

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
July 19, 2018 | 7:00 p.m.  
300 West Briarcliff Road | Bolingbrook | Board Room (2<sup>nd</sup> Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – June 18, 2018
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2018 through June 30, 2019
  - b. Approval of Notice of Public Hearing for Budget and Appropriation Ordinance – September 20, 2018 at 6:30 p.m.
  - c. Approval of Updated Salary Structure
  - d. Approval of Hotspot Policy
  - e. Approval of Certified List of Trustees
  - f. Approval of Library Closing for Pathways Parade on Sunday, September 9, 2018
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – July, 2018
  - b. Bills Payable Report – July, 2018
12. Director's Report – June, 2018
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
15. Announcements
16. Executive Session
  - a. 5 ILCS 120/2 (c) (21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
17. Approval of Report on Review of Closed Meeting Minutes
18. Adjournment

## July 2018 Agenda Background

Paul Mills

### 7. New Business – Action Items

- a. Approval of Tentative Budget and Appropriation Ordinance for Fiscal Year July 1, 2018 through June 30, 2019

Please find included in your packet the tentative Budget and Appropriation Ordinance, the working budget, and background information in the Director's Report.

*Suggested Motion: Motion to approve the Tentative Budget and Appropriation Ordinance for Fiscal Year July 1, 2018 through June 30, 2019.*

- b. Approval of Notice of Public Hearing for Budget and Appropriation Ordinance on September 20, 2018 at 6:30 p.m.

The library will have its public hearing for the Budget and Appropriation Ordinance for Fiscal Year July 1, 2018 through June 30, 2019.

*Suggested Motion: Motion to approve Notice of Public Hearing for Budget and Appropriation Ordinance to be held on September 20, 2018 at 6:30 p.m.*

- c. Approval of Updated Salary Structure

Please see the memo include in the Board Packet for information regarding this recommendation.

*Suggested Motion: Motion to approve the salary structure for 2018 / 2019 as presented with implementation to be effective as of August 1, 2018.*

d. Approval of Hotspot Policy

Our library would like to begin circulating internet hotspots so that our patrons may have access to the internet in places they may not otherwise have them. This draft policy outlines the terms of their usage.

Our attorney has reviewed this policy and his recommendations have been included.

*Suggested Motion: Motion to approve the Hotspot Policy.*

e. Approval of Certified List of Trustees

Annually the library must prepare, certify, and submit a list of trustee names and addresses to both Will and DuPage Counties. Please see the enclosed list that is proposed for submittal.

*Suggested Motion: Motion to approve the certified list of Board member names and addresses to Will and DuPage Counties.*

f. Approval of Library Closing for Pathways Parade on Sunday, September 9, 2018

For the past several years the library has closed for the Pathways Parade. The parade will be on Sunday, September 9th this year and I recommend that we close for the parade.

*Suggested Motion: Motion to approve closing the library on Sunday, September 9, 2018 for the Pathways Parade.*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD JUNE 18, 2018  
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Monday, June 18, 2018 at 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by President Margaret (Peggy) Danhof.

ROLL CALL

The roll was called by recorder, Juanita Lennon, and a quorum was established.

PRESENT

Present at roll call were Robert Kalnicky, Kathryn Spindel, Ruth Newell, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustee Steven Prodehl and Trustee Marcelo Valencia

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon and Nancy Castellanos.

PUBLIC PRESENT

The following public was present: Jody Hargett, Lori Marschke, Ryan Harter and Otis Gatlin.

AGENDA APPROVAL

Following the Pledge of Allegiance, Danhof asked for a motion to approve the agenda. A motion was made by Spindel, seconded by Newell.

AYES:	Kalnicky, Spindel, Newell, Bermejo, Danhof
NAYES:	None
ABSENT:	Prodehl, Valencia



## MINUTES OF THE BOARD MEETING – May 17, 2018

The minutes of the board meeting held May 17, 2018 were presented. A motion to approve the minutes was made by Spindel, seconded by Kalnicky. Minutes were approved as read.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

## MINUTES OF THE EXECUTIVE SESSION – May 17, 2018

The minutes of the Executive Session held May 17, 2018 were presented. A motion to approve the minutes was made by Spindel, seconded by Newell. Minutes were approved as read.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

## COMMENTS FROM THE PUBLIC

No comments were made.

## FRIENDS OF THE LIBRARY

Jody Hargett updated the Board. The Friends sponsored the Summer Adventure Kickoff event, The DreamTree Shakers Concert on June 6. Unfortunately there was low attendance. The Friends made \$6 in candy sales.

The Friends are donating three \$200 scholarships to attend the Bolingbrook STEM Association's Summer Break STEM Camp running July 16 through July 20.

## NEW BUSINESS

### Approval of Ordinance 2018-1 – Prevailing Wage Ordinance

A motion to approve Ordinance 2018-1 – Prevailing Wage Ordinance was made by Spindel, seconded by Newell.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

### Approval of Merit Increase for Fiscal Year 2019

A motion to approve a standard merit increase of 3% for fiscal year 2019 and to approve a standard merit bonus of 3% for fiscal year 2019 for staff at or over their position's maximum salary was made by Spindel, seconded by Newell.

Both the merit increase and the merit bonus require a satisfactory or better performance evaluation in order to be granted.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

### Approval of Permanent Polling Place Agreement

A motion to approve the permanent polling place agreement with the Will County Clerk's Office was made by Kalnicky, seconded by Spindel.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

### Approval of Request to Travel for Trustees to 2018 Illinois Library Association Annual Conference in Peoria, IL – October 9-11, 2018

A motion to approve the request to travel for trustees to 2018 Illinois Library Association Annual Conference in Peoria, IL in October 9 – 11, 2018 was made by Spindel, seconded by Newell.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

### LIBRARY PROJECTS

None.

### CORRESPONDENCE

The Bolingbrook Park District sent a thank you letter to the Outreach department for participating in the Week of the Young Child in April.

### TREASURER'S REPORT

The Treasurer's Report for May, 2018 was presented by Treasurer Spindel and will be filed for audit.

## BILLS FOR APPROVAL

### Bills Paid Report – June, 2018

Bills paid for the month of June in the amount of \$80,910.02 was presented for approval. Motion to approve was made by Newell, seconded by Kalnicky.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

### Bills Payable Report – June, 2018

Bills payable for the month of June in the amount of \$298,645.51 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof  
NAYES: None  
ABSENT: Prodehl, Valencia

## DIRECTOR'S REPORT – May, 2018

Executive Director Mills reported that he was appointed to the Illinois Library Association Intellectual Freedom Committee and was then asked to serve as chair.

Mills was also re-elected to the RAILS Board of Directors.

The Valley View School District summer lunch program has been very successful these past few weeks.

## UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

Heart Haven Outreach's "Christmas in July" Golf Gala Dinner is on Thursday, July 13 at the Bolingbrook Golf Club.

Bolingbrook Joyfest is on Saturday, September 8.

The Pathways Parade is on Sunday, September 9.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 7:14 p.m.

Approved: \_\_\_\_\_  
Steven J. Prodehl, Secretary

\_\_\_\_\_  
Margaret J. (Peggy) Danhof, President

Tentative  
Budget and Appropriation Ordinance  
of the  
Fountaindale Public Library District  
Will and Du Page Counties, Illinois  
for  
Fiscal Year July 1, 2018 to June 30, 2019

Whereas, Paul Mills, Library Director, has been designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, and in accordance with such designation has prepared such tentative budget and appropriation ordinance and on July 19, 2018 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation ordinance conveniently available to public inspection for at least thirty days prior to action thereon; and

Whereas, prior to final action a public hearing was held as to such budget and appropriation ordinance on September 20, 2018, notice of which hearing was given at least thirty days prior thereto by publication in The Bugle, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees, of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2018 and ending June 30, 2019.

**Estimated Available Revenue**

Estimated Cash on Hand July 1, 2018	
Cash in the Working Cash Fund	\$642,644
Cash in the Special Reserve Fund	\$13,437,092
Cash in the General Corporate Fund	\$9,859,953
Cash in the Audit Fund	\$5,663
Cash in the Liability Insurance Fund	\$103,458
Cash in the FICA Fund	\$219,175
Cash in the Illinois Municipal Retirement Fund	\$588,945
Cash in the Building Maintenance Fund	\$191,987
<b>Total Estimated Cash on Hand</b>	<b>\$25,048,917</b>

Cash to be received from 2017 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

<b>Cash to be received from 2017 levy</b>	
Balance, Corporate Tax Levy	\$3,473,635
Balance, Audit Tax Levy	\$6,922
Balance, Liability Insurance Tax Levy	\$46,460
Balance, FICA Tax Levy	\$139,236
Balance, Illinois Municipal Retirement Tax Levy	\$304,647
Balance, Building Maintenance Tax Levy	\$145,334
<b>Total Cash to be received from 2017 Levy</b>	<b>\$4,116,235</b>

Cash to be received from the 2018 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

<b>Cash to be received from 2018 levy</b>	
General Corporate Tax Levy	\$7,360,925
Audit Tax Levy	\$14,663
Liability Insurance Tax Levy	\$98,454
FICA Tax Levy	\$293,308
Illinois Municipal Retirement Tax Levy	\$647,324
Building Maintenance Tax Levy	\$307,972
<b>Total 2018 Levy</b>	<b>\$8,722,647</b>

<b>Other Income:</b>	
Personal Property Replacement Tax	\$109,000
TIF Refund - Beaconridge	\$225,000
State Per Capita Grant	\$84,604
Interest	\$173,131
Fines	\$25,000
Copy Machines/Printing/Fax	\$27,000
Miscellaneous Income	\$8,300
Donations / Gifts / Grants	\$10,000
Back Taxes and Adjustments	\$70
<b>Total Other Income</b>	<b>\$662,105</b>

Cash on hand July 1, 2018 from the sale of Library Building Bonds on September 14, 2016, February 11, 2009, and December 15, 2009	<b>\$117,248</b>
---	------------------

Total Estimated Cash Available During the Year including Special Reserve Fund, Working Cash Fund and Bond Proceeds	<b>\$34,131,376</b>
--	---------------------

Note: In addition to the foregoing, there is presently \$1,139,409 on hand in the Library Building Bond and Interest Fund. It is estimated that the following amounts will be received during the fiscal year to pay principal and interest on the September 14, 2016 issue of \$9,775,000, February 11, 2009 issue of \$20,750,000 and the December 15, 2009 issue of \$8,750,000.

**Bond Notation**

Balance on hand July 1, 2018	\$1,139,409
Cash to be received from 2017 Tax Levy	\$1,321,904
Cash to be received from 2018 Tax Levy	\$1,338,424
Cash to be received from BAB Interest Rebate	\$164,872
<b>Total</b>	<b>\$3,964,610</b>

**Estimated Expenditures**

Salaries	4,976,400
<b>Total Salaries</b>	<b>\$4,976,400</b>

Prof. Dev. & Training	45,600
Employee Recognition	4,800
Membership Dues	10,800
Dues - Institutional	2,640
Mileage & Transportation	28,800
Room/Board/Meals	40,800
Hiring and Placement	960
Cafeteria Plan	469,680
EAP	2,400
<b>Total Personnel</b>	<b>\$606,480</b>

Building Security	2,400
Equipment Rental	7,200
Equipment Maintenance	174,000
Leased Equipment	66,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	30,000

Tentative Budget and Appropriation Ordinance

Legal Expense - Publication	3,000
Bank Service Fees	6,048
Payroll Service	21,600
Professional Services	162,000
Printing	51,600
Collection Services	7,200
Internet Services	49,200
Cable TV Services	1,800
Catalog Management	28,800
Computer Circulation Expense	120,000
<b>Total Contractual Services</b>	<b>\$756,048</b>

Telephone Service	9,600
Telephone Data	7,800
Electricity	228,000
Gas	60,000
Water & Sewer	36,000
Minor Library Equipment	18,000
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	58,800
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	61,200
Postage	18,000
Shipping	14,400
Buildings	18,000
Grounds	60,000
<b>Total Supplies &amp; Utilities</b>	<b>\$658,800</b>

Books and AV	929,400
Programs - Adult	42,720
Programs - Children	19,200
Programs - Young Adult	18,000
Special Services/Events	8,400
Donations Expended	15,600
Computer Software	375,000
<b>Total Library Materials</b>	<b>\$1,408,320</b>

Library Equipment - Capital	30,000
Office Equipment - Capital	6,000



Library Furniture - Capital	6,000
Office Furniture - Capital	6,000
Special Projects	24,794
Automated Systems	94,200
PC Computer Equipment	48,000
Buildings - Capital	350,000
Grounds - Capital	12,000
<b>Total Capital Expenditures</b>	<b>\$576,994</b>

Miscellaneous	24,000
Public Relations	51,600
<b>Total Miscellaneous</b>	<b>\$75,600</b>

Per Capita Grant	101,525
<b>Total Per Capita Grant</b>	<b>\$101,525</b>

Other Grants	600
<b>Total Other Grants</b>	<b>\$600</b>

<b>Total General Fund</b>	<b>\$9,160,767</b>
---------------------------	--------------------

Audit Expense	12,000
<b>Total Audit Fund</b>	<b>\$12,000</b>

Unemployment Insurance	18,000
Workmen's Compensation	48,000
Liability Insurance	66,000
Umbrella Policy	18,000
Treasurer's Bond	9,000
<b>Total Liability Insurance Fund</b>	<b>\$159,000</b>

FICA	377,941
IMRF	741,060
<b>Total Social Security Fund</b>	<b>\$1,119,001</b>

Building Maintenance	342,000
Building Supplies	36,000
<b>Total Maintenance Fund</b>	<b>\$378,000</b>

<b>Total Operating Fund Expenditures</b>	<b>\$10,828,768</b>
--	---------------------

Construction Project	39,505
<b>Total Construction Project</b>	<b>\$39,505</b>

**Total Estimated Expenditures**

**\$10,868,273**

Estimated Cash on Hand at Close of Fiscal Year including  
Working Cash Fund, Special Reserve Fund, and Bond Proceeds

**\$23,263,103**

SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2018 and ending June 30, 2019.

**Estimated Expenditures**

Salaries 4,976,400

**Total Salaries \$4,976,400**

Prof. Dev. & Training 45,600

Employee Recognition 4,800

Membership Dues 10,800

Dues - Institutional 2,640

Mileage & Transportation 28,800

Room/Board/Meals 40,800

Hiring and Placement 960

Cafeteria Plan 469,680

EAP 2,400

**Total Personnel \$606,480**

Building Security 2,400

Equipment Rental 7,200

Equipment Maintenance 174,000

Leased Equipment 66,000

Bookmobile Maintenance 25,200

Legal Expense - Attorney 30,000

Legal Expense - Publication 3,000

Bank Service Fees 6,048

Payroll Service 21,600

Professional Services 162,000

Printing 51,600

Collection Services 7,200

Internet Services 49,200

Cable TV Services 1,800

Catalog Management	28,800
Computer Circulation Expense	120,000
<b>Total Contractual Services</b>	<b>\$756,048</b>

Telephone Service	9,600
Telephone Data	7,800
Electricity	228,000
Gas	60,000
Water & Sewer	36,000
Minor Library Equipment	18,000
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	58,800
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	61,200
Postage	18,000
Shipping	14,400
Buildings	18,000
Grounds	60,000
<b>Total Supplies &amp; Utilities</b>	<b>\$658,800</b>

Books and AV	929,400
Programs - Adult	42,720
Programs - Children	19,200
Programs - Young Adult	18,000
Special Services/Events	8,400
Donations Expended	15,600
Computer Software	375,000
<b>Total Library Materials</b>	<b>\$1,408,320</b>

Library Equipment - Capital	30,000
Office Equipment - Capital	6,000
Library Furniture - Capital	6,000
Office Furniture - Capital	6,000
Special Projects	24,794
Automated Systems	94,200
PC Computer Equipment	48,000
Buildings - Capital	350,000
Grounds - Capital	12,000
<b>Total Capital Expenditures</b>	<b>\$576,994</b>

Miscellaneous	24,000
Public Relations	51,600
<b>Total Miscellaneous</b>	<b>\$75,600</b>

Per Capita Grant	101,525
<b>Total Per Capita Grant</b>	<b>\$101,525</b>

Other Grants	600
<b>Total Other Grants</b>	<b>\$600</b>

<b>Total General Fund</b>	<b>\$9,160,767</b>
---------------------------	--------------------

Audit Expense	12,000
<b>Total Audit Fund</b>	<b>\$12,000</b>

Unemployment Insurance	18,000
Workmen's Compensation	48,000
Liability Insurance	66,000
Umbrella Policy	18,000
Treasurer's Bond	9,000
<b>Total Liability Insurance Fund</b>	<b>\$159,000</b>

FICA	377,941
IMRF	741,060
<b>Total Social Security Fund</b>	<b>\$1,119,001</b>

Building Maintenance	342,000
Building Supplies	36,000
<b>Total Maintenance Fund</b>	<b>\$378,000</b>

<b>Total Operating Fund Expenditures</b>	<b>\$10,828,768</b>
--	---------------------

Construction Project	39,505
<b>Total Construction Project</b>	<b>\$39,505</b>

<b>Total Estimated Expenditures</b>	<b>\$10,868,273</b>
-------------------------------------	---------------------

SECTION 3. That, except for bond proceeds, all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That, except for bond proceeds, all unexpended balances not applied in the manner set forth in Section 3 of this ordinance may be transferred to the special reserve fund created by Ordinance 1981-2 of this District, said fund to accumulate as provided in said Ordinance.

SECTION 5. That a certified copy of this ordinance be published at least once after passage in a newspaper published or circulated in the District.

SECTION 6. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT,  
WILL AND DU PAGE COUNTIES, ILLINOIS, this 20<sup>th</sup> day of September, 2018.

Approved this 20<sup>th</sup> day of September, 2018.

---

Margaret J. (Peggy) Danhof  
President of the Board of Trustees of  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DU PAGE COUNTIES, ILLINOIS

ATTEST:

---

Steven J. Prodehl  
Secretary

FPLD  
FY2019 and FY2018 Working Budget Comparison

Description	2018 - 2019	2017 - 2018	Difference	
			Over/-Under	%
Estimated Expenditures				
Salaries	\$4,147,000.00	\$3,975,000.00	\$172,000.00	4.3%
<b>Total Salaries</b>	<b>\$4,147,000.00</b>	<b>\$3,975,000.00</b>	<b>\$172,000.00</b>	<b>4.3%</b>
Prof. Dev. & Training	\$38,000.00	\$38,000.00	\$0.00	0.0%
Employee Recognition	\$4,000.00	\$4,000.00	\$0.00	0.0%
Membership Dues	\$9,000.00	\$7,500.00	\$1,500.00	20.0%
Dues - Institutional	\$2,200.00	\$2,200.00	\$0.00	0.0%
Mileage & Transportation	\$24,000.00	\$24,000.00	\$0.00	0.0%
Room/Board / Meals	\$34,000.00	\$34,000.00	\$0.00	0.0%
Hiring and Placement	\$800.00	\$500.00	\$300.00	60.0%
Cafeteria Plan	\$391,400.00	\$380,000.00	\$11,400.00	3.0%
EAP	\$2,000.00	\$2,000.00	\$0.00	0.0%
<b>Total Personnel</b>	<b>\$505,400.00</b>	<b>\$492,200.00</b>	<b>\$13,200.00</b>	<b>2.7%</b>
Building Security	\$2,000.00	\$2,000.00	\$0.00	0.0%
Equipment Rental	\$6,000.00	\$4,500.00	\$1,500.00	33.3%
Equipment Maintenance	\$145,000.00	\$80,000.00	\$65,000.00	81.3%
Leased Equipment	\$55,000.00	\$75,000.00	-\$20,000.00	-26.7%
Bookmobile Maintenance	\$21,000.00	\$21,000.00	\$0.00	0.0%
Legal Expense - Attorney	\$25,000.00	\$25,000.00	\$0.00	0.0%
Legal Expense - Publication	\$2,500.00	\$2,500.00	\$0.00	0.0%
Bank Service Fees	\$5,040.00	\$5,000.00	\$40.00	0.8%
Payroll Service	\$18,000.00	\$18,000.00	\$0.00	0.0%
Professional Services	\$135,000.00	\$70,000.00	\$65,000.00	92.9%
Printing	\$43,000.00	\$43,000.00	\$0.00	0.0%
Collection Services	\$6,000.00	\$6,000.00	\$0.00	0.0%
Internet Services	\$41,000.00	\$40,000.00	\$1,000.00	2.5%
Cable TV Services	\$1,500.00	\$1,500.00	\$0.00	0.0%
Catalog Management	\$24,000.00	\$23,400.00	\$600.00	2.6%
Computer Circulation Expense	\$100,000.00	\$100,000.00	\$0.00	0.0%
<b>Total Contractual Services</b>	<b>\$630,040.00</b>	<b>\$516,900.00</b>	<b>\$113,140.00</b>	<b>21.9%</b>
Telephone Service	\$8,000.00	\$12,000.00	-\$4,000.00	-33.3%
Telephone Data	\$6,500.00	\$7,500.00	-\$1,000.00	-13.3%
Electricity	\$190,000.00	\$190,000.00	\$0.00	0.0%
Gas	\$50,000.00	\$55,000.00	-\$5,000.00	-9.1%
Water & Sewer	\$30,000.00	\$30,000.00	\$0.00	0.0%
Minor Library Equipment	\$15,000.00	\$17,500.00	-\$2,500.00	-14.3%
Minor Office Equipment	\$5,000.00	\$5,000.00	\$0.00	0.0%
Minor Library Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Minor Office Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Office Supplies	\$30,000.00	\$24,000.00	\$6,000.00	25.0%
Program Supplies	\$49,000.00	\$41,750.00	\$7,250.00	17.4%
Computer Supplies	\$8,000.00	\$7,500.00	\$500.00	6.7%
Board Supplies	\$2,000.00	\$1,500.00	\$500.00	33.3%

FPLD  
FY2019 and FY2018 Working Budget Comparison

Fuel Expense Bookmobile/Vehicles	\$7,500.00	\$7,500.00	\$0.00	0.0%
Library Supplies	\$51,000.00	\$47,500.00	\$3,500.00	7.4%
Postage	\$15,000.00	\$15,000.00	\$0.00	0.0%
Shipping	\$12,000.00	\$12,000.00	\$0.00	0.0%
Buildings	\$15,000.00	\$15,000.00	\$0.00	0.0%
Grounds	\$50,000.00	\$50,000.00	\$0.00	0.0%
<b>Total Supplies &amp; Utilities</b>	<b>\$549,000.00</b>	<b>\$543,750.00</b>	<b>\$5,250.00</b>	<b>1.0%</b>
Books and AV	\$774,500.00	\$721,400.00	\$53,100.00	7.4%
Programs - Adult	\$35,600.00	\$25,600.00	\$10,000.00	39.1%
Programs - Children	\$16,000.00	\$14,000.00	\$2,000.00	14.3%
Programs - Young Adult	\$15,000.00	\$11,000.00	\$4,000.00	36.4%
Donations Expended	\$13,000.00	\$21,500.00	-\$8,500.00	-39.5%
Computer Software	\$312,500.00	\$271,500.00	\$41,000.00	15.1%
Special Services/Events	\$7,000.00	\$9,000.00	-\$2,000.00	-22.2%
<b>Total Library Materials</b>	<b>\$1,173,600.00</b>	<b>\$1,074,000.00</b>	<b>\$99,600.00</b>	<b>9.3%</b>
Library Equipment - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Office Equipment - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Library Furniture - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Office Furniture - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Outreach Equipment - Capital	\$20,000.00	\$64,000.00	-\$44,000.00	-68.8%
Special Projects	\$20,662.00	\$21,291.00	-\$629.00	-3.0%
Automated Systems	\$78,500.00	\$90,000.00	-\$11,500.00	-12.8%
PC Computer Equipment	\$40,000.00	\$24,400.00	\$15,600.00	63.9%
Buildings - Capital	\$20,000.00	\$2,000.00	\$18,000.00	900.0%
Buildings - Capital/TIF Refund	\$225,000.00	\$0.00	\$225,000.00	0.0%
Grounds - Capital	\$10,000.00	\$10,000.00	\$0.00	0.0%
<b>Total Capital Expenditures</b>	<b>\$434,162.00</b>	<b>\$231,691.00</b>	<b>\$202,471.00</b>	<b>87.4%</b>
Miscellaneous	\$20,000.00	\$25,000.00	-\$5,000.00	-20.0%
Public Relations	\$43,000.00	\$43,000.00	\$0.00	0.0%
<b>Total Miscellaneous</b>	<b>\$63,000.00</b>	<b>\$68,000.00</b>	<b>-\$5,000.00</b>	<b>-7.4%</b>
Per Capita Grant	\$84,604.00	\$52,552.00	\$32,052.00	61.0%
<b>Total Per Capita Grant</b>	<b>\$84,604.00</b>	<b>\$52,552.00</b>	<b>\$32,052.00</b>	<b>61.0%</b>
Other Grants	\$500.00	\$500.00	\$0.00	0.0%
<b>Total Other Grants</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Total General Fund</b>	<b>\$7,587,306.00</b>	<b>\$6,954,593.00</b>	<b>\$632,713.00</b>	<b>9.1%</b>
Audit Expense	\$10,000.00	\$10,000.00	\$0.00	0.0%
<b>Total Audit Fund</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>0.0%</b>
Unemployment Insurance	\$15,000.00	\$25,000.00	-\$10,000.00	-40.0%
Workmen's Compensation	\$40,000.00	\$30,000.00	\$10,000.00	33.3%
Liability Insurance	\$55,000.00	\$45,000.00	\$10,000.00	22.2%

FPLD  
FY2019 and FY2018 Working Budget Comparison

Umbrella Policy	\$15,000.00	\$15,000.00	\$0.00	0.0%
Treasurer's Bond	\$7,500.00	\$7,500.00	\$0.00	0.0%
<b>Total Liability Insurance</b>	<b>\$132,500.00</b>	<b>\$122,500.00</b>	<b>\$10,000.00</b>	<b>8.2%</b>
FICA	\$314,951.00	\$300,645.00	\$14,306.00	4.8%
IMRF	\$617,550.00	\$746,700.00	-\$129,150.00	-17.3%
<b>Total Social Security</b>	<b>\$932,501.00</b>	<b>\$1,047,345.00</b>	<b>-\$114,844.00</b>	<b>-11.0%</b>
Building Maintenance	\$285,000.00	\$280,000.00	\$5,000.00	1.8%
Building Supplies	\$30,000.00	\$30,000.00	\$0.00	0.0%
<b>Total Maintenance</b>	<b>\$315,000.00</b>	<b>\$310,000.00</b>	<b>\$5,000.00</b>	<b>1.6%</b>
<b>Total Operating Funds</b>	<b>\$8,977,307.00</b>	<b>\$8,444,438.00</b>	<b>\$532,869.00</b>	<b>6.3%</b>
<b>Less:</b>				
Buildings - Capital/TIF Refund	(\$225,000.00)	\$0.00	(\$225,000.00)	0.0%
<b>Total Building - Capital/TIF Refund</b>	<b>(\$225,000.00)</b>	<b>\$0.00</b>	<b>(\$225,000.00)</b>	<b>0.0%</b>
<b>Total Estimated Expenditures</b>	<b>\$8,752,307.00</b>	<b>\$8,444,438.00</b>	<b>\$307,869.00</b>	<b>3.6%</b>



# BOND AND PRINCIPAL PAYMENT SCHEDULE

After the Bond Refunding Process

Bond Issue	2008		2009		2009B			2016A		Total	Tax
Bond Sale											
Proceeds	800,000.00		20,750,000.00		8,750,000.00			9,775,000.00		\$ 40,075,000.00	Levy
	Principal	Interest	Principal	Interest	Principal	Interest	Rebate	Principal	Interest		
Payment Date											
8/1/2009				\$ 347,909.72							
2/1/2010			\$ 750,000.00	\$ 368,375.00						\$ 1,466,284.72	2008
8/1/2010				\$ 360,875.00		\$ 319,766.46	\$ (111,918.26)				
2/1/2011			\$ 375,000.00	\$ 360,875.00	\$ 100,000.00	\$ 254,681.25	\$ (89,138.40)			\$1,570,141.05	2009
8/1/2011				\$ 357,125.00		\$ 254,081.25	\$ (88,928.40)				
2/1/2012			\$ 475,000.00	\$ 357,125.00	\$ 125,000.00	\$ 254,081.25	\$ (88,928.40)			\$1,644,555.70	2010
8/1/2012				\$ 352,375.00		\$ 252,987.50	\$ (88,545.60)				
2/1/2013			\$ 675,000.00	\$ 352,375.00		\$ 252,987.50	\$ (88,545.60)			\$1,708,633.80	2011
8/1/2013				\$ 345,625.00		\$ 252,987.50	\$ (88,545.60)				
2/1/2014			\$ 800,000.00	\$ 345,625.00		\$ 252,987.50	\$ (88,545.60)			\$1,820,133.80	2012
8/1/2014				\$ 336,625.00		\$ 252,987.50	\$ (88,545.60)				
2/1/2015			\$ 925,000.00	\$ 336,625.00		\$ 252,987.50	\$ (88,545.60)			\$1,927,133.80	2013
8/1/2015				\$ 326,218.75		\$ 252,987.50	\$ (88,545.60)				
2/1/2016			\$ 1,025,000.00	\$ 326,218.75		\$ 252,987.50	\$ (88,545.60)			\$2,006,321.30	2014
8/1/2016				\$ 313,406.25		\$ 252,987.50	\$ (88,545.60)				
2/1/2017		\$16,800.00	\$ 1,175,000.00	\$ 313,406.25		\$ 252,987.50	\$ (88,545.60)	\$ 135,000.00	\$ 74,398.61	\$2,356,894.91	2015
8/1/2017		\$16,800.00		\$ 297,250.00		\$ 252,987.50	\$ (88,545.60)		\$ 96,400.00		
2/1/2018		\$16,800.00	\$ 1,300,000.00	\$ 297,250.00		\$ 252,987.50	\$ (88,545.60)	\$ 85,000.00	\$ 96,400.00	\$2,534,783.80	2016
8/1/2018		\$16,800.00		\$ 277,750.00		\$ 252,987.50	\$ (88,545.60)		\$ 95,550.00		
2/1/2019		\$16,800.00	\$ 1,475,000.00	\$ 277,750.00		\$ 252,987.50	\$ (88,545.60)	\$ 85,000.00	\$ 95,550.00	\$ 2,669,083.80	2017
8/1/2019		\$16,800.00		\$ 248,250.00		\$ 252,987.50	\$ (88,545.60)		\$ 94,700.00		
2/1/2020	\$ 800,000.00	\$16,800.00	\$ 850,000.00	\$ 248,250.00		\$ 252,987.50	\$ (88,545.60)	\$ 90,000.00	\$ 94,700.00	\$ 2,788,383.80	2018
8/1/2020				\$ 231,250.00		\$ 252,987.50	\$ (88,545.60)		\$ 93,800.00		
2/1/2021			\$ 1,025,000.00	\$ 231,250.00		\$ 252,987.50	\$ (88,545.60)	\$ 890,000.00	\$ 93,800.00	\$ 2,893,983.80	2019
8/1/2021				\$ 210,750.00		\$ 252,987.50	\$ (88,545.60)		\$ 84,900.00		
2/1/2022			\$ 1,200,000.00	\$ 210,750.00		\$ 252,987.50	\$ (88,545.60)	\$ 875,000.00	\$ 84,900.00	\$ 2,995,183.80	2020
8/1/2022				\$ 186,750.00		\$ 252,987.50	\$ (88,545.60)		\$ 76,150.00		
2/1/2023			\$ 1,425,000.00	\$ 186,750.00		\$ 252,987.50	\$ (88,545.60)	\$ 855,000.00	\$ 76,150.00	\$ 3,134,683.80	2021
8/1/2023				\$ 158,250.00		\$ 252,987.50	\$ (88,545.60)		\$ 67,600.00		
2/1/2024			\$ 1,550,000.00	\$ 158,250.00		\$ 252,987.50	\$ (88,545.60)	\$ 940,000.00	\$ 67,600.00	\$ 3,270,583.80	2022
8/1/2024				\$ 125,312.50		\$ 252,987.50	\$ (88,545.60)		\$ 58,200.00		
2/1/2025			\$ 1,800,000.00	\$ 125,312.50		\$ 252,987.50	\$ (88,545.60)	\$ 915,000.00	\$ 58,200.00	\$ 3,410,908.80	2023
8/1/2025				\$ 87,062.50		\$ 252,987.50	\$ (88,545.60)		\$ 49,050.00		
2/1/2026			\$ 2,000,000.00	\$ 87,062.50	\$ 100,000.00	\$ 252,987.50	\$ (88,545.60)	\$ 895,000.00	\$ 49,050.00	\$ 3,596,108.80	2024
8/1/2026				\$ 43,312.50		\$ 250,087.50	\$ (87,530.58)		\$ 40,100.00		
2/1/2027			\$ 1,925,000.00	\$ 43,312.50	\$ 200,000.00	\$ 250,087.50	\$ (87,530.58)	\$ 1,110,000.00	\$ 40,100.00	\$ 3,726,938.84	2025
8/1/2027						\$ 244,287.50	\$ (85,500.60)		\$ 29,000.00		
2/1/2028					\$ 600,000.00	\$ 244,287.50	\$ (85,500.60)	\$ 2,900,000.00	\$ 29,000.00	\$ 3,875,573.80	2026
8/1/2028						\$ 226,887.50	\$ (79,410.60)				
2/1/2029					\$ 3,725,000.00	\$ 226,887.50	\$ (79,410.60)			\$ 4,019,953.80	2027
8/1/2029						\$ 117,000.00	\$ (40,950.00)				

# BOND AND PRINCIPAL PAYMENT SCHEDULE

After the Bond Refunding Process

12/1/2029					\$ 3,900,000.00	\$ 78,000.00	\$ (27,300.00)			\$ 4,026,750.00	2028
Total Payment	\$ 800,000.00	\$117,600.00	\$ 20,750,000.00	\$ 9,232,659.72	\$ 8,750,000.00	\$ 9,803,785.21	\$ (3,431,323.82)	\$ 9,775,000.00	\$ 1,645,298.61	\$ 57,443,019.72	
<hr/>											
Bond Principal & Interest Balance	\$ -	\$117,600.00	\$ -	\$ 9,232,659.72	\$ -	\$ 9,803,785.21	\$ (3,431,323.82)	\$ -	\$ 1,645,298.61	\$ 17,368,019.72	
<hr/>											
Bond Fiscal Total	917,600.00		29,982,659.72			15,122,461.39			11,420,298.61	\$ 57,443,019.72	

### NOTICE OF PUBLIC HEARING

Notice is hereby given that a tentative budget and appropriation ordinance for THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year beginning July 1, 2018, and ending June 30, 2019, is on file and conveniently available to public inspection at the Fountaindale Library, 300 West Briarcliff Road, Bolingbrook, Illinois; and with the Secretary of the District, and will so remain on file until final action thereon by the Board of Library Trustees.

Further notice is hereby given that a public hearing on said budget and appropriation ordinance will be held at 6:30 p.m, Thursday, September 20, 2018 at the Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook Illinois, and that final action will be taken thereon by the Board of Library Trustees at a meeting to be held immediately after said hearing at the time and place aforesaid.

Dated this 19th day of July, 2018.

THE FOUNTAINDALE PUBLIC LIBRARY  
DISTRICT, WILL AND DU PAGE  
COUNTIES, ILLINOIS

/s/Steven J. Prodehl  
Secretary of the Board of Library  
Trustees of Said District

Date: July 19, 2018  
From: Paul D. Mills  
To: Board of Trustees  
Subj: Salary Structure 2018/2019

The updated salary structure with an effective date of July 1, 2018 is attached. The salary scale was updated according to the standard percentage recommended by Management Association. The scale for exempt and non-exempt staff was adjusted by 1.75%.

[illegible]

## **Fountaindale Public Library District Hotspot Policy**

The Fountaindale Public Library District provides portable hotspots for checkout to serve the needs of the Library and the Fountaindale community. Use of the hotspot service is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of the hotspot service by individuals whose activities interfere with library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

### **LIMITS OF USE**

The library is not responsible for sites patrons encounter on the web while using these hotspots. Parents or guardians of minors assume responsibility of a minor's use of these devices.

The library is not responsible for any consequences incurred when patrons' personal information is shared over the Internet.

Unlawful use of the Internet is prohibited and may result in removal of hotspot privileges and/or legal prosecution. Illegal acts that involve the library's devices are subject to prosecution by local, state or federal authorities.

If the hotspot is not returned, its wireless service will be discontinued. The hotspot will be unusable, and the cardholder will be charged for all replacement costs, including but not limited to any service fees.

Cardholders assume responsibility for the cost of repair or replacement in the event that the hotspot and/or its accessories are lost, stolen, or damaged.

### **GUIDELINES FOR HOTSPOT ACCESS**

Signal strength may vary by location and the library cannot guarantee connectivity.

The library assumes no responsibility for any damages, direct or indirect, arising from use of the hotspot or from its connection to Internet services.

Cardholders are responsible for returning all hotspot equipment and accessories directly to library staff on time and in good condition. Hotspot equipment and accessories may not be returned to the library drive-up, automatic returns, or book drops.

## **FAILURE TO COMPLY**

Library staff reserves the right to end hotspot privileges at any time.

## **APPEAL AND REVIEW**

The Board of Trustees of the Fountaindale Public Library District will review the Hotspot policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the hotspots. The Executive Director has delegated authority to approve hotspot lending usage to the Adult and Teen Services Department staff.

Any appeals for changes to, or exceptions to, any portion of the Hotpot policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing. The Executive Director will respond in writing.

DRAFT JULY 19, 2018

[View this email in your browser](#)



## In this Issue

- [Valley View's Summer Food Truck](#)
- [In Your Toolkit](#)
- [In Case You Missed It: State Policy Update](#)
- [Mark Your Calendars](#)
- [Promote Summer Meals](#)
- [On the Table: Rock On Rock Island Schools!](#)



## ***SPOTLIGHT***

### **Valley View's Summer Food Truck**

Fountaindale Public Library in Bolingbrook is one of six total stops on Valley View School District 365U summer mobile meal route. Valley View's summer mobile meals started in 2017, serving Bolingbrook and Romeoville. The mobile routes: 3 in Bolingbrook and 3 in Romeoville serves anywhere between 400-800 meals a day.

It was a natural partnership between the library and the school district as the library does



Paul Mills Executive Director of Fountaindale Public Library. During lunchtime the children's department of the library puts a table out that has a craft, puzzle, or small activity kids can do.

Based on the number of meals the school district served its first year Meghan Gibbons, Director of Nutrition Services for Valley View said it was a sign that the Summer Meals Program was needed in the community. "Between our summer mobile meals and our schools that were serving meals we ended up serving over 40,000 meals last summer."



*Valley View offers 2 choices of an entrée. The Cheese Pizza Anytimer is offered Monday through Friday along with another option. On this day a submarine sandwich was the other option.*

Valley View School District prepares all of the meals out of Bolingbrook High School. Meals are shipped from the high school to sites in thermal hot/cold packs.

At Fountaindale Library the Valley View school bus loaded with thermal packs arrive a few minutes before their start time of 12:20 p.m. to set up. As kids line up they are handed bags to put their lunch in and go down the line selecting an entrée, fruit or vegetable, milk, and dessert.

Kids eat outside sitting on benches in front of the library, in the shade under trees, or inside the air conditioned building where tables and chairs are set up.



*Parent Margaret Mbuthia and her daughter Sara*



*Parent Heather Lee and her daughter Sienna*

Margaret Mbuthia brings her daughter, Sara to the Fountaindale Summer Meals site. Mbuthia sees the Summer Meals program as something that is good for the community. “The program fulfills a need. It’s something kids can look forward to in the summer and one less meal I have to worry about.” Mbuthia’s daughter really likes the meals. “She goes home and tells her brother who is in summer camp about the meals and he asks, ‘can I get one?’ so I have to tell him that you have to be there to get a meal and that he can come and get one the days he isn’t in camp.”

“We continue to serve meals almost all year long at this point because that need is always there, it doesn’t go away just because you take a summer break. Our kids rely on it,” said Gibbons.



*Lunch line outside of the Fountaindale Library*



Gibbon’s takes the kid’s favorite foods and makes them healthy. “I’m a mom too, I just don’t want my kid to have pizza but if it’s on a whole grain crust, there are vegetables in the sauce, it’s low sodium, and low fat then I can justify that pizza. We try to do this with all our meals,” Gibbon’s said. The Slushie Cup is 100% fruit juice, chocolate chip cookies are whole grain, the Doritos are whole grain, reduced fat, and the hot dogs are all natural beef on a whole grain bun.

Heather Lee likes the healthy options the meals provide her daughter Sienna who loves the bread on the Cheese Pizza Anytimer. “She gets to make the pizza herself and it’s similar to the Lunchables she eats sometimes for lunch at school,” said Lee.

“We have the advantage of knowing what our kids like because they are our kids,” said Gibbons.

The Valley View Summer Mobile Meal program will run until August 10th. For more information on the school district’s mobile sites visit Valley Views's [website](#). For information on Fountaindale Public Library visit <https://www.fountaindale.org/>.



2200 WEBER RD.  
CREST HILL, IL 60403  
(815) 207-4445  
(815) 207-4446 (FAX)  
www.senatorpatmcguire.com

417C STATE CAPITOL  
SPRINGFIELD, IL 62706  
(217) 782-8800  
(217) 782-3088 (FAX)  
www.senatorpatmcguire.com



COMMITTEES  
CHAIRPERSON OF HIGHER  
EDUCATION

VICE-CHAIRPERSON OF  
REVENUE

APPROPRIATIONS II

ENVIRONMENT & CONSERVATION

STATE GOVERNMENT

TRANSPORTATION

COMMITTEE OF THE WHOLE

**PAT MCGUIRE**  
STATE SENATOR • 43RD DISTRICT

June 20, 2018

Dear Peggy,

Thank you to you, the Board of  
Trustees, and the Fountainsdale Public  
Library staff for hosting the Town Hall  
Meeting of June 12 for Sen. Bertino-  
Jarrant, Rep. Connor, Rep. Manley and me.

The accommodations were excellent, and  
your hospitality was outstanding. I  
commend everyone who helped out for  
making the Fountainsdale Library a center  
of not only democratic (small d) traditional  
and e-learning but also democratic  
dialogue.

Sincerely,

Pat McGuire

# Fountaindale Public Library District

## Cash and Investment

June 30, 2018

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$214,557.10	\$298,258.30
Cash Checking/Payroll	\$31,492.47	\$14,730.30	\$46,222.77
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$229,416.65	\$346,910.32
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	\$1,135,767.58	\$9,245,087.14
Investment - General/IL Funds/MM	\$67,203.39	\$1,276.94	\$68,480.33
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$18,798.16	\$47,791.82
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$37,218.13	\$1,996,216.45
Investment - Working Cash/BMO Harris MM	\$878.27	\$16.70	\$894.97
Investments - Working Cash/Madison	\$629,365.30	(\$11,423.34)	\$617,941.96
Investment - Working Cash/MM	\$22,179.12	\$1,166.89	\$23,346.01
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$5,742.11	\$422,363.37
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,161,424.39	\$12,420,064.44
Total Investments	\$22,492,198.93	\$2,349,987.56	\$24,842,186.49
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	\$34,266.14	\$1,139,409.17
Total Bond Fund	\$1,105,143.03	\$34,266.14	\$1,139,409.17
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	\$547,583.63	(\$547,583.63)	\$0.00
9-1211-90 Invest/BMO Harris MM Account	\$6,135.82	\$111,112.40	\$117,248.22
Total Building Project Fund	\$553,719.45	(\$436,471.23)	\$117,248.22
Total Cash and Investments	\$24,268,555.08	\$2,177,199.12	\$26,445,754.20

Special Res. PMA - 1.566%  
General - IL Fund - 1.851%  
Money Market BMO Harris - 1.817%

Bonds:  
Treas&Agencies 06-12; \$610,369; 4.71%; C/V 06/18; \$617,942; 2.08%

# Fountaindale Public Library District

## Revenue Report as of June 30, 2018

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	\$0.00	\$4,003,828.43	99.81 %	\$4,011,386.00	\$7,557.57
Property Tax Dupage 2018 - Est.	\$0.00	\$76,766.90	93.77 %	\$81,865.00	\$5,098.10
Property Tax Will - 2017	\$3,492,962.29	\$4,115,204.73	103.99 %	\$3,957,292.00	(\$157,912.73)
Property Tax Dupage - 2017	\$80,590.24	\$83,761.81	103.72 %	\$80,761.00	(\$3,000.81)
Other Tax	\$0.00	\$120,520.28	110.50 %	\$109,070.00	(\$11,450.28)
Interest	\$16,944.23	\$267,887.95	262.23 %	\$102,156.00	(\$165,731.95)
Fines	\$6,052.45	\$72,839.45	97.12 %	\$75,000.00	\$2,160.55
Copy Machines	\$612.55	\$8,702.35	145.04 %	\$6,000.00	(\$2,702.35)
Fax Machine	\$539.98	\$7,451.48	149.03 %	\$5,000.00	(\$2,451.48)
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,912.00	\$26,718.63	148.44 %	\$18,000.00	(\$8,718.63)
Miscellaneous	\$206.93	\$13,741.32	62.46 %	\$22,000.00	\$8,258.68
Reimbursements	\$0.00	\$9,496.73	316.56 %	\$3,000.00	(\$6,496.73)
Board Reimbursements	\$0.00	\$559.56	111.91 %	\$500.00	(\$59.56)
Leases	\$0.00	\$300.00	100.00 %	\$300.00	\$0.00
Grant Income	\$0.00	\$52,551.79	99.06 %	\$53,052.00	\$500.21
Total Operating Funds	\$3,599,820.67	\$8,860,331.41	103.93 %	\$8,525,382.00	(\$334,949.41)
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$218.64	\$2,714.17	180.94 %	\$1,500.00	(\$1,214.17)
Total Building Project Fund	\$218.64	\$2,714.17	180.94 %	\$1,500.00	(\$1,214.17)
Bond Fund					
Property Tax - Will 2018 - Est.	\$0.00	\$1,265,850.70	99.79 %	\$1,268,496.00	\$2,645.30
Property Tax - Dupage 2018 - Est.	\$0.00	\$24,523.51	94.73 %	\$25,888.00	\$1,364.49
Property Tax - Will 2017	\$1,121,541.25	\$1,321,334.58	105.24 %	\$1,255,537.00	(\$65,797.58)
Property Tax - Dupage 2017	\$26,121.70	\$27,149.70	105.96 %	\$25,623.00	(\$1,526.70)
Interest Bond Fund	\$668.72	\$8,858.45	295.28 %	\$3,000.00	(\$5,858.45)
Interest Rebate Payment - BAB	\$0.00	\$165,137.58	100.05 %	\$165,049.00	(\$88.58)
Total Bond Fund	\$1,148,331.67	\$2,812,854.52	102.52 %	\$2,743,593.00	(\$69,261.52)
Total Revenue	\$4,748,370.98	\$11,675,900.10	103.60 %	\$11,270,475.00	(\$405,425.10)

# Fountaindale Public Library District

## Expenditure Report as of June 30, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$321,307.55	\$3,957,204.83	88.87 %	\$4,452,988.00	\$495,783.17
Contractual Services	\$35,613.51	\$455,948.21	91.51 %	\$498,257.00	\$42,308.79
Supplies & Utilities	\$64,929.42	\$482,536.32	81.68 %	\$590,739.00	\$108,202.68
Library Materials	\$194,197.16	\$771,413.18	72.09 %	\$1,070,053.00	\$298,639.82
Capital Expenditures	\$57,888.76	\$212,320.22	90.80 %	\$233,841.00	\$21,520.78
Miscellaneous	\$22,229.15	\$71,909.79	91.41 %	\$78,669.00	\$6,759.21
Per Capita Grant	\$52,552.00	\$52,552.00	100.00 %	\$52,552.00	\$0.00
Other Grant Expenditures	\$0.00	\$300.00	60.00 %	\$500.00	\$200.00
Total General Fund Expenditures	\$748,717.55	\$6,004,184.55	86.05 %	\$6,977,599.00	\$973,414.45
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$0.00	\$86,233.16	70.39 %	\$122,500.00	\$36,266.84
Soc Sec/IMRF Fund Expenditures	\$69,372.50	\$890,706.76	85.04 %	\$1,047,345.00	\$156,638.24
Special Reserve Fund Expenditures	\$0.00	\$30.00	0.00 %	\$0.00	(\$30.00)
Maintenance Fund Expenditures	\$52,320.50	\$329,168.39	98.85 %	\$333,000.00	\$3,831.61
Total Other Fund Expenditures	\$121,693.00	\$1,314,788.31	86.91 %	\$1,512,845.00	\$198,056.69
Total Expenditures - Operating Funds	\$870,410.55	\$7,318,972.86	86.20 %	\$8,490,444.00	\$1,171,471.14
Building Project Fund Expenditures					
	\$131,250.49	\$237,648.25	87.58 %	\$271,362.00	\$33,713.75
Total Building Project Fund Expenditures	\$131,250.49	\$237,648.25	87.58 %	\$271,362.00	\$33,713.75
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009	\$0.00	\$1,300,000.00	100.00 %	\$1,300,000.00	\$0.00
Interest Payment - 2009	\$0.00	\$594,500.00	100.00 %	\$594,500.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - Bond 2009B	\$0.00	\$505,975.00	100.00 %	\$505,975.00	\$0.00
Principal Payment - 2016A	\$0.00	\$85,000.00	100.00 %	\$85,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$192,800.00	100.00 %	\$192,800.00	\$0.00
Total Bond Fund Expenditures	\$0.00	\$2,711,875.00	100.00 %	\$2,711,875.00	\$0.00
Total	\$131,250.49	\$2,949,523.25	98.87 %	\$2,983,237.00	\$33,713.75
Total Expenditures - All Funds	\$1,001,661.04	\$10,268,496.11	89.50 %	\$11,473,681.00	\$1,205,184.89

Kathryn J. Spindel/Treasurer



**Fountaindale Public Library District**  
**Bills Paid - Operating Account**  
**July - 2018**

Payee Name	Description	Payment Date	Check /Draft Number	Account Number	Payments
AFLAC	Employer Contribution - June 2018	07/01/2018	718	1-4192-10	\$72.28
Andrew Bullen	Program: Music in World War I - Date 07/11/2018	07/01/2018	49913	1-4571-24	\$175.00
Belynda Head	Program: R&B Line Dancing - Date 07/15/2018	07/01/2018	49914	1-4571-24	\$125.00
Benjamin Jimenez	Program: Ben's Bubble Show - Date 07/12/2018	07/01/2018	49915	1-4572-20	\$400.00
Blue Cross Blue Shield of Illinois	Employer Contribution - July 2018	07/01/2018	49908	1-4192-10	\$26,982.74
Bolingbrook Park District	Program: Yoga - Date 07/05/2018	07/01/2018	49916	1-4571-24	\$50.00
Bolingbrook Park District	Program: Yoga - Date 07/19/2018	07/01/2018	49917	1-4571-24	\$50.00
Bolingbrook Park District	Program: Zumba - Date 07/14/2018	07/01/2018	49918	1-4571-24	\$75.00
Christine Thornton	Program: Paint To The Rhythm (Adults) - Date 07/18/2018	07/01/2018	49919	1-4571-24	\$300.00
Christine Thornton	Program: Dreamtime - Australian Dot Painting - Date 07/19/2018	07/01/2018	49920	1-4573-24	\$300.00
Elva Ambriz	Program: Club de Tejido - Date 07/11/2018	07/01/2018	49921	1-4571-24	\$50.00
Elva Ambriz	Program: Club de Tejido - Date 07/18/2018	07/01/2018	49922	1-4571-24	\$50.00
Fidelity Security Life Insurance/EYEMED	Employer Contributions - July 2018	07/01/2018	49909	1-4192-10	\$147.38
Home Depot Credit Services	Building Supplies - Padlocks, Screws, EZ Anchors	07/01/2018	49910	8-4357-30	\$34.42
Illinois Municipal Retirement Fund	Employer Contribution - June 2018	07/01/2018	720	5-4142-10	\$50,072.60
Jeffrey DiOrio	Program: Teen Chess Tournament - Date 07/07/2018	07/01/2018	49923	1-4573-24	\$180.00
Jigglejam Productions	Program: Jodi Koplin's Jigglejam - Date 07/18/2018	07/01/2018	49924	1-4572-28	\$500.00
Jim Gill, Inc.	Program: Jim Gill's Play Family Concert - Date 07/19/2018	07/01/2018	49925	1-4572-20	\$1,200.00
Kellie Chase	Program: Sewing Classes - Fabric Berry Basket - Date 07/16/2018	07/01/2018	49926	1-4571-24	\$175.00
Morris Taylor, Jr.	Program: Morris, The Music Man - Date 07/17/2018	07/01/2018	49927	1-4572-20	\$394.80
Pinnacle Library Cooperative	Computer Circulation Expense	07/01/2018	49911	1-4274-12	\$64,867.35
Robert Pennor	Program: Drawing With Pencils & Charcoals - Date 07/10/2018	07/01/2018	49928	1-4571-24	\$60.00
Robert Pennor	Program: Drawing With Pencils & Charcoals - Date 07/17/2018	07/01/2018	49929	1-4571-24	\$60.00
Ronald Goldie	Program: Monthly Dungeons & Dragons - Date 07/17/2018	07/01/2018	49930	1-4573-24	\$60.00
Shirley Williams	Financial Consult Services - Installment #6	07/01/2018	49912	1-4253-10	\$625.00
Susan K. Maddox	Program: Cooking Demo w/ Chef Maddox - Date 07/12/2018	07/01/2018	49931	1-4571-24	\$300.00
Toni Greathouse	Program: Tuesdays With Toni - Date 07/17/2018	07/01/2018	49932	1-4571-24	\$75.00

**\$147,381.57**

  
 Jennie Nguyen/Finance Manager

**Gross Payroll & FICA Expense - June 2018**

Gross Payroll	\$280,723.21
FICA	\$20,856.44
<b>Total Gross Payroll &amp; FICA</b>	<b><u>\$301,579.65</u></b>

# Fountaindale Public Library District

## Bills Payable Report

### July 19, 2018

General Fund Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>All Service Limo, Inc.</b>				
	Shuttle Service - Ice Cream Social - 7/30/18 - PO5432-1819	49235 SHTL	1-4572-20	\$ 75.00
	Shuttle Service - Ice Cream Social - 7/30/18 - PO5432-1819	49235 SHTL	1-4572-28	75.00
	Shuttle Service - Ice Cream Social - 7/30/18 - PO5432-1819	49235 SHTL	1-4573-24	75.00
	Shuttle Service - Ice Cream Social - 7/30/18 - PO5432-1819	49235 SHTL	1-4571-24	75.00
	<i>Totals for All Service Limo, Inc.</i>			<b>\$ 300.00</b>
<b>Allyse Schiller</b>				
	Mileage - Dates 5/11/18 - 6/29/18 - Notary Training 6/8/18	AS070618	1-4171-10	49.32
	<i>Totals for Allyse Schiller</i>			<b>\$ 49.32</b>
<b>Amazon</b>				
	Building - Computer Privacy Panels	6045787810108122	1-4391-30	1,125.00
	Buildings - Computer Commons Power Strips	6045787810108122	1-4391-30	456.70
	CSD Program Supplies	6045787810108122	1-4353-20	202.28
	Computer Equipment - Director's Google Pixelbook	6045787810108122	1-4641-14	930.85
	Computer Supplies - Director's Google Pixelbook Supplies	6045787810108122	1-4354-14	179.60
	Books - Adult Fiction	6045787810108122	1-4540-26	40.45
	Books - Adult Non-Fiction	6045787810108122	1-4541-26	48.90
	Adult DVD	6045787810108122	1-4557-26	19.99
	Books - Young Adult Fiction	6045787810108122	1-4548-26	29.98
	Video Games - YA	6045787810108122	1-4563-26	149.98
	Realia - Juvenile - Steambox Items	6045787810108122	1-4569-26	47.43
	Donations Expended - Outreach Summer Maker Park Programs	6045787810108122	1-4575-10	569.88
	Video Games - Juvenile	6045787810108122	1-4564-26	29.81
	Studio 300 Library Supplies - Embroidery Stabilizer Backing	6045787810108122	1-4371-27	9.99
	<i>Totals for Amazon</i>			<b>\$ 3,840.84</b>
<b>American Building Services, LLC</b>				
	Replace Rm 324 Door To Pass Through Door - PO5352-1718	2012404	1-4391-30	1,665.76
	<i>Totals for American Building Services, LLC</i>			<b>\$ 1,665.76</b>
<b>American Library Association</b>				
	Hopwood Membership Renewal - 8/31/18-8/31/19	1206497	1-4161-10	140.00
	<i>Totals for American Library Association</i>			<b>\$ 140.00</b>
<b>AmeriFlex Business Solutions</b>				
	Benefit/Cobra Administration Fees - July 2018	INV164709	1-4253-10	199.00
	<i>Totals for AmeriFlex Business Solutions</i>			<b>\$ 199.00</b>



# Fountaindale Public Library District

## Bills Payable Report

### July 19, 2018

**General Fund** Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Ashbury's at Boughton Ridge</b>				
	Catering - Staff In-Service - 8/3/18 - PO5438-1819	E00828	1-4715-10	\$ 792.00
		<i>Totals for Ashbury's at Boughton Ridge</i>		<u>\$ 792.00</u>
<b>Association of Bookmobile and Outreach</b>				
	Thompson Membership - 1 Year - PO5442-1819	00116	1-4161-10	49.00
		<i>Totals for Association of Bookmobile and Outreach Services</i>		<u>\$ 49.00</u>
<b>AT &amp; T</b>				
	Internet Service - June 2018	2637322401	1-4314-14	1,341.98
		<i>Totals for AT &amp; T</i>		<u>\$ 1,341.98</u>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 5/10/18-6/9/18	13790188	1-4311-14	260.08
		<i>Totals for AT &amp; T Mobility - National Business Services</i>		<u>\$ 260.08</u>
<b>Award Emblem Mfg. Co., Inc.</b>				
	Name Tags - Castaneda, Ultreras, Prodehl, Kalnicky, Newell	405243	1-4351-10	16.50
	Name Tags - Castaneda, Ultreras, Prodehl, Kalnicky, Newell	405243	1-4355-16	24.75
		<i>Totals for Award Emblem Mfg. Co., Inc.</i>		<u>\$ 41.25</u>
<b>Baker &amp; Taylor</b>				
	Book Leasing - Dates 6/1/18-5/30/19	LS18060096	1-4540-26	14,603.45
		<i>Totals for Baker &amp; Taylor</i>		<u>\$ 14,603.45</u>
<b>Baker &amp; Taylor - C009233</b>				
	Adult Ref/NF Standing Order	C0092333	1-4531-26	488.59
		<i>Totals for Baker &amp; Taylor - C009233</i>		<u>\$ 488.59</u>
<b>Baker &amp; Taylor - L4140592</b>				
	Juvenile Standing Order	L4140592	1-4536-26	862.25
		<i>Totals for Baker &amp; Taylor - L4140592</i>		<u>\$ 862.25</u>
<b>Baker &amp; Taylor - L4176102</b>				
	Books - Adult Non-Fiction	L4176102	1-4541-26	2,274.30
		<i>Totals for Baker &amp; Taylor - L4176102</i>		<u>\$ 2,274.30</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>				
	Books - Adult Fiction	L4206852	1-4540-29	\$ 16.17
	Books - Adult Non-Fiction	L4206852	1-4541-29	82.56
	Books - Adult Large Print	L4206852	1-4543-29	167.08
	Books - Juvenile Fiction	L4206852	1-4544-29	117.99
	Books - Juvenile Non-Fiction	L4206852	1-4545-29	50.23
	Books - Juvenile Easy	L4206852	1-4546-29	88.79
	Books - Young Adult Fiction	L4206852	1-4548-29	9.77
	<i>Totals for Baker &amp; Taylor - L420685</i>			<b>\$ 532.59</b>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Adult Non-Fiction	L4206862	1-4541-26	2,822.87
	Books - Juvenile Fiction	L4206862	1-4544-26	461.83
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	1,748.32
	Books - Juvenile Easy	L4206862	1-4546-26	1,898.66
	Books - Young Adult Fiction	L4206862	1-4548-26	1,545.58
	Books - Young Adult Non-Fiction	L4206862	1-4549-26	690.69
	Books - Adult Fiction	L4206862	1-4540-26	3,927.79
	Books - Adult Large Print	L4206862	1-4543-26	187.87
	<i>Totals for Baker &amp; Taylor - L420686</i>			<b>\$ 13,283.61</b>
<b>Baker &amp; Taylor - L420691</b>				
	Young Adult Standing Order	L4206912	1-4534-26	92.51
	Juvenile Standing Order	L4206912	1-4536-26	696.81
	Adult Fiction Standing Order	L4206912	1-4533-26	1,252.00
	<i>Totals for Baker &amp; Taylor - L420691</i>			<b>\$ 2,041.32</b>
<b>Baker &amp; Taylor - L420692</b>				
	Adult Fiction Standing Order	L4206922	1-4533-29	98.64
	<i>Totals for Baker &amp; Taylor - L420692</i>			<b>\$ 98.64</b>
<b>Barnes &amp; Noble , Inc.</b>				
	FPLD Nook Donation For H2O Gift Basket - PO5434-1819	3686597	1-4720-10	199.99
	<i>Totals for Barnes &amp; Noble , Inc.</i>			<b>\$ 199.99</b>
<b>Bibliotheca, LLC</b>				
	RFID Workstaton Shielded - PO5363-1718	SI0041027-US	1-4641-14	5,116.00
	Cloud Library eContent	SIPREXX64-US	1-4817-10	15,825.52
	Cloud Library eContent	SIPREXX64-US	1-4520-26	174.48
	Cloud Library eContent	SIPREXX66-US	1-4520-26	20,000.00
	<i>Totals for Bibliotheca, LLC</i>			<b>\$ 41,116.00</b>

# Fountaindale Public Library District

## Bills Payable Report

### July 19, 2018

Page 4

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Black History Month Awareness Club Inc.</b>				
	Gold Sponsorship 2018 - PO5376-1718	5376-1718	1-4731-10	\$ 500.00
		<i>Totals for Black History Month Awareness Club Inc.</i>		<b>\$ 500.00</b>
<b>Blackstone Publishing</b>				
	CD Audiobooks - Adult	1002920	1-4551-26	172.48
	CD Audiobooks - Adult	1001218	1-4551-26	80.24
	CD Audiobooks - Adult	1008987	1-4551-26	135.00
		<i>Totals for Blackstone Publishing</i>		<b>\$ 387.72</b>
<b>Bolingbrook Park District</b>				
	Program - Zumba - Date 08/04/18	BPD080418	1-4571-24	75.00
	Program - Yoga - Date 08/09/18	BPD080918	1-4571-24	50.00
	Program - Yoga - Date 08/16/18	BPD081618	1-4571-24	50.00
	Program - Conquer your Core - Date 08/01/18	BPD080118	1-4571-24	50.00
		<i>Totals for Bolingbrook Park District</i>		<b>\$ 225.00</b>
<b>Bolingbrook Signs + Apparel</b>				
	Summer Adventure Sponsor Signs - PO5440-1819	6031	1-4731-10	108.00
		<i>Totals for Bolingbrook Signs + Apparel</i>		<b>\$ 108.00</b>
<b>Bond Trust Services Corporation</b>				
	Bond Agent Fee - Bond Series 2008	42574	1-4253-10	400.00
	Bond Agent Fee - Bond Series 2009	42575	1-4253-10	400.00
	Bond Agent Fee - Bond Series 2009B	42576	1-4253-10	400.00
		<i>Totals for Bond Trust Services Corporation</i>		<b>\$ 1,200.00</b>
<b>Brooks Cafe</b>				
	Board Meeting Sandwiches & Cookies - 6/18/18 - PO5344-1718	13267	1-4355-16	44.00
	Lawyer Program Coffee - 6/30/18 - PO5275-1718	13271	1-4715-10	33.00
	PIRC Meeting Coffee - 6/27/18 PO5384-1718	13269	1-4715-10	22.00
	Lawyers In The Library Coffee - 6/30/18 - PO5385-1718	13270	1-4715-10	22.00
	Donuts w/Director - 6/19/18 - PO5345-1718	13268	1-4715-10	11.00
		<i>Totals for Brooks Cafe</i>		<b>\$ 132.00</b>
<b>BRT Outdoor LLC</b>				
	2018 Summer Adventure Advertising - PO5200-1718	6236	1-4731-10	1,000.00
		<i>Totals for BRT Outdoor LLC</i>		<b>\$ 1,000.00</b>
<b>Business Office Systems</b>				
	Additional 3rd Floor Tables/Chairs - PO5374-1718	24-1712FPL02-PFI	1-4651-30	14,316.70
		<i>Totals for Business Office Systems</i>		<b>\$ 14,316.70</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

Page 5

**General Fund**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Call One</b>				
	Internet & Telephone - 6/15/18-7/14/18	1214291-1139282	1-4314-14	\$ 1,968.00
	Telephone & Internet - 7/15/18-8/14/18	1214291-1139282	1-4314-14	1,968.00
	Internet & Telephone - 6/15/18-7/14/18	1214291-1139282	1-4312-14	730.50
	Telephone & Internet - 7/15/18-8/14/18	1214291-1139282	1-4312-14	729.35
		<i>Totals for Call One</i>		<b>\$ 5,395.85</b>
<b>Calumet Decorating Services, Inc.</b>				
	Repair/Patch/Paint Walls - Various Areas - PO5353-1718	20085	1-4651-30	8,700.00
		<i>Totals for Calumet Decorating Services, Inc.</i>		<b>\$ 8,700.00</b>
<b>Cathryn Stanek-Whisler</b>				
	Program - Felt Flowers - Date 07/26/18	CSW072618	1-4573-24	208.00
	Program - Music Votives - Date 08/01/18	CSW080118	1-4571-24	225.00
	Program - Windchimes - Date 07/25/18	CSW072518	1-4571-24	220.00
	Program - Kindness Rocks - Date 08/16/18	CSW081618	1-4573-24	171.25
		<i>Totals for Cathryn Stanek-Whisler</i>		<b>\$ 824.25</b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1595877	1-4543-29	22.17
	Books - Adult Large Print	1593452	1-4543-26	156.39
	Books - Adult Large Print	1590214	1-4543-26	318.78
	Books - Adult Large Print	1597291	1-4543-26	21.57
		<i>Totals for Center Point Large Print</i>		<b>\$ 518.91</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

General Fund

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Chase Card Services</b>				
	Jewel - Castle Graduation Cake	N3698-JULY18	1-4711-10	\$ 39.99
	Jewel - June Birthday Cake	N3698-JULY18	1-4711-10	35.99
	Microcenter - Friends Outreach Donate - 3D Printer Filament	N3698-JULY18	1-4575-10	14.99
	Barcodes Inc - Circ Staff Use Receipt Printers	N3698-JULY18	1-4641-14	856.31
	Library of Congress - Cataloger's Desktop Renewal	T3680-JULY18	1-4272-12	525.00
	Apple - Studio MacBook Air Repair - No Tax Included	N3698-JULY18	1-4253-14	575.00
	Marriott New Orleans - Newell 2018 ALA Annual Conf. Hotel	N3698-JULY18	1-4173-16	1,265.90
	Hilton New Orleans - Danhof 2018 ALA Annual Conf. Hotel	N3698-JULY18	1-4173-16	1,016.72
	Hilton New Orleans - Spindel 2018 ALA Annual Conf. Hotel	N3698-JULY18	1-4173-16	1,270.90
	Walmart.com - ATSD Program Supplies	N3698-JULY18	1-4353-24	12.98
	Dollar Tree - ATSD Program Supplies	N3698-JULY18	1-4353-24	18.40
	DX.com - Stereo Making Class	N3698-JULY18	1-4353-24	80.90
	Sheraton Grand - Frias - Client Conf. Hotel - 10/4-10/5/18	N3698-JULY18	1-4173-10	304.07
	Courtyard Marriott - Cuevas 2018 ALA Annual Conf. Hotel	N3698-JULY18	1-4173-10	959.95
	Etsy - Ice Cream Social Coco Photo Backdrop	N3698-JULY18	1-4256-10	165.00
	IGFOA - Ultreras Reg - Internal Controls Sm. Staff & Govern.	N3698-JULY18	1-4151-10	65.00
	IGFOA - J. Nguyen Reg - Internal Control Sm. Staff & Govern.	N3698-JULY18	1-4151-10	55.00
	IGFOA - Barner Reg - Internal Controls Sm. Staff & Govern.	N3698-JULY18	1-4151-10	65.00
	American Soc. Notaries - Lennon Notary Educ. Course Reg.	N3698-JULY18	1-4151-10	25.00
	ALA - Carreno Reg. - Avoid Programming Burnout	N3698-JULY18	1-4151-10	130.00
	Paylocity - Frias - Client Conf. Reg. - 10/4/18-10/5/18	N3698-JULY18	1-4151-10	616.97
	Hobby Lobby - Heart Haven Outreach Donation Basket	N3698-JULY18	1-4720-10	10.87
	Jewel - PinDigital Meeting Refreshments - 6/12/18	M3664-JULY18	1-4715-10	22.64
	Beggars Pizza - Department Lunch Meeting	P3672-JULY18	1-4715-10	73.60
	Panera - PIRC Meeting Pastries - 6/27/18	N3698-JULY18	1-4715-10	24.41
	Panera - Chamber of Commerce Pastries & Coffee - 6/29/18	N3698-JULY18	1-4715-10	43.76
	Basecamp - Monthly Charge	N3698-JULY18	1-4522-14	65.00
	XYZdisplays.com - Outdoor Banner Signs	N3698-JULY18	1-4731-10	210.57
	Mailchimp - Monthly Charge	N3698-JULY18	1-4731-10	50.00
	Woobox - Monthly Charge	N3698-JULY18	1-4731-10	29.00
	Facebook - Promotional Ads	N3698-JULY18	1-4731-10	142.26
	Facebook - Promotional Ads	N3698-JULY18	1-4731-10	3.03
	Inventables - Studio - Carvey Program Supplies	N3698-JULY18	1-4353-27	50.19
	<i>Totals for Chase Card Services</i>			<b>\$ 8,824.40</b>
<b>Chicago Genealogical Society</b>				
	Periodicals	CGS061318	1-4511-26	25.00
	<i>Totals for Chicago Genealogical Society</i>			<b>\$ 25.00</b>

# Fountaindale Public Library District

## Bills Payable Report

### July 19, 2018

General Fund Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Christine Thornton	Program - Painting to the Rhythm - Date 08/09/18	CT080918	1-4573-24	\$ 300.00
	<i>Totals for Christine Thornton</i>			<u>\$ 300.00</u>
Class Act Performing Artists & Speakers	Program - Popeye and Sailor Dog Show - Date 07/24/18	CA072418	1-4572-20	795.00
	<i>Totals for Class Act Performing Artists &amp; Speakers</i>			<u>\$ 795.00</u>
Comcast	Internet Service - 6/1/18-6/1/18	65762726	1-4314-14	81.00
	<i>Totals for Comcast</i>			<u>\$ 81.00</u>
Comcast Cable	Cable TV - 7/3/18-8/2/18	8771201430367494	1-4316-14	103.36
	<i>Totals for Comcast Cable</i>			<u>\$ 103.36</u>
Craftways Corp.	Adult Ref/NF Standing Order	764545	1-4531-26	40.91
	<i>Totals for Craftways Corp.</i>			<u>\$ 40.91</u>
Cubs Vine Line	Periodicals	CVL061318	1-4511-26	24.00
	<i>Totals for Cubs Vine Line</i>			<u>\$ 24.00</u>
Cupcake's Family Fun Time	Program - Ice Cream Social - Date 07/30/18	CFFT073018	1-4572-20	111.25
	Program - Ice Cream Social - Date 07/30/18	CFFT073018	1-4571-24	111.25
	Program - Ice Cream Social - Date 07/30/18	CFFT073018	1-4573-24	111.25
	Program - Ice Cream Social - Date 07/30/18	CFFT073018	1-4572-28	111.25
	<i>Totals for Cupcake's Family Fun Time</i>			<u>\$ 445.00</u>
Dearborn National Life Insurance Company	Employee Contributions - July 2018	FP14045-JULY18	1-2224-10	17.80
	Employer Contributions - July 2018	FP14045-JULY18	1-4192-10	478.65
	<i>Totals for Dearborn National Life Insurance Company</i>			<u>\$ 496.45</u>
Demco, Inc.	CSD Supplies/Donated - 1000 Books Stickers - PO5382-1718	6399114	1-4575-10	41.82
	CSD Supplies/Donated - 1000 Books Stickers - PO5382-1718	6399114	1-4353-20	110.66
	CSD Supplies/Donated - 1000 Books Stickers - PO5382-1718	6399114	1-4371-20	40.35
	<i>Totals for Demco, Inc.</i>			<u>\$ 192.83</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund** Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Dennis Wolkowicz</b>				
	Program - Silent Film Night: "Wings" - Date 08/08/18	DW080818	1-4845-10	\$ 250.00
	<i>Totals for Dennis Wolkowicz</i>			<b>\$ 250.00</b>
<b>Discount School Supply</b>				
	CSD Program Supplies - PO5381-1718	D25592590002	1-4353-20	436.31
	<i>Totals for Discount School Supply</i>			<b>\$ 436.31</b>
<b>Dynegy Energy Services</b>				
	Electricity - 5/30/18-6/27/18	270493918071	1-4321-30	17,052.47
	<i>Totals for Dynegy Energy Services</i>			<b>\$ 17,052.47</b>
<b>Eagle Training Services Inc.</b>				
	Raleigh Bookmobile Driver Training - 6/28/18 - PO53388-1718	3059	1-4151-10	1,000.00
	<i>Totals for Eagle Training Services Inc.</i>			<b>\$ 1,000.00</b>
<b>Elva Ambriz</b>				
	Program - Club de Tejido - Date 08/01/18	EA080118	1-4571-24	40.00
	Program - Club de Tejido - Date 08/08/18	EA080818	1-4571-24	40.00
	Program - Club de Tejido - Date 08/15/18	EA081518	1-4571-24	40.00
	Program - Club de Tejido - Date 07/25/18	EA072518	1-4571-24	50.00
	<i>Totals for Elva Ambriz</i>			<b>\$ 170.00</b>
<b>Findaway World, LLC</b>				
	Launchpads - 36 USB Cords - PO5338-1718	258773	1-4371-12	183.60
	Playaway - Juvenile	256747	1-4562-26	19.99
	Playaway - Juvenile	256459	1-4562-26	44.78
	Playaway - Juvenile	259491	1-4562-26	254.08
	Playaway - Adult	259378	1-4560-26	501.57
	Playaway - Adult	259062	1-4562-29	395.72
	Launchpads - Juvenile	256747	1-4566-26	139.98
	Launchpads - Juvenile	259978	1-4566-26	219.98
	<i>Totals for Findaway World, LLC</i>			<b>\$ 1,759.70</b>
<b>Forward Space</b>				
	CMTSD Manager Office Tackboard - PO5331-1718	757185	1-4391-30	270.00
	<i>Totals for Forward Space</i>			<b>\$ 270.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund**

Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Gale/Cengage Learning</b>				
	Adult Ref/NF Standing Order	63674640	1-4531-26	\$ 237.00
	Adult Fiction Standing Order	63840260	1-4533-26	19.46
	Books - Adult Large Print	63870945	1-4543-26	170.19
	Books - Adult Large Print	63871664	1-4543-26	26.24
	Books - Adult Large Print	63848734	1-4543-26	69.72
	Books - Adult Large Print	63848284	1-4543-26	49.48
	Books - Adult Large Print	63839692	1-4543-26	74.22
	Books - Adult Large Print	63828208	1-4543-26	219.67
	Books - Adult Large Print	63828631	1-4543-26	112.46
	Electronic Audiobooks & Books	63773101	1-4520-26	492.10
	Books - Adult Large Print	63872088	1-4543-29	93.57
	Books - Adult Large Print	63838863	1-4543-29	91.17
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 1,655.28</b>
<b>Harris Khan</b>				
	Mileage - 2/10/18 - 6/30/18	HK070518	1-4171-10	32.05
	<i>Totals for Harris Khan</i>			<b>\$ 32.05</b>
<b>Illinois American Water</b>				
	Fire Protection - 5/18/18-6/19/18	1025-210003089465	1-4331-30	41.38
	Irrigation - 5/18/18-6/19/18	1025-210003089915	1-4331-30	1,243.26
	<i>Totals for Illinois American Water</i>			<b>\$ 1,284.64</b>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 5/18/18-6/20/18	1025-210003088318	1-4331-30	831.35
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 831.35</b>
<b>Illinois Library Association</b>				
	Lennon Membership - 7/1/18-6/30/19	146109	1-4161-10	75.00
	<i>Totals for Illinois Library Association</i>			<b>\$ 75.00</b>
<b>Ilya Kabiroy</b>				
	Program - Great Reads Book Club - Date 07/25/18	IK072518	1-4571-24	75.00
	<i>Totals for Ilya Kabiroy</i>			<b>\$ 75.00</b>
<b>Improv Playhouse Theater, Inc.</b>				
	Program - Improv Playhouse: Ugly Duckling - Date 07/26/18	IPT072618	1-4572-20	525.00
	<i>Totals for Improv Playhouse Theater, Inc.</i>			<b>\$ 525.00</b>



**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund**

Page 10

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Books - Adult Non-Fiction	34809380	1-4541-26	\$ 14.39
	Books - Adult Non-Fiction	35151383	1-4541-26	22.60
	Books - Adult Non-Fiction	35078367	1-4541-26	9.59
	Books - Adult Non-Fiction	35078366	1-4541-26	19.78
	Books - Adult Fiction	34974071	1-4540-26	11.69
	Books - Adult Fiction	34944716	1-4540-26	44.85
	Books - Adult Fiction	34822141	1-4540-26	24.28
	Books - Adult Fiction	35134010	1-4540-26	15.25
	Books - Young Adult/Fiction	35157872	1-4548-26	8.09
	Video Games - YA	35017417	1-4563-26	113.98
	Video Games - YA	34974069	1-4563-26	132.96
	Video Games - YA	34974068	1-4563-26	170.96
	Video Games - YA	34974067	1-4563-26	28.49
	Video Games - YA	34974065	1-4563-26	227.94
	Video Games - YA	34822140	1-4563-26	47.49
	Video Games - YA	34809379	1-4563-26	37.99
	Video Games - YA	35157870	1-4563-26	151.96
	Video Games - YA	35157868	1-4563-26	113.98
	Video Games - YA	35157867	1-4563-26	85.48
	Video Games - YA	35157871	1-4563-26	47.49
	Video Games - Juvenile	35017417	1-4564-26	113.98
	Video Games - Juvenile	34974067	1-4564-26	28.49
	Video Games - Juvenile	34809377	1-4564-26	37.99
	Video Games - Juvenile	35157871	1-4564-26	85.48
	Video Games - Juvenile	35157867	1-4564-26	47.49
	Video Games - Adult	35017416	1-4565-26	75.98
	Video Games - Adult	34974070	1-4565-26	75.90
	Video Games - Adult	34974068	1-4565-26	56.99
	Video Games - Adult	34974066	1-4565-26	28.49
	Video Games - Adult	34822140	1-4565-26	37.99
	Video Games - Adult	34809379	1-4565-26	113.98
	Video Games - Adult	34809378	1-4565-26	142.47
	Video Games - Adult	35157869	1-4565-26	113.98
		<i>Totals for Ingram Library Services</i>		<u>\$ 2,288.45</u>
Jeffrey DiOrio				
	Program - Chess Club for Adults and Teens - Date 07/31/18	JD073118	1-4571-24	90.00
		<i>Totals for Jeffrey DiOrio</i>		<u>\$ 90.00</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund** Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Joan M. O'Malley</b>				
	Program - Babysitting Class - Date 07/21/18	JMO072118	1-4573-24	\$ 375.00
	Program - Babysitting Class - Date 08/04/18	JMO080418	1-4573-24	375.00
	<i>Totals for Joan M. O'Malley</i>			<b>\$ 750.00</b>
<b>John Hodur</b>				
	Mileage - 4/22/18-6/16/18	JH061918	1-4171-10	25.62
	<i>Totals for John Hodur</i>			<b>\$ 25.62</b>
<b>Johnson Controls Security Solutions</b>				
	Quarterly Security - 7/1/18-9/30/18	30690234	1-4221-30	267.29
	<i>Totals for Johnson Controls Security Solutions</i>			<b>\$ 267.29</b>
<b>Juanita Lennon</b>				
	Food & Drink For Board Meetings & June Donuts & Pastries	JL062018	1-4355-16	10.51
	Food & Drink For Board Meetings & June Donuts & Pastries	JL062018	1-4715-10	11.68
	<i>Totals for Juanita Lennon</i>			<b>\$ 22.19</b>
<b>kd Repair</b>				
	Check & Repair BKM Generator - 7/5/18 - PO5443-1819	28174	1-4235-29	1,951.30
	<i>Totals for kd Repair</i>			<b>\$ 1,951.30</b>
<b>Kellie Chase</b>				
	Program - 4 Sewing Classes - Date 07/31/18	KC073118	1-4571-24	175.00
	Program - 4 Sewing Classes - Date 08/07/18	KC080718	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<b>\$ 350.00</b>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	Copy Overage - 5/15/18-6/14/18	9004682415	1-4234-14	1,900.13
	Maintenance - 6/15/18-7/14/18	9004685939	1-4234-14	391.82
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<b>\$ 2,291.95</b>
<b>Konica Minolta Premier Finance</b>				
	Leased Equipment - July 2018	361483647	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			<b>\$ 1,616.00</b>
<b>Laura Didier</b>				
	Mileage - 6/4/18 - 6/28/18	LD070518	1-4171-10	33.02
	<i>Totals for Laura Didier</i>			<b>\$ 33.02</b>
<b>LibrariesFirst</b>				
	Online Databases	6930	1-4521-26	10,500.00
	<i>Totals for LibrariesFirst</i>			<b>\$ 10,500.00</b>

**Fountaindale Public Library District  
Bills Payable Report  
July 19, 2018**

**General Fund** Page 12

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Library Ideas LLC	Freegal Music & Streaming Subscription - 7/11/18-7/10/19	62348	1-4523-26	\$ 14,500.00
	<i>Totals for Library Ideas LLC</i>			<u>\$ 14,500.00</u>
Lyngsoe Systems, Inc.	Hold Slip Update - PO5349-1718	002744	1-4691-10	1,400.00
	<i>Totals for Lyngsoe Systems, Inc.</i>			<u>\$ 1,400.00</u>
Marianne Thompson	Reimbursement - Canopy Weights	MT062718	1-4353-28	29.99
	<i>Totals for Marianne Thompson</i>			<u>\$ 29.99</u>
Mergent, Inc.	Online Databases	214660	1-4521-26	4,000.00
	Adult Ref/NF Standing Order	213939	1-4531-26	313.00
	<i>Totals for Mergent, Inc.</i>			<u>\$ 4,313.00</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund**

Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>				
	CD Audiobooks - Juvenile	96205028	1-4553-26	\$ 100.58
	CD Audiobooks - Juvenile	96204996	1-4553-26	75.29
	CD Audiobooks - Juvenile	96182933	1-4553-26	35.29
	CD Audiobooks - Juvenile	96168219	1-4553-26	55.29
	CD Audiobooks - Juvenile	96162931	1-4553-26	9.99
	Playaway - Adult	96211770	1-4560-26	63.49
	CD Audiobooks - Juvenile	96222226	1-4553-26	60.29
	CD Music - Juvenile	96188703	1-4554-26	65.21
	CD Music - Juvenile	96168208	1-4554-26	30.73
	CD Music - Juvenile	96145095	1-4554-26	17.24
	CD Music - Juvenile	96211728	1-4554-26	13.49
	CD Audiobooks - Young Adults	96188726	1-4555-26	75.29
	CD Audiobooks - Adult	96168212	1-4551-26	30.29
	CD Audiobooks - Adult	96166148	1-4551-26	35.29
	CD Audiobooks - Adult	96166143	1-4551-26	45.29
	CD Audiobooks - Adult	96156728	1-4551-26	40.29
	Adult DVD	96206726	1-4557-26	25.79
	Adult DVD	96206724	1-4557-26	18.29
	Adult DVD	96206723	1-4557-26	65.68
	Adult DVD	96206722	1-4557-26	51.58
	Adult DVD	96206721	1-4557-26	65.68
	Adult DVD	96206720	1-4557-26	77.37
	Adult DVD	96206188	1-4557-26	29.54
	Adult DVD	96206187	1-4557-26	51.58
	Adult DVD	96205047	1-4557-26	63.78
	Adult DVD	96205046	1-4557-26	51.03
	Adult DVD	96205045	1-4557-26	42.39
	Adult DVD	96205043	1-4557-26	109.56
	Adult DVD	96205031	1-4557-26	25.04
	Adult DVD	96205030	1-4557-26	44.08
	Adult DVD	96205029	1-4557-26	126.99
	Adult DVD	96205027	1-4557-26	36.59
	Adult DVD	96205026	1-4557-26	66.12
	Adult DVD	96205025	1-4557-26	237.93
	Adult DVD	96205024	1-4557-26	56.37
	Adult DVD	96205020	1-4557-26	108.24
	Adult DVD	96204998	1-4557-26	22.04
	Adult DVD	96188733	1-4557-26	171.69

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund** Page 14

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>	(Cont'd)			
	Adult DVD	96188732	1-4557-26	\$ 113.50
	Adult DVD	96188731	1-4557-26	79.91
	Adult DVD	96188730	1-4557-26	30.59
	Adult DVD	96188729	1-4557-26	18.29
	Adult DVD	96188728	1-4557-26	22.04
	Adult DVD	96188725	1-4557-26	25.79
	Adult DVD	96188724	1-4557-26	22.04
	Adult DVD	96188722	1-4557-26	40.33
	Adult DVD	96188721	1-4557-26	95.22
	Adult DVD	96188720	1-4557-26	22.04
	Adult DVD	96188389	1-4557-26	205.32
	Adult DVD	96183088	1-4557-26	17.64
	Adult DVD	96183086	1-4557-26	38.64
	Adult DVD	96183085	1-4557-26	37.53
	Adult DVD	96182938	1-4557-26	32.83
	Adult DVD	96182937	1-4557-26	71.68
	Adult DVD	96188782	1-4557-26	84.78
	Adult DVD	96188780	1-4557-26	97.17
	Adult DVD	96188769	1-4557-26	25.14
	Adult DVD	96188734	1-4557-26	112.45
	Adult DVD	96182935	1-4557-26	19.79
	Adult DVD	96182931	1-4557-26	164.20
	Adult DVD	96182930	1-4557-26	226.11
	Adult DVD	96182705	1-4557-26	69.87
	Adult DVD	96168213	1-4557-26	175.63
	Adult DVD	96168211	1-4557-26	22.04
	Adult DVD	96168210	1-4557-26	22.04
	Adult DVD	96168209	1-4557-26	14.54
	Adult DVD	96168207	1-4557-26	76.22
	Adult DVD	96168204	1-4557-26	40.33
	Adult DVD	96166147	1-4557-26	146.35
	Adult DVD	96166146	1-4557-26	231.65
	Adult DVD	96166145	1-4557-26	42.58
	Adult DVD	96165807	1-4557-26	31.14
	Adult DVD	96157131	1-4557-26	32.84
	Adult DVD	96157130	1-4557-26	25.79
	Adult DVD	96156905	1-4557-26	62.28
	Adult DVD	96156729	1-4557-26	107.95

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	96156727	1-4557-26	\$ 30.58
	Adult DVD	96156725	1-4557-26	16.04
	Adult DVD	96145821	1-4557-26	398.28
	Adult DVD	96145820	1-4557-26	269.27
	Adult DVD	96145817	1-4557-26	20.54
	Adult DVD	96145815	1-4557-26	14.54
	Adult DVD	96145814	1-4557-26	18.29
	Adult DVD	96145810	1-4557-26	20.54
	Adult DVD	96145099	1-4557-26	29.54
	Adult DVD	96145098	1-4557-26	51.58
	Adult DVD	96145097	1-4557-26	22.04
	Adult DVD	96145096	1-4557-26	22.04
	Adult DVD	96144915	1-4557-26	27.39
	Adult DVD	96144914	1-4557-26	27.39
	DVD - Adult	96211771	1-4557-26	8.54
	DVD - Adult	96211724	1-4557-26	29.54
	DVD - Adult	96210867	1-4557-26	19.89
	DVD - Adult	96206573	1-4557-26	49.89
	DVD - Adult	96215079	1-4557-26	50.37
	DVD - Adult	96215078	1-4557-26	25.79
	DVD - Adult	96222241	1-4557-26	28.14
	DVD - Adult	96222237	1-4557-26	17.54
	DVD - Adult	96222232	1-4557-26	38.83
	DVD - Adult	96222231	1-4557-26	18.29
	DVD - Adult	96222229	1-4557-26	45.58
	DVD - Adult	96222228	1-4557-26	18.29
	DVD - Adult	96222227	1-4557-26	47.83
	DVD - Adult	96221909	1-4557-26	34.89
	DVD - Adult	96225078	1-4557-26	53.08
	DVD - Adult	96225077	1-4557-26	109.77
	DVD - Adult	96225076	1-4557-26	77.37
	Juvenile DVD	96206725	1-4558-26	14.54
	Juvenile DVD	96205033	1-4558-26	36.58
	Juvenile DVD	96205032	1-4558-26	58.16
	Juvenile DVD	96204999	1-4558-26	25.79
	Juvenile DVD	96188723	1-4558-26	31.33
	Juvenile DVD	96182936	1-4558-26	17.08
	Juvenile DVD	96182934	1-4558-26	36.58

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Juvenile DVD	96182932	1-4558-26	\$ 33.64
	Juvenile DVD	96182709	1-4558-26	65.20
	Juvenile DVD	96168217	1-4558-26	13.04
	Juvenile DVD	96168206	1-4558-26	45.18
	Juvenile DVD	96168205	1-4558-26	14.09
	Juvenile DVD	96168202	1-4558-26	25.79
	Juvenile DVD	96168201	1-4558-26	22.04
	Juvenile DVD	96166149	1-4558-26	46.14
	Juvenile DVD	96166144	1-4558-26	51.58
	Juvenile DVD	96157133	1-4558-26	36.59
	Juvenile DVD	96157132	1-4558-26	103.16
	Juvenile DVD	96156726	1-4558-26	29.08
	Juvenile DVD	96156724	1-4558-26	36.12
	Juvenile DVD	96156723	1-4558-26	8.54
	Juvenile DVD	96145816	1-4558-26	16.04
	Juvenile DVD	96145813	1-4558-26	109.77
	Juvenile DVD	96145812	1-4558-26	77.37
	Juvenile DVD	96211729	1-4558-26	31.79
	Juvenile DVD	96211727	1-4558-26	21.29
	Juvenile DVD	96215077	1-4558-26	18.29
	Juvenile DVD	96222233	1-4558-26	14.54
	Electronic Audio Visual	96220635	1-4523-26	32,000.00
	CD Music - Juvenile	96205035	1-4554-29	32.23
	CD Music - Juvenile	96182941	1-4554-29	14.99
	CD Music - Juvenile	96211773	1-4554-29	42.73
	Adult DVD	96206727	1-4557-29	25.79
	Adult DVD	96166192	1-4557-29	25.79
	Juvenile DVD	96206728	1-4558-29	14.54
	Juvenile DVD	96205036	1-4558-29	18.29
	Juvenile DVD	96182940	1-4558-29	18.29
	Juvenile DVD	96182939	1-4558-29	13.04
	Juvenile DVD	96188735	1-4558-29	8.54
	Juvenile DVD	96157137	1-4558-29	25.79
	Juvenile DVD	96157136	1-4558-29	10.79
	Juvenile DVD	96145822	1-4558-29	25.79
	Juvenile DVD	96211772	1-4558-29	21.29
	Juvenile DVD	96215942	1-4558-29	18.29
	Compact Discs - Young Adult	96215076	1-4555-26	45.29

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund** Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>	(Cont'd)			
	CD Music - Adult	96205034	1-4550-26	\$ 15.74
	CD Music - Adult	96205023	1-4550-26	29.08
	CD Music - Adult	96205021	1-4550-26	149.74
	CD Music - Adult	96204997	1-4550-26	10.49
	CD Music - Adult	96203349	1-4550-26	23.39
	CD Music - Adult	96188707	1-4550-26	40.32
	CD Music - Adult	96188705	1-4550-26	94.74
	CD Music - Adult	96188704	1-4550-26	19.59
	CD Music - Adult	96188702	1-4550-26	76.30
	CD Music - Adult	96182708	1-4550-26	57.41
	CD Music - Adult	96182706	1-4550-26	34.18
	CD Music - Adult	96168218	1-4550-26	57.71
	CD Music - Adult	96168215	1-4550-26	59.96
	CD Music - Adult	96168214	1-4550-26	12.74
	CD Music - Adult	96168203	1-4550-26	56.96
	CD Music - Adult	96166190	1-4550-26	14.99
	CD Music - Adult	96157135	1-4550-26	14.84
	CD Music - Adult	96157134	1-4550-26	11.99
	CD Music - Adult	96156721	1-4550-26	41.67
	CD Music - Adult	96145818	1-4550-26	14.84
	CD Music - Adult	96145811	1-4550-26	28.33
	CD Music - Adult	96211725	1-4550-26	14.84
	CD Music - Adult	96215940	1-4550-26	14.84
	CD Music - Adult	96222235	1-4550-26	15.74
	CD Music - Adult	96222234	1-4550-26	13.94
	CD Music - Adult	96222230	1-4550-26	29.68
	CD Music - Adult	96225074	1-4550-26	13.49
	<i>Totals for Midwest Tape</i>			<b>\$ 41,015.02</b>
<b>Milwaukee Public Library</b>				
	Lost Item - City of Light	183155018	1-3310-30	13.99
	<i>Totals for Milwaukee Public Library</i>			<b>\$ 13.99</b>
<b>Nancy Castellanos</b>				
	Reimbursement - Invitation Envelopes	NC070618	1-4351-10	15.98
	<i>Totals for Nancy Castellanos</i>			<b>\$ 15.98</b>



**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund** Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Noelia Frias</b>				
	Mileage - Dates 1/18/18 - 3/22/18	NF063018	1-4171-10	\$ 64.91
	Mileage - Dates 4/2/18 - 6/21/18	NF063018	1-4171-10	31.35
	<i>Totals for Noelia Frias</i>			<b>\$ 96.26</b>
<b>Notary Rotary, Inc.</b>				
	Certificates Acknowledgement & IL Jurat Stamp - PO5371-1718	372896	1-4351-10	35.60
	<i>Totals for Notary Rotary, Inc.</i>			<b>\$ 35.60</b>
<b>Oriental Trading Company Inc.</b>				
	Outreach Summer Adventure Decorations - PO5373-1718	690585989-01	1-4353-28	30.24
	<i>Totals for Oriental Trading Company Inc.</i>			<b>\$ 30.24</b>
<b>Pace Systems, Inc.</b>				
	84 Security Camera Recording Licenses - PO5365-1718	IN00020647	1-4391-30	3,198.00
	Computers, Monitors, Workstands, Desk Phones - PO5361-1718	IN00020552	1-4641-14	6,788.00
	Cisco 7975G Unified IP Phone - PO5361-1718	IN00020627	1-4641-14	556.00
	HP S100 Monitor Sound Bar - PO5322-1718	IN00020980	1-4354-14	24.00
	<i>Totals for Pace Systems, Inc.</i>			<b>\$ 10,566.00</b>
<b>Party Hoppers, Inc.</b>				
	Program - PH Rental for Ice Cream Social - Date 07/30/18	PH073018	1-4571-24	209.25
	Program - PH Rental for Ice Cream Social - Date 07/30/18	PH073018	1-4572-28	209.25
	Program - PH Rental for Ice Cream Social - Date 07/30/18	PH073018	1-4573-24	209.25
	Program - PH Rental for Ice Cream Social - Date 07/30/18	PH073018	1-4572-20	209.25
	<i>Totals for Party Hoppers, Inc.</i>			<b>\$ 837.00</b>
<b>Paul Mills</b>				
	Travel Reimburse - ALA Anual Conference - 6/20/18 - 6/27/18	PM062718	1-4173-10	486.25
	Travel Reimburse - ALA Anual Conference - 6/20/18 - 6/27/18	PM062718	1-4171-10	358.78
	Mileage - Skokie Library Bookmobile Visit - 7/6/18	PM071118	1-4171-10	43.69
	Reimbursement - Donuts For Donuts With Director - 6/19/18	PM061918	1-4715-10	20.33
	<i>Totals for Paul Mills</i>			<b>\$ 909.05</b>
<b>PeopleFacts</b>				
	New Hire Background Checks - June 2018	33754-062018	1-4253-10	248.24
	<i>Totals for PeopleFacts</i>			<b>\$ 248.24</b>
<b>Pharlis R. James Jr.</b>				
	Program - Fallin' Into Jazz Concert - Date 08/11/18	PRJ081118	1-4571-24	100.00
	<i>Totals for Pharlis R. James Jr.</i>			<b>\$ 100.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund** Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Pinnacle Library Cooperative</b>				
	OverDrive Platform - eBook	18-008	1-4817-10	\$ 36,726.48
		<i>Totals for Pinnacle Library Cooperative</i>		<b>\$ 36,726.48</b>
<b>Pitney Bowes Inc.</b>				
	Potage Machine Red Ink Cartridge - PO5364-1718	1007690517	1-4381-10	80.55
	Equipment Maintenance - 1/1/18-6/30/18	1007719148	1-4233-10	409.50
		<i>Totals for Pitney Bowes Inc.</i>		<b>\$ 490.05</b>
<b>Rainmakers Irrigation</b>				
	2018 Spring Turn On - PO5251-1718	EM052218-2	1-4392-30	831.50
	Repair Irrigation Leak, Inst. Ground Cover Box - PO5340-1718	652018-16	1-4392-30	403.50
		<i>Totals for Rainmakers Irrigation</i>		<b>\$ 1,235.00</b>
<b>Ramcorp Inc.</b>				
	Brick & Mortar Inspect & Repair - PO5368-1718	10192017	1-4391-30	2,212.47
		<i>Totals for Ramcorp Inc.</i>		<b>\$ 2,212.47</b>
<b>Reaching Across Illinois Library System (RAILS)</b>				
	eRead Illinois Membership - 7/1/18-6/30/19	5026	1-4520-26	6,073.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		<b>\$ 6,073.00</b>
<b>Recorded Books, Inc.</b>				
	Electronic Audiobooks & Books	75804871	1-4520-26	36.54
	Electronic Audiobooks & Books	75799093	1-4520-26	143.56
	Electronic Audiobooks & Books	75797040	1-4520-26	26.62
	Electronic Audiobooks & Books	75915843	1-4520-26	163.92
	Electronic Audiobooks & Books	75915844	1-4520-26	43.33
	CD Audiobooks - Adult	75804294	1-4551-29	35.00
	CD Audiobooks - Adult	75804294	1-4551-26	180.48
	CD Audiobooks - Adult	75800649	1-4551-26	51.92
	CD Audiobooks - Adult	75795343	1-4551-26	343.88
	CD Audiobooks - Adult	75793955	1-4551-26	188.20
	CD Audiobooks - Young Adults	75799204	1-4555-26	203.60
	CD Audiobooks - Juvenile	75804149	1-4553-26	44.20
	CD Audiobooks - Juvenile	75799204	1-4553-26	32.20
	CD Audiobooks - Adult	75890863	1-4551-26	331.60
		<i>Totals for Recorded Books, Inc.</i>		<b>\$ 1,825.05</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

**General Fund** Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Richard Allan Armandi</b>	Program - Fallin' Into Jazz Concert - Date 08/11/18	RAA081118	1-4571-24	\$ 100.00
	<i>Totals for Richard Allan Armandi</i>			<b>\$ 100.00</b>
<b>Robert Pennor</b>	Program - Drawing with Pencils and Charcoals - Date 07/24/18	RP072418	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - Date 07/31/18	RP073118	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - Date 08/07/18	RP080718	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - Date 08/14/18	RP081418	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<b>\$ 240.00</b>
<b>Ronald Goldie</b>	Program - Monthly Dungeons & Dragons Nights - Date 07/31/18	RG073118	1-4573-24	60.00
	Program - Monthly Dungeons & Dragons Nights - Date 08/07/18	RG080718	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			<b>\$ 120.00</b>
<b>Ruth Newell</b>	Travel Reimbursement - 2018 ALA Conference	RN070918	1-4171-16	179.30
	<i>Totals for Ruth Newell</i>			<b>\$ 179.30</b>
<b>Sebert Landscaping Inc.</b>	Repair Turf, Topsoil, Seed, Mulch - PO5332-1718	S476472	1-4392-30	2,230.00
	Replace Damaged Shrubs & Flowers, Water Shrubs - PO5342-1718	S477099	1-4392-30	3,320.00
	Lawn Maintenance - July 2018	167197	1-4392-30	1,436.00
	Lawn Maintenance - June 2018	165887	1-4392-30	1,436.00
	<i>Totals for Sebert Landscaping Inc.</i>			<b>\$ 8,422.00</b>
<b>Shaw Media</b>	2018 Chamber of Commerce Spring Newsletter - PO5212-1718	1518842	1-4731-10	350.00
	<i>Totals for Shaw Media</i>			<b>\$ 350.00</b>
<b>Showcases</b>	10 Vinyl 12 White CD Albums	306670	1-4371-12	80.35
	10 Vinyl 24 White CD Albums	306671	1-4371-12	91.69
	<i>Totals for Showcases</i>			<b>\$ 172.04</b>
<b>Southwest Suburban Immigrant Project</b>	Program - Mariachi Matters - Date 07/30/18	SSIP073018	1-4584-10	250.00
	<i>Totals for Southwest Suburban Immigrant Project</i>			<b>\$ 250.00</b>
<b>Spencer A. Keyes</b>	Program - Fallin' Into Jazz Concert - Date 08/11/18	SAK081118	1-4571-24	100.00
	<i>Totals for Spencer A. Keyes</i>			<b>\$ 100.00</b>

# Fountaindale Public Library District

## Bills Payable Report

### July 19, 2018

**General Fund** Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Steven Douglas Wick</b>	Google Drive Training - Staff In-Service - 8/3/18	1	1-4151-10	\$ 100.00
	<i>Totals for Steven Douglas Wick</i>			<u>\$ 100.00</u>
<b>Susan K. Maddox</b>	Program - Cooking Demo w/ Chef Maddox - Date 08/15/18	SKM081518	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<u>\$ 300.00</u>
<b>Tasos Priovolos</b>	Mileage - 1/9/18 - 5/17/18	TP070618	1-4171-10	174.49
	<i>Totals for Tasos Priovolos</i>			<u>\$ 174.49</u>
<b>Terryberry</b>	Garzaro 10 Yr. Staff Recognition - PO5356-1718	E94280	1-4153-10	109.62
	<i>Totals for Terryberry</i>			<u>\$ 109.62</u>
<b>The Bugle Newspapers</b>	Summer Adventure Ad - 6/6/18 - PO5284-1718	121196	1-4731-10	550.00
	<i>Totals for The Bugle Newspapers</i>			<u>\$ 550.00</u>
<b>The Management Association of Illinois</b>	2018 LACONI Library Survey Participant - PO5380-1718	7350	1-4253-10	100.00
	Benchmark For Deputy Director - PO5378-1718	7240	1-4253-10	200.00
	<i>Totals for The Management Association of Illinois</i>			<u>\$ 300.00</u>
<b>Today's Business Solutions, Inc.</b>	Library Cards/Artwork Change - PO5341-1718	052118-9	1-4371-10	2,529.18
	CSD Print Release Hardware & Software - PO5347-1718	8170	1-4234-14	1,882.50
	1 Year Service 3 Credit Card Readers - 7/1/18-6/30/18	8146	1-4234-14	600.00
	<i>Totals for Today's Business Solutions, Inc.</i>			<u>\$ 5,011.68</u>
<b>Topeka and Shawnee County Public Library</b>	Lost Items - ILL # 183155016 & 183155017	TSCPL061118	1-3310-30	25.98
	<i>Totals for Topeka and Shawnee County Public Library</i>			<u>\$ 25.98</u>
<b>Tressler LLP</b>	Legal Expense - Attorney - May 2018	392912	1-4241-10	2,014.00
	Legal Expense - Attorney - June 2018	393545	1-4241-10	1,301.83
	<i>Totals for Tressler LLP</i>			<u>\$ 3,315.83</u>
<b>Unique Management Services, Inc.</b>	Collection Services - June 2018	464638	1-4245-10	411.70
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 411.70</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

<u>General Fund</u>				Page 22
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
UPS	Shipping - Account Refillment	0000603951268	1-4382-10	\$ 1,150.00
	<i>Totals for UPS</i>			<u>\$ 1,150.00</u>
US - Yellow Pages	Yellow Page Listing - 6/20/18-9/18/18	2489870-38-01	1-4731-10	259.00
	<i>Totals for US - Yellow Pages</i>			<u>\$ 259.00</u>
Valley View School District	Diesel Fuel - 5/1/18-5/31/18	VVSD060418	1-4359-29	174.65
	<i>Totals for Valley View School District</i>			<u>\$ 174.65</u>
Vanguard Energy Services, LLC	Gas - 6/1/18-6/30/18	G404408070518	1-4322-30	604.92
	<i>Totals for Vanguard Energy Services, LLC</i>			<u>\$ 604.92</u>
Verizon Wireless	Telephone Service - 5/17/18-6/16/18	9809248100	1-4311-14	512.63
	<i>Totals for Verizon Wireless</i>			<u>\$ 512.63</u>
Warehouse Direct	Lennon Notary Stamp - PO5329-1718	3907698-0	1-4351-10	26.95
	Outreach - Water	3939865-0	1-4351-10	26.37
	June Admin Supply Closet Order	3921520-0	1-4351-10	500.49
	Finance - FY Folders - PO5351-1718	3922695-0	1-4351-10	45.50
	CMTSD - Hyper Pink Paper	3928134-0	1-4371-12	16.82
	Outreach - Name Tag Refills	3951408-0	1-4351-10	26.24
	Lunch Bags - Summer Lunch Program - PO5372-1718	3930704-0	1-4711-10	60.75
	<i>Totals for Warehouse Direct</i>			<u>\$ 703.12</u>
Windy City Ice Cream, LLC	Friends Ice Cream Donation - Ice Cream Social - PO5358-1718	1600905	1-4575-10	1,502.00
	<i>Totals for Windy City Ice Cream, LLC</i>			<u>\$ 1,502.00</u>
	<b>Total for Fund 1</b>			<u><b>\$ 322,230.35</b></u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Bond Trust Services Corporation</b>				
	Interest Payment - Bond Series 2008	41534	4-4285-40	\$ 16,800.00
	Interest Payment - Bond Series 2009	41535	4-4286-40	277,750.00
	Interest Payment - Bond Series 2009B	41536	4-4287-40	252,987.50
	Interest Payment - Bond Series 2016A	41537	4-4288-40	95,550.00
				<u>\$ 643,087.50</u>
			<i>Totals for Bond Trust Services Corporation</i>	
				<u>\$ 643,087.50</u>
			<b>Total for Fund 4</b>	<u>\$ 643,087.50</u>

# Fountaindale Public Library District

## Bills Payable Report

### July 19, 2018

Maintenance Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>1000Bulbs.com</b>				
	Bulbs & Transformers For Building Supply Stock - PO5360-1718	W01098386	8-4357-30	\$ 395.02
	<i>Totals for 1000Bulbs.com</i>			<b>\$ 395.02</b>
<b>Amazon</b>				
	Building Maintenance - Battery Charger	6045787810108122	8-4211-30	86.74
	Building Supplies - Fastner & Machine Screws	6045787810108122	8-4357-30	52.13
	<i>Totals for Amazon</i>			<b>\$ 138.87</b>
<b>American Building Services, LLC</b>				
	Building Supplies - Sargent Grandmaster Keys - PO5334-1718	4025092	8-4357-30	45.00
	<i>Totals for American Building Services, LLC</i>			<b>\$ 45.00</b>
<b>Best Quality Cleaning, Inc.</b>				
	Cleaning Service - July 2018	25138	8-4215-30	6,921.00
	Sp. Clean 1st Fl. Men & 2nd Fl. Wmn On 5/29/18 - PO5355-1718	24891	8-4211-30	150.00
	Sp. Clean 2nd Fl. Staff Wmn On 6/8/18 - PO5370-1718	24895	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			<b>\$ 7,146.00</b>
<b>Chase Card Services</b>				
	GlobalIndustries - Replace Circ Safe, Toilet Paper Dispenser	P3672-JULY18	8-4211-30	94.53
	GlobalIndustries - Replace Circ Safe, Toilet Paper Dispenser	P3672-JULY18	8-4211-30	202.29
	Kully Supply - 3rd Floor Staff Restroom Faucet Assembly	P3672-JULY18	8-4211-30	238.86
	Kele Inc. - Replace Malfunctioning Thermostat	P3672-JULY18	8-4211-30	138.42
	EasyKeys - 3rd Floor Desk Replacement Lock Cylinder	P3672-JULY18	8-4211-30	12.00
	<i>Totals for Chase Card Services</i>			<b>\$ 686.10</b>
<b>Cintas Corporation</b>				
	Restock First Aid Rooms - July 2018	8403725876	8-4215-30	348.68
	Restock First Aid Rooms - June 2018	8403690610	8-4215-30	286.61
	<i>Totals for Cintas Corporation</i>			<b>\$ 635.29</b>
<b>Cintas Corporation #344</b>				
	Weekly Mat Service - 6/14/18	344759830	8-4215-30	30.00
	Weekly Mat Service - 6/7/18	344756351	8-4215-30	30.00
	Weekly Mat Service - 7/5/18	344770229	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			<b>\$ 90.00</b>
<b>Combined Roofing Service</b>				
	Semi-Annual Roof Maintenance Inspection	6125	8-4215-30	1,710.00
	<i>Totals for Combined Roofing Service</i>			<b>\$ 1,710.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

Maintenance Fund

Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Covers Unlimited Corp.	Reupholster & Replace Foam Vortex Cushions - PO5285-1718	20180609	8-4211-30	\$ 2,365.00
	<i>Totals for Covers Unlimited Corp.</i>			<u>\$ 2,365.00</u>
Culligan Bolingbrook, IL	Solar Salt - June 2018	0080634	8-4211-30	171.99
	<i>Totals for Culligan Bolingbrook, IL</i>			<u>\$ 171.99</u>
Demco, Inc.	Damaged Vortex Chair replacement	6401855	8-4211-30	756.00
	<i>Totals for Demco, Inc.</i>			<u>\$ 756.00</u>
Filter Services Inc.	12x24x12 Rigid Cell, Box Style Filters - PO5254-1718	INV188022	8-4357-30	491.26
	24x24x12 Rigid Cell, Double Header Filters - PO5254-1718	INV187832	8-4357-30	1,638.52
	<i>Totals for Filter Services Inc.</i>			<u>\$ 2,129.78</u>
Grainger	Sink Control Module - PO5386-1718	9833567085	8-4211-30	367.98
	<i>Totals for Grainger</i>			<u>\$ 367.98</u>
Graybar	Replacement Fluorescent Lights Lens - PO5278-1718	9304452767	8-4211-30	29.16
	Building Lighting Supplies	9303838437	8-4357-30	99.64
	<i>Totals for Graybar</i>			<u>\$ 128.80</u>
Groot Industries, Inc.	Garbage/Recycling - 7/1/18-7/31/18	1987545	8-4215-30	638.76
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 638.76</u>
Hansen Services, Inc.	Monthly Pest Control - June 2018	3893155	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 103.00</u>
H-O-H Water Technology	Quarterly Water Treatment - July, August, September 2018	535267	8-4215-30	250.00
	<i>Totals for H-O-H Water Technology</i>			<u>\$ 250.00</u>
Pace Systems, Inc.	Data Circuit & Data Jacks Replace/Install - PO5272-1718	207041	8-4211-30	4,046.00
	<i>Totals for Pace Systems, Inc.</i>			<u>\$ 4,046.00</u>



**Fountaindale Public Library District  
Bills Payable Report  
July 19, 2018**

Maintenance Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Poblocki Sign Company, LLC</b>				
	Damaged Rolling Sign Replacement - PO5182-1718	96816	8-4211-30	\$ 2,786.00
	Cubicle Name Holders - PO5319-1718	82143	8-4211-30	340.00
	<i>Totals for Poblocki Sign Company, LLC</i>			<b>\$ 3,126.00</b>
<b>Steiner Electric Company</b>				
	2018 Kohler Gen. Yearly Preventative Maintenance Contract	S005988086.001	8-4211-30	1,061.87
	<i>Totals for Steiner Electric Company</i>			<b>\$ 1,061.87</b>
<b>Superior Service Solutions, Inc.</b>				
	Interior/Exterior Power Washing - PO5354-1718	2770	8-4215-30	2,860.00
	<i>Totals for Superior Service Solutions, Inc.</i>			<b>\$ 2,860.00</b>
<b>Trane U.S. Inc.</b>				
	Temp Sensors For Chiller #2 - PO5387-1718	4564517	8-4211-30	195.72
	Circ Manager VAV Board Replacement - PO5366-1718	4438642	8-4211-30	357.55
	Replace Blower Fan Air Handler 1 - PO5257-1718	39087374	8-4211-30	7,363.00
	<i>Totals for Trane U.S. Inc.</i>			<b>\$ 7,916.27</b>
<b>ULINE</b>				
	Garbage Cans For Programs - PO5377-1718	98504573	8-4357-30	267.82
	Garbage Cans For Programs - PO5359-1718	98275186	8-4357-30	167.87
	<i>Totals for ULINE</i>			<b>\$ 435.69</b>
<b>Warehouse Direct</b>				
	Building Supplies - Wipes	3941522-0	8-4357-30	339.60
	June Admin Supply Closet Order	3921520-0	8-4357-30	165.18
	Building Supplies - Clorox Buckets	3926277-0	8-4357-30	360.00
	<i>Totals for Warehouse Direct</i>			<b>\$ 864.78</b>
	<b>Total for Fund 8</b>			<b>\$ 38,068.20</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 19, 2018**

Page 27

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ITSavvy LLC	65 Select Series DisplayPort - PO5305-1718	01039341	9-4294-90	\$ 221.65
	4 UH700 Hubs - PO5305-1718	01037658	9-4294-90	116.00
	65 A-Male To B-Male 18" USB Cords - PO5305-1718	01030006	9-4294-90	154.05
	56 HP Desktop Mini Security, 9 UH700 Hubs - PO5305-1718	01030689	9-4294-90	1,325.00
	52 UH700 Hubs, 65 EliteDisplay Monitors - PO5305-1718	01030982	9-4294-90	11,323.00
	9 HP Desktop Mini Security, 26 HP Workstations - PO5305-1718	01033058	9-4294-90	1,471.00
	39 HP Workstations - PO5305-1718	01033392	9-4294-90	1,950.00
	65 HP EliteDesk - PO5305-1718	01033999	9-4294-90	50,960.00
	<i>Totals for ITSavvy LLC</i>			<u>\$ 67,520.70</u>
Pace Systems, Inc.	Updated Camera Surveillance - PO5271-1718	207040	9-4294-90	10,223.00
	<i>Totals for Pace Systems, Inc.</i>			<u>\$ 10,223.00</u>
	<b>Total for Fund 9</b>			<u>\$ 77,743.70</u>
		<b>Grand Total</b>		<u><u>\$ 1,081,129.75</u></u>

  
\_\_\_\_\_  
Jennie Nguyen/Finance Manager

July 2018 Monthly Board Report  
Paul Mills  
July 19, 2018

## **Director**

### **American Library Association Annual Conference**

#### Exhibit Hall

Jenny Cuevas, Nancy Castellanos, and I met with John Lehman, President of North American Operations for Bibliotheca. Bibliotheca provides support for our Automated Materials Handling (AMH) system in our Circulation Department, our Self-Checks, and is one of our eBook vendors as well. Our main topic was the level of support we have been receiving for our AMH and we discussed with John ways that we would like to see our support improved. John was receptive and we are looking forward to seeing an improved experience in AMH support.

TBS, our vendor for our scanning stations, PC management and print management, debuted a software enhancement for their scanning stations that adds automatic photo cleanup abilities. The software enhancement looks promising and we are looking forward to it being released.

#### Intellectual Freedom 101

The American Library Association (ALA)'s Office of Intellectual Freedom offered an overview of intellectual freedom issues and the services that ALA offers. This was a very useful overview as I will be chairing the Illinois Library Association (ILA) Intellectual Freedom Committee.

The Office for Intellectual Freedom discussed the three Library Bill of Rights interpretation revisions at conference approved by ALA Council regarding meeting rooms, library-initiated programs, and services to people with disabilities that I will be reviewing as well.

#### The Librarian's Dilemma

ALA's Committee on Professional Ethics offered a program with three scenarios and invited discussion on how to best handle them. Topics ranged from meeting room usage to patron behavior issues, and they were all well done.

#### National Policy and Libraries

This session discussed news out of Washington, DC and how libraries are being impacted. This year was a good year for libraries from a federal budget perspective. Of particular interest was the formation of the ALA Policy Corps, which aims to develop a cadre of experts with deep and sustained knowledge of national public policies in areas key to ALA's strategic goals.

## Fake News or Free Speech

5 speakers discussed fake news and how it has always been part of the communication landscape. They discussed how social media now makes it easy for such news to be widely spread. Mary Minnow, librarian and lawyer, discussed the legal aspects of fake news and that one cannot sue one's way out of this issue. The other speakers discussed the importance of education -- in particular the importance of teaching skills to evaluate information. Several books and other tools were discussed and I plan to read them.

## Restructuring Your Organization

The Pikes Peak Public Library District in Colorado recently undertook a complete overhaul of their staffing and compensation plans in order to better serve their communities. Their process was comprehensive with helpful tips for us as we work on our staffing analysis objective for our Strategic Plan.

the public (a movie set in a large urban public library)

Emilio Estevez offered three special showings of his new movie, "the public." The movie talks about the issues of homelessness and mental illness in public libraries. Estevez discussed how the idea for this film came from his lengthy research at the Los Angeles Public Library and his observations of how the librarians there worked with their community. He was inspired by their work and spent 12 years in an effort to have this film made. Estevez is still looking for a distribution deal and hopes to have the movie released this Fall.

## Tentative Budget and Appropriation Ordinance

Enclosed in this month's packet is the working budget for Fiscal Year 2018-2019 and the tentative Budget and Appropriation Ordinance for Fiscal Year 2019-2019. The working budget is the budget that we use throughout the year to manage our finances and is summarized in the monthly financial report that is included in the Board Packet. The B & A Ordinance is the formal document that we must publish and has a different format. The numbers in the B & A Ordinance are also increased by 20% in order to provide us flexibility if we must move funds among the line items.

The overall draft budget shows a 6.3% increase this year. A significant portion of that is the projected one time TIF Refund (which is discussed in more detail below). Excluding the TIF Refund shows a 3.65% increase this year.

I would be happy to answer any questions that you may have about any budget line. I have also highlighted a few items in the next paragraphs that I wanted to bring to your attention.

The total salaries line is up this year. This provides for the merit increase that was approved by the Board, the proposed salary structure for this fiscal year, and also provides for flexibility for extra hours and special projects. As I have for the past several

years, I am also mindful of past legislative initiatives to increase the minimum wage, which would have a significant impact on our salary structure. In addition to the aforementioned, it also funds the creation of a new position – Assistant Manager for Studio 300. Studio 300 is our only department that staffs a public service desk that does not have an assistant manager. Our studio does excellent work and all of their work is high-touch – in other words, a lot of staff involvement is required for our patrons to experience success in the Studio. This position will relieve pressure on our existing Studio staff and provide for a stronger patron experience.

The Equipment Maintenance line up as we moved some expenses there from other funds. This line also includes the cost for our new financial management software as well. We did decrease the Leased Equipment line some as we moved projected expenses out of that line.

Our library materials line is up this year. This will enable us to provide more resources – both physical and virtual – for our patrons.

The Professional Services line is up. The Strategic Plan updated that was approved by the Board earlier this calendar year will require the services of consultants. In particular, we will be looking for services for a revised long range capital replacement plan, disaster plan, rebranding plan, and a new strategic plan. These are all elements in our revised Strategic Plan.

The Building – Capital (TIF Refunding) line is new this year. Per conversations with our Village and Will County, we are likely to receive a significant refund from the end of the Beaconridge TIF District sometime this fiscal year. The exact amount of the refund is uncertain at this point so I have put my best estimate in this line.

My proposal for this budget line is to remake our 2<sup>nd</sup> Floor Computer Lab into a Meeting Room similar to Meeting Room A, Meeting Room B, and our Board Room. During prime periods (evenings and weekends), usage is very high in these three meeting rooms and it would be very helpful for both library programs and community meetings to have an additional room available. The 2<sup>nd</sup> Floor Computer Lab is not used for its original purpose (computer classes for up to 20 patrons) as much as it used to be. If we converted the 2<sup>nd</sup> Floor Computer Lab into a modular (i.e. multiple setup options) meeting room like the aforementioned three rooms we could expand our offerings to our community and still do computer classes there if need be through the use of laptops.

Steven Ford in our Communications Department analyzed our meeting room use for most of the past fiscal year (July 1, 2017 through May 31, 2018). The prime time (i.e. evenings and weekends) shows a very high utilization of Meeting Room A, Meeting Room B, and our Board Room.

Our IMRF line is down this year as we are anticipating a more favorable rate for calendar year 2019.

## **Deputy Director (Nancy Castellanos)**

June saw the beginning of our Summer Adventure program. This year the program has been very popular and patrons have adapted well to our new software. Staff have done a great job advertising the program and planning events around it. We kicked off the program with our Summer Adventure kickoff concert, followed it with a visit from the OverDrive Bookmobile and have continued to promote it by attending the Park District concerts and having a table in the lobby during our busy summer lunches that was very well received. All this hard effort has worked and by the last day of June we had 1,994 patrons signed up! This number already surpassed last year's signups.

During June I had the opportunity to attend the annual meeting of the American Library Association. It was a great conference and I attended many informative sessions which gave me ideas to bring back to the library. I also had an opportunity to meet with some of our vendors and discussed with them ideas on how to better promote their services to our patrons.

## **From Jennifer Cuevas' report**

### **Circulation**

#### **ALA Conference in New Orleans**

Jenny Cuevas (Circulation Services Manager) attended the American Library Association (ALA) Conference in New Orleans. Cuevas had the opportunity to attend a variety of exhibits which included publishers, authors, vendors, and more. Cuevas also attended various information sessions such as: Professional Development, Circulation and Access Services Trends and Transitions, Training Evaluation, Management and Leadership, and Removing Barriers to Access.

#### **Automated Materials Handling Machine (AMH) Repair**

The AMH went down twice this month, first on Tuesday, June 26<sup>th</sup>. Kate Thurston (Circulation Services Assistant Manager) opened a help ticket with Bibliotheca and reported that items were stopping at the conveyors. A technician came out the next day to replace the actuator on the sorter. But three days later, on Friday June 29<sup>th</sup>, items kept stopping on the sorter again. Thurston once again opened a ticket with Bibliotheca and a technician came out the same day to assess the situation. During this time, the drive-up window and the inside induction returns were down. From the staff side, items could still be inducted, but required an additional staff member to push items through the conveyor at all times. The AMH was up and running on Tuesday July 3<sup>rd</sup>, since repair parts had to be shipped. No further issues have been reported.

#### **Update on LEAP**

During the month of June, Circulation Services Specialists had the opportunity to get an overview and training on Leap. A majority of the staff have been trained and have started to use Leap out on the Main and Information Desk. It has been a smooth transition for some staff, with Circulation Services Lead Specialists as mentors, who have assisted with training. Leap has also been installed at the drive-up window station and is expected to be used by mid-July. The next phase in the training process will involve Circulation Services Aides. Since Leap will be used at the drive-up window, Aides will be trained in Leap to better assist patrons at the drive-up window.

#### **Shelving Cart Totals in May**

Back in May, Rachel Ford implemented a Shelving Log Sheet that would keep track the number of carts shelved by Circulation Services Aides. For the month of May a total of 160.25 carts



were shelved. Congratulations to Circulation Services Aides, Julie Walker and Bridget Drury on 18.25 and 17 carts respectively, for a total high!

### **Induction Station Hold Slips**

A purchase order was made to upgrade the software for the hold slips at the induction stations. We are currently running on an old software and any changes to the hold slips have to be customized by Lyngsoe. With the upgrade, we will be removing the regular receipt paper rolls over to the adhesive/sticky paper rolls. Now we can wrap holds at the induction station, without having to use extra paper to get the hold wrapped. There are still some modifications that need to be made before using it.

### **Staff Updates**

- Jenny Cuevas, Rachel Ford, and Kate Thurston took part in interviews for two Aide positions. We are happy to welcome Sandra Andes, her first day will be Monday, July 9<sup>th</sup>. We are also pleased to welcome Kate Strickland, her first day will be Monday July 23<sup>rd</sup>. All Aide positions are now filled.

### **From Wendy Birkemeier's Report**

#### **Children's Services**



**Monthly Overview of Children's Services:** Staff members swung into summer mode launching **Read to the Beat**, our first Summer Adventure using Beanstack software. "June 1<sup>st</sup> started with a bang. Busy day in the library signing up!" wrote Kathy B. By the end of the month 903 children had joined. They logged 4832 activity points and 217,368 minutes of reading. The lunch bus started to distribute meals to kids in front of the library on June 4. The Overdrive Digital Bookmobile visited on June 14. The Fire Department conducted a safety checks of 20 children's car seats on a Wednesday morning. We offered lots of fun and educational programs and made many reading recommendations.

**Programming** (200 programs, 2952 attendance. Includes 151 passive programs with 695 participants)



#### **Special events at Annerino**

**Animal Quest (389)** The weather was perfect for the show ... a little cool and breezy. The people from Animal Quest brought in a lot of different animals to show the kids. I really liked how the narrator presented the animals to the kids ... he would ask for three volunteers to come up front and close their eyes and he would bring out each animal and let the kids touch it and try to guess what animal it was. He would then give a little narration about each animal ... something about their habit, what they eat and if they bite. It was a fun and yet an educational experience for the kids ... they got to see and touch most of the animals and learn some facts about them. Some of the animals that were presented at the show were ... a tarantula, white rabbit, baby skunk, snake, porcupine, ferret, and turtle. *Marta M.*



**ScienceTellers Wild West: The Mystery of the Golden Piano (317)** Our presenter was Melanie and she wowed the crowd with her knowledge of science that resulted in some pretty cool experiments. She involved the kids in all of her experiments and we had many enthusiastic volunteers. Between the experiments she told an exciting story set in the old West. The kids really enjoyed it. Some of the audience came up at the end to take pictures with her. It is always a treat to host these entertainers and see the kids' reactions! *Debbie S.*

I think this is the first program I've attended where the performer asked a volunteer, "Have you ever set anything on fire?" She had an engaging show and kids were eager to volunteer. They loved when a chemical reaction made an object fly into the air. *Sarah D.*

### Special Events in the Library

**Spoonman (89)** The performer had a very original show. He made an instrument out of two spoons tied back to back. He impressed the audience playing jazz, country music, rock music and made up rhythms. He involved the kids from the audience and invited volunteers on stage. He played the spoons on their heads and tummies. He also went around the room and played the spoons on everyone's open hand.



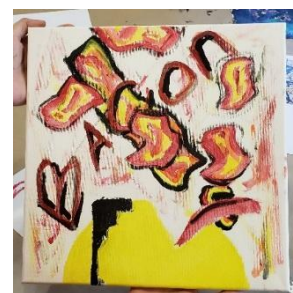
The funniest part was when he invited a family on stage to play with him and the mom was as fast and as good as him playing the spoons. Everyone cheered for her. Spoon Man offered her a job on his band 😊 The Spoon Man said that he will be performing in a Jimmy Kimmel Show on September 2. *Andreea D.*



**Clothespin Puppets (96)** A wonderful show! The kids were so enthralled with the puppets that we didn't really have anyone running around! They loved naked David running around from the book *No David!* The new one *Life on Mars* was a big hit as well as the classics *Little Pea*, *Paper Bag Princess*, *Elephant and Piggie*, *Interrupting Chicken*. The walkabout before the show was exceptionally busy as it happened right after our big lunch crowd. I think only one puppet actually made it out of the lobby! *Chris Z.*

### ARTS & CRAFTS

**Let's Create: Summer Artist (30)** I assisted Chris with Let's Create. Her focus for the month was "abstract art". Chris started her class by explaining to the children that abstract art is art that uses shapes, colors and textures but does not represent anything realistic. On each table, she put some pictures that represented abstract art, which could provide a sample and visualization to the children. The children were given a small white sheet of paper to do a sketch of the picture that they will be drawing on the canvas. The children really dug deep into their imagination and created some fantastic artwork. They were very excited and enthusiastic about their painting process. They used many different colors and even changed paintbrushes during their painting process so their pictures would come out just right. The children seemed very proud and excited with their finished pictures and were sharing their artwork to all of the people that were around them. *Marta M.*





I had a huge group today. So grateful that Marta was there to help. I don't think we would have finished and I think I would be still cleaning up if not for her help. Such a great group. They really understood and loved listening to the music and letting it inspire their art. One mom said as the music changed so did her child's painting. Starting with light and fun of the Jurassic Park theme and turning to the Dark side with the Imperial March. *Chris Z.*



**Parent & Child DIY: Paint on Pine (24)** We had a few no shows probably because of the heat, but the group that came had a tremendous time. Marilyn was a fantastic teacher taking them through each step. Unlike some crafts where I see the parents do all the work the kids really were the artists and parents the helpers. I'm sure that for the kids and even some of the adults it was the first time they sanded and stained and painted all in one. The projects turned out amazing! *Chris Z.*

## STEAM & LEARNING FUN

**Rovin' Robots (3 sessions, 33 attendance)** The three consecutive days of camp focused on engineering and programming activities with Spheros. Kids used Sphero, Color Grab, Draw & Drive, Blockly and Sphero Edu.

**Day 1: Hydro Sphero** For introduction, kids learned how to drive the robot on dry surface using the Sphero app. We assigned a different light color to each Sphero for easy identification. Once they become familiar to drive them on land I asked them if they think Sphero would work in the water. Watching Sphero swimming in the water was a big surprise.

The challenge for the day was to build a contraption for Sphero to carry a load of marbles across a small body of water. The winner had to carry the most marbles across the pool. ... Kids learned concepts like buoyancy, fluid density, mass and volume. We experimented with various materials and tested some ideas.



**Day 2: Bridges** Kids had to build a bridge that would be wide and sturdy enough to support the weight of a Sphero. The bridge had to be 13 inches wide and go across a gap between two tables. Then they had to program Sphero to drive across. The challenge included researching different types of bridges (beam, arch, suspension, cable-stayed, truss, cantilever) and incorporating those concepts into the designs. We draw and discussed these types of bridges on the whiteboard....Once everyone had completed the bridge they had to program Sphero to cross the bridge with Blocks. We experimented with some code and everyone wrote a short program.

**Day 3: Painting with Spheros** We continued with the “Splattered” paint style outdoors. We took the Spheros, paper and hula hoops to contain the robots outside. The kids used the Draw app on iPads to move the robots inside the hula hoops. We dipped the robots in paint and rolled them on paper. Kids and parents had a blast and everyone wanted to try this new style of painting. One parent commented: “My son really liked that you did so many different things with the robots. He enjoyed every day and talked a lot about the camp with his brother!” *Andreea D.*



**STORYTIMES (30 Storytimes, 826 attendance)** Everyone was happy to resume these popular programs. “A return to storytime was just what my doctor would have ordered,” Kathy B. wrote. “A refreshing mix of toddlers and their older siblings, teachers that are not available during the school year and friends that were just happy to be back.” Many Storytimes were based on musical themes to tie in to *Read to the Beat*. Here are a few notes about Storytimes.



**Diez Deditos: Father’s Day** This program had a record number of people in attendance: 45. I have announced the theme the week before and some families brought their fathers for the first time to the program.... We read *My father is a funny monkey* (Mi papa es un mono alocado) a book we purchased at the book fair. The second book was *I learn from my father*. We used the streamers for the Verde Verde song who talks about fathers their jobs and colors. Many fathers come with their families at Diez deditos and it looked like everybody had a very good time.

**Sensory Storytime (11)** Our theme for this month was “Under the Sea”. ...As part of our sensory experience, the children had a chance to play with different sea animals in water (water beads). I set up two trays with blue water beads and different sea animals. The children were able to experience the texture, feel of the water beads, and learn about the animals that live in the ocean. The children described the texture of the water beads as “wet, squishy and cold”. As the children were playing with the sea creatures, the parents would ask their children the names of the sea animals. Most of the children were able to name them all. *Marta M.*



## Public Service

*Read to the Beat*. This is the fourth year of the Summer Adventure and the first that we have used Beanstack software. Everyone, from newborn to great-grandmother, earns points for participating in a variety of activities. Prizes are awarded at 25 and 50 points. This summer the time spent reading is being logged separately from the other nine activities. When children complete the program, we photograph them with musical props and play a Go-Go’s tune. We also give them stickers for each point they earn. These become part of a mosaic picture. Each one is made up of about 4000 squares. We finished this one in June.

The chart below represents children's membership (minus the Bookmobile numbers) at the end of June from this year and last three. This summer every activity earns one point as they did in 2017. (In 2016 reading for 30 minutes, attending a library program, and visiting the Bookmobile earned two points instead of the one point that they earned in 2015, which contributes to the much higher number of points earned in 2016.)



	Registration Started	Registered by June 30	Logging Began	Points earned by June 30	Minutes read by June 30	Prizes available	Prizes received by June 30	End of Adventure
<b>2018</b>	June 1	903	June 1	4832 activities	217,368	June 11	1201	July 31
<b>2017</b>	June 1	771	June 1	10454	NA	June 8	257	July 31
<b>2016</b>	May 23	1027	May 31	13599	NA	June 6	344	July 30
<b>2015</b>	May 4	900	May 18	9850	NA	June 8	217	July 25

LOG TOTALS REPORT – June 1-June 30. Totals include **both** building and bookmobile adventurers. When we enter figures from paper logs, and the child has not indicated what the activities are, we tend to log all points as time spent reading. This probably accounts for the sharp increase in reading points. We have noticed that more families are logging their points on line this summer than in the past!

Activity	Total 2018	Total 2017
Read/listen 30 minutes (217,368 minutes/30)	7246	5676
Explore Studio 300/Bookmobile	478	195
Attend library program	477	488
Stream music 2018/Use online resource 2017	96	79
Visit a park	1310	1691
Create Kindness - Help someone	981	823
Create something at the library	332	139
Join Friends/Visit Book Cellar	68	27
Connect with us on social media	58	20
Make your own activity	1084	1321

## Collection Development

After Father's Day (as the immigrant family separation crisis continued) I added some of the sadder and more thoughtful books about immigrant dads and grandfathers to the lobby display, including *Dos conejos blancos* and *Two White Rabbits*. The display also included one of the bilingual versions of *My Daddy is a Giant*. I included a bilingual book about Frida Kahlo and a Spanish biography of Sor Juana in the LGBT Book Month display. The Ramadan and Eid display included copies of *Samira's Eid* in Arabic and Urdu. The Urdu one circulated. Half of the Tagalog books circulated from the Filipino Fest display. *Sarah D.*

A woman asked me a question about a CD of Muslim music for kids and I took the opportunity to show her the sound recordings of *The Qur'an for Little Muslims* (which is shelved with the materials in Arabic). She had not known about the juvenile foreign language collection. She browsed there and checked out a few things, one of which had not circulated before. *Sarah D.*



## From Marianne Thompson's report

### Outreach Services

#### Highlights:

- The Adult Volunteer program is underway! After passing the Volunteer policy at a recent library board meeting, and getting all of our documents and procedures completed and approved, I was able to begin the process of interviewing 5 candidates. One volunteer started during the last week of June for the Summer Meals. Once the background checks are cleared for the others, I will set up assignments for the volunteers in July.
- April & June seem to be our busiest months in terms of events to attend and to promote Fountaindale Public Library! June may have turned out just a bit more intensive! The Cavalcade of Planes was our first event. We had a record-breaking 1333 visitors over the 2-day event. Many of our local patrons visited us, and the children were given an airplane coloring books. Once again we heard students telling their parents, "...this is what comes to my school!" Marleigha pulled together a very nice set of books on airplanes and helicopters for patrons to checkout. We answered a lot of questions about the Library Express Van.



- Laura provided 2 highly successful Story Strolls on June 4 & 18. The first book was *Dinosaurumpus* by Tony Milton, held at Winston Woods Park. Laura described this as "...everyone's favorite topic, good turnout, lots of ROARing, a plethora of fun props and giveaways enthusiastic staff...plus compliments = great first Story Stroll". The second stroll book was "*At the Edge of the Woods*" by Cynthia Cotton, held at James Boan Woods Park. The high temp & humidity kept some away, and they had a smaller audience, but had great fun!



- On June 6, we had our Summer Adventure kick-off program at Annerino and the Dreamtree Shakers provided the concert, sponsored by the Friends. They were a great group and when the fire alarm went off and we all had to leave the gym, the band regrouped outside, and the singing and dancing continued in the basketball court just outside the door for our 76 attendees. A sensor for their air conditioning unit on the Park District roof caused the alarm. Those in attendance loved our program.



- June 7 was the premier performance of the Fountaindale MOPs group at the DuPage Township Kidz Fest. It was a warm & humid day, but the MOPs team really gave a great first performance! Marleigha led the musical activity which was a great hit with the audience of 93 attendees!



- The Philippine Fest (Piyesta Pinoy), held on June 9, draws a lot of people from the Chicagoland area, and not as many from Fountaindale Library District or the Pinnacle Consortium. We had 76 visit the Bookmobile, with very little checkouts because the people were not from our area. One Fountaindale patron who did visit, is taking her whole family to the Philippines to show her grandchildren where she grew up. Kathy found a book for her to read to her grandchildren prior to the trip.
- We attended the Juneteenth celebration on June 16. We had 12 visitors to the Bookmobile during the event.



- Laura and Nancy attended the first Bolingbrook Pride Community picnic held at James Boan Woods on June 10 with the Library Express Van. Because the weather was a bit drizzly, they were unable to bring carts of materials out. A patron talked to Laura about a story stroll from a couple of years ago, as the patron went into labor after the stroll and her son was born that night! Laura provided a story time for the children at the picnic.



- Our first “Wednesdays at Winston Woods” was with Studio 300, who provided a Family Scavenger Hunt. Kathy provided a craft called “Create a Kindness” – patrons help tie the fringe of a fleece blanket. The blankets that are completed will be given to residents of Autumn Leaves Memory Care Center. We have a couple more visits with Studio 300 in July. We enjoy bringing other departments out with us to our events!
- At the first “Visit your Local Parks” visits (June 8 & 22 were rained out!) MOPs performed their plays for 101 attendees. Afterwards there were games and the “Kindness” craft activity. Adults really loved the activity. School Board member & head of Head Start’s outreach program, Liz Campbell, was thrilled to do the craft. She brought her 92-year old aunt over, and had her finish the first blanket! The aunt had been to a difficult physical therapy session, and Ms. Campbell thought this would help her to feel better. At the end of the event, Kathy noticed a wheelchair on the grounds. She called Head Start to ask if Ms. Campbell had forgotten the chair, and she had. Kathy returned it to her using the Library Express Van.



- The Digital Bookmobile came to Fountaindale on June 14, and the Bookmobile & Van were set up in a great place for the public to visit all vehicles! Kathy took an “inside tour” of the vehicle, looking at the living quarters, as well as other areas. The staff really liked the cushioned seating on the Digital Bookmobile, as

well as their handicap lift! I had many people asking me about the Library Express Van, and they were very pleased that the library was providing even more service to our seniors and to the middle schools.



- The annual Village Picnic took place on June 24. The prize wheel was the big hit with 524 people stopping by, and we were able to give away all of the water bottles that Melissa Bradley had provided for the event! Staff provided the bucket & beanbag game and the football toss game. We had 178 visit the Bookmobile with many checkouts! MOPs team performed their show mid-afternoon to a lot of laughter and enjoyment from the crowd!

- We ended June with a paid concert by Jeanie B! Melissa, Laura, and Cindy all have more ideas from the performance for activity songs and movements! Jeanie brought out a huge roll of bubble wrap and had the adults step on the ends of the wrap to keep it in place. The kids then jumped up & down on the wrap and had a wonderful time.



- Dennis Raleigh joined the Outreach team on June 11. After a whirlwind of tours, introductions to staff, and a couple of department overviews, Dennis immediately worked with staff at our many June events. He has been introduced to our MOPs team and all the work that goes into that program. Dennis participated in a one day training from Eagle Training Service, for the trainer to assess his driving skills, as well as for Dennis to become comfortable driving our Bookmobile.
- On June 23, Laura & Cindy attended an Open House for Learning Experience, a new private school in Bolingbrook. Laura will be setting up preschool story time visits at the facility. We will also be setting up Van visits to the school. Laura delivered teacher cards to their staff.

#### From Jeffrey Fisher's report

#### Studio 300

Here are the June Studio 300 stats:

- 865 patrons actively used our spaces.
- 3007 items were checked out.
  - 84 of that total circulated out of the lab.
- 43 patrons attended our 12 Orientations.
- 206 patrons came to our 29 other Adult/T(w)een programs.
- We led 2 formal tours with 19 people attending.
- 20 Non-FPLD people used Studio 300.
- We made 13 3-D prints (see other Maker stats below).
- And there were about 2095 blog page views.



**Joe P.** and **Anna G** hosted *Pop-Up Maker Lab* programs both inside and outside Studio 300 and showcased the equipment our patrons can use to make items. Highlights included the *Overdrive Digital Bookmobile* and during one of the *lunch* programs. Also, maker classes



(*Embroidery, Adult Makers DIY, Sign Design*) continue to be well-attended and supported by our patrons. Here are June's numbers:

- 148 patrons visited the lab/outside events.
- Patrons made 74 items (embroidery, 3-D prints/cuts, vinyl cuts/heat press, etc.).

Since **Anna** and **Joe** along with the other members of the *Tinker Technology Troupe* helped with the STEAMbox kits launch, it was quite gratifying to see this ringing endorsement come via Mosio: "*We love the STEAM boxes and the kids have learned so much from them!*"

Tweens and Teens took over Studio 300 this month as we kicked off our series of Bootcamps and Camps teaming up with CSD and ATSD-Teens. **Justin C.** led two music-based bootcamps, *Songwriting* and *Beatmaking*, and you can listen to the results on the Studio 300 blog. **Anna G.** assisted ATSD-Teens as together we launched the 8-week *Game Design Coding Camp*. **Jeremy L.** led a series of filmmaking classes for *H2O* Teens. They came up with ideas, videotaped, and edited three finished videos. Later in the month **Jeremy** spearheaded two week-long *Filmmaking Camps* for T(w)eens. The results of their work will soon be available on our YouTube channel.

Alongside **Nancy C.** Jeffrey led a before-hours tour of Studio 300 for enthusiastic members of the local *Chamber of Commerce* highlighting the resources available to our business community. And he met one-on-one with an eager librarian from DGPL.

Jeffrey assisted Debra D./ATSD with her June *Genealogy* program video posted to YouTube. He also helped CSD with their *Writer's Program* when they recorded original lyrics for several popular songs. Also, he completed the initial editing of the patron-submitted writing and the cover design for ***The Nemo Journal***. He returned galleys to the authors for their final approval. Once he incorporates all their changes, FPLD will print book copies and upload the electronic version to share with our community.

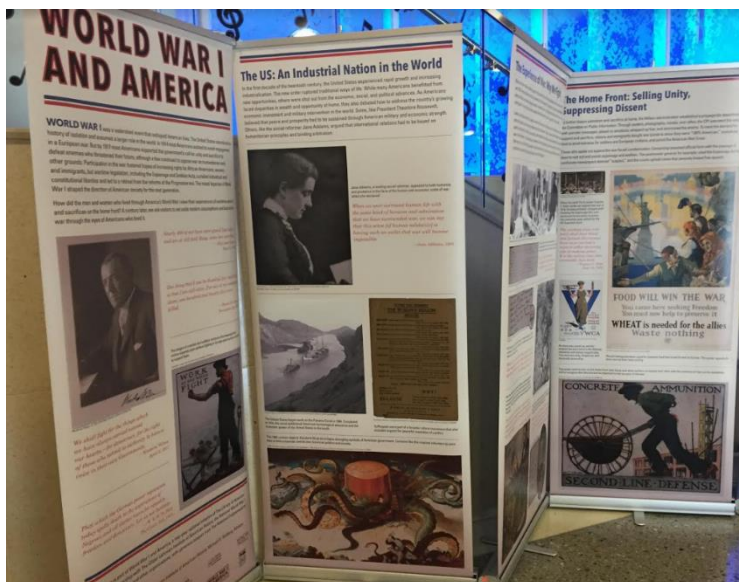
Jeffrey participated in a STEM village presentation. He also attended his regular complement of meetings (Manager's, Programming Committee) and served his PIC duties.

### From Debra Dudek's report

#### Adult and Teen Services

##### General Comments on the Month

June marked the beginning of our Summer Reading Program. Our patrons have been very receptive to the program and the prizes. The overall look of the summer reading program, as well as one cohesive theme has really done wonders for marketing and branding this year's program. The Communications Department has done a fantastic job designing our items, and Building Operations has done an amazing job in helping us bring this theme to life. Maureen reports that our water bottles, coffee tumblers, and umbrellas are the most popular prizes with our patrons this year. I had the opportunity to write a proposals for a free mini exhibit for the month of July. The Gilder Lehrman Institute of



History, the organization which provided our Civil War and Alexander Hamilton exhibits contacted me with the opportunity to host a free summer exhibit in our library. Due to the centennial of World War I and the two large programs we have lined up this summer, (Music of World War I on July 10 and a Silent Film screening of 'Wings' on August 8) this exhibit was a great choice. I wrote the proposal and was accepted. Our exhibit arrived at the library on June 26 and was placed in the lobby on Monday, July 2. We have the exhibit through July 31, 2018.

### **Programming (includes):**

#### YA Programs:

**Randi's Observations:** I attended a summer concert with Outreach on June 27. We were there to promote our Summer Adventure and library card sign up. Ron Oestreich, Executive Director for the Bolingbrook Park District, was meeting with Bolingbrook citizens at the picnic table next to us. When he was finished, he was kind enough to give us his extra treats which we then shared with the families that stopped at our table. Marleigha and I had 104 people visit our table, registered 12 people for Summer Adventure and signed up five residents for library cards. The music was great and several people stopped by to say how much they loved our library. For June's Anime Night, the group watched The Disastrous Life of Saiki K. Ashe writes, "It's one of my newest favorites and it was a big hit! It is a fantasy/comedy slice of life show about a high-schooler with psychic powers. I was so happy to be able to share it with the teens and have them enjoy it as much as I do! One teen mentioned that she had seen bits and pieces of this show before on a classmate's laptop and had always wondered what it was. Now she knows!"

Anna came up with a really cool project for our first Teen Makers this summer. Teens were able to create custom paint signs. They started by creating a vinyl stencil. After this was cut, teens attached their stencil to a small wooden plaque which they were then able to paint. Teens spent a lot of time designing their stencil so we were a little rushed to paint. A few teens decided to take their sign home to paint while others stayed late so that they could finish.

Teens made their own wind chimes in this month's STEAM Punks program. Teens used metal hoops and various types of ribbon, jute, and twine to hang bells, beads, feathers, and charms from the rings. Some teens chose to go with a theme, using monochromatic ribbon and beads, while others just aimed to make as colorful a project as possible. It was a very open ended project which allowed teens to use their sense of creativity. A few even came up with additional things to create out of the provided materials. Ryan chose to make jewelry using the twine and beads and Emely decided that the metal hoop would make a really cool dream catcher.







We had two great tech camps in partnership with Studio 300. We started off the month with our Songwriting Camp. Justin walked the group through the songwriting process and helped the group work together to create and record an original lyrics over an instrumental version of Pharrell Williams' Happy. Our second camp, Beatmaking, was also taught by Justin. He gave the entire group an introduction to Garageband and then split the teens into groups. While half the group worked on creating original songs in Garageband, Justin showed the other half how to create beats using Maschine. The teens swapped places midway through the class so that everyone got the chance to work with both products. At the end of the class, all the teens were able to try their hands at DJing. Both classes were very enjoyable! Justin posted the teens original song and beats on the Studio 300 blog.

Jessica Granados made Fairy Lanterns with our adult patrons. After seeing the results, we thought this would be a great project for our teens. We wanted to take it a step further and let the teens make lanterns that featured other fantastical beasts including dragons, mermaids, unicorns and more. We worked with Studio staff to cut out vinyl stickers of those fantastical creatures and other fun stuff like seashells, fire, shooting stars, coral and more. During the program, teens adhered the vinyl stickers to the inside of the jar and then decorated the outside of the jar using Modge Podge, tissue paper, jewels, seashells, twine, ribbons, moss and more. The results were fantastic.

Studio 300 and Teen Services have also been assisting with our weekly Coding Camp. Ryan Harter, Bolingbrook resident and Google Developer expert, has been running a weekly coding camp for tweens and teens, ages 9–12. The group is using Google's CS First to design games in Scratch. The kids are having a lot of fun, some are even working on the projects at home and then sharing their work in class. Ashe writes, "I helped oversee a session of the Coding Camp and it's a really cool program we're offering! The videos are really neat and Ryan seems super knowledgeable and is so good with the kids. I even got to learn a little bit about Scratch and was able to help solve problems based on the videos watched!"



Teen Summer Adventure Statistics (as of 6/29/18 @ 3pm)	June (@ Library)	June (@ Outreach)	June Totals
Number of Teens Registered	415	16	431
Number of Points Logged (including minutes read, where 30 minutes = 1 point)	7059	210	7269
Number of Teens Participating (min. of 1 point earned)	200	6	206
Teens that Earned 25 Points (1 Prize)	128	4	132
Teens that Earned 50 Points (2 Prizes)	60	1	61
Number of Prizes Redeemed	151	2	153
Number of Prizes Owed	37	3	40

#### Career Online High School:

Currently Enrolled: 12

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 3

Graduate: 17

#### Adult Programming:

**Maureen's Observations:** Summer Adventure is finally here! We also launched our new software, Beanstack which patrons can log and track their reading and activities. All seems to be going well. Staff members need to get used to using Beanstack--it's completely different than the Summer Reader product that Evanced. But I do believe they are adapting nicely.



Adult summer adventure level prizes include, water bottles, coffee tumblers, earbuds and sunglasses. This year we added some new items which include, umbrellas, pop sockets and tablet covers. Just like last year, patrons earn a prize and 25 and 50 points and can enter to win one out of four grand prize drawings --Amazon Tap with Alexa, Dinner and a Movie, Golf Outing for 2, and a one year membership to Lifestyles Fitness center (Bolingbrook Park District).

I also helped out at the Overdrive Bookmobile event we had here on June 14. It was a great experience and the bookmobile was really neat. I greeted patrons and directed them where to go and also passed out info about our e-book collection. When they exited the bookmobile, I asked them what they thought. Most of them thought it was really nice and that the ability to download e-books is a wonderful resource.

On June 20, I logged into a Webinar called, "Avoid Programming Burnout: Tap into your Interests to Stay Engaged." This was a very useful webinar and I got plenty of tips and more programming ideas!

#### **Minecraft Monthly Report – Agnes Babinski**

Summer Minecraft is underway! We had a bit of a slow start with only 9 attending the first session, but last week we had 20 kids! We have several regulars, several summer mine-crafters, and many new faces (mostly 3rd graders). The guest account usage is also pretty high, which is normal for the summer as most of these kids don't have an account, or have a



console/mobile version of the game. We haven't had any big issues with signing in several kids per account.

### **Specialist Highlight** **Agnes Babinski**

DIY: Musical Coasters Program

On the 5th I hosted the DIY: Coasters program for Jessica, since she was out on vacation. For the craft we took 4x4 cork sheets, painted them, and then used mod podge to secure and seal cut out images on top. Jessica had

prepared a bunch of music themed print outs, and several patrons brought their own materials to paste on top of the coasters. They were super cute!

We had full registration for the program (15/15), 4 no shows, and 3 from the waitlist took their place.



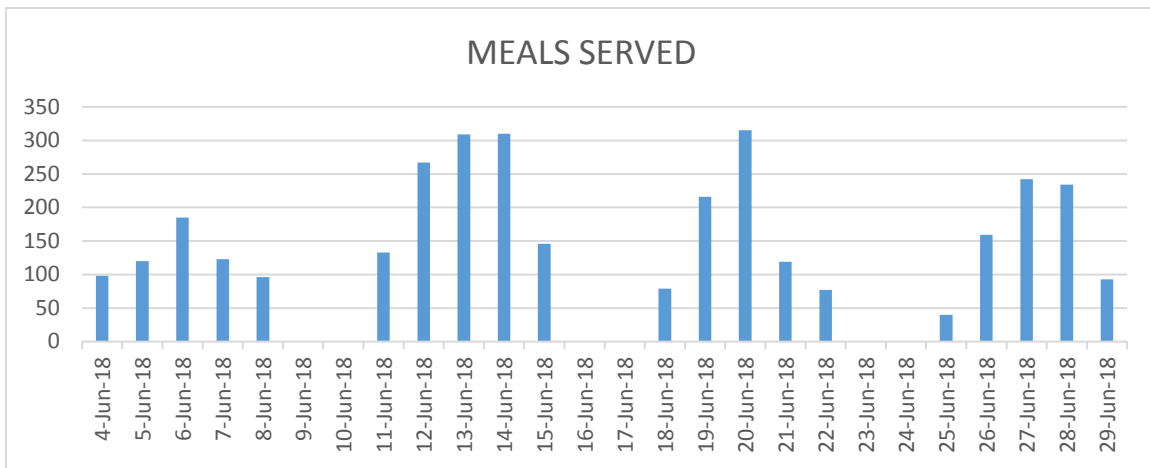
### **Specialist Highlight** **Jay Purrazzo**

This month has been fairly busy on the 3rd floor with summer reading. I am pleased to see so many of our patrons hitting their 50 points near the middle of the program and prize ballots nearly filled to the brim. I had a single scheduled one-on-one session with a patron this month. We were able to go through the basics of using and posting to Facebook and social media. I recommended her some resources in using social media for growing a personal business that she found useful.

### **Building Operations (Tasos Priovolos)**

## **BUILDING OPERATIONS JUNE 2018 REPORT**

We are continuing to host the extremely successful VVSD Summer Mobile Meal Program. This program allows children of our community to have a free lunch. Over 3,300 lunches were served in June. Below is a summary of the number of lunches served in June:



Along with other staff, met with David Vinjamuri to discuss the findings of the space audit. There were great suggestions to make simple changes to the flow of the building in order to increase patron satisfaction.

We recently had some masonry repairs to our building. The masonry repairs included a repair to an expansion joint in order to prevent further damage along with some tuck-pointing on some areas.

Tasos is working with the roofing vendor to review the necessary steps to locate and repair a possible roof leak on the 2<sup>nd</sup> Floor.

The Building Operations staff attended the Civil Rights Compliance and Enforcement Training provided by the Illinois State Board of Education. This training allows the staff to understand what is required during the Summer Mobile Meal Program.

Security and Building Operations assisted in arranging the parking lot for the seat belt program and the Overdrive Bookmobile events.



### **ZENDESK -**

In June, 41 new maintenance tickets were created, and 48 new or existing tickets were completed.

### **Collection Management & Technical Services (Christina Theobald)**

#### **CMTSD Staff Updates**

- Danette Gatz and David Anderson celebrated their 17<sup>th</sup> year work anniversaries on July 9<sup>th</sup>. Congrats Danette and David! Here's to 17 more years to come!





- Dawne Tuitman received the Children's Services Department Star of the Month Award for cataloging approximately 70 puppets and puzzles. Thanks for all of your hard work, Dawne!

### **New Holds Ratios**

In an effort to satisfy patron holds at a faster rate, increase circulation, and maximize use of our collection budget, we have updated our holds ratios for the new fiscal year.

- Books and Audiobooks: **1-4** (1 copy for every 4 holds, previously 1-5)
- Movies **1-5** (1 copy for every 5 holds, previously 1-8)

### **Book Leasing Program**

Christina has been working with Baker & Taylor to set up a book leasing program. We will be leveraging this program to acquire bestselling Adult Fiction and Nonfiction books, shipped to us pre-processed. Leasing will help provide extra copies of in demand titles; when they are no longer popular, we simply return them at B&T's cost. This will greatly help alleviate space limitations and make room for the next big title to hit the shelves.

### **Polaris Fiscal Year Rollover**

Our fiscal year rollover in Polaris was successfully implemented in late June. Christina took this time to set up the Acquisitions module for the new fiscal year. Acquisitions staff updated information on vendor sites and Jake completed purchase order/fund cleanup in Polaris.

Selectors worked to create new budgeting spreadsheets. Ordering resumed as normal on July 2, 2018.

### **Baker & Taylor's Curt Leppert Visit**

CMTSD hosted Baker & Taylor Sales representative Curt Leppert for an afternoon. Curt met with several different people in the department to address issues, concerns, and desired changes. We covered a lot of ground, including changing the children's automatic carts over to Brett's login, converting auto-ship standing orders into pre-populated carts, and began discussion on establishing EDI AV accounts to purchase movies and music. Lynnette and Brett are currently in the process of reviewing automatic author lists and will be signing up for additional auto-populated carts based on audience and BISAC category. Curt also addressed and will be investigating some of our acquisitions concerns, including invoices not being generated for partial shipments.

### **WILIUG**

Christina attended the Wisconsin-Illinois Innovative Users Group's Spring Conference, hosted at the Poplar Creek Public Library in Streamwood, Illinois. She participated in the Polaris Forum and sessions on personalizing Polaris notification emails and Polaris SQL hacks using the Find Tool. It was a worthwhile event and great way to network and collaborate with other libraries using Polaris.





### Overdrive Bookmobile

Lynnette helped spread the word about our library's digital collections at Overdrive's Bookmobile event. She also assisted patrons with the prize wheel and promoted Fountaindale's Summer Adventure program.

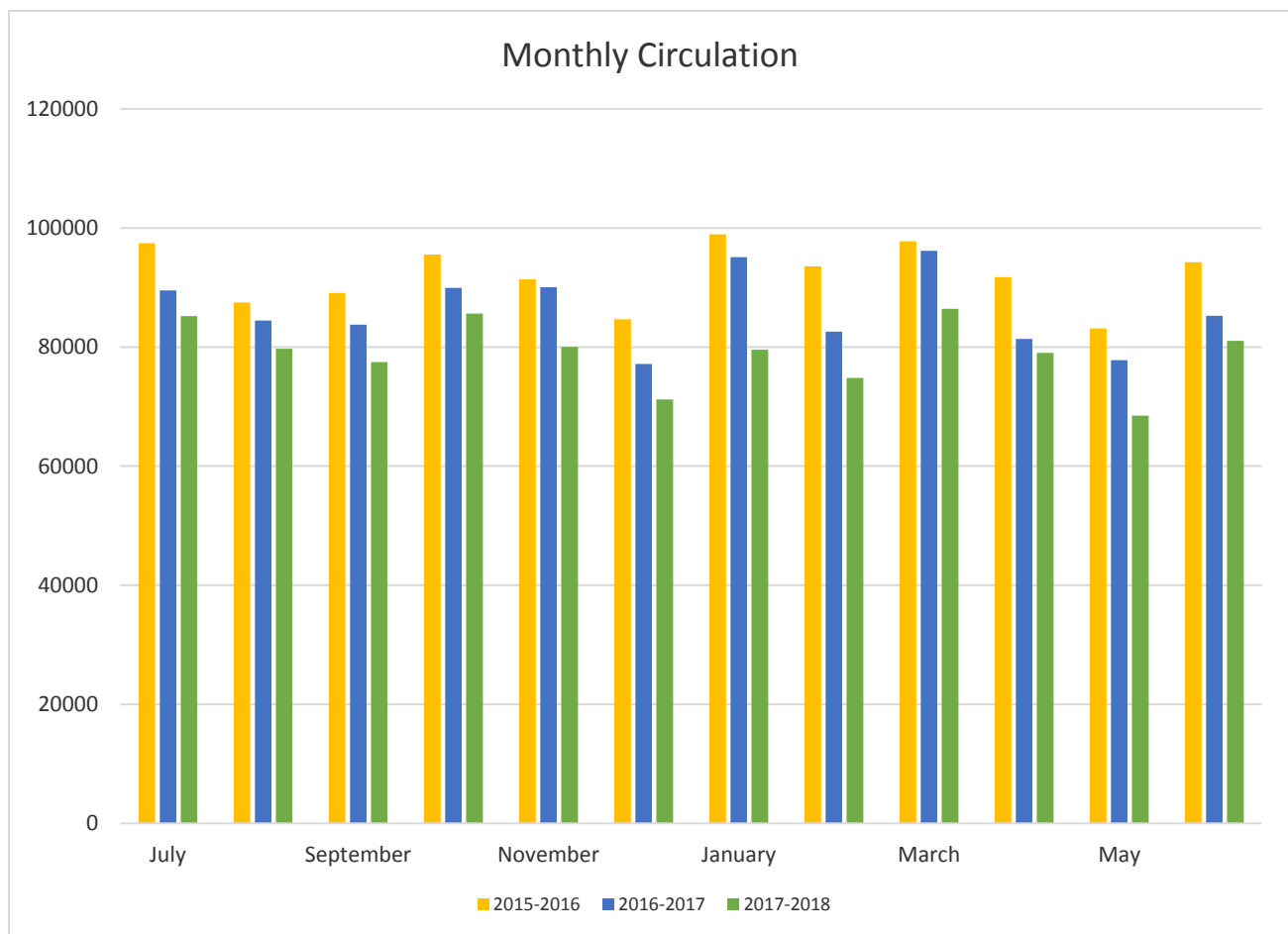
### PinDigital Meeting

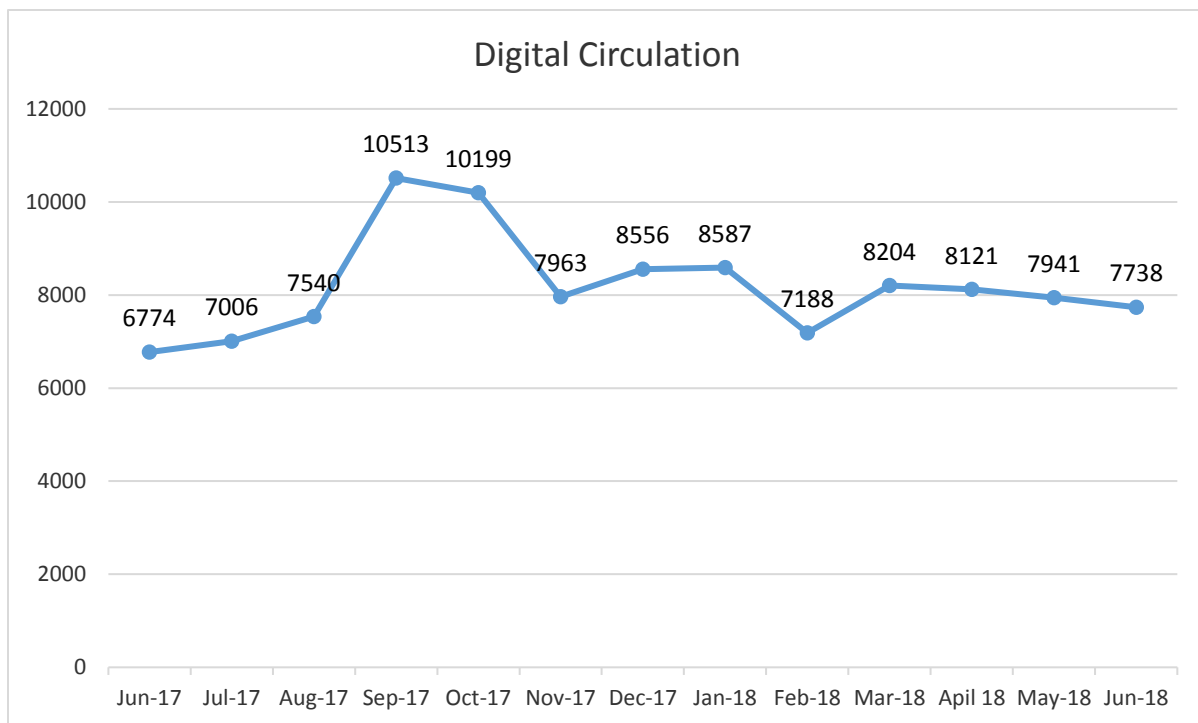
Christina and Lynnette attended the Pinnacle Digital (Overdrive) Meeting hosted here at Fountaindale. The group discussed fund allocations for the new fiscal year and ways to market for the highly anticipated 1 Millionth Circ initiative in Overdrive. The group will be reaching out to Overdrive to display a circ counter banner on the Pinnacle Overdrive website as we get closer to the 1 millionth mark. This circ counter will create more buzz surrounding the occasion.

### Comparison of Physical Collection Circulation June 2017 to June 2018

Collection Categories	Jun 2017 Circs	Jun 2018 Circs	Change	% Change
Adult Audiobooks	1218	1115	-103	-8%
Adult Bookmobile Collection	467	447	-20	-4%
Adult Fiction	5116	5236	120	2%
Adult Non-Fiction	5300	5303	3	0%
Foreign Language Adult	216	214	-2	-1%
Foreign Language Juvenile	855	586	-269	-31%
Foreign Language Young Adult	17	12	-5	-29%
Graphic Novels	3418	3278	-140	-4%
Interlibrary Loan	318	253	-65	-20%
Juvenile Audiobooks	582	559	-23	-4%
Juvenile Bookmobile Collection	1378	1024	-354	-26%
Juvenile Fiction	7674	6962	-712	-9%
Juvenile Non-Fiction	4197	4242	45	1%
Large Print	739	858	119	16%

Local Author Collection	9	6	-3	-33%
Magazines	996	1012	16	2%
Movies	13281	12022	-1259	-9%
Movies - Juvenile	8125	7025	-1100	-14%
Music CDs	3132	2272	-860	-27%
On-The-Fly	15	18	3	20%
Picture Books	10677	11124	447	4%
Reference	184	20	-164	-89%
STEAMboxes	0	59	59	
Studio 300 Collection	3130	2654	-476	-15%
Technology & Equipment	1164	1120	-44	-4%
Technology & Equipment - Juvenile	301	240	-61	-20%
Toys	120	129	9	8%
Videogames	2861	2955	94	3%
Young Adult Audiobooks	209	120	-89	-43%
Young Adult Bookmobile Collection	16	24	8	50%
Young Adult Fiction	2186	1969	-217	-10%
Young Adult Non-Fiction	570	460	-110	-19%
<b>TOTALS</b>	<b>78471</b>	<b>73318</b>	<b>-5153</b>	<b>-6.5%</b>





For June 2018, digital circulation was **9.5%** of the library's total circulation.

### Digital Content Fast Facts

#### Hoopla

- **Audiobooks** were the most borrowed format, accounting for **45%** of all circs.
- There were **1,261 total circs** in June 2018 borrowed by **276 patrons**. The average number of circs was 4.60 circs per patron, with 40 individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for **43%** of all circs.

#### Freegal

- There were **19 new active users** in the past month
- June's top **streaming music genres**: Pop, Rock, World Music, Oldies, Country, and Soundtracks.
- June's top **downloaded music genres**: Pop, Classical, Rock, R&B, Country and Oldies

#### cloudLibrary

- In June, there were **194 active users**
- Of 194 active users, **36 are new patrons**
- **92 titles** were purchased through our eAudio Pay Per Use, made up of 21 from Fountaindale and 71 from Lemont.



- **Cloud Link Group Activity**

Patron's Home Library	Circs
Downers Grove Grade School	35
Downers Grove Public Library	268
Elmhurst Public Library	55
Pinnacle Library Cooperative	367
St. Charles Public Library	39
Westmont Public Library	18

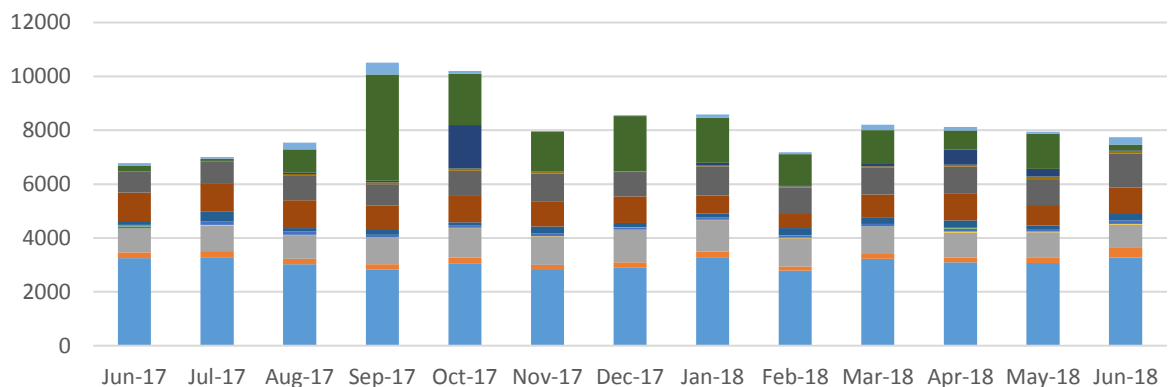
## Overdrive

- In June, there were **4,172 unique users**, which is a **9% growth** from last June
- **eBooks** accounted for **63.1%** of June's checkouts, while **eAudio** accounted for **35.9%** of the month's usage.
- **86.6%** of checkouts were for **Adult** titles, **6.8%** were for **Young Adult** titles, and **6.6** were for **Juvenile** titles.

## RB Digital Magazines

- Top circulating titles in June were *Cook's Illustrated*, *In Touch Weekly*, *Life & Style Weekly*, *OK! Magazine*, *Woman's World*, *National Enquirer*, and *Us Weekly*.
- There were **27 unique users** in the past month.

### Digital Collection Circulation



	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	June-18
Book Flix	97	57	246	437	105	4	28	122	76	197	129	66	270
Tumble Books	195	85	865	3948	1904	1484	2049	1672	1155	1233	719	1306	216
World Book eBooks	5	2	53	61	1611	23	8	83	47	110	555	289	51
Gale Virtual Ref Library	12	8	69	67	90	68	11	51	41	38	72	93	66
Hoopla	784	847	905	807	894	1039	912	1080	978	1017	981	963	1261
Freegal Music	1047	1037	1033	901	1010	924	996	673	526	865	1015	756	984
RBdigital eMags	147	354	136	172	115	238	155	152	274	220	266	136	239
OnePlay Video games	61	2	3	0	0	3	12	0	13	2	41	0	0
OneClick Digital eAudio	65	129	110	102	90	108	77	81	70	95	109	101	125
Biblioboard	2	17	12	2	8	8	17	13	21	9	34	22	25
Cloud Library	890	961	883	994	1093	1061	1200	1166	1049	1011	923	949	874
eRead Illinois	213	245	195	199	218	196	195	207	154	175	186	189	357
OverDrive	3256	3262	3030	2823	3061	2807	2896	3287	2784	3232	3091	3071	3270

### Top 20 Hoopla Titles - June 2018

Title	Genre	Artist/Author	Year	Format	Circs
Moana (Original Motion Picture Soundtrack)	Soundtrack	Various Artists	2016	MUSIC	7
Then She Was Gone	Fiction	Lisa Jewell	2018	AUDIOBOOK	4
Girl, Wash Your Face	Religious	Rachel Hollis	2018	AUDIOBOOK	4
The Greatest Showman (Original Motion Picture Soundtrack)	Soundtrack	Various Artists	2017	MUSIC	4
Milk and Honey	Body, Mind & Spirituality	Rupi Kaur	2015	EBOOK	4
The Plant Paradox	Health & Fitness	Steven R. Gundry, MD	2017	AUDIOBOOK	3
Goodbye & Good Riddance	Hip-Hop/Rap	Juice Wrld	2018	MUSIC	3
The Only Thing	Romance	Marie Harte	2018	AUDIOBOOK	3
An Honorable Seduction	Romance	Brenda Jackson	2018	AUDIOBOOK	3
Hamilton (Original Broadway Cast Recording)	Soundtrack	Various Artists	2015	MUSIC	3
Dark Nights: Metal: Deluxe Edition	Action & Adventure	Scott Snyder	2018	COMIC	3
Powerslave	Hard Rock/Metal	Iron Maiden	2011	MUSIC	3
The Untouchables	Drama	Kevin Costner	1987	MOVIE	3
Fervent	Religious	Priscilla Shirer	2015	AUDIOBOOK	3
The Number Of The Beast	Hard Rock/Metal	Iron Maiden	2011	MUSIC	3
1989	Pop	Taylor Swift	2014	MUSIC	3
The Bookshop of Yesterdays	Drama	Amy Meyerson	2018	AUDIOBOOK	3
Dr. Gundry's Diet Evolution	Health & Fitness	Steven R. Gundry, MD	2017	AUDIOBOOK	3
Evolve	Alternative	Imagine Dragons	2017	MUSIC	3
The Making of Us	Drama	Lisa Jewell	2018	AUDIOBOOK	3

### Overdrive Top eBooks at Fountaindale

Title	Circs
Origin: A Novel	8
The Fallen: Amos Decker Series, Book 4	7
After Anna	7
Small Great Things: A Novel	7
The Rooster Bar	7
The President Is Missing: A Novel	7
Fifty Fifty: Detective Harriet Blue Series, Book 2	6
The Great Alone: A Novel	6
Into the Water: A Novel	6
Before We Were Yours: A Novel	6
The 17th Suspect: Women's Murder Club Series	6
Two by Two	5
The Black Book	5
Hello Stranger: The Ravenels, Book 4	5
The Woman in the Window: A Novel	5
Dark in Death: In Death Series, Book 46	5

### Overdrive Top eAudiobooks at Fountaindale

Title	Circs
Fifty Fifty: Detective Harriet Blue Series, Book 2 (unabridged)	6
Ready Player One	6
The Hunger Games: The Hunger Games Series, Book 1 (unabridged)	5
Camino Island: A Novel (unabridged)	5
The Favorite Sister	4
The High Tide Club: A Novel (unabridged)	4
Surprise Me: A Novel (unabridged)	4
The Home for Unwanted Girls: The heart-wrenching, gripping story of a mother-daughter bond that could not be broken--inspired by true events	4
After Anna	4
The Bad Daughter: A Novel (unabridged)	4
Haunted: Michael Bennett Series, Book 10 (unabridged)	4
Hardcore Twenty-Four: Stephanie Plum Series, Book 24 (unabridged)	4
Little Fires Everywhere	4
The Fix: Amos Decker Series, Book 3 (unabridged)	4
My Husband's Wife: A Novel (unabridged)	4
The Target: Will Robie Series, Book 3 (unabridged)	4
Fifty Shades Darker: Fifty Shades Trilogy, Book 2 (unabridged)	4
A Wrinkle In Time: Time Quartet, Book 1 (unabridged)	4
Thirteen Reasons Why	4

### Physical Items Added and Withdrawn

Physical Items	Jun 2018 Added	Jun 2018 Withdrawn
Adult Audiobooks	54	1
Adult Bookmobile Collection	128	0
Adult Fiction	469	1446
Adult Non-Fiction	468	627
Foreign Language Adult	17	1
Foreign Language Juvenile	53	2
Foreign Language Young Adult	7	0
Graphic Novels	83	21
Juvenile Audiobooks	18	0
Juvenile Bookmobile Collection	73	8
Juvenile Fiction	191	24
Juvenile Non-Fiction	228	8
Large Print	65	0
Local Author Collection	2	0
Magazines	309	37
Movies	320	6

Movies - Juvenile	67	6
Music CDs	60	5
Picture Books	220	32
Reference	6	3
STEAMboxes	0	0
Studio 300 Collection	1	2
Technology & Equipment	8	12
Technology & Equipment - Juvenile	0	4
Toys	0	0
Videogames	83	4
Young Adult Audiobooks	17	0
Young Adult Bookmobile Collection	2	0
Young Adult Fiction	138	2
Young Adult Non-Fiction	101	11
<b>TOTAL</b>	<b>3188</b>	<b>2262</b>

### Processing & Repair

- New cases: 238
- RFIDs/Stingrays: 59
- Repairs: 112
- New artwork: 46
- Stolen: 2
- DVDs/CDs: 209

**Total: 666**

### Interlibrary Loan

<b>321</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 258 items from IL libraries</li> <li>• 63 items from out of state libraries</li> </ul>
<b>235</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 132 to IL libraries</li> <li>• 94 to out of state libraries</li> <li>• 9 to XYZ libraries</li> </ul>
<b>403</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 366 submitted in OCLC</li> <li>• 25 items were too new to request</li> <li>• 7 were available in Pinnacle</li> <li>• 5 were out of country only</li> <li>• 1 eBook request</li> </ul>
<b>377</b>	<b>Items requested from OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 189 from IL libraries</li> <li>• 186 from out of state libraries</li> <li>• 2 out of country libraries</li> </ul>

## NextReads Newsletters

<b>Subscribers</b>	11 New	2 Unsubscribed	0 Bounced
<b>Newsletters</b>	304 Items clicked open  June 2018 highest clicks (200)	21.61% Mobile Views	78.39% Desktop Views
<b>Emails</b>	1,245 Sent  40.88% Opened	Highest Subscribers - New York Times Fiction Bestsellers (78)	June 10 New York Times Fiction Bestsellers Highest Unique Opens (32 emails opened)

## Displays

<p><b>Lobby Tree</b></p> <ul style="list-style-type: none"> <li>• Music History (Brian): 11</li> <li>• Fathers (Brian): 54</li> </ul> <p><b>Lobby Display</b></p> <ul style="list-style-type: none"> <li>• Get Outdoors: 93</li> <li>• America the Beautiful: 31</li> </ul> <p><b>Popular Picks: 127</b></p> <p><b>3<sup>rd</sup> floor self-check</b></p> <ul style="list-style-type: none"> <li>• Music of the 70's: 2</li> <li>• Music of the 80's: 1</li> <li>• Musicals: 7</li> </ul> <p><b>Programming Cart:</b></p> <ul style="list-style-type: none"> <li>• LGBTQ: 2</li> </ul>	<p><b>CSD Holiday Wall</b></p> <ul style="list-style-type: none"> <li>• Father's Day: 74</li> <li>• EBKD: 47</li> <li>• Camping: 42</li> <li>• Brothers and Sisters: 38</li> <li>• SRA: 14</li> <li>• Picnic: 45</li> <li>• Things to do in the Car: 28</li> <li>• 5 Senses: 35</li> </ul> <p><b>Picture Book Bins</b></p> <ul style="list-style-type: none"> <li>• Eric Carle</li> <li>• Baseball</li> <li>• Animals</li> </ul> <p><b>CSD Yellow Wall</b></p> <ul style="list-style-type: none"> <li>• Transportation: 94</li> </ul>
---	---







## Communications (Melissa Bradley)

### Communications General Updates



- Summer Adventure launched on June 1. By the end of the month (halfway through the program), we beat 2017's total number of registrations. The Communications team had a Summer Adventure registration table in the lobby during the week of June 25 from noon to 1 p.m. We registered 70 people at the table.

- Melissa worked OverDrive's Digital Bookmobile Blast event on June 14. We received great feedback about the event and had 251 people attend.



- Steven worked with Outreach at the Village Concert on June 20 to promote the library and sign people up for Summer Adventure.

- We received a four-pack of tickets to *Peter Pan* at the Chicago Shakespeare Theatre on Navy Pier. We held a raffle for them—anyone registered for Summer Adventure by July 1 was automatically entered.

- We held a raffle for three scholarships to the Bolingbrook STEM Association's Summer Break Camp for children in PreK–8<sup>th</sup> grade. We had 75 entries.

- Sabrina created a beautiful ad to promote Ice Cream Social in Theatre-on-the-Hills upcoming program.

### Media Coverage

- [The Herald News](#) promoted our Lawyers in the Library event.
- Valley View promoted Summer Adventure in their weekly media release.
- [The Patch](#) promoted the Legislative Town Hall event.
- [The Herald News](#) and [The Bugle](#) picked up our Summer Fun press release.
- [The Daily Herald](#) mentioned us in their OverDrive Digital Bookmobile coverage.
- [Rise & Shine Illinois](#) did a great story on the Valley View Mobile Meals program in their eNewsletter and blog.
- [The Illinois Valley Times](#) covered the Valley View Mobile Meals program.
- [Illinois Business Daily](#) promoted the Chamber's Small Business Coalition event held here.



### Social Media Paid Ads

- The Teen & Tween Bootcamps paid ad ended. The ad ran June 1–15. We spent \$15, which reached 1,898 people and had 65 post engagements.
- The June is Audiobook Month paid ad ended. The ad ran June 6–30. We spent \$25, which reached 2,040 people and had 26 post engagements.

### Strategic Planning

- Goal Team 2 added a new objective to our current strategic plan. We are planning and implementing a brand redesign campaign for 2020—the library's 50<sup>th</sup> anniversary. Melissa hopes to consult with David Vinjamuri from ThirdWay Branders on this project.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,520 completed surveys.
  - The most frequent way people hear about our programs is via the website (44.67%) and *The Fountain* newsletter (35.19%).

### Social Media Metrics

- Facebook Metrics
  - 45 new people liked our page
  - 492 people viewed our page
  - 60,954 people saw our content
    - 18,603 people saw our content because a friend shared, liked or engaged with it

- 3,352 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
  - 7 new followers
  - 302 page views
  - 18,000 tweet impressions
- Instagram Metrics
  - 27 new followers
  - 509 post likes

### **Email Marketing Metrics**

- 13 emails sent
- 128 new subscribers
- Average open rate: 33.44% (industry average is 19.85%)
- Average click rate: 10.07%

### **Finance (Jennie Nguyen)**

**Budget:** Collected and complied the department budget requests. Added additional information for the District's line items. I completed the draft of the 2018/2019 Working Budget. In addition, I drafted the Other Income Sources worksheet to be added with the property taxes for a total estimated income for the next fiscal year. Made notations for data needed or requires further review of the Director.

**Prevailing Wage:** Prepared the Prevailing Wage Ordinance and supporting documents for approval at the June Board Meeting. Prepared and sent the legal Notice of Determination to the newspaper for publication as required by law.

**Patron Gift Card Prize:** ATSD Manager, Debra Dudek, was contacted by two patrons regarding their Amazon gift card program prize issue. The patron had gone to redeem them and that they weren't allowing the patron to use them. Upon investigating it, the gift cards were issued in 2015 as part of a program prize raffle. Amazon had stated the library had received a credit for the cards. Further research reflected that no credit was ever issue to the library. After working with our Chase representative, I was able to get a credit for the previous gift cards and issue new ones to the patrons.

**Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations.

**Webpurchasing Training:** Allyse conducted Webpurchasing training for Tony Nguyen in ATSD and Brian Ultreras in Finance 6/7/2018

**Finance Team:** Allyse continues to train the new Finance Specialist, Brian Ultreras, on the many duties of the position. From what I have observed, he is coming along just fine.



## **Human Resources (Lea Pottle)**

### **Staffing and Recruiting**

#### *Open Positions:*

- Circulation Services Specialist (2)
- Building Security Monitor

#### *New Hires, with start dates:*

- Sandra Andes, Circulation Services Aide, 7/9/18
- Kate Strickland, Circulation Services Aide, 7/23/18

#### *Transfers:*

- Mary Anderson, Circulation Services Specialist, transferred to Collection Development Aide, 7/8/18

#### *Departures:*

- Olivia Tavares, Circulation Services Specialist, 6/4/18
- Jeofrey Perez, Circulation Services Aide, 6/22/18
- Devan McCammack, Building Security Monitor, 7/5/18

### **Group Medical Insurance**

- Coordinated staff meetings with Rob Duerr, Alliant-Mesirow Insurance, regarding Medical Insurance Renewal.
- Coordinated staff meeting with Russ Nowack, regarding optional AFLAC insurance.
- BlueDirections Portal was open for staff to make insurance selections from 6/15-6/25.
- Reviewed and verified selections, updated payroll system with new deductions, reviewed billing invoices for new selections. Answered staff questions and concerns.

### **Strategic Goals**

- GT5 successfully launched our staff training platform; Niche Academy. Staff may log in to the academy and view curated training videos. The platform will continually be updated as technologies and systems change.
- Assisted with GT3 regarding the Adult Volunteer program. Helped finalize forms, volunteer handbook, and background check processes.

## **Information Technology (John Matysek)**

During the month of June 107 new help desk tickets were created by FPLD staff, and 112 new or existing tickets were solved by IT staff.

Along with Paul Mills, met with a potential new IT support vendor to discuss options.

Completed the process of disconnecting the 50 Meg Internet data circuit from vendor Comcast which has been replaced by a new 1 Gig circuit from vendor Call One.

Along with Randall Hildebrandt, began working with new vendor My Library Rewards on compatibility and testing of the library self-check and staff computers.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began setup of a new hardware configuration for ABC Mouse patron computers to replace the existing AWE computers in the Children's department.

Along with Randall Hildebrandt, worked with vendor Bibliotheca to install and configure a new style RFID pad in the Collection Management and Technical Services Department (CMTSD).

June 2018 District Statistics							Population Total	67683	
<b>Total Circulation Statistics</b>	<b>81,056</b>	<b>Reading Clubs</b>	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Outreach</b>	<b>Total</b>	<b>Website Visits</b>	<b>Total Facebook Likes</b>
Building/Driveup	70,344	Reading Clubs Offered	0	0	1	0	1	26,602	3,770
Bookmobile	2,974	Reading Clubs Members	0	0	240	0	240	<b>Proctoring</b>	<b>Total Twitter Followers</b>
Digital	7,738	Summer Reading Clubs	1	1	1	3	6	14	752
		Summer Reading Members	605	419	903	72	1999	<b>Faxes Sent</b>	<b>Total Instagram Followers</b>
		<b>Collections Totals</b>		<b>Population Served</b>	<b>Building</b>	<b>Outreach</b>	<b>Total</b>	652	617
<b>Interlibrary Loan Requests</b>		New Items Available	3,617	Total Visits	40,889	2,534	43,423	<b>Scans Sent</b>	<b>Total eNews Subscribers</b>
Items Received for our Patrons	321	Collections Total	371,519	New Cardholders	279	0	279	3,809	3,263
Items Sent to other Libraries	235	Items per Capita	5.49	Active Cardholders	25,246	174	25,420	<b>Pages Printed</b>	<b>COHS Students Enrolled</b>
<b>Circulation Holds Processing</b>		<b>Materials Handling Return Totals</b>		<b>Total Served</b>	68,843	<b>% Served</b>	37.56%	21,935	12
Share Illinois requests filled	6	Lobby	20,569	<b>Computer and Internet Sessions</b>					<b>Monthly Wireless Sessions</b>
Items loaned to Pinnacle libraries	5,568	Drive Through	9,020	<b>Studio 300</b>	<b>Children's</b>	<b>Vortex</b>	<b>Lab/Commons</b>	<b>3rd Floor Lab</b>	
Items borrowed from Pinnacle libraries	3,400	Staff	21,544	434	1,901	403	4,581	15	15,822
<b>Public Use of Meeting Rooms</b>	<b>S300 Audio Booths</b>	<b>Studio 300 GCRs</b>	<b>S300 Video Suites</b>	<b>Meeting Room A, B, 3rd Floor Lab &amp; Board Room</b>	<b>Study Rooms</b>	<b>Free Standing Book Drop Return Totals</b>			
Number of events/uses	174	36	24	32	323	<b>Building Front</b>	<b>Building Rear</b>	<b>Church</b>	<b>Ashbury's</b>
Attendance	212	89	29	390	482	4,236	3,122	1,312	450
<b>Programs</b>	<b>Programs and Tours for Adults</b>				<b>Programs and Tours for Teens</b>				<b>Mobile App Downloads</b>
	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	IOS: 3,228
Numbered offered	27	8	33	68	32	0	4	36	Android: 826
Attendance	374	824	258	1,456	499	0	59	558	
<b>Programs</b>	<b>Programs and Tours for Children</b>				<b>Passive Programs for Teens</b>				<b>Total Offered*</b>
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	218
Numbered offered	49	30	6	85	12	0	0	12	<b>Total Attendance*</b>
Attendance	2,228	1,263	68	3559	296	0	0	296	9,457
	<b>Passive Programs for Children</b>				<b>Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages</b>				
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Building</b>	<b>Offsite</b>	<b>Virtual*</b>	<b>Total</b>	
Numbered offered	151	0	0	151	29	0	3	32	
Attendance	695	0	0	695	3,830	0	3,071	6,901	
<b>Reference/Library Info</b>	<b>Studio 300</b>	<b>Circulation</b>	<b>2nd Flr. Media</b>	<b>Vortex</b>	<b>3rd Floor</b>	<b>Outreach</b>	<b>Children's Svcs.</b>	<b>Total</b>	
Reference Total	401	29	646	247	770	554	996	3,643	
Library Information	58	958	656	424	821	98	4,431	7,446	
One on One Assistance (Scheduled)	17	0	18	0	18	0	1	54	
<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	* Virtual not included in programming totals	
Circulation	78,082	85,242	-9.17%	Reference Questions	3,643	4018	-9.33%		
Visitors	40,889	40,289	1.47%	Computer Usage	7,334	7323	0.15%		
Card Holders	25,420	30,359	-19.43%	Wireless Sessions	15,822	16261	-2.70%		
Room Bookings	589	646	-9.68%	Program Attendance*	9,457	6348	48.98%		

Fiscal Year 2017-2018 District Statistic Totals							Population Total	67683	
<b>Total Circulation Statistics</b>	<b>948,484</b>	<b>Reading Clubs</b>	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Outreach</b>	<b>Total</b>	<b>Website Visits</b>	<b>Total Facebook Likes</b>
Building/Driveup	789,710	Reading Clubs Offered	8	8	11	7	34	300,748	3,770
Bookmobile	59,218	Reading Clubs Members	1955	1493	3419	940	7807	<b>Proctoring</b>	<b>Total Twitter Followers</b>
Digital download	99,556							163	752
		<b>Collections Totals</b>		<b>Population Served</b>	<b>Building</b>	<b>Outreach</b>	<b>Total</b>	<b>Faxes Sent</b>	<b>Total Instagram Followers</b>
								42,160	617
<b>Interlibrary Loan Requests</b>		New Items Available	85,847	Total Visits	414,535	21,176	435,711	<b>Scans Sent</b>	<b>Total eNews Subscribers</b>
Items Received for our Patrons	3375	Collections Total	371,519	New Cardholders	3,703	9	3,712	42,055	3,263
Items Sent to other Libraries	2536	Items per Capita	5.49	Active Cardholders	25,246	174	25,420	<b>Pages Printed</b>	<b>COHS Students Enrolled</b>
<b>Circulation Holds Processing</b>		<b>Materials Handling Return Totals</b>		<b>Total Served</b>	461,131	<b>% Served</b>	37.56%	279,823	
Share Illinois requests filled	220	Lobby	260,722	<b>Computer and Internet Sessions</b>					<b>Monthly Wireless Sessions</b>
Items loaned to Pinnacle libraries	63,773	Drive Through	117,961	<b>Studio 300</b>	<b>Children's</b>	<b>Vortex</b>	<b>Lab/Commons</b>	<b>3rd Floor Lab</b>	
Items borrowed from Pinnacle libraries	42,160	Staff	378,700	5,677	14,844	3,391	52,913	251	225,182
<b>Public Use of Meeting Rooms</b>	<b>S300 Audio Booths</b>	<b>Studio 300 GCRs</b>	<b>S300 Video Suites</b>	<b>Meeting Room A, B, 3rd Floor Lab &amp; Board Room</b>	<b>Study Rooms</b>	<b>Free Standing Book Drop Return Totals</b>			
Number of events/uses	2,128	540	326	536	5,830	<b>Building Front</b>	<b>Building Rear</b>	<b>Church</b>	<b>Ashbury's</b>
Attendance	3,369	1,266	786	7,706	8,311	41,246	33,792	16,161	4,961
<b>Programs</b>	<b>Programs and Tours for Adults</b>				<b>Programs and Tours for Teens</b>				<b>Mobile App Downloads</b>
	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	IOS: 3,228
Numbered offered	512	54	317	883	437	3	7	447	Android: 826
Attendance	7,001	1,933	1,612	10,546	10,998	556	128	11,682	
<b>Programs</b>	<b>Programs and Tours for Children</b>				<b>Passive Programs for Teens</b>				<b>Total Offered*</b>
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	3,585
Numbered offered	676	1,425	18	2119	145	0	0	145	<b>Total Attendance*</b>
Attendance	19,026	49,246	195	68467	4,211	0	0	4,211	102,035
	<b>Passive Programs for Children</b>				<b>Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages</b>				
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Building</b>	<b>Offsite</b>	<b>Virtual*</b>	<b>Total</b>	
Numbered offered	844	162	0	1006	134	2	49	185	
Attendance	4,228	5,217	0	9445	9,318	1,035	26,815	37,168	
<b>Reference/Library Info</b>	<b>Studio 300</b>	<b>Circulation</b>	<b>2nd Flr. Media</b>	<b>Vortex</b>	<b>3rd Floor</b>	<b>Outreach</b>	<b>Children's Svcs.</b>	<b>Total</b>	
Reference Total	6,837	414	9,962	1,757	9,834	12,801	11,556	53,161	
Library Information	943	14,354	10,689	2,411	10,051	1,080	27,545	67,073	
One on One Assistance (Scheduled)	368	0	201	0	412	0	6	987	
<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	* Virtual not included in programming totals	
Circulation	948,484	1,032,301	-8.84%	Reference Questions	53,161	61,466	-15.62%		
Visitors	435,711	440,353	-1.07%	Computer Usage	77,076	86,213	-11.85%		
Card Holders	25,420	30,359	-19.43%	Wireless Sessions	225,182	157,301	30.14%		
Room Bookings	9,360	8,341	10.89%	Program Attendance*	102,035	97,636	4.31%		

# Fountaindale Meeting Room Usage Report

## **Purpose:**

To show usage of publicly bookable spaces (Meeting Room A, Meeting Room B and Board Room) during high demand times, and to show how often these spaces are unused.

## **Questions to Answer:**

### **1. How often do our rooms have undesirable booking times...**

- a. ...during all available hours?
- b. ...during primetime hours?

### **2. How often do our rooms have dead times...**

- a. ...during all available hours?
- b. ...during primetime hours?

## **Definitions and Considerations:**

- **Patron room reservation limitations (from Meeting Room Policy):**
  - Patrons are limited to one reservation of 6 hours or less every 14 days
  - Patron room reservations must be made in 30 minute increments
  - Due to setup and breakdown times, patron reservations must begin at least 30 minutes after the library opens and end at least 30 minutes before we close
  - Patron room reservation requests are accepted no more than 90 days in advance and no less than 3 days in advance.
- **Dates under consideration:** Thursday, June 1, 2017—Thursday, May 31, 2018
- **Rooms under consideration:** Meeting Room A, Meeting Room B and Board Room
- **All available hours:** Each room is available for 3,281 hours during all open hours
- **Primetime hours:** Each room is available for 1,159.5 hours during primetime
- **Primetime schedule:**
  - Mondays—Thursdays, 6–8:30 p.m.
  - Saturdays, 9:30 a.m.–5:30 p.m.
  - Sundays, 12:30–5:30 p.m.
- **Room use:** This number represents the time someone is actually in the room using the space. This value excludes setup and breakdown times.

- **Setup/breakdown time:** These are mandatory 30 minute periods before and after a reservation. Staff can reduce or increase this time when rooms are booked for library events.
- **Unused time:** This number represents the time rooms are not used. This value excludes undesirable and dead times.
- **Undesirable times:** When gaps between reservations are 90 minutes, this limits room bookings to 30 minutes (with 30 minutes of setup and breakdown time on either side of the reservation). This is defined to be undesirable.
- **Dead times:** When gaps between reservations are less than 90 minutes, rooms become unavailable for patron bookings. This is defined to be dead times.

### Data:

Meeting Room Data For All Open Hours (June 1, 2017 through May 31, 2018)							
	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Time
<b>MRA Use (in hours)</b>	1384.50	340.75	322.25	1171.50	13.50	48.50	3281.00
<i>MRA Use (% of available time)</i>	42.20%	10.39%	9.82%	35.71%	0.41%	1.48%	
<b>MRB Use (in hours)</b>	1392.50	315.25	285.25	1228.50	21.00	38.50	3281.00
<i>MRB Use (% of available time)</i>	42.44%	9.61%	8.69%	37.44%	0.64%	1.17%	
<b>BR Use (in hours)</b>	1350.50	298.25	302.75	1253.25	33.00	43.25	3281.00
<i>BR Use (% of available time)</i>	41.16%	9.09%	9.23%	38.20%	1.01%	1.32%	

Meeting Room Data For Primetime Hours (June 1, 2017 through May 31, 2018)							
	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Primetime
<b>MRA Use (in hours)</b>	642.00	184.00	178.00	143.00	0.00	12.50	1159.50
<i>MRA Use (% of available primetime)</i>	55.37%	15.87%	15.35%	12.33%	0.00%	1.08%	
<b>MRB Use (in hours)</b>	694.75	178.75	159.75	120.75	1.50	4.00	1159.50
<i>MRB Use (% of available primetime)</i>	59.92%	15.42%	13.78%	10.41%	0.13%	0.34%	
<b>BR Use (in hours)</b>	701.00	171.25	164.75	117.25	0.00	5.25	1159.50
<i>BR Use (% of available primetime)</i>	60.46%	14.77%	14.21%	10.11%	0.00%	0.45%	

## Visual Representations:

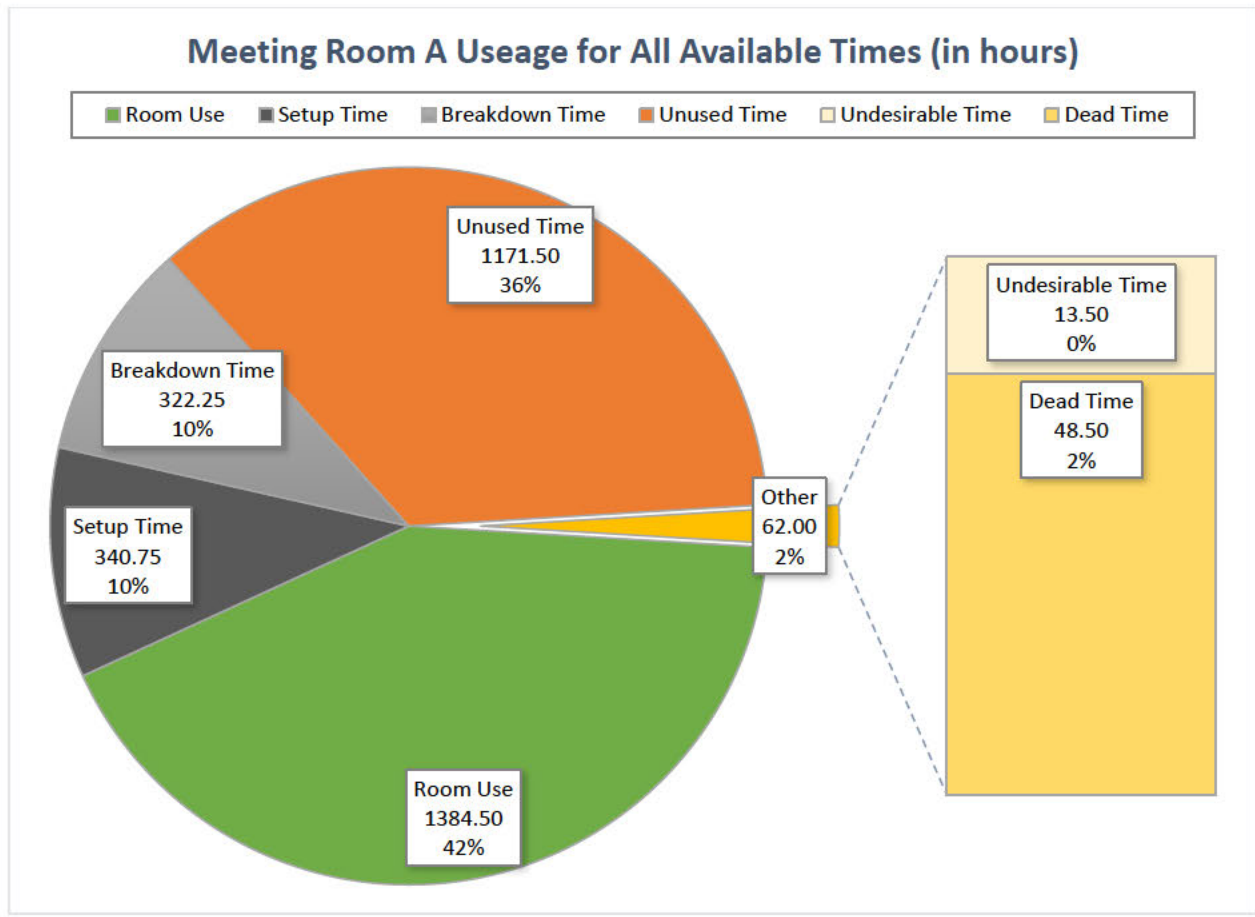


Figure 1 — Meeting Room A: Data for All Open Hours (in hours)

	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Time
<b>MRA Use (in hours)</b>	1384.50	340.75	322.25	1171.50	13.50	48.50	3281.00
<i>MRA Use (% of available time)</i>	42.20%	10.39%	9.82%	35.71%	0.41%	1.48%	

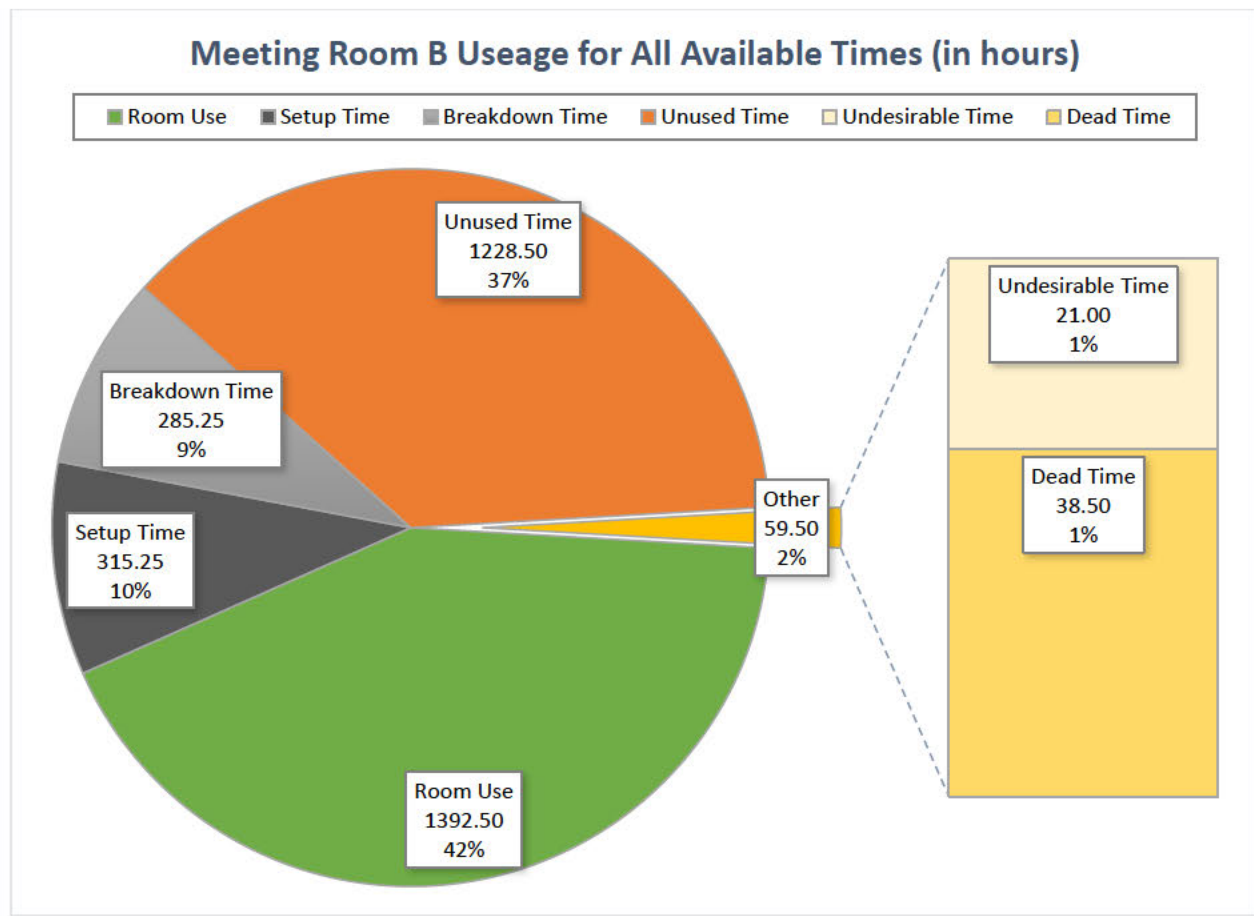


Figure 2 — Meeting Room B: Data for All Open Hours (in hours)

	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Time
<b>MRB Use (in hours)</b>	1392.50	315.25	285.25	1228.50	21.00	38.50	3281.00
<i>MRB Use (% of available time)</i>	42.44%	9.61%	8.69%	37.44%	0.64%	1.17%	

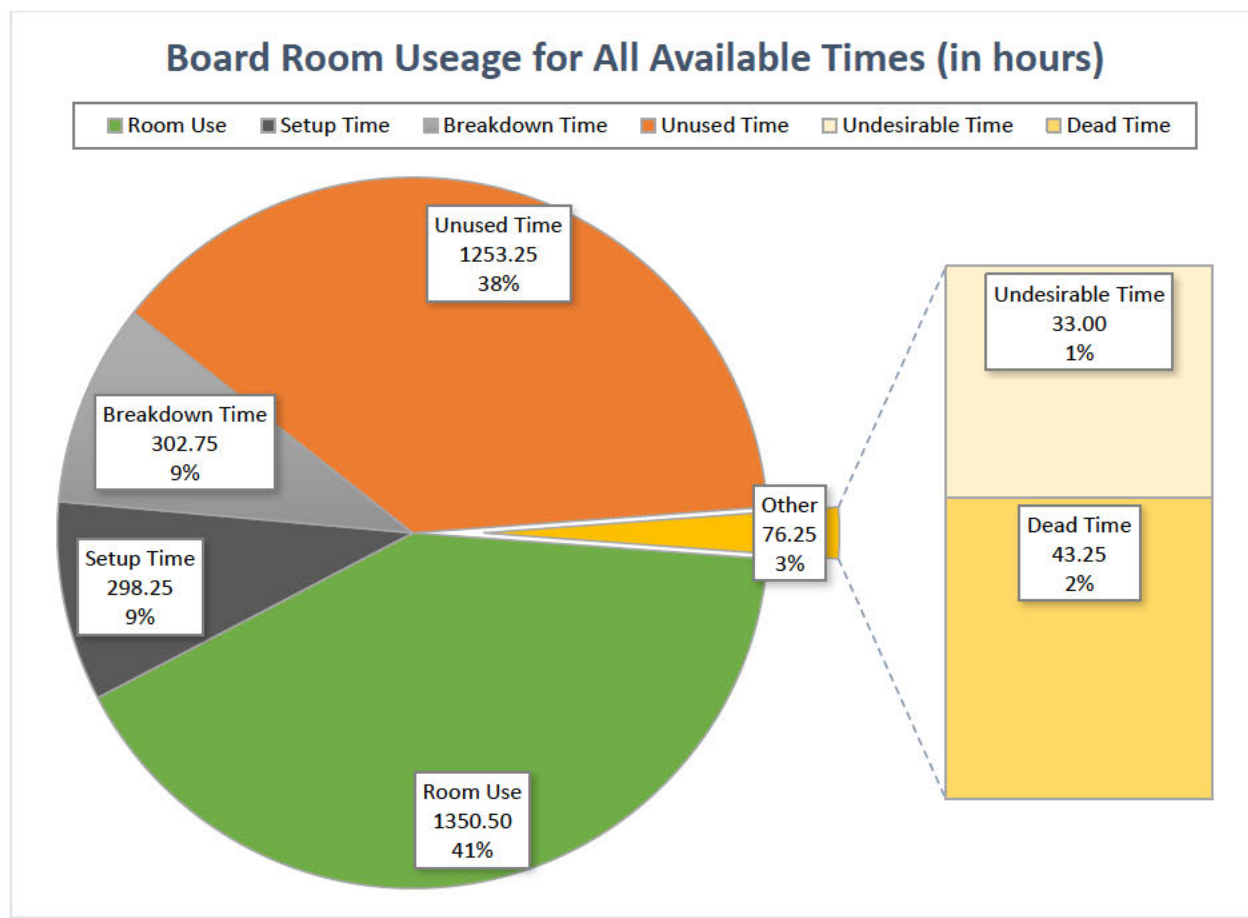


Figure 3 — Board Room: Data for All Open Hours (in hours)

	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Time
<b>BR Use (in hours)</b>	1350.50	298.25	302.75	1253.25	33.00	43.25	3281.00
<i>BR Use (% of available time)</i>	41.16%	9.09%	9.23%	38.20%	1.01%	1.32%	



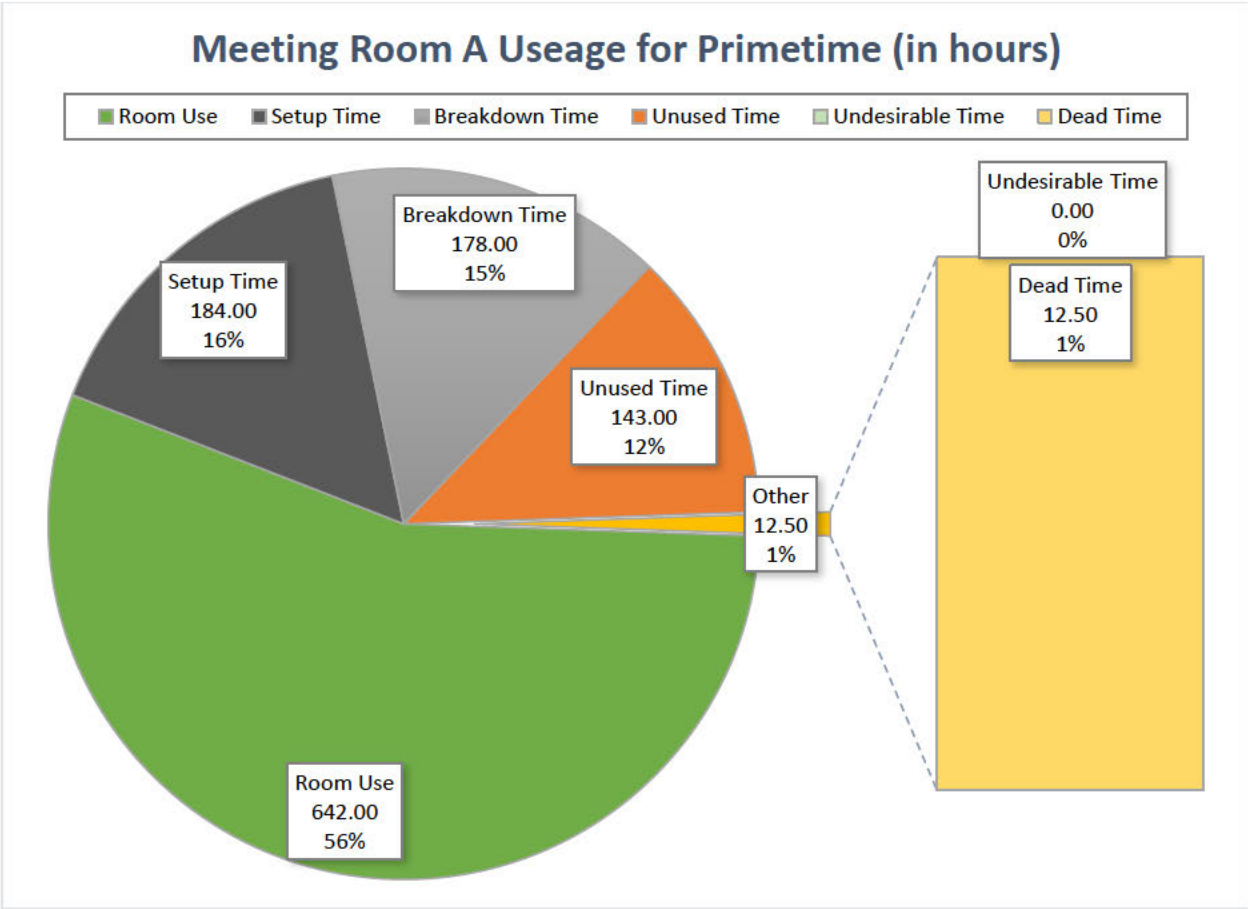


Figure 4 — Meeting Room A: Data for Primetime (in hours)

	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Primetime
MRA Use (in hours)	642.00	184.00	178.00	143.00	0.00	12.50	1159.50
MRA Use (% of available primetime)	55.37%	15.87%	15.35%	12.33%	0.00%	1.08%	

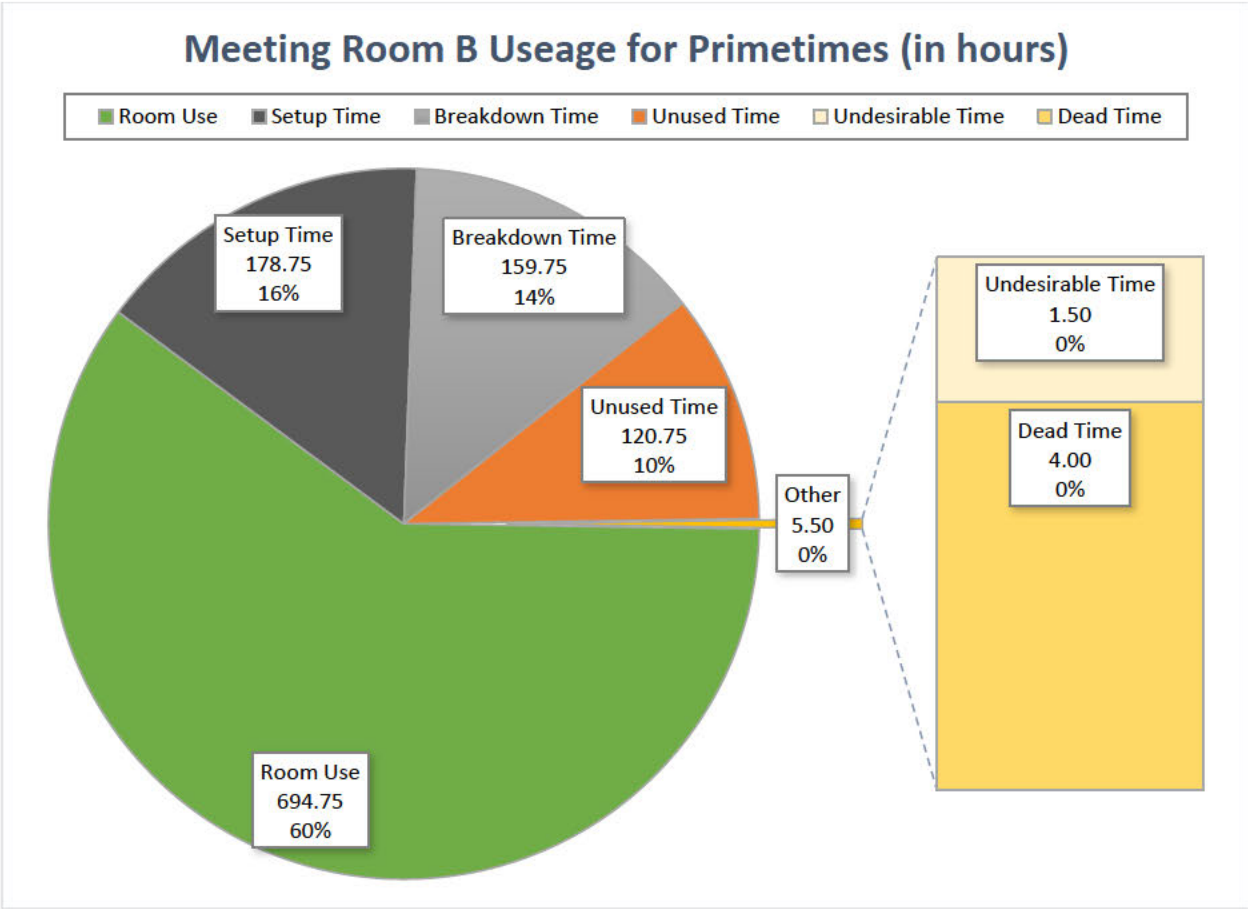


Figure 5 — Meeting Room B: Data for Primetime (in hours)

	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Primetime
<b>MRB Use (in hours)</b>	694.75	178.75	159.75	120.75	1.50	4.00	1159.50
<i>MRB Use (% of available primetime)</i>	59.92%	15.42%	13.78%	10.41%	0.13%	0.34%	

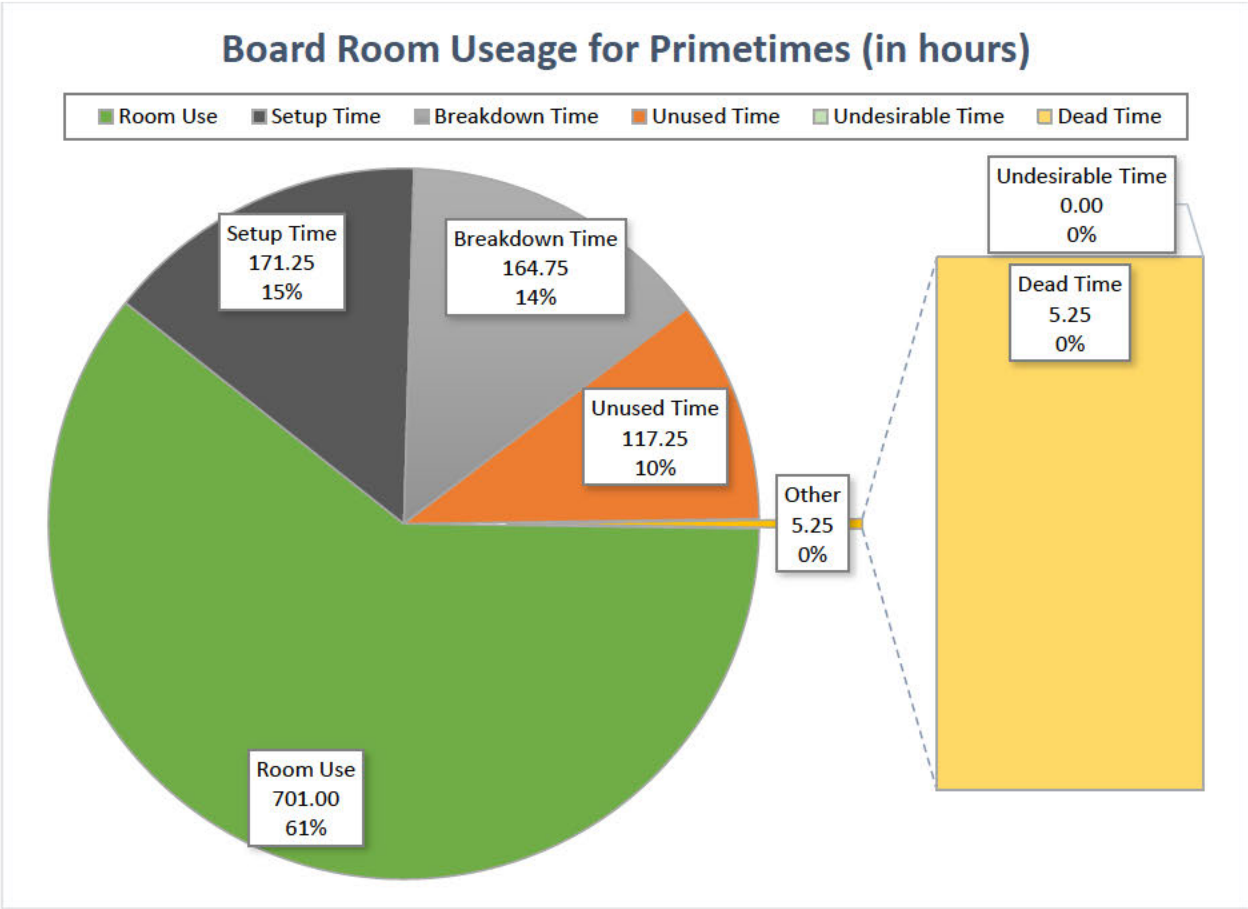


Figure 5 — Board Room: Data for Primetime (in hours)

	Room Use	Setup Time	Breakdown Time	Unused Time	Undesirable Time	Dead Time	Total Available Primetime
BR Use (in hours)	701.00	171.25	164.75	117.25	0.00	5.25	1159.50
BR Use (% of available primetime)	60.46%	14.77%	14.21%	10.11%	0.00%	0.45%	

# Conference / Event Report Form

Name

Ruth Newell

Position

Trustee

Conference / Event Attended

ALA Annual conference

Date

June 21-26, 2018

Location

New Orleans ,Louisiana

List of Sessions / Meetings Attended (if applicable)

ALA Ambassador worked booth, ALA - APA Lssc Certification Committee,  
CSK Committee Meeting, CSK Book award Breakfast, CSK Anniversary Program  
Dinner with award winning Bryan Colier and publishing company  
Exhibits , Viola Davis Closing session Also Attended ALA President  
Reception and ALA CSK Reception for Virginal Hamilton Lifetime award  
Honoring Eloise Greenfield

Highlights of Conference / Event

Just meeting and networking with people. The CSK will start celebrating Jan 1,2019 for our 50th Anniversary, and at annual we will have a Gala along with a program and CSK Breakfast in Washington DC, As Am Ambassador i get to talk to lots of people And this year our Lounge was in exhibits hall. The Programs were very informational and good this year