08/2018	2739	Paper Roll Products	Receipt Paper for Patron Svcs (4)	68.95	General Office/Operating Supplies
02/08/2018	2740	ProQuest, LLC	Ancestry Library Subscription Renewal 2018	1,500.00	E-Resources
02/08/2018	2741	Quill	White Board Erasers (6)	17.88	Supplies
02/08/2018	2742	Reliance Barcode Solutions, LLC	Barcodes for Collection (24,000)	548.43	Processing Supplies
02/08/2018	2743	S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 1/18/18	111.33	Exterior Building Maintenance
		S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 1/14/18-1/16/18	352.50	Exterior Building Maintenance
		S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 1/14/18-1/16/18	161.25	Exterior Building Maintenance
		S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 1/23/18	176.25	Exterior Building Maintenance
		S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 1/29/18	76.33	Exterior Building Maintenance
			sub-total	877.66	
02/08/2018	2744	Scalambrino & Arnoff, LLP	Legal Fees - January 2018	120.00	Professional Admin Services
02/08/2018	2745	Spring Air Filter, Inc	Filters for Air Handlers	341.00	Facility Equipment Maintenance
02/08/2018	2746	Stevens Chemical Company	Bathroom Tissue, Face Tissue, Paper Plates, Heavy Duty Liners	329.63	Exterior Building Maintenance
02/08/2018	2747	TBS - Today's Business Solutions, Inc	Computer Lab Vend Tower	2,890.00	New Projects/IT Equipment
02/08/2018	2748	Tech Systems, Inc.	Annual Fire Alarm Inspection 2018	290.00	Repair
02/08/2018	2749	Tee Jay Service Company, Inc.	Upgrade Motor on Handicap Door	2,369.00	Facility Improvement
02/08/2018	2750	The Library Store	Bookends (500)	1,515.75	Minor Furnishings & Equipment
02/21/2018	2752	Anderson Pest Solutions	Pest Management-Feb 2018	66.00	Interior Facility Maintenance
02/21/2018	2753	Baker & Taylor 40015242	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	9.46	Books - Adult Fiction; Processing Supplies
02/21/2018	2754	Baker & Taylor C0233663-Continuations	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	825.39	Books - Adult Fiction; Processing Supplies
02/21/2018	2755	Baker & Taylor L046292-Adult Bks	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	3,289.23	Books - Adult Non-Fiction; Processing Supplies
02/21/2018	2756	Baker & Taylor L411843 Teen	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	414.26	Books - Youth & Teens; Processing Supplies
02/21/2018	2757	Baker & Taylor L413389 BTNC	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	34.02	Books - Youth & Teens; Processing Supplies
02/21/2018	2758	Baker & Taylor L4291172	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	855.49	Books - Adult Fiction; Processing Supplies
02/21/2018	2759	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	84.06	AV - Adult; Processing Supplies
02/21/2018	2760	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books-Jan 2018	42.97	Books - Adult Fiction
02/21/2018	2761	Baker & Taylor L510347-Juv Bks	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	3,190.06	Books - Youth & Teens; Processing Supplies
02/21/2018	2762	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	3,812.43	Books - Adult Fiction; Processing Supplies
02/21/2018	2763	Baker & Taylor L535153-Aud bks	Acquisitions for Books-Dec 2017; Acquisitions for Processing Supplies-Dec 2017	431.13	AV - Adult; AV - Youth; Processing Supplies

**Deerfield Public Library
Check Approval List
for the Regular Board Meeting
on February 21, 2018**

Date	Num	Vendor	Memo	Amount	Account Description
Wintrust-General AP 2997					
02/21/2018	2764	Brimar LED LLC	Light Bulbs for Building (75)	382.50	Interior Facility Maintenance
		Brimar LED LLC	Light Bulbs for Building (50)	282.50	Interior Facility Maintenance
			sub-total	665.00	
02/21/2018	2765	Carey Electric Contracting, Inc.	Updated Hand Dryers in Patron Restrooms	7,850.00	Facility Improvements
02/21/2018	2766	Carmela Martino	Writer's Workshop: Turning Life into Fiction Program on 5/5/18	300.00	Adult Programs
02/21/2018	2767	Corrine Dean	Paper Cut Art Program on 5/3/17	275.00	Adult Programs
02/21/2018	2768	Creekside Printing	Browsing-Spring 2018	4,051.00	Professional Printing Services
02/21/2018	2769	De Lage Landen	Monthly Lse for 7 Copiers and 3 Printers-Feb 2018	1,223.31	Automation Support
02/21/2018	2770	Demco, Inc.	Label Protectors (5), Spine Labels (5), Tag Protectors (10), Tote Bag, Tape, Bookmarks	180.38	Processing Supplies
02/21/2018	2771	First Point Mechanical Services LLC	HVAC Preventative Maintenance Qtrly	2,997.00	Facility Equipment Maintenance
02/21/2018	2772	Garvey's Office Products	Staples, Binder, Wipes, Dry Erase Markers, Clips, Card Stock, Bubble Mailers, Picture Strips, Indexes	170.56	General Office/Operating Supplies
		Garvey's Office Products	Chairmat	51.49	Minor Furnishings & Equipment
			sub-total	222.05	
02/21/2018	2773	Hall Pass	Background Checks-Alcantar Briseno, Alan, Havrin Fisher, Patricia	15.00	Other Office Support
02/21/2018	2774	Karen Chan	Is It the Right Time to Retire & 10 Tips for Getting the Most from Your Retirement Money Programs on 4/28/18	475.00	Adult Programs
02/21/2018	2775	Lechner and Sons	Lobby Mats 2/13/18	79.00	Interior Facility Maintenance
02/21/2018	2776	Madeline Dahlman	Book Discussion on 3/8/18	100.00	Adult Programs
02/21/2018	2777	Mail Finance (Neopost USA Inc.)	Postage Machine Quarterly Lease: 12/2017-02/2018	203.85	Postage
02/21/2018	2778	Midwest Tape 2000007021	Acquisitions for AV-Jan 2018; Acquisitions for Processing Supplies-Jan 2018	9,709.91	AV - Adult; AV - Youth; Processing Supplies
02/21/2018	2779	S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 2/3/18	111.33	Exterior Building Maintenance
		S.E. Snow & Ice Control, Inc.	Sidewalk Snow Shoveling, Salt 2/4/18	292.66	Exterior Building Maintenance
01/22/2018	ACH	AT&T-847 945-3318 026 6	Voice Lines: 1/28/18-2/27/18	605.67	Telephone - Voice
01/22/2018	ACH	AT&T 847 945-3372-943-5	Data Lines: 1/28/18-2/27/18	449.04	Data
02/10/2018	ACH	AT&T 847-R16-2339 021 5	Voice Lines: 1/16/18-2/15/18	813.71	Telephone - Voice
02/10/2018	ACH	AT&T-R16-0685 123 3	Optiman Phone Data: 1/16/18-2/15/18	1,068.87	Data
02/04/2018	ACH	Comcast Cable	Patron Internet Service 1/16/18-2/15/18	125.98	Data
01/25/2018	ACH	Discovery Benefits, Inc.	FSA Monthly Fees-January 2018	54.90	Other Benefits
02/06/2018	ACH	Google, Inc.	Google Apps-Feb 2018	484.18	Software & Licenses
02/01/2018	ACH	Heartland Payment Systems	Merchant CC Fees-Feb 2018	163.09	Other Operation Expenses
02/01/2018	ACH	Village of Deerfield	Water & Sewer-Dec 2017	131.24	Water
02/01/2018	ACH	Village of Deerfield	Water & Sewer-Dec 2017	115.80	Water
			Total Wintrust-General AP 2997	\$ 224,138.21	
			Grand Total	\$ 224,269.67	

Deerfield Public Library
Credit Card Transactions by Account as of January 9, 2018
Presented for Approval February 2018

Date	Num	Name	Memo	Amount	Account Description
20001 Admin - 4734					
12/30/2017	AD	12/7/2017	Amazon	Acquisitions for AV-Dec 2017	29.88 AV - Adult
12/30/2017	AD	12/9/2017	Mail Chimp	E-Newsletter Mailing-Nov 2017	30.00 Outreach Programs
12/30/2017	AD	12/12/2017	Mariano's	SIRSI DYNIXSIRSI DYNIXI ILS Demo 12/12-Snacks	23.26 Admin Programs
12/30/2017	AD	12/13/2017	Whole Foods Market	Manager's Mtg 12/13-Food	15.03 Admin Programs
12/30/2017	AD	12/15/2017	Des Plaines Pancake	Village Library Director's Lunch 12/15	13.73 Training & Education
12/30/2017	AD	12/19/2017	Cherry Pit Cafe	Admin Lunch 12/19	61.88 Admin Programs
Total for 20001 Admin - 4734				173.78	
20002 Business Office - 3022					
12/30/2017	BO	12/14/2017	Vistaprint	Business Cards-Phillips, J.	44.59 General Office/Operating Supplies
12/30/2017	BO	12/14/2017	Paper Mart	Staff Enrichment Supplies	35.93 Staff Enrichment
12/30/2017	BO	12/20/2017	Michaels	Holiday Party 1/12-Supplies	9.99 Staff Enrichment
12/30/2017	BO	12/20/2017	Joann Fabric	Holiday Party 1/12-Supplies	39.53 Staff Enrichment
12/30/2017	BO	12/20/2017	Hobby Lobby	Holiday Party 1/12-Supplies	28.05 Staff Enrichment
12/30/2017	BO	12/23/2017	Intuit, Inc.	Quickbooks Online Subscription-Dec 2017	40.00 Software & Licenses
12/30/2017	BO	12/27/2017	LinkedIn	Job Posting-Admin Assistant 12/21-12/26	33.50 Prof. Serv. & Corporate Counsel
12/30/2017	BO	12/28/2017	Jewel-Osco	Staff Enrichment Supplies	16.58 Staff Enrichment
12/30/2017	BO	12/28/2017	Walmart	Staff Enrichment Supplies	34.92 Staff Enrichment
12/30/2017	BO	12/28/2017	Target	Farewell Cards (5)	7.95 Staff Enrichment
12/30/2017	BO	12/28/2017	Party City	Farewell Cards (5)	5.00 Staff Enrichment
12/30/2017	BO	12/29/2017	Intuit, Inc.	Tax Refund	(6.14) General Office/Operating Supplies
12/30/2017	BO	12/29/2017	Government Finance Officers Association	IGFOA Membership Renewal-DeCorrevont	250.00 Dues & Memberships
12/30/2017	BO	1/2/2018	Amazon	Planner, Pens	40.60 General Office/Operating Supplies
Total for 20002 Business Office - 3022				580.50	
20003 Info Technology (IT) - 1158					
12/30/2017	IT	12/9/2017	Adobe Systems Inc.	Staff Creative Cloud Monthly Subscription-Dec 2017	53.11 Software & Licenses
12/30/2017	IT	12/10/2017	Amazon	Kindle Chargers for Adult Services (3)	131.40 New Projects/IT Equipment
12/30/2017	IT	12/11/2017	Amazon	Microphone Transmitter for Meeting Room B	199.00 New Projects/IT Equipment
12/30/2017	IT	12/13/2017	Markertek Video Supply	HDMI Wall Box (2)	275.50 New Projects/IT Equipment
12/30/2017	IT	12/14/2017	Rise Vision	Digital Signage	1.00 Software & Licenses
12/30/2017	IT	12/13/2017	Amazon	Ethernet Network Switch (2)	69.98 New Projects/IT Equipment
12/30/2017	IT	12/14/2017	Markertek Video Supply	HDMI Wall Box Shipping	4.95 New Projects/IT Equipment
12/30/2017	IT	12/15/2017	Nexcess Net	DPL Web Hosting 12/11/17-3/11/18	29.85 Software & Licenses
12/30/2017	IT	12/26/2017	Amazon	Flash Drive, Cable Wraps	60.66 New Projects/IT Equipment
12/30/2017	IT	12/27/2017	Amazon	Desk Hutch (2)	113.78 Minor Furnishings and Equipment
12/30/2017	IT	12/30/2017	MCPProHosting	Minecraft Hosting	9.99 Software & Licenses
12/30/2017	IT	12/31/2017	Amazon	Computer Screen Wipes	41.57 General Office/Operating Supplies
12/30/2017	IT	12/31/2017	Amazon	Super Glue (2), Raspberry Pi Computer (2)	112.79 New Projects/IT Equipment
12/30/2017	IT	1/1/2018	Libsyn Podcasting Service	Podcast Hosting-Jan 2018	15.00 Software & Licenses
12/30/2017	IT	1/4/2018	RoomsSketcher	3D Modeling Software	49.00 Software & Licenses
12/30/2017	IT	1/5/2018	Rise Vision	Digital Signage for Computer Labs	10.00 Software & Licenses
12/30/2017	IT	1/7/2018	Amazon	iPad Accessories for Youth Services (6)	51.25 New Projects/IT Equipment
Total for 20003 Info Technology (IT) - 1158				1,228.83	
20004 Facilities - 1382					
12/30/2017	FC	1/3/2017	Bed, Bath & Beyond	Moth Balls for Generator	9.99 Facility Equipment Maintenance
Total for 20004 Facilities - 1382				9.99	

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Date	Num	Name	Memo	Amount	Account Description	
20006 Support Services - 4206						
12/30/2017	SS	12/7/2017	Amazon	Acquisitions for Books-Dec 2017; Acquisitions for AV-Dec 2017	45.20	Books - Adult Non-Fiction, AV - Youth
12/30/2017	SS	12/7/2017	Amazon	Acquisitions for Books-Dec 2017	5.99	Books - Youth & Teens
12/30/2017	SS	12/12/2017	Amazon	Acquisitions for Processing Supplies-Dec 2017	221.79	Processing Supplies
12/30/2017	SS	12/14/2017	Domino's Pizza	Collection Selectors Meeting 12/14-Food	74.67	Training & Education
12/30/2017	SS	12/15/2017	Amazon	Acquisitions for Book-Dec 2017	30.40	Training & Education
12/30/2017	SS	12/15/2017	Amazon	Acquisitions for Book-Dec 2017	23.94	Books - Youth & Teens
12/30/2017	SS	12/15/2017	Amazon	Acquisitions for Book-Dec 2017	18.94	Books - Youth & Teens
12/30/2017	SS	12/15/2017	Amazon	Acquisitions for Book-Dec 2017	11.98	Books - Youth & Teens
12/30/2017	SS	12/18/2017	Amazon	Acquisitions for Books-Dec 2017, Small Room Tower Heater	500.46	Books - Youth & Teens; Interior Facility Maintenance
Total for 20006 Support Services - 4206					933.37	
20007 Adult Services - 1931						
12/30/2017	AS	12/8/2017	American Library Association	Membership Renewal 2018-Phillips, J.	75.00	Dues & Memberships
12/30/2017	AS	12/8/2017	Illinois Library Association	Membership Renewal 2018-Zavagno, D.	162.00	Dues & Memberships
12/30/2017	AS	12/8/2017	American Library Association	Membership Renewal 2018-Jamieson, A.	321.00	Dues & Memberships
12/30/2017	AS	12/9/2017	Amazon	Acquisitions for AV-Dec 2017	10.55	AV - Adult
12/30/2017	AS	12/9/2017	Amazon	Acquisitions for AV-Dec 2017	700.38	AV - Adult
12/30/2017	AS	12/11/2017	American Library Association	Tech Strategies Workshop 12/8-Jamieson, A.	84.34	Training & Education
12/30/2017	AS	12/11/2017	American Library Association	Membership Renewal 2018-Steiner, C.	179.00	Dues & Memberships
12/30/2017	AS	12/11/2017	New York Times	Large Print Weekly Subscription Renewal-Dec 2017	35.20	Dues & Memberships
12/30/2017	AS	12/14/2017	Amazon	Acquisitions for AV-Dec 2017	93.22	AV - Adult
12/30/2017	AS	12/15/2017	Amazon	Acquisitions for AV-Dec 2017	66.57	AV - Adult
12/30/2017	AS	12/20/2017	Amazon	Acquisitions for AV-Dec 2017	39.92	AV - Adult
12/30/2017	AS	12/20/2017	Dreamland Pictures, LLC	Acquisitions for AV-Dec 2017	25.00	AV - Youth
12/30/2017	AS	12/20/2017	Amazon	Acquisitions for AV-Dec 2017	37.99	AV - Adult
12/30/2017	AS	12/30/2017	Netflix	Subscription-Jan-2018	11.99	E-Resources
Total for 20007 Adult Services - 1931					1,842.16	
20008 Youth Services - 7982						
12/30/2017	YS	12/15/2017	Amazon	Homeschool Program Supplies	18.70	Youth Programs
12/30/2017	YS	12/20/2017	Amazon	Storytime Supplies	17.98	Youth Programs
12/30/2017	YS	12/22/2017	Lakeshore Learning	Program Supplies	126.48	Youth Programs
12/30/2017	YS	12/23/2017	Magic Cabin Dolls	Pre-K Pavilion Supplies	69.98	Literacy Support - Youth
12/30/2017	YS	12/23/2017	Amazon	Craft Supplies	83.45	Youth Programs
12/30/2017	YS	12/23/2017	Amazon	Craft Supplies	24.76	Youth Programs
12/30/2017	YS	12/27/2017	Bureau of Education & Research	Seminar Registration 12/27	259.00	Training & Education
12/30/2017	YS	1/4/2018	American Library Association	Membership Renewal 2018-Anthony, M.	263.00	Dues & Memberships
12/30/2017	YS	1/4/2018	Illinois Library Association	Membership Renewal 2018-Frederick, J.	75.00	Dues & Memberships
12/30/2017	YS	1/5/2018	Amazon	Acquisitions for Books-Jan 2018	29.71	Books - Youth & Teens
Total for 20008 Youth Services - 7982					968.06	

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Date	Num	Name	Memo	Amount	Account Description
20009 Outreach Coord - 5394					
12/30/2017	OC	12/16/2017	Illinois Library Association	Professional Networking Event 12/15-Hoffman, J.	30.00 Outreach Programs
12/30/2017	OC	12/21/2017	Fast Signs	Extended Finals Hours Poster	35.13 Professional Outreach Services
Total for 20009 Outreach Coord - 5394				65.13	
20010 Adult Prog Coord - 7013					
12/30/2017	APC	12/1/2017	Amazon	Acquisition for Kindle Books-Dec 2017	14.99 Books-Adult Fiction
12/30/2017	APC	12/14/2017	Panera	Favorite Reads for 2017-Food	89.94 Adult Programs
12/30/2017	APC	12/19/2017	Displays and Holder	Acrylics for Adult Services	90.67 Minor Furnishings and Equipment
12/30/2017	APC	12/19/2017	Displays and Holder	Acrylics for Women's Restrooms	27.45 Minor Furnishings and Equipment
12/30/2017	APC	12/26/2017	Amazon	Acquisition for Kindle Books-Dec 2017	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	7.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	7.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	9.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	9.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	12.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	13.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/4/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
12/30/2017	APC	1/5/2018	Amazon	Acquisition for Kindle Books-Jan 2018	14.99 Books-Adult Fiction
Total for 20010 Adult Prog Coord - 7013				420.90	
20011 Youth Prog Coord - 6012					
12/30/2017	YPC	12/19/2017	Jewel-Osco	Cozy Crafts and Cocoa-Supplies	13.49 Youth Programs
12/30/2017	YPC	1/5/2018	LACONI, Inc.	Large Scale, All Ages Program 1/25-van Goethem, A.	30.00 Training & Education
Total for 20011 Youth Prog Coord - 6012				43.49	
20012 Youth Coord - 1750					
12/30/2017	YC	12/14/2017	American Meadows	1,000 Books Before Kindergarten Prizes (200)	120.00 Youth Programs
12/30/2017	YC	12/21/2017	Starbucks	1KBK Finishers Parent Prizes (10)	50.00 Youth Programs
12/30/2017	YC	12/21/2017	Whole Foods Market	Professional Mtg 12/21-Food	15.37 Training & Education
Total for 20012 Youth Coord - 1750				185.37	
Total for 20000 Credit Cards Payable				6,451.58	

Director's Report February 2018

FYI

- It is my recommendation that we put any previously closed minutes on the website from the years that are currently on the website, 2015-2017. The rest can be filed with the remainder of our board minutes in the Business Manager's office.
- I will be sharing IPLAR (Illinois Public Library Annual Report) highlights at the meeting and will submit the IPLAR to the Illinois State Library after the meeting.
- Vicki Karlovsky from the Adult Services Department will be giving a presentation on services to adult with developmental delays.
- I have included a list of the 2018 Friends of the Library meetings.
- As a reminder, the Director Review Process begins in March.

Facilities

- New hand dryers for the adult public restrooms have been installed and people are very appreciative of the warm air!
- Main door mechanics have been fixed

Personnel

- In January the library had 2 separations
 - Library Aide on January 4
 - Patron Services Assistant on January 7
- In January the library filled 1 position
 - Library Aide on January 29
- The library has the following open positions
 - Patron Services Assistant - 15 hour position
 - Administrative Assistant - 15 hour position

DEPARTMENT REPORTS

Adult Services Report

- Read Without Boundaries officially kicked off in January. We had 96 people enroll and 46 complete January's challenge so far.

- We began circulating the Kindles this month with a soft-launch. We've had 9 circs on the Kindles so far, although we anticipate this number to go up after the Kindles are featured in the newsletter and E-newsletter in February.
- The Library E-newsletter continues to work in our favor in terms of adult program sign-ups. For example, the program *Valentine Cards: A Painting Workshop* added 11 sign-ups to the total after the E-newsletter was sent.
- We had another great Grammy contest this year, with 150 patron entries.
- Ted went out to Gidwitz to do a personal One on One with one of our Homebound patrons on how to download books to her iPad. This is our second patron now at Gidwitz who can download eBooks.
- There has been a lot of renewed interest in the Deerfield Integration Case. We have heard from people like a local documentarian, local ministers, and several university students, including a DHS grad who is a current student at Yale and writing a paper about this history. (We will add his paper to our collection when he's done!) We've updated our archival materials to create a cart we can wheel out with instructions and help guides. We're also adding several recent books to this reference collection that mention the Deerfield case as well as digital copies of magazine articles, photographs, and pamphlets we did not have. We have also been able to share other recent digital additions to this collection, like our podcast interview with photographer Art Shay and our scans of the papers of Bob Gand!
- We have started a new quarterly book discussion series, "Classics Book Discussion." They had a fun first meeting in January on *My Antonia* by Willa Cather. The books will fit in with Read Without Boundaries themes and are helping to increase participation in that program as well.
- Vicki hosted a PLACE program called Read, Discuss, Create and had 14 attendees.
- Vicki also facilitated a program at the Center for Enriched Living on iMovie Basics.
- Kay and Ted hosted a meeting at DPL for local Programmers.
- The revamp of the Adult Services workroom was completed and the staff are very happy with the results.
- Jacob has been working with one patron on a few one-on-ones, and she's been consistently exuberant in her praise of him. She always makes sure to tell me how much she enjoys working with him and that's he's an excellent teacher.
- One of the RWB participants said this about the book she read for January (*The Book of Unknown Americans*): "It reminded me that immigration is more complex than just "wanting a better life" and that it's easier to understand anyone when you know more about them. I've had this book on my "to-read" list since 2015 and I'm glad the reading challenge brought it to the top."
- The Rokus and Hotspots have been so popular that we are going to be ordering more of both.
- Circulation numbers of the CDs have been dropping, so Ted will be doing a big weed.

Business Office Report

- Staff Enrichment Committee coordinated the DPL Gives Back at WDT Food Pantry activity on January 10 + 25. It was a great opportunity for our staff!



- Attended the Wellness Screening Review at Village of Deerfield on January 16
- Attended Developing Leadership Skills webinar through RAILS on January 17
- All-Staff Meeting and Sexual Harassment Training on January 23
- Attended the Business Manager's Meeting at Wilmette Public Library on January 25
- Working on the DPL Employee Handbook 2018 Revision Project
- Completed a HR Check-up with Management Association on January 31

IT Report

- Computers in the Adult Computer Lab have been replaced with Lenovo all-in-one machines, and cut the patron login time from almost two minutes to under 30 seconds.
- Commico is currently building our new library app and program registration system. We hope to have products available for internal testing next week.
- Our podcast is one year old, and a Tweet celebrating this has been retweeted by many of our past guests including Mary Kubica, Gale Gand, and Michael Lubelfeld.
- <https://twitter.com/DeerfieldPL/status/961307680433430529>
- We've had a number of patrons inquire about digitizing 8mm AND Super 8 video reels in the media lab and are currently looking into various solutions to add this functionality.

Outreach Report

- It was standing room only (almost ran out of chairs) for Community: The Anti-Drug on Jan. 31 - capacity at approx. 120 attendees. The program was on Vaping, and was also held at Highland Park High School in the evening. Our staff helped make this run smoothly. As A/V was needed for all three rooms, Tony and Tom made sure bypass setup as room B has no audio. Room setup was perfect. Staff at front desk answered

a lot of questions about parking, and downstairs desk patient about noise level outside rooms before and after the program. It takes a village!

- We have sent out a combined e-news version for 3 months. The newsletter open rate is 39.8%, well above the average 22%. We are pleased with these results and will continue to send one monthly e-news.
- Working on a cross departmental committee to review and evaluate the AV in the Meeting Rooms.
- Our relatively small community there continues to have new groups looking for meeting space. Sometimes they are newly formed groups, sometimes they are groups that hadn't thought to use the library prior. In January, five new groups utilized the meeting rooms. Total outside meetings were 48. New groups: Deerfield Dabbers, Saving Tiny Hearts Foundations, Brownie Troop 45782, Citizens for Action, Community: The Anti-Drug.
- Voter Registration/League of Women Voters: Working with new Voter Services Chair of the Deerfield/Lincolnshire League for onsite voter registration on Sunday, February 11. We are working together on robust promotion. They will also bring laptop/tablet so as to be able to answer general questions ("Am I registered at my current address?", "Who is on the ballot?", etc.).
- Summer Reading 2018 planning has begun.

Patron Services Report

- The Aides began our book end replacement project and have replaced 500 bookends that have deteriorated, leaving gummy black scuff marks on the shelves
- Thanks to Tom Owen and the IT staff for replacing the old computers in the lab with the new, faster all-in-one computers.
- The 2018 ILLINET ILL Traffic Survey was completed
- Thanks to all staff who covered the Extended Hours on Jan 13th and 14th
- The Chicago Botanic Garden Library gratefully accepted two book carts we donated. They are also interested in some of our older bookends.

Support Services Report

- Many small updates to Encore including
 - New material type icons were installed.
 - Content Cafe features can be accessed two different ways: from an item record scroll down to the Extras section and click on the links; or click the cover image. The links may or may not be the same from both places which adds an interesting twist to the whole thing.
 - Encore will now display NoveList content whether logged in or not. Before it only displayed the content when not logged in.

- Overdrive integration has been turned back on so patrons can once again see how long the hold queue is right from Encore and they can see what they have checked out in My Account
- Installed update for Sierra which many had bug fixes.
- Gave Communico access to Sierra data.
- We added the highest number of items in a single month in January.

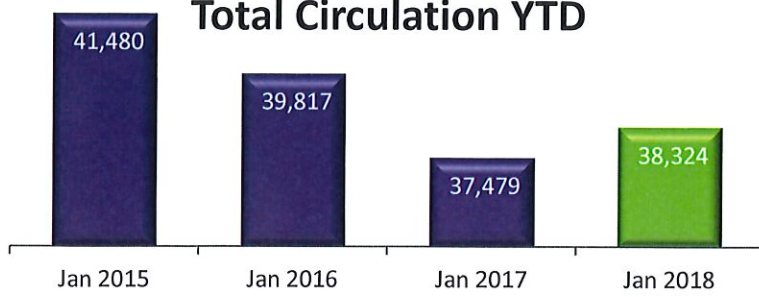
Youth Services Report

- Nina Michael, our Teen Librarian, will be reconfiguring the Teen space in the next month or so. This is in response to the survey that she conducted of Teens following the Library's formal survey which was part of the strategic planning process. The reconfiguration will utilize existing furniture and not require the purchase of any additional furniture.
- In January, Elisa Gall and Julia Frederick partnered with Support Services to launch the Keva Connect Kits as part of the Discovery Kits, which each contain STEM related material, instructions, and a related book as a set.
- We are in a transition period for kids' audiobooks. New cars no longer have CD players in them, and fewer people have CD players at home. In 2018 we will stop purchasing new Book Kits (Audio CDs with books in a hanging bag) and move to purchasing Playaway Bookpacks (in portfolio cases). This decision is a result of our investigation into new collection formats. Each Playaway Bookpack includes a Playaway and a print copy of the book. We will also include a car adapter cord in each kit. Some packs contain multiple copies of shorter books (often picture storybooks). The Playaway Bookpack format was chosen because it is already something our patrons are confident using, patrons give us anecdotal feedback that they enjoy using Playaways, and Playaways allow for a shared book-audio experience without the necessity of another device (such as a CD player).

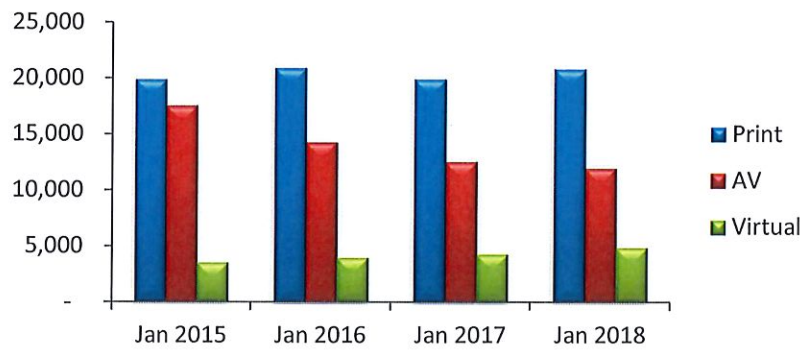
Deerfield Public Library

January 2018 Statistics

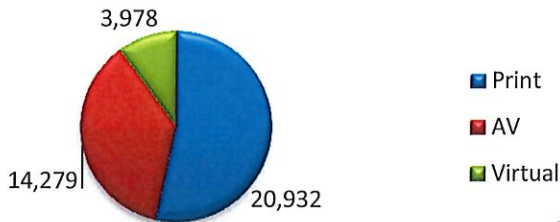
Total Circulation YTD



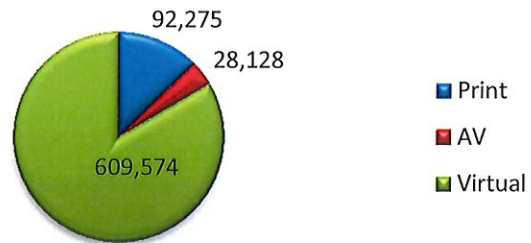
Circ Trends by Type YTD



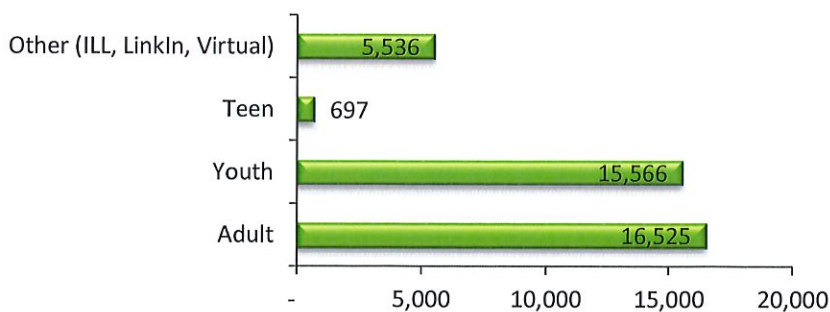
Circulation by Type YTD



Collection by Type - Jan



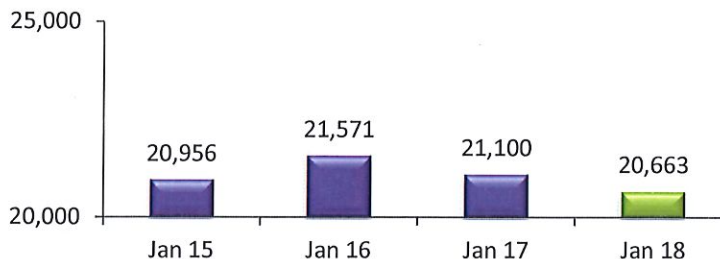
Circulation by Collection



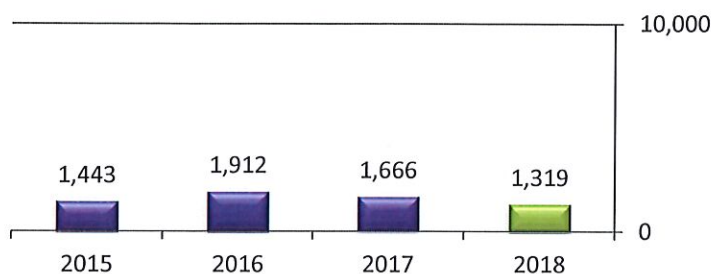
Deerfield Public Library

January 2018 Statistics

Monthly Library Visits

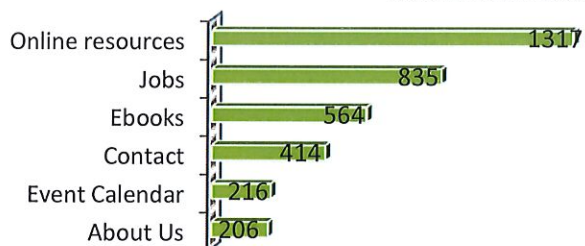


Program Attendance YTD

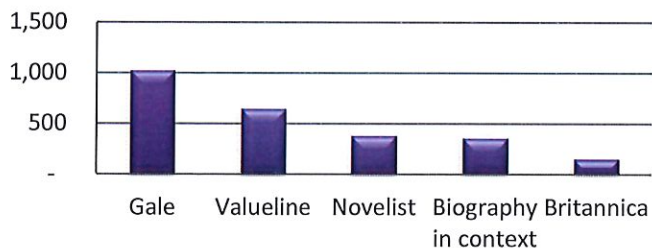


Most Popular Webpages*

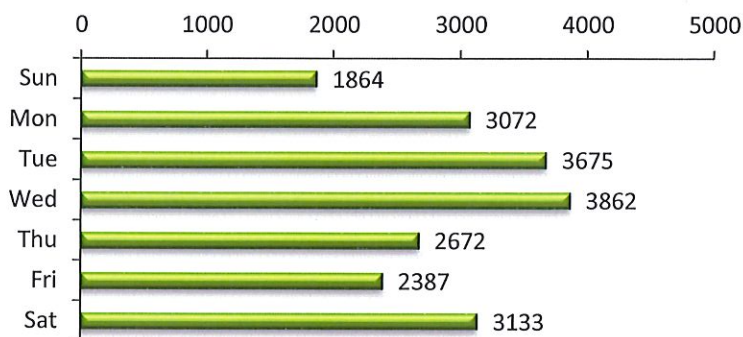
*Excludes the home page



Most popular databases Dec 2017



Average Daily Attendance



Friends of the Library 2018 Meeting Dates

January 22

March 26

May 21

July 23

September 24

November 26

Meetings are scheduled on Mondays, 7:00 PM, 1st Fl. Meeting Room, Deerfield Library

To: Board of Trustees
Date: February 21, 2018
Re: Extended Hours Recommendation

Background Information

In January 2017, the Board requested that the Library develop a plan to pilot extended hours the weekend before finals as a service to our DHS students. These extended weekend hours were to be held in June 2017 and January 2018.

The Management Team developed a plan for promotion and staffing. As an incentive for staff, staff were paid a premium for the extended hours (5-9 p.m.) shift on the Saturday and Sunday evenings. All staff were allowed to wear work appropriate blue jeans that weekend. Additionally, the Library provided snacks and a pizza dinner for staff. Staff appreciated this.

We promoted the extended hours through several avenues:

- Quarterly newsletter
- At the DHS library (posters and flyers)
- Library enews
- Library's social media outlets (Facebook and Instagram)
- Signs on library doors

We anticipated that low turnout for the June 2017 as the senior class does not take the finals.

To further promote the January 2018 extended hours, we advertised in the same avenues. DHS made announcements in the morning to remind the students that the Library was extending our hours. Additionally, when a group of area educators was meeting here, staff promoted the extended hours pilot program.

Results

While the Library was busy during the regular weekend days of January 13 and 14, it was not busy in the extended evenings. The Study Rooms were booked all day, with waiting lists. There were 45 Study Room Sign Ins on January 13 and 32 on January 14.

Door Counts

January 13	874
January 14	572

Observations from staff working the service desks indicate that the library was a very busy place during the day. However, the majority of people left at dinner time and didn't return. After 5 pm on both nights, staff observed a significant drop in foot traffic. The study rooms were popular the entire time we were open. The Adult Services staff reported that the study rooms were occupied

until 8:30 pm but if there wasn't a chance of getting a study room, the teens left. Nina Michael, Teen Librarian, indicated that there were approximately 6-10 people in the Youth Department at 8:50 p.m. both evenings. We didn't see an increase in reference questions over the weekend.

Wifi usage stats indicate peak usage from 12-4 pm on January 13 and 2-4 pm on January 14.

Recommendations

Upon discussion, staff does not recommend that we continue this program. We are limited by our space and felt that we were serving a very small portion of the population. It does not seem to be cost effective to pay the number of staff we had in order to keep the library open.

To: Board of Trustees
Date: February 21, 2018
Re: Proposed Circulation Policy Updates

Staff has met and is recommending some small changes to the Circulation Policy. Our Patron Services Manager has created charts that easily show how long material is able to be checked out. Additionally, we have reformatted the policy itself so it is easier to read.

Language has remained largely the same. We updated language to include broader terms for some items rather than specific item types. For example, ROKUS, WiFi hotspots and Kindles are included under "Electronic Devices". We feel that this allows for more flexibility as we continue to add new material under new formats for our patrons.

It is staff's recommendation that the Board approve these changes.

Deerfield Public Library Registration and Circulation Policy

PHILOSOPHY

The Deerfield Public Library's mission is to provide its community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment. Our circulation policies aim to facilitate the mission by outlining guidelines for patron registration and use of library collections.

REGISTRATION

Patrons assume full responsibility for the return, damage, fees, or fines for materials loaned under this policy and hold the Deerfield Public Library harmless of any materials.

TYPES OF LIBRARY CARDS

RESIDENTS AND PROPERTY OWNERS OF INCORPORATED DEERFIELD are taxed for library service on their real estate tax bills. A Deerfield Library card can be obtained upon display of a valid government-issued photo identification card and proof of current address within incorporated Deerfield. Deerfield resident and property owner library cards expire after three years and must be renewed with presentation of identification and proof of current address.

Children between the ages of 5 and 17 must be accompanied by their parent/legal guardian who shall provide proof of residency and sign the application. The parent/legal guardian will be responsible for any material checked out on the child's card, and assume full responsibility for the return, damage, fees or fines for materials loaned under this policy.

Nannies and Au Pairs who live with a family in incorporated Deerfield may receive a Deerfield Library card with a picture ID and a caregiving contract that includes proof of the living arrangements in Deerfield.

Temporary cards can be issued to extended-stay residents residing in hotels/motels that are in incorporated Deerfield (currently Residence Inn or Red Roof Inn). Residents must provide written proof from the hotel/motel of an extended stay of at least three months and a valid picture ID.

Teacher cards are issued to teachers who work in Deerfield School District 109 through an approved intergovernmental agreement. Teachers must show a valid picture ID and have prior approval from the school district. The Library reserves the right to limit services.

RESIDENTS OF RIVERWOODS, BANNOCKBURN OR UNINCORPORATED DEERFIELD are not taxed for this service, and may choose to purchase it. State law uses the high school district (District 113 for these areas) to determine the public library from which to obtain a library card. (Deerfield Public Library for most residents of these areas). Purchased card-holders are entitled to the same services as taxed card-holders.

The cost of library service for residents outside the boundaries of incorporated Deerfield is determined by the EAV (the equalized assessed value) multiplied by the current tax rate for library service for Deerfield taxpayers. The EAV of the resident's home and property is approximately 1/3 the real estate value. The cost of library services will be calculated on all taxable parcels included in the non-resident property owner's principal

residence. Residents of Riverwoods, Bannockburn, or unincorporated Deerfield should present a current tax bill. A chart is available in the Patron Services Department to determine the cost of library service.

Renewal of purchased library service: By law, purchased cards expire each year and may be reissued in subsequent years. Purchased library cards show the expiration date on the back. Full privileges are given to all members in the household who are five years of age and older. Parents and legal guardians assume full responsibility for the return, damage, fees or fines for materials loaned under this policy for children under the age of 18. Cards may be used at almost any area library.

Illinois State law provides that the annual fee for a Non-resident renter is 15% of the renter's monthly rent. For verification purposes, the Renter shall provide to the Library a state photo ID along with a copy of the lease proving current residency in the Deerfield Public Library Non-Resident Service Area.

Payment for purchased library service may be made in cash, by check, or by credit card. Cards must be paid in full at the time of purchase. Additional cards for family members in the same residence may be obtained at no additional charge.

BUSINESS OR COMMERCIAL PROPERTY OWNERS OF INCORPORATED DEERFIELD are taxed for library service on their real estate tax bills, and are therefore eligible for a library card. Additionally, business or commercial renters of incorporated Deerfield are eligible for a library card under the assumption that a portion of any rental payment is utilized by the landlord for the payment of property taxes. A Deerfield Public Library card can be obtained by a business upon proof of business ownership or commercial rental (i.e. the most current tax bill, a rental or lease agreement, professional license, etc.). Only one card will be issued per business. The business is responsible for any fines and fees associated with, or damage done to Library materials checked out with its card. A business card will be issued for three years.

RECIPROCAL BORROWERS. The Library extends reciprocal services to persons with a valid current library card from another town in Illinois. A current library card in good standing and a valid identification with the person's current address must be presented to obtain reciprocal borrowing privileges. The Library reserves the right to limit services. Reciprocal Borrower registration expires after one year and must be renewed with presentation of a current library card in good standing and valid identification with the person's current address.

JUVENILE VIDEO AND VIDEO GAME POLICY

All Juvenile patrons (under 18 years of age), may borrow videos and/or video game materials upon creation of their account within the Library database. This includes ALL videos regardless of rating, including those rated G through R by the MPAA, videos not rated by the MPAA and video games rated E through M by the ESRB. The child's parent(s) or legal guardian may opt out of this permission with a signed release form. This release form must be signed by the parent or legal guardian in person, in the Library with identity verification. When signed, the form prevents juvenile users from borrowing ANY Library video and video game materials, regardless of rating. This will not restrict online videos through virtual library services.

LOAN PERIODS, LIMITS, FINES and FEES

See Circulation Loan Chart

RENEWALS

All items (with the exception of new videos, new 7-day books, Interlibrary Loan, and LINKin) may be renewed twice if not on reserve or under special loan limits. Overdue items may be renewed, provided they are not on reserve or under special loan limits. In the case of renewal of overdue materials, fines will be assigned to the borrower's library card account from the original due date if renewed.

RESERVES/HOLDS

- **Deerfield cardholders:** Reserves/holds may be placed in person at any service desk, by telephone, or by accessing the Library Catalog with a valid library card. Reserves/holds may be placed on any item except new videos, new 7-day books, and magazines. Items will be held for three days from the time the items becomes available. With the exception of Sundays, holds placed by 2:00 p.m. will be filled that day if the material is available. All other holds will be filled within 24 hours of availability. Patrons will receive confirmation when their hold has been retrieved from the shelf. Holds can only be checked out to the account of the person who has requested the item.
- **Reciprocal borrowers:** Requests for on-shelf items may be placed in person at any service desk or by telephone. Reciprocal borrowers can request that an available item except new videos, new 7-day books, **electronic devices, board games, Discovery kits** and magazines be held for no longer than three days. Reciprocal borrowers may not request LINKin or interlibrary loan items. (Reciprocal borrowers are required to register their library cards according to the registration policy in order to borrow materials.)

LOST ITEMS

A borrower has up to 45 days to search for misplaced items before being required to pay replacement fees. Fees may be paid before the end of the 45-day period; however no refunds will be granted for found items. The Library does not accept donations of like items in lieu of payment. All damaged and withdrawn materials remain the property of the library. Patrons may be charged for lost items and pieces. In addition, a processing fee will be charged for library staff time spent ordering and processing the replaced item.

GUIDELINES FOR DETERMINING DAMAGE

The Deerfield Public Library understands that books and media experience normal wear and tear as they are used. The Library balances normal wear and tear against damages that might make the public reluctant to use the material. Usability is one consideration; appearance is another.

These guidelines cover any material that the library checks out to the public.

Replacement fees for damaged materials will be charged when the condition of an item makes it unsuitable to be returned to the collection.

EXAMPLES OF NORMAL WEAR AND TEAR OR MINOR DAMAGE is to be expected as items circulate. This includes:

- Book falling from spine, loose spine or loose pages
- Frayed edges
- Tears on Spine channel
- Magazine back cover or insert missing
- Torn plastic covers
- Paper dust jacket torn/marked/missing
- Plastic jackets torn/marked /missing

EXAMPLES OF MAJOR DAMAGE that requires withdrawal of materials:

- Animal teeth or claw marks
- Liquid damage/stains

- Pages stuck together
- Extensive marking /comments
- Pages marked/burned/missing/torn
- Swollen/mildewed/odoriferous
- Mold/mildew

EXAMPLES OF ITEMS THAT WOULD BE WITHDRAWN IF PARTS CANNOT BE REPLACED:

- Materials that are missing accompanying component when those items cannot be replaced. In this case a new item must be purchased, even though the remaining parts are not damaged.
- Items that are missing accompanying instruction or informational booklets when those items cannot be replaced and the booklets are needed to maintain the value to the item.
- Cords or components that render the item unusable.
- Damage rendering the item unusable.
- The Library does not accept donations of like items in lieu of purchased replacements.

LOST/DAMAGE MATERIAL AND OTHER FEES

See Other Circulation Fees chart

LINKin

The Deerfield Public Library circulates select materials through the LINKin consortium of libraries. This includes sending materials to other libraries, as well as receiving materials from other libraries. The Library determines what materials are available to be sent via the LINKin system. The Library will only send materials that are at least six months old.

GENERAL RULES

- A patron must have a current, valid Deerfield Public Library card with accumulated charges of no more than \$10.00 on the card.
- The LINKin consortium limits patrons to 25 items total at any time. This includes materials checked out, on hold and in transit back to the owning library.
- The Deerfield Public Library lends print books, audio books, videos, music CDs and Playaways through the LINKin system.

LINKin LOAN PERIODS, LIMITS, FINES and FEES

See LINKin/Interlibrary Loan Circulation Chart

INTERLIBRARY LOAN

The Library provides Interlibrary Loan (ILL) service to Deerfield Public Library cardholders when materials cannot be obtained from the Library collection or the LINKin consortium.

GENERAL RULES

Materials requested through ILL may take 1-3 weeks from the time the request was submitted to the date it arrives at the Library. Items in high demand and those requested from outside of Illinois may take longer.

Many university libraries and libraries outside of Illinois charge a lending fee. Every effort will be made to obtain requested items at no cost. In the event an item cannot be obtained for free, the patron will be notified of the option to pay the lending fee.

All ILL items borrowed through the Deerfield Public Library must be returned to the Deerfield Public Library.

- The library will only request materials that are at least six months old.
- The Library will only request materials within the 48 contiguous states.
- The Library will not request video games, periodicals, reference materials or computer software.
- The Library will not request multiple copies of the same title for the same person.
- DVDs and CDs will be requested from Illinois public libraries only.
- A limit of 10 items can be in process and checked out per patron at any given time.

INTERLIBRARY LOAN PERIODS, LIMITS, FINES and FEES

See LINKin/Interlibrary Loan Circulation Chart

LENDING TO OUTSIDE LIBRARIES

The Library provides ILL service as a lender to other libraries within the 48 contiguous states.

- Time will be added to the checkout period to account for delivery.
- DVDs CDs and Playaways are loaned only to Illinois Public Libraries.
- The Library will not lend video games, board games, periodicals, reference materials, electronic devices or discovery kits.
- The Library will only lend materials that are at least six months old and not designated as new materials.

7-day Loan:

- DVDs and Blu-rays

21-day Loan:

- Books
- Audio Books and Playaways
- Music CDs

Renewals

- The borrowing library may request a renewal through WorldShare or by contacting ILL staff. Renewals will not be granted if a Deerfield Public Library patron has placed a hold on the item. The Library has the right to recall items at any time.

Fines and Fees

- The library does not charge a fee to lend materials.
- There is no charge for photocopy requests of 25 pages or less.
- A fee of 10 cents will be charged for each page over 25.
- A fee of 25 cents per page will be charged for color copies
- The Library will determine fees for lost or damaged items.

CIRCULATION LOAN PERIODS, LIMITS, FINES AND FEES

Materials	Loan Period (days)	Checkout Limits	Renewable?	Requestable for Deerfield residents?	Available to reciprocal borrowers?	Overdue Fines per day	Maximum Overdue fines
BOOKS AND AUDIOBOOKS - ADULT AND CHILDREN'S							
Books - Fiction and non-fiction	21	no limit	twice	yes	yes	\$0.20	\$5.00
Book Group books	42	no limit	2 @21days	yes	yes	\$0.20	\$5.00
Books - Lucky Duck	7	no limit	No	no	yes	\$0.20	\$5.00
Audiobooks and Playaways - all	21	no limit	twice	yes	yes	\$0.20	\$5.00
Juvenile Kits	21	no limit	twice	yes	yes	\$0.20	\$5.00
FILM and VIDEO - ADULT AND CHILDREN'S							
NEW Feature/Family films	7	10 total any combination of videos/films	No	no	yes	\$1.00	\$10.00
Feature/Family films	7		twice	yes	yes	\$1.00	\$10.00
Documentaries	7		twice	yes	yes	\$1.00	\$10.00
Television Series	21		twice	yes	yes	\$1.00	\$10.00
OTHER MATERIAL							
Magazines	7	no limit	twice	no	yes	\$0.20	\$5.00
Board games	21	no limit	twice	yes	yes	\$1.00	\$10.00
CDs and CD boxed sets	7	no limit	twice	yes	yes	\$0.20	\$5.00
Video games	7	4	twice	yes	yes	\$1.00	\$10.00
Electronic devices (adult cards only)	7	no limit	twice	yes	no	\$1.00	\$10.00
Discovery kits	7	1	twice	yes	yes	\$0.20	\$5.00
E-readers	21	no limit	twice	yes	no	\$1.00	\$10.00

FINE/FEE LIMITS

If your library card has fines of \$10.00 or more, you will be unable to check out, renew or place holds on materials until the balance owed is brought below \$10.00.

RENEWALS

All renewable items (see chart) may be renewed twice if not on reserve or under special loan limits. Overdue items may be renewed, provided they are not on reserve or under special loan limits. In the case of renewal of overdue materials, fines will be assigned to the borrower's library card account from the original due date if renewed.

SPECIAL LOANS

Vacation loans: 6-week vacation loans are available on request for the following: print books, audio books, music CDs - reverts to standard loan period if renewed.

E-Media Downloads: Electronic Materials may be checked out for 3, 7, 14, or 21 days depending on the item and the digital usage rights. Some electronic media has no loan period and may be checked out indefinitely. Checkout limits are determined by the media provider.

IN LIBRARY USE ONLY

Newspapers, Reference Material, iPads, Laptops

LINKin LOANS

available to Deerfield Library cardholders only

Books	28	25 items total including checked out, on hold and in transit	1@2 weeks	yes	no	\$0.20	\$5.00
Audiobooks and	28		1@2 weeks	yes	no	\$0.20	\$5.00
Music CDs	28		1@2 weeks	yes	no	\$0.20	\$5.00
Videos - any form	7		1@1 week	yes	no	\$1.00	\$10.00

LINKin FEES

The lending library will determine fees for any lost or damaged item.

INTERLIBRARY LOANS

available to Deerfield Library cardholders only

Books	21	10 items total including checked out or in process	Renewals by permission of lending library.	yes	no	\$0.20	\$5.00
Audiobooks and	21		yes	no	\$0.20	\$5.00	
Music CDs	21		yes	no	\$0.20	\$5.00	
Videos - any form	7		yes	no	\$1.00	\$10.00	

INTERLIBRARY LOAN FEES

The lending library will determine fees for any lost or damaged item. Any fees charged to the Deerfield Public Library by the lending library are passed on to the requesting patron.

Photocopied articles: first 25 pages:	no charge
more than 25 copies:	\$0.10 per page
Any full color photocopies:	\$0.25 per page

OTHER FEES

OTHER FEES	
Nonresident library cards for residents of unincorporated Deerfield, Bannockburn, or Riverwoods within the Library's taxing area.	1-year fee calculated by current tax rate
Missing video, audio book, video game or Playaway case	\$5.00
CD case, Playaway battery cover	\$3.00
Magazine	\$5.00
Juvenile Kit bag	\$5.00
Lost library material	replacement cost plus \$5.00 processing fee
the procurement of material from another library if the lending library charges a fee	fee as charged
returned checks	bank fee
photocopying per page: black and white	\$0.10
photocopying per page: color	\$0.25
faxing: per page	\$1.00
3-D printing: cost of filament per gram (minimum \$1.00 per print job)	\$.10/gram