

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
August 15, 2019 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd 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 – July 18, 2019
 - b. Executive Session – July 18, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Will County Presentation on Early Voting
 - b. Approval of Resolution 2019-4 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2019/2020
 - c. Approval of Resolution 2019-5 – Resolution Designating Open Meetings Act Officers
 - d. Approval of Resolution 2019-6 – Resolution Designating Freedom of Information Act Officers
 - e. Approval of Resolution 2019-7 – Resolution Authorizing Intervention in Certain Tax Appeal Cases
 - f. Approval of Resolution 2019-8 – Resolution Designating Bolingbrook Bank & Trust as the Depository of the Funds of the Fountaindale Public Library District
 - g. Approval of Resolution 2019-9 – Resolution Approving Agreement with Contractor Re Self-Checks and Related Services
 - h. Approval of 2019 Illinois Public Library Annual Report (IPLAR)
 - i. Approval of Revised Photography and Filming Policy
 - j. Approval of Trustee Service for American Library Association Coretta Scott King Standing Breakfast Committee
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – August, 2019
 - b. Bills Payable Report – August, 2019
12. Director's Report – August, 2019
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

August 2019 Agenda Background

Paul Mills

7. New Business – Action Items

a. Will County Presentation on Early Voting

Representatives from Will County will be at the Board Meeting to discuss early voting at the library.

Suggested Motion: No motion required.

b. Approval of Resolution 2019-4 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2019/2020

This resolution represents the next step in our budget cycle and restates the levy amount identified in our Tentative Budget and Appropriation of \$9,094,813 passed last month.

Suggested Motion: Motion to approve Resolution 2019-4 – Resolution to determine the amount needed to be levied in taxes for fiscal year 2019/2020.

c. Approval of Resolution 2019-5 – Resolution Designating Open Meetings Act Officers

Our attorney has recommended that we use a resolution process to name our Open Meetings Act Officers and this is a continuation of that practice. My recommendation is that we name Juanita Lennon and Paul Mills as officers for the Fountaindale Public Library District.

Suggested Motion: Motion to approve Resolution 2019-5 – Resolution Designating Open Meetings Act Officers.

- d. Approval of Resolution 2019-6 – Resolution Designating Freedom of Information Act Officers

Our attorney has recommended that we use a resolution process to name our Freedom of Information Act Officers and this is also a continuation of that practice. My recommendation is that we name Paul Mills and Jennie Nguyen as our officers for the Fountaindale Public Library District.

Suggested Motion: Motion to approve Resolution 2019-6 – Resolution Designating Freedom of Information Act Officers.

- e. Approval of Resolution 2019-7 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

In order for our attorneys, Tressler LLP, to continue to represent us in tax appeal cases, Resolution 2019-7 needs to be approved by the Board.

Suggested Motion: Motion to approve Resolution 2019-7 – Resolution Authorizing Intervention in Certain Tax Appeal Cases.

- f. Approval of Resolution 2019-8 – Resolution Designating Bolingbrook Bank & Trust As The Depository Of The Funds Of The Fountaindale Public Library District

We received six responses to our Request for Proposals for Banking Services. Our Finance Department analyzed the responses and our recommendation is to accept the proposal from Bolingbrook Bank & Trust.

Suggested Motion: Motion to approve Resolution 2019-8 – Resolution Designating Bolingbrook Bank & Trust As The Depository Of The Funds Of The Fountaindale Public Library District.

- g. Approval of Resolution 2019-9 – Resolution Agreement with Contractor Re Self-Checks and Related Services

We received seven responses to our Request for Proposals for Self-Check and Related Services. Our IT Department analyzed the responses and our recommendation is to accept the proposal from Bibliotheca.

Suggested Motion: Motion to approve Resolution 2019-9 – Resolution Agreement with Contractor Re Self-Checks and Related Services.

- h. Approval of 2019 IPLAR (Illinois Public Library Annual Report)

The Submission of the Illinois Public Library Annual Report (IPLAR) is a statutory requirement of every public library in Illinois. Our staff begins work on it upon completion of our fiscal year (June 30). It is due to the Illinois State Library on September 1.

Suggested Motion: Motion to approve the 2019 Illinois Public Library Annual Report.

i. Approval of Revised Photography and Filming Policy

This draft revision of our Photography and Filming Policy features the following changes:

- Features a general revision based upon a template created by RAILS attorneys;
- Discusses situations that would restrict photography and filming in the library – this is in the General Policy section;
- Library may take photos and recordings for library use and that patron created content will be shared. Patrons who do not wish to participate need to notify our staff in advance. This is covered in the District Photography, Videos, and Recording section;
- Board Meetings may be recorded subject to reasonable rules created by the Board. This is in the Library Board Meetings section;

This draft policy has been reviewed by our attorney and his suggestions have been incorporated.

Suggested Motion: Motion to repeal the existing Photography and Filming Policy and approve the revised Photography and Filming Policy.

j. Approval of Trustee Service for American Library Association Coretta Scott King Standing Breakfast Committee

Trustee Ruth Newell has been asked to serve on the American Library Association Coretta Scott King Standing Breakfast Committee.

Suggested Motion: Motion to approve Trustee Service for American Library Association Coretta Scott King Standing Breakfast Committee.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD JULY 18, 2019
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, Thursday, July 18, 2019 at 7 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 Steven Prodehl, Kathryn Spindel, Ruth Newell, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Vice President Robert Kalnicky and Trustee Marcelo Valencia. Both Kalnicky and Valencia were out of state.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Dianna Copeland, Kellem Copeland 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:	Prodehl, Spindel, Newell, Bermejo, Danhof
NAYES:	None
ABSENT:	Kalnicky, Valencia

MINUTES OF THE BOARD MEETING – June 17, 2019

The minutes of the board meeting held June 17, 2019 were presented. A motion to approve the minutes was made by Spindel, seconded by Bermejo. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

Kellem Copeland from Covenant Classical School in Naperville introduced himself to the Board. He was attending the board meeting for a merit badge.

FRIENDS OF THE LIBRARY

No report.

NEW BUSINESS

Approval of Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2019 through June 30, 2020

A motion to approve the tentative Budget and Appropriation Ordinance Fiscal Year July 1, 2019 through June 30, 2020 was made by Newell, seconded by Spindel.

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

Approval of Notice of Public Hearing for Budget and Appropriation Ordinance – September 19, 2019 at 6:30 p.m.

A motion to approve Notice of Public Hearing for the Budget and Appropriation Ordinance to be held on September 19, 2019 at 6:30 p.m. was made by Newell, seconded by Spindel.

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

Approval of Resolution 2019-3 – Resolution Approving Agreement with Contractor Re Outreach Bookmobile

Mills discussed the bid from Summit Bodyworks Specialty Vehicles. Both the District's consultant and the District's attorney reviewed it. Mills discussed that the total bid amount would be \$398,334 including the upgrade from crawl-through to full stand-up and two extended warranties.

A motion to approve Resolution 2019-3 – Resolution Approving Agreement with Contractor Re Outreach Bookmobile was made by Newell, seconded by Spindel.

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

Approval of Trustee Travel Expenses

Trustee Newell's ground transportation expense for the 2019 ALA Annual Meeting in June exceeded the District policy limit of \$400.00 by \$43.37. Per the Local Government Travel Expense Control Act, any amount over the limits set in policy must be approved by a roll call vote. It was noted that the Board had approved an additional day at the conference prior to travel.

A motion to approve the trustee travel expenses was made by Spindel, seconded by Bermejo.

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

Approval of Library Closing for Pathways Parade on Sunday, September 8, 2019

Mills noted that the library has been closed for many years on the Parade Day and recommended that this practice continue.

A motion to approve closing the library for the Pathways Parade on Sunday, September 8, 2019 was made by Spindel, seconded by Newell.

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

Approval of Delayed Opening for the Library on October 4, 2019 and Library Closing on February 4, 2020

Mills discussed a request for two dates for staff development. Mills requested a two hour delayed opening for Friday, October 4, 2019 to give the District's public service departments an opportunity to meet and to training. Mills also requested a full day closing for Friday, February 7, 2020 for staff training.

A motion to approve the delayed opening for the library on October 4, 2019 and closing the library on February 7, 2020 was made by Newell, seconded by Bermejo.

Danhof discussed each Trustee completing the trustee questionnaire and using the completed Q & A in upcoming staff newsletters. Trustees would also have an opportunity to meet and greet the staff at upcoming in service days.

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

LIBRARY PROJECTS

Mills discussed that the contractor for the 2nd Floor Meeting Room needed to complete some paperwork for the Village to issue the permit and also send submittals for the architect to review before work could commence.

CORRESPONDENCE

Mills discussed an article from American Libraries magazine about the difficult environment publishers are creating for libraries and eBooks.

TREASURER'S REPORT

The Treasurer's Report for June, 2019 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – July, 2019

Bills paid for the month of July in the amount of \$301,987.62 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

Bills Payable Report – July, 2019

Bills payable for the month of July in the amount of \$851,860.64 was presented for approval. Motion to approve was made by Newell, seconded by Prodehl.

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

DIRECTOR'S REPORT – July, 2019

Mills reported that six responses to the banking services request for proposals were received. Mills also noted that responses to the self-check request for proposals were due on July 26, 2019. Mills hopes to bring recommends for both to the August Board Meeting.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

The Ice Cream Social will be on Monday, July 29 from 5–8 p.m.

Mills will be off from July 25 to July 26.

Korczak noted that the library would be hosting a program, *The Moon: 50 Years After Apollo* on Saturday, July 23 at 2 p.m. The featured speaker will be NASA Graduate Fellow Dr. Lauren Jozwiak.

EXECUTIVE SESSION

A motion was made by Spindel, seconded by Newell, to enter Executive Session at 7:49 p.m. for 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."

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

A motion was made by Bermejo, seconded by Newell, to return to Open Session at 7:56 p.m.

OPEN SESSION

Approval of Report on Review of Closed Meeting Minutes

The Board reported that they will keep all closed meeting minutes closed.

A motion to approve the report on review of the closed meeting minutes was made by Spindel, seconded by Newell.

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

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:59 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

RESOLUTION 2019-4
RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2019 - 2020 FISCAL YEAR

WHEREAS, the Fountaindale Public Library District must file on or before December 23, 2019 its Levy Ordinance for the 2019/2020 fiscal year; and

WHEREAS, pursuant to the "Truth in Taxation Act" (35 ILCS 200/18-55 et.seq.), the Fountaindale Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money to be raised by taxation for the 2019/2020 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Fountaindale Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2019/2020 fiscal year upon the taxable property in said Library District is \$9,094,813.

FURTHER RESOLVED that a public hearing pursuant to the Truth in Taxation Act shall be held on the 21th day of November, 2019 at 6:30 p.m. at the Fountaindale Public Library, 300 W. Briarcliff Road, Bolingbrook, IL 60440.

FURTHER RESOLVED that notice of said public hearing in compliance with said ACT shall be given in a newspaper with circulation in the District not more than 14 days nor less than 7 days prior to the date of the public hearing.

Adopted this 15th day of August, 2019.

Margaret J. (Peggy) Danhof
President

Attest:

Steven J. Prodehl
Secretary

RESOLUTION NO. 2019-5

RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS

WHEREAS, the Open Meetings Act requires a public body to designate one or more employees, officers or members to receive electronic training on compliance with the Act, and said persons are to complete said training on an annual basis; and

WHEREAS, the Board of Trustees of the Fountaindale Library District hereby finds and declares that it is in best interests of the Library District to designate such persons;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: Paul Mills and Juanita Lennon are hereby designated to receive training on compliance with the Open Meetings Act officers for the Fountaindale Public Library District.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 15th day of August, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15th day of August, 2019.

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

RESOLUTION NO. 2019-6

RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS

WHEREAS, the Freedom of Information Act (5 ILCS 140/3.5) requires a public body to designate one or more Freedom of Information officer or officers; and

WHEREAS, the Board of Trustees of the Fountaindale Library District hereby finds and declares that it is in best interests of the Library District to designate Freedom of Information officers as set forth herein below;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: Paul Mills and Jennie Nguyen are hereby designated Freedom of Information officers for the Fountaindale Public Library District. The names, titles and contact information for the FOIA Officer(s) shall be posted on the District's website and the District administrative office.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 15th day of August, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15th day of August, 2019.

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

RESOLUTION 2019-7

RESOLUTION AUTHORIZING INTERVENTION IN CERTAIN TAX APPEAL CASES

WHEREAS, the Fountaindale Public Library District, Will County, Illinois, is a public body created and existing under the laws of the State of Illinois; and

WHEREAS, the Fountaindale Public Library District is acutely aware of the need to provide high-quality governmental services and to have sufficient monies available through taxation in order to fund these services; and

WHEREAS, the major source of revenue for funding these governmental services is the Illinois real property tax; and

WHEREAS, certain taxpayers have sought to have the equalized assessed valuation of their properties reduced by appealing their assessments to the Board of Review and/or the State of Illinois Property Tax Appeal Board; and

WHEREAS, any reduction in equalized assessed valuation can adversely affect Fountaindale Public Library District's revenues; and

WHEREAS, the Board of Fountaindale Public Library District believes, and hereby declares, that it is in the best interest of Fountaindale Public Library District and its residents to intervene in certain tax assessment proceedings where the revenues to be received could be jeopardized or adversely affected;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: The law firm of Tressler LLP ("Library Attorney") is hereby authorized to file interventions in real property tax assessment proceedings on behalf of Fountaindale Public Library District. Fountaindale Public Library District shall only authorize intervention if (1) the

taxpayer is seeking a reduction in the assessment of property equal to or greater than \$100,000 and
(2) Fountaindale Public Library District, after consultation with the Library Attorney, determines
that intervention is warranted in a particular case.

SECTION THREE: Tressler LLP shall report to Fountaindale Public Library District on
the status of all tax assessment cases in which the Fountaindale Public Library District has
intervened at such intervals as Fountaindale Public Library District may request.

SECTION FOUR: Any policy or resolution of Fountaindale Public Library District which
conflicts with the provisions of this resolution shall be and is hereby repealed to the extent of such
conflict.

SECTION FIVE: This resolution shall take effect upon its passage and approval in the
manner provided by law.

PASSED THIS 15th day of August, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15th day of August, 2019.

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

RESOLUTION 2019-8

A RESOLUTION DESIGNATING BOLINGBROOK BANK & TRUST AS THE DEPOSITORY OF THE FUNDS OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT

WHEREAS, the Fountaindale Public Library District (the “Library District”) is a library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Library District derives its rights, power and authority from the various sections of The Library District Code (the “Code”); and

WHEREAS, the Board of Library Trustees may designate one or more banks or savings and loan associations as the depository of the funds of the Fountaindale Library District pursuant to Illinois State Law (70 ILCS 16/35-25); and

WHEREAS, the Library District’s Investment Policy provides that the Library Board shall from time to time designate one or more banks in which the funds and moneys of the District shall be kept; provided that such designated depository meets the requirements of the Library District’s Investment Policy as determined by the Chief Investment Officer; and

WHEREAS, the Chief Investment Officer of the Library District has determined that Bolingbrook Bank & Trust (“the Bank”), meets the requirements of the Library District’s Investment Policy and has requested the Library Board to designate the Bank as the depository of certain funds of the Library District; and

WHEREAS, the Bank requires the Library District to execute an Agreement, attached to and incorporated herein as Exhibit A (the “Banking Agreement”) and other related documents to establish the Bank as the Library District’s depository bank and to access the Bank’s other financial services; and

WHEREAS, this Resolution approves the Bank as a qualified financial institution for the deposit and investment of the Library District’s funds and approves of the terms and conditions of the Banking Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as findings as if said recitals were fully set forth within this Section One.

SECTION TWO: The Library Board hereby designates the Bolingbrook Bank & Trust, as a qualified financial institution for the deposit and investment of the Library District’s funds in accordance with the Library District’s Investment Policy.

SECTION THREE: The Library Board hereby approves the terms and conditions of the Banking Agreement between the Library District and the Bank, attached to and incorporated herein as Exhibit A, and authorizes and directs the President of the Library Board to execute and deliver the Banking Agreement Resolution for and on behalf of the Library District, in the forms presented to the Library Board.

SECTION FOUR: The President of the Library Board of Trustees and the Executive Director are further authorized and directed to execute and deliver such subsidiary and related documents and agreements and to take such other steps and actions as they may deem necessary and appropriate to effectuate the terms and conditions of the Banking Agreement. Further, the President of the Board of Library Trustees, Vice President of the Board of Library Trustees, Treasurer of the Board of Library Trustees, Executive Director, Deputy Director, Finance Manager, Finance Supervisor, and Collection Management and Technical Services Manager hereby authorized as signatories on the Library District's accounts with the Bank and directed to execute any documentation associated therewith said Bank's accounts.

SECTION FIVE: Any and all policies or resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 15th day of August, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15th day of August, 2019

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

ATTEST:

Steven J. Prodehl
Secretary, Board of Library Trustees

EXHIBIT A
BANKING AGREEMENT

Authorization and Agreement for Treasury Management Services

THE UNDERSIGNED IS/ARE AUTHORIZED OFFICER(S) OF THE FOLLOWING ONE OR MORE ORGANIZATIONS (EACH, A "CUSTOMER" AND, IF MORE THAN ONE, COLLECTIVELY "CUSTOMERS"):

Customer has received Bank's Treasury Management Master Agreement and the Services Terms and Conditions (collectively, the "Treasury Management Agreement") and agrees to adhere to the Treasury Management Agreement and any applicable Specifications provided by Bank. Capitalized terms used in this Authorization and Agreement for Treasury Management Services (this "Authorization and Agreement"), not otherwise defined, have the meanings given to them in the Treasury Management Agreement. To the extent there is more than one Customer executing this Authorization and Agreement, each reference to Customer herein shall be deemed to refer and apply to each Customer individually (e.g, each Customer is party to a Treasury Management Agreement with the Bank).

The following list of Treasury Management Services ("Services") covered by the Treasury Management Agreement includes the names of the Services currently offered by Bank. The authorized person should initial the Services he/she is selecting in the "Selected" column. In connection with entering into this Treasury Management Agreement, Customer requests the Service(s) shown below, and the selected Service(s) will be effective as of the date of this Authorization and Agreement once Bank has approved such use and has received all required and properly executed forms, and Customer has successfully completed any testing and training requirements. After executing below, Customer may from time to time request Bank to provide additional Services described in the Treasury Management Agreement.

PLEASE INDICATE SERVICES WITH AN X IN THE ☐ AND INITIAL BESIDE.

TREASURY MANAGEMENT SERVICES	SELECTED	INITIALS
ACH DEBIT BLOCK AND ACH POSITIVE PAY	<input type="checkbox"/>	_____
ACH ORIGINATION	<input type="checkbox"/>	_____
AUTOMATED ACCOUNT BALANCE REPORTING	<input type="checkbox"/>	_____
CASH VAULT AND SMARTSAFE	<input type="checkbox"/> CASH VAULT <input type="checkbox"/> SMARTSAFE	_____
CD-ROM CHECK IMAGING	<input type="checkbox"/>	_____
DEPOSIT RECONCILIATION:	<input type="checkbox"/>	_____
ELECTRONIC PAYMENT DATA COLLECTION SERVICE	<input type="checkbox"/>	_____
FOREIGN CURRENCY ACCOUNT	<input type="checkbox"/>	_____
FULL ACCOUNT RECONCILIATION	<input type="checkbox"/>	_____
IBUSINESSBANKING™ (ONLINE BANKING)	<input type="checkbox"/>	_____
IBUSINESSCASH™	<input type="checkbox"/>	_____
IBUSINESSCAPTURE™ AND IBUSINESSCAPTURE PRO™ (REMOTE DEPOSIT CAPTURE)	<input type="checkbox"/>	_____
IBUSINESSFX (FOREIGN EXCHANGE)	<input type="checkbox"/>	_____
IBUSINESSGLOBAL™ (LETTERS OF CREDIT)	<input type="checkbox"/> COMMERCIAL L/C <input type="checkbox"/> L/C AND DOCUMENTARY COLLECTION	_____
INSURED CASH SWEEP	<input type="checkbox"/>	_____
LOCKBOX	<input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> WHOLETAIL <input type="checkbox"/> REMOTE CAPTURE	_____
POSITIVE PAY	<input type="checkbox"/>	_____
REMOTE DEPOSIT DIRECT TRANSMISSION	<input type="checkbox"/>	_____
SWEEPS	<input type="checkbox"/> COMMERCIAL LOAN <input type="checkbox"/> INVESTMENT <input type="checkbox"/> ZERO BALANCE <input type="checkbox"/> REPURCHASE	_____
THIRD PARTY INTEGRATION	<input type="checkbox"/>	_____
WINSURED DEPOSIT ACCOUNT	<input type="checkbox"/>	_____
WINVOICE	<input type="checkbox"/>	_____
WIRE TRANSFERS	<input type="checkbox"/> DOMESTIC <input type="checkbox"/> USD INTL <input type="checkbox"/> SWIFT CORP SVC <input type="checkbox"/> FORWARD CONTRACT	_____
OTHER:	<input type="checkbox"/>	_____

Each of the undersigned warrants that Customer has taken all action required by its organizational or constituent documents to authorize the undersigned to execute and deliver on behalf of Customer this Authorization and Agreement entering into the Treasury Management Agreement and any other documents Bank may require with respect to a Service.

CONSENT TO ELECTRONIC DISCLOSURES

Customer agrees that Bank may provide Customer with all legal and other disclosures, notices, and other communications with respect to Services, including fee schedules and amendments to this Treasury Management Agreement, in electronic form. Bank may notify Customer of any future notices by sending an alert to the e-mail address Customer provided on the Authorization and Agreement or by other electronic/online notification method. Customer should print or save a copy of all disclosures delivered electronically. Customer may request a paper copy of the Treasury Management Agreement from Bank at any time free of charge.

Guidelines for completion:

If Customer is a:

corporation any authorized officer
limited liability company all members, or any authorized officer*
partnership (general or limited) any general partner
limited liability partnership the managing partner*
sole proprietorship the sole proprietor
governmental entity the Treasurer or Finance Officer*

Who must sign:

* Includes any individual authorized under Customer's charter or organizational or constituent documents. The legal name of any member, managing member, manager or general partner who is signing and who is not an individual must appear in the signature block.

(LEGAL NAME OF CUSTOMER(S))

August 5, 2019
Dated

[Signature of Authorized Officer]

[Signature of Authorized Officer, if two are required by
Customer]

[Print Name of Authorized Officer]

[Print Name of Authorized Officer]

[Print Title of Authorized Officer (include the legal
name of any member, managing member,
manager, or general partner who is signing and who
is not an individual)]

[Print title of Authorized Officer (include the legal name
of any member, managing member, manager, or
general partner who is signing and who is not an
individual)]

The following address may be used for giving
notices in connection with this Treasury
Management Agreement except as otherwise
provided in conjunction with the accounts or
particular Services.

Address for Notices to Customer(s):

E-Mail: _____

Telephone: _____

Fax: _____

BANK

[Signature of Authorized Officer]

Print name and title

RESOLUTION 2019-9

RESOLUTION APPROVING AGREEMENT WITH CONTRACTOR RE SELF-CHECKS AND RELATED SERVICES

WHEREAS, the Fountaindale Public Library District (the “Library District”) is a library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Fountaindale Public Library District derives its rights, power and authority from the various sections of the Public Library District Act; and

WHEREAS, the Board of Library Trustees believe and hereby declare that it is in the best interests of the Library District and its residents to enter into an Agreement with Bibliotheca, LLC as best responder to the Request For Proposal for Self-Checks and Related Services, which is attached hereto as Exhibit 1 and made part hereof (the “Agreement”); and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals shall be and are hereby adopted as findings of fact as if said recitals were fully set forth within this Section One.

SECTION TWO: The Agreement attached hereto as Exhibit 1 shall be and is hereby approved in an amount not to exceed \$76,144.55 for the base equipment, services, and optional equipment and services selected, and the President and Secretary of the Board of Library Trustees are hereby authorized and directed to execute said agreement in substantially the form attached hereto.

SECTION THREE: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION FOUR: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 15th day of August, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15th day of August, 2019.

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
CONTRACT FOR THE SALE OF GOODS AND SERVICES

This contract for the Sale of Goods and Services ("Contract"), made this ____ day of _____, 2019 (the "Effective Date"), by and between the Fountaindale Public Library District (the "District"), with its principal place of business at 300 West Briarcliff, Bolingbrook, Illinois and _____, an Illinois corporation (the "Vendor"), with its principal place of business at _____, collectively referred to as the "Parties" or individually as "Party."

WITNESSETH

That the District and Vendor, for the consideration hereinafter named, agree as follows:

1. Services

The Vendor shall provide all the following supplies, material and equipment:

[insert description of the goods being purchased] (the "Goods"),

as indicated in the plans and specifications in the Contract Documents as defined in Paragraph 2 of this Contract.

2. Contract Documents

The Contract Documents consist of this Contract between the District and the Vendor and the RFP Notice, and Request for Proposals dated June 21, 2019 (the "RFP Documents"), attached to and incorporated as part of this Agreement as **Exhibit A**, the Vendor's Proposal, attached to and incorporated as part of this Agreement as **Exhibit B**, the Vendor Compliance and Certification, attached to and incorporated as part of this Agreement as **Exhibit C**, any addenda issued prior to the execution of this Contract and any modifications issued after the execution of this Contract. Modifications to this Contract must be made in writing and signed by both Parties. All of the terms, conditions and specifications contained in the Bid Documents are incorporated herein.

3. Contract Sum and Payment

The District shall pay the Vendor _____ and 00/100 Dollars (\$_____.00), subject to additions and deductions as provided in the Contract Documents for the proper performance of the Contract (the "Contract Sum"). Payment of the Contract Sum shall be made in full after receipt of the Goods and Services, in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*), and only upon inspection and acceptance of the Goods and Services by the District.

4. Term

This Contract shall begin upon the Effective Date (_____) and terminate upon completion of any and all applicable warranty periods, unless terminated earlier as provided herein.

5. Delivery

Vendor shall deliver the Goods and Services according to the Delivery Schedule set forth in the Specifications and Delivery Schedule in the Bid Documents. Vendor will arrange for delivery of Goods and Services through a carrier chosen by Vendor, the costs of which shall be F.O.B. Bolingbrook, Illinois.

6. Title and Risk of Loss

Title to, and the risk of loss, injury or destruction from any casualty to the Goods and Services, regardless of cause, will be the responsibility of the Vendor until the Goods and Services have been received, inspected and accepted by the District.

7. Acceptance and Rejection

The District will have the right to inspect the Goods and Services upon receipt and to reject the nonconforming or damaged Goods and Services within ten (10) business days after delivery. The District will give notice to Vendor of any rejection of the Goods and Services or claim for damages on account of condition, quality or grade of the Goods and Services.

Neither inspection nor acceptance by the District shall act as District's acceptance of any defects or deficiencies in the Goods and Services or the failure of the Goods and Services to conform to the requirements of the Contract Documents and shall not act as a waiver of any rights District has with respect to such defects, deficiencies or failure, including rights under any warranty.

8. Performance of the Contract

Vendor agrees to perform all work and services in a good and workmanlike manner. Vendor shall not interfere in any way with and shall cooperate fully with other vendors procured by the District.

Vendor, upon the Effective Date, shall immediately place orders for materials and otherwise commence performance of this Contract, unless otherwise directed by the District. No claim for extras shall be allowed unless such claim is first submitted in writing to the District and approved in writing by an authorized agent of the District.

9. Termination

The District may terminate this Contract as follows:

- a. The District may, at any time, terminate the Contract in whole or in part for the convenience of the District and without cause. Termination by the District under this Paragraph 9 shall be by a notice of termination delivered to the Vendor specifying the extent of the termination and the effective date of said termination. Upon receipt of a notice of termination, the Vendor shall immediately, in accordance with instructions from the District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the Contract; (4) terminate all subcontracts and orders to the extent they relate to the work and services terminated; (5) proceed to complete the performance of work and services not terminated; and (6) take actions that may be necessary or that the District may direct, for the protection and preservation of the terminated work and services. In the event of termination for convenience by the District, the Vendor shall recover payment for approved work properly performed by Vendor before the effective date of termination. Vendor shall not be entitled to damages resulting from termination for convenience under this Paragraph.
- b. If Vendor fails to provide the Goods and Services as required in the Contract Documents, or otherwise breaches or defaults under any provision of this Contract and does not remedy such failure, breach or default within three (3) business days after demand from the District to take corrective action, or in the event of repeated or multiple failures or defaults by Vendor, the District may terminate this Contract and enter into an agreement with another vendor or vendors to provide the Goods and Services. In such event, District shall not be liable to Vendor for all or any portion of the Contract Sum. Vendor shall be liable to the District and shall pay the District promptly upon demand the increased cost to the District of obtaining the Goods and Services from the substitute vendor(s), including, without limitation, the cost of labor and materials associated with the preparation of bid documents, advertising and attorney's fees.
- c. If Vendor is adjudged as bankrupt, or if Vendor makes a general assignment for the benefit of Vendor's creditors, or if a receiver is appointed on account of Vendor's insolvency, or if any provision of the bankruptcy law is invoked by or against Vendor, then notwithstanding any other rights or remedies granted the District, the District may, without prejudice to any other right or remedy, (i) immediately terminate the retention of Vendor and/or (ii) finish or cause to be finished the Vendor's services required under this Contract by whatever method and by whichever persons the District deems expedient. In such case, Vendor shall not be entitled to receive any payment until the work and/or services are completed. If the unpaid balance of the Contract Sum exceeds: (1) the expenses of completing the work and/or services, including compensation for additional managerial and administrative services, plus (2) the

District's losses and damages because of Vendor's default (collectively "District Expenses and Damages"), such excess shall be paid to Vendor. If the District Expenses and Damages exceed such unpaid balance, Vendor shall pay the difference to the District promptly on demand and the District may resort to any other rights or remedies the District may have by law or under this Contract.

10. Correction of Deficiencies

If the Vendor defaults or neglects to provide the Goods and Services in accordance with the Contract Documents and fails, within a three (3) business day period after receipt of written notice from the District, to commence to cure said default, the District may, without prejudice to other remedies, correct said deficiencies. In such case, the District shall deduct from payments then or thereafter due the Vendor the cost of correcting such deficiencies, including compensation to the District for any and all expenses related thereto. If the amount deducted by the District exceed the payments then or thereafter due the Vendor, the Vendor shall pay the difference to the District.

The rights and remedies of District stated in this Contract shall be in addition to and not in limitation of, any other rights of the District granted in the Contract Documents or at law or in equity.

11. Tax Exemption

The District is exempt for the Illinois Retailer's Occupational Tax, the Illinois Use Tax and the Federal Excise Tax as an exempt entity under the Internal Revenue Code. The District's tax exemption identification number is E9992-4889-07.

12. Vendor's Representations

The Vendor hereby specifically acknowledges and declares, and the execution of this Contract by the Vendor is a representation of the Vendor that the Contract Documents are full and complete, are sufficient to have enabled the Vendor to determine the cost of the Goods and Services and that the Contract Documents are sufficient to enable it to supply and deliver the Goods and Services outlined therein, in accordance with applicable laws and regulations, and otherwise to fulfill all its obligations hereunder, including, but not limited to, Vendor's obligation to supply the Goods and Services for an amount not in excess of the Contract Sum on or before the delivery date established in the Contract.

The Vendor shall carefully study and compare the Contract Documents with each other and with information furnished by District and shall immediately to the District errors, inconsistencies or omissions discovered. The Vendor shall not be liable to the District for damage resulting from errors, inconsistencies or omissions in the Contract Documents that could not have been discovered by a reasonably prudent and experienced Vendor in advance. If the Vendor performs any activity involving an error, inconsistency or omission in the Contract Documents that Vendor recognized or reasonably should have recognized and of which Vendor

failed to notify the District, the Vendor shall assume complete responsibility for such performance and shall bear the full amount of the attributable costs for correction of the same.

Vendor further represents that it has full right, title and authority to transfer the Goods and Services to the District and that such transfer, upon delivery to the District, shall not be subject to the right or interest of any third party whatsoever.

13. Warranties

The Vendor warrants to the District that the materials and equipment furnished under the Contract will be of the best quality and new, that the Goods and Services will be free from defects and deficiencies, and that the Goods and Services will conform to the requirements of the Contract Documents. Goods and Services not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Vendor's warranty excludes remedy for damage or defect caused by District's abuse, modifications not executed by the Vendor, improper or insufficient maintenance by the District, improper operation or normal wear and tear under normal usage.

Liability or refusal of the subcontractor or Vendor responsible for the defective materials, equipment or goods to correct the same shall not excuse the Vendor from performing under the warranty. If required by the District, the Vendor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

All warranties shall include labor and materials and shall be signed by the manufacturer or subcontractor as the case may be, countersigned by the Vendor and delivered to the District upon delivery of the Goods and Services. Any warranties issued in Vendor's name shall be assigned to the District. Except as otherwise provided in this Agreement, all warranties shall become effective on the date of delivery to the District, and shall run for a twelve (12) month period, unless a longer period is provided for in the Contract Documents or by law. Where warranties overlap, the more stringent requirement shall govern. Vendor shall repair and replace, as determined by the District, any defects or deficiencies at no charge to the District during any warranty period.

Vendor shall correct any portion of the Goods and Services that are defective, and replace defective or nonconforming materials, even though such deficiency, defect or nonconformity may be discovered more than one year after delivery and acceptance of the Goods and Services by the District, if the correction is of a latent defect and arises from poor workmanship or improper materials or is required to be made to workmanship or materials covered by Vendor or Subcontractors contrary to the District's request or to requirements specifically expressed in the Contract Documents and was therefore not visible for inspection by the District at the time the Goods and Services were delivered. Final acceptance shall occur only after the Goods and Services have been delivered, inspected and accepted by the District.

No warranty herein shall be deemed waived upon District's inspection and acceptance of delivery of the Goods and Services.

14. Insurance

A. Commercial General and Umbrella Liability Insurance

Vendor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District, its trustees, officers, employees and agents shall be named as additional insureds on all insurance policies.

B. Business Auto and Umbrella Liability Insurance

Vendor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

Vendor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Vendor waives all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Vendor's activities.

D. General Insurance Provisions

1. Evidence of Insurance

Vendor shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the District prior to the cancellation or material change of any insurance referred to therein. Written notice to the District shall be by certified mail, return receipt requested.

Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the District to identify a deficiency from evidence that is provided shall not be construed as waiver of Vendor's obligation to maintain such insurance.

The District shall have the right, but not the obligation, of prohibiting Vendor from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of this Contract at the District's option.

Vendor shall provide certified copies of all insurance policies required above within 10 days of the District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

3. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Vendor may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

4. Subcontractors

Vendor shall cause each subcontractor employed by Vendor to purchase and maintain insurance of the type specified above. When requested by the District,

Vendor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

15. Indemnification

To the fullest extent permitted by law, Vendor shall indemnify and hold harmless the District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of, incidental to, resulting from or in connection with Vendor's performance of its obligations under the Contract Documents, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent or wrongful act or omission of the Vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Vendor shall similarly protect, indemnify and hold and save harmless the District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Vendor's breach of any of its obligations under, or Vendor's default of, any provision of the Contract.

16. Extension of Time

Extension of time provided for the supply and delivery of the Goods and Services shall be the Vendor's sole remedy for delay unless the same shall have been caused by acts constituting intentional interference by District with Vendor's obligations hereunder and where to the extent that such acts of the District continue after Vendor's written notice to the District of such interference. The District's exercise of any of its rights under the Contract, regardless of the extent or number of changes, or the District's exercise of any of its remedies of suspension of any work or services, or requirement of correction or re-execution of any defective Goods and Services, shall not under any circumstances be construed as intentional interference with Vendor's obligations under this Contract.

17. Independent Contractor

Vendor acknowledges that it is an independent contractor; it alone retains control of the manner of conducting its activities in furtherance of this Contract. Vendor, as well as any persons or agents it may employ, are not employees of the District, and neither this Contract nor the administration thereof shall operate to render or deem either Party hereto the agent or employee of the other.

18. No Third Party Beneficiary

This Contract is entered into solely for the benefit of the contracting parties, and nothing in this Contract is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Contract or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the District and/or the Vendor, and/or any of their respective officials, officers and/or employees.

19. Assignment

This Contract is non-assignable in whole or part by the Vendor, and any assignment shall be void without prior written consent of the District.

20. Waiver

Waiver of any of the terms of this Contract shall not be valid unless in writing and signed by the Parties. The failure of the District to enforce the provisions of this Contract or require performance by Vendor of any of the provisions shall not be construed as a waiver of such provisions or affect the right of the District to thereafter enforce the provisions of this Contract. Waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach of contract.

21. Time

Time is of the essence for all matters concerning this Contract.

22. Compliance with Laws; Permits.

All materials, supplies and equipment provided under this Contract must comply with all federal, state, county and local laws, ordinances, rules, regulations and orders that in any manner affect the production, sale, transportation and handling of the product or service contained herein. Vendor shall be responsible for obtaining all permits and license required to perform its obligations under this Contract. Lack of knowledge on the part of the Vendor will in no way be cause for release of this obligation. The District reserves the right to terminate any contract and pursue any other legal remedies deemed necessary if it becomes aware of violation of any laws on the part of the Vendor.

23. Governing Law; Venue

This Contract and the other Contract Documents shall be governed by and construed in accordance with the laws of the State of Illinois. Venue shall be proper in the Circuit Court of Will County.

24. Entire Agreement; No Amendment

This Contract contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party to the agency of the other Party that is not contained in this written Contract shall be valid or binding. No amendment or modification shall be made to this Contract unless it is in writing and signed by both Parties.

25. Headings

The headings for each paragraph of this Contract are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Contract nor in any way affect this Contract.

26. Severability

If any provision of this Contract is declared invalid or unenforceable, the remainder of this Contract shall continue in full force and effect, to the extent not affected by the invalid or unenforceable provision.

27. Notice

Any notice required to be given by this Contract shall be deemed sufficient if made in writing and is sent by certified mail, return receipt requested, or by personal service, to the persons and addresses indicated below or to such other addresses as any party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

FOR THE DISTRICT:

Fountaindale Public Library District
300 West Briarcliff
Bolingbrook, Illinois
Attn: Executive Director

FOR THE VENDOR:

28. No Waiver of Tort Immunity

Nothing contained in this Contract shall constitute a waiver by the District of any right, privilege or defense available to it under statutory or common law, including but not limited to the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq., as amended.

IN WITNESS WHEREOF the Parties hereto have set their respective hands and seals and year first above written.

Fountaindale Public Library District

By:

Paul Mills
Executive Director

VENDOR

By:

Its:

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30285
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0189
1.3b FSCS_SEQ [PLSC 700]	005
1.4a Legal Name of Library [PLSC 152]	Fountaindale Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	300 West Briarcliff Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Bolingbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60440
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	300 West Briarcliff Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Bolingbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60440
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 759-2102
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 759-6180
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.fountaindale.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Paul Mills
1.15 Title	Executive Director
1.16 Library Director's E-mail	pmills@fountaindale.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Will
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	67,683
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	1
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
FOUNTAINDALE P.L.D. BOOKMOBILE	Fountaindale Public Library District Bookmobile		
FOUNTAINDALE P.L.D.	FOUNTAINDALE PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
FOUNTAINDALE P.L.D. BOOKMOBILE	30285	3028501
FOUNTAINDALE P.L.D.	30285	3028500

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
FOUNTAINDALE P.L.D. BOOKMOBILE	300 West Braircliff Road		
FOUNTAINDALE P.L.D.	300 WEST BRIARCLIFF ROAD		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
FOUNTAINDALE P.L.D. BOOKMOBILE	Bollingbrook		60440	
FOUNTAINDALE P.L.D.	BOLINGBROOK		60440	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
FOUNTAINDALE P.L.D. BOOKMOBILE	Will		630-759-2102	
FOUNTAINDALE P.L.D.	Will		6307592102	

Square Feet

Location	2.11a Square Footage of	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.

	Outlet [PLSC 711]		
FOUNTAINDALE P.L.D. BOOKMOBILE	176		
FOUNTAINDALE P.L.D.	111,000		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
FOUNTAINDALE P.L.D. BOOKMOBILE	1,836	47	¹15,854
FOUNTAINDALE P.L.D.	3,744	52	440,689

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	7/1/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	6/30/2019
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Nancy Korczak
3.5 Telephone Number of Person Preparing Report	630-685-4216
3.6 FAX Number	630-759-6180
3.7 E-Mail Address	nkorczak@fountaindale.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Margaret J. (Peggy) Danhof
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-972-1533
5.9 E-mail Address	pjdanhof@fountaindale.org
5.10 Home Address	699 Chesapeake Drive
5.11 City	Bolingbrook

5.12 State	IL
5.13 Zip Code	60440

Second member

5.5 Name	Robert A. Kalnicky
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-234-0427
5.9 E-mail Address	rkalnicky@fountaindale.org
5.10 Home Address	402 Lakeview Circle
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Third member

5.5 Name	Steven J. Prodehl
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-739-7761
5.9 E-mail Address	sprodehl@fountaindale.org
5.10 Home Address	349 Marian Court
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Fourth member

5.5 Name	Kathryn J. Spindel
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-739-1014
5.9 E-mail Address	kspindel@fountaindale.org
5.10 Home Address	445 N. Ashbury Avenue
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Fifth member

5.5 Name	Celeste M. Bermejo
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-370-2705
5.9 E-mail Address	cbermejo@fountaindale.org
5.10 Home Address	631 Derbyshire Lane
5.11 City	Bolingbrook

5.12 State	IL
5.13 Zip Code	60440

Sixth member

5.5 Name	Ruth M. Newell
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-759-7682
5.9 E-mail Address	rnewell@fountaindale.org
5.10 Home Address	380 Ingleside Drive
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60490

Seventh member

5.5 Name	Marcelo Valencia
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	619-253-6718
5.9 E-mail Address	mvalencia@fountaindale.org
5.10 Home Address	345 Windsong Ct.
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	

5.12 State

5.13 Zip Code

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	111,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	7
6.3b Total number of times meeting room(s) used by the public during the fiscal year	931
6.4a Total Number of Study Rooms	16
6.4b Total number of times study room(s) used by the public during the fiscal year	7,182

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities		1				

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$270,000	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	0	\$0	0	\$0
Electrical systems other than alarms	1	\$10,000	0	\$0
Plumbing systems	1	\$5,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$21,500	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	1	\$600,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$275,000	0	\$0
Accessibility measures	1	\$13,000	0	\$0

Technology upgrading	1	\$239,000	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$187,000	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	0	\$0	0	\$0
Electrical systems other than alarms	1	\$5,000	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$36,227,144
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

The Fountaindale Public Library District accumulates funds in a Special Reserve Fund created in 1981 for the purpose of improving the facilities, furniture, and equipment of the District. Unexpended funds at the end of the fiscal year are transferred to the Special Reserve Fund. The fund totals \$17,303,361 as of June 30, 2019 and has supported major projects including roof replacement, landscaping, building improvements, and repairs.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$36,231,428

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

The outstanding liability is bonds. The outstanding amount for bonds is \$36,231,428.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)

\$11,253,615

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?

Yes

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure

\$10,381,653

by the public library, except capital income from bond sales.)

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$84,604
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$130,381
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$214,985

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$10,617
8.14 Other receipts intended to be used for operating expenditures	\$902,600
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$913,217
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$12,381,817
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$6,200,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,743,299
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,240,545
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$4,983,844

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$451,044
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$287,633
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$265,906
10.3b Please provide an explanation of the other types of material expenditures.	Audivisual material and software
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$1,004,583

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$5,474,674
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$11,463,101

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials,

investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$0

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	15	15	\$542.71	562.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Deputy Director	Assistant Library Director	\$47.76	37.50
	Executive Director	Library Director	\$70.25	37.50
	Adult Services Librarian	Adult Services	\$26.03	37.50
	Adult Services Programming Librarian	Adult Services	\$28.95	37.50
	Teen Services Librarian	Young Adult Services	\$29.79	37.50
	Adult and Teen Services Assistant Manager	Adult Services	\$33.10	37.50
	Adult and Teen Services Manager	Adult Services	\$37.13	37.50
	Children's Collection Development Librarian	Collection Development Acquisitions	\$24.05	37.50
	Adult Collection Development Librarian	Collection Development Acquisitions	\$30.18	37.50
	Collection Management and Technical Services Manager	Collection Development Acquisitions	\$33.01	37.50
	Children's Services Librarian	Children's Services	\$29.02	37.50
	Children's Services Assistant Manager	Children's Services	\$30.67	37.50
	Outreach Services Manager	Bookmobile	\$46.01	37.50
	Children's Services Manager	Children's Services	\$44.37	37.50
	Adult Services Librarian	Adult Services	\$32.39	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

14.06

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	14.06

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	2,263.00
13.14 Minimum hourly rate actually paid	\$10.35
13.15 Maximum hourly rate actually paid	\$40.95
13.16 Total FTE Group C employees (13.13 / 40)	56.58

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	272.00
13.18 Minimum hourly rate actually paid	\$10.35
13.19 Maximum hourly rate actually paid	\$15.64
13.20 Total FTE Group D employees (13.17 / 40)	6.80

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	206.50
13.22 Minimum hourly rate actually paid	\$13.50
13.23 Maximum hourly rate actually paid	\$34.88
13.24 Total FTE Group E employees (13.21 / 40)	5.16
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	68.54
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	82.60

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	0	0	0	0.00	0		
----------------	---	---	---	------	---	--	--

	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,744
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	1,833
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	5,577
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	455,310

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	2,009	74,723	1,420	6,404
Young Adult	576	14,620	474	4,147
Other	1,076	42,439	5	144
Total	3,661	131,782	1,899	10,695
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	24,396
16.2a Total Number of Unexpired Non-resident Users Cards	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	24,396
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	200,073
17.2 Current Print Serial Subscriptions [PLSC 460]	390
17.3 Total Print Materials (17.1+17.2)	200,463
17.4 E-books Held at end of the fiscal year [PLSC 451]	62,492
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	26,035
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	32,286
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	45,248
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] ²	3,066

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	65
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	78

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	460,276
18.2 Number of young adult materials loaned	42,313
18.3 Number of children's materials loaned [PLSC 551]	355,316
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	857,905

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	423,242
18.6 Videos/DVDs- Physical	238,587
18.7 Audios (include music)- Physical	43,431
18.8 Magazines/Periodicals- Physical	11,030
18.9 Other Items- Physical	51,042
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	767,332
18.11 Use of Electronic Materials [PLSC 552]	88,573
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	855,905
18.13 Successful Retrieval of Electronic Information [PLSC 554]	49,992
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	138,565
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	905,897
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	81,880
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	66,075

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	49,109
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	950
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	291
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	169
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1gbps
21.3 What is the monthly cost of the library's internet access?	\$3,322
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	136
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	71,682
21.6 Wireless Sessions Per Year [PLSC 652]	216,585
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	309,813

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We do not wish to apply filters

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$17,377
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,481.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We purchase maker technology and added a Maker Space section to our Studio 300.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	It would be nice to have the ability to print out a side by side comparison of this year and last year.

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Kathryn J. Spindel
25.4 Second board member completing the audit	Marcelo Valencia
25.5 Date the Secretary's Audit was completed	07/08/2019

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Paul Mills	
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

- 1. Select the "Verify" button located at the top of the screen.**
- 2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.**
- 3. Select the "Submit/Lock" button at the top of the page.**

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 2.14 Bookmobile was out of service due to maintenance issues for a month (0-2019-07-16)

², 17.6b Added Kanopy to our available resources (0-2019-07-17)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT PHOTOGRAPHY AND FILMING POLICY

The Fountaindale Public Library District has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the District has adopted the following policy regarding the taking of photographs or videos inside the library building and inside its vehicles.

GENERAL POLICY

Permission is not required for taking photographs or videos in public areas of the library building and vehicles for personal, noncommercial use if no tripods, lights, or other specialized equipment are used.

However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, written requests must be made at least 24 hours in advance to the Executive Director or his/her designee. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy; (ii) harass, intimidate, or threaten a patron or staff member; (iii) block library aisles, walkways, stairwells, doors, or exits or otherwise compromise life safety mandates; (iv) violate federal or state criminal statutes or local ordinances; (v) violate election laws when the Library is being used as a voting location.

EXTERIOR PHOTOGRAPHY AND VIDEOS

Taking photographs and videos outside of the library building and/or of the library grounds and vehicles does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building or vehicles or otherwise compromise life safety mandates.

COMMERCIAL PHOTOGRAPHY AND VIDEOS

The District may permit use of its facilities and vehicles for the taking of commercial photographs or videos if the project does not interfere with the mission of the District and is in accordance with the rest of this policy. The District may charge a fee to offset costs incurred by the library to provide access to the facility and prior permission of the Executive Director (or his/her designee) must be sought at least one week in advance.

PHOTOGRAPHY AND VIDEOS OF MATERIALS AND RESOURCES

The District permits the taking of photographs and videos of its publicly available collections. However, persons taking photographs and videos are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

DISTRICT PHOTOGRAPHY, VIDEOS, AND RECORDING

The District may take and share photos, videos, and audio recordings including patron created content as part of a program at the library and during library events and programs to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video recording or audio recording of them or their child must inform a library staff member prior to or while such photographs or videos or audio recordings are being taken.

LIBRARY BOARD MEETINGS

Pursuant to Section 2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public, subject to the reasonable rules prescribed by the Board of Trustees. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

LIABILITY

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on District property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The District undertakes no responsibility for obtaining these releases or permissions.

COMPLIANCE WITH POLICY

The District reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

FAILURE TO COMPLY

Failure to comply with Library policies, rules and regulations (including this policy) will be grounds for suspension of library privileges for up to six months.

DAMAGES AND LIABILITY

Any individual using the library shall be held responsible for willful or accidental damage to the Library building, grounds, collections, furniture, or vehicles caused by the individual or group.

APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Public Library District will review the Photography and Filming 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 photography and filming within the Library.

Any appeals for changes to, or exceptions to, any portion of the Photography and Filming policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing within ten (10) days of a decision. The Executive Director will respond in writing.

DRAFT AUGUST 15, 2019

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
APPROVAL FORM
FOR
TRUSTEE SERVICE WITHIN STATE OR NATIONAL ORGANIZATIONS

Date Submitted: 08/06/2019

Trustee Name:

Ruth Newell

Name of Organization:

CSK Breakfast Standing Committee

Officer/Committee Assignment(s):

CSK Committee /Breakfast standing committee (local chair)

Appointed By:

CSK President Alan Bailey

Term(s) of Service:

2 years

Statement by Trustee:

I have done the breakfast for many years and

in 2020 the Breakfast will be in Chicago and have been asked to be local person for csk standing breakfast committee

Additional Notes:

Planning Starts in mid winter in philly and the Breakfast will be in Chicago in 2020

Signature of Trustee: Ruth Newell

Date of Board Approval: _____



Shortage of skilled laborers affecting Chicago area construction projects

POSTED 9:45 PM, AUGUST 1, 2019, BY [SEAN LEWIS](#) AND [STACY FRIEDMAN](#)

CHICAGO — The summer remodeling and construction season is in full swing, but there's a problem. The lack plumbers, electricians, carpenters and other skilled laborers is putting a pinch on projects in Chicago — and beyond.

"Frankly, there aren't enough people doing this right now," David Van Osdol with Macpherson Builders said.

Van Osdol has been in the construction business for nearly 20 years. He said staying busy is great, but there's an unusually high level of frustration that comes with the lack of specially trained workers.

"I'm not a spring chicken, but I'm one of the few guys doing this, it seems," he said. Sonia Esler's north suburban house has been under construction since last August. "There have been times when he's had to explain to me that there aren't enough people to work on this project, which is very sad for us," Esler said.

"It's hard to say no, obviously, but at the same time, people always want things done at a certain time," Van Osdol said. "I've had some clients, they've come back and say they want to do this amount of work. It's like ok, that's great, as long as you can hang on and not in a big hurry, we'll do it."

The number of construction jobs increased by 21,000 in June and by more than 3% over the last 12 months, according to the U.S. Bureau of Labor Statistics. But the skilled labor shortage is creating major challenges to the construction industry.

The U.S. Chamber of Commerce's Commercial Construction Index finds firms are asking skilled workers to do 81% more work; 70% of firms are struggling to meet deadlines; and 63% of firms are increasing costs for new work. Van Osdol said he noticed the number of skilled laborers dwindling four or five years ago, and it has slowed the pace of projects. But employment experts say the trend goes back even farther.

"I would say the college boom really started probably in the mid-2000s; however, coming out of the recession, over the past nine years from 2010, it's very much so been you need a college degree in order to survive if there's ever another downturn," said Tom Gimbel, founder and CEO of the LaSalle Network, one of the top staffing and recruiting firms in the country.

Gimbel contends the combination of wear and tear on the body as a tradesperson, along with concerns about health insurance and weakening unions, are factors that may not get discussed often but certainly play roles in attracting people to careers in construction.

"They make a lot of money out of the gate. So the difference is in your first five to seven years, you may be outpacing someone with a liberal arts degree; however, it gets to a point that it caps," Gimbel said. "Unless you move into management — more money once you hit 28, 30 and on, and there's more opportunities for promotion and advancement."

Chicago Public Schools recently teamed up with the Department of Buildings to offer a construction training program for high school juniors and seniors. Students who take part will learn carpentry, electricity, welding and general construction. It will include paid work experiences and high school credit.

Fountaindale Public Library District

Cash and Investment

July 31, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$721,236.92	\$804,938.12
Cash Checking/Payroll	\$31,492.47	\$151,623.91	\$183,116.38
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$872,990.08	\$990,483.75
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$2,244,679.39)	\$5,864,640.17
Investment - General/IL Funds/MM	\$67,203.39	\$2,992.03	\$70,195.42
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$29,435.25	\$58,428.91
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$87,741.20	\$2,046,739.52
Investment - Working Cash/BMO Harris MM	\$878.27	\$1,076,070.02	\$1,076,948.29
Investments - Working Cash/Madison	\$629,365.30	(\$629,365.30)	\$0.00
Investment - Working Cash/MM	\$22,179.12	(\$22,179.12)	\$0.00
Investment - Morgan Stanley - CD/Bond	\$416,621.26	(\$416,621.26)	\$0.00
Investment - Special Reserve/PMA	\$11,258,640.05	\$4,010,309.11	\$15,268,949.16
Total Investments	\$22,492,198.93	\$1,893,702.54	\$24,385,901.47
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$164,177.09)	\$940,965.94
Total Bond Fund	\$1,105,143.03	(\$164,177.09)	\$940,965.94
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	\$4,499.70	\$10,635.52
Total Building Project Fund	\$553,719.45	(\$543,083.93)	\$10,635.52
Total Cash and Investments	\$24,268,555.08	\$2,059,431.60	\$26,327,986.68

Special Res. PMA - 2.31%
General - IL Fund - 2.397%
Money Market BMO Harris - 2.493%

Fountaindale Public Library District

Revenue Report

July 31, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	\$34,608.35	\$34,608.35	0.00 %	\$0.00	(\$34,608.35)
Property Tax Dupage 2018 - Est.	\$2,457.36	\$2,457.36	0.00 %	\$0.00	(\$2,457.36)
Property Tax Will - 2017	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Property Tax Dupage - 2017	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Other Tax	\$21,004.79	\$21,004.79	18.75 %	\$112,040.00	\$91,035.21
Interest	\$28,572.70	\$28,572.70	7.11 %	\$402,030.00	\$373,457.30
Fines	\$7,558.53	\$7,558.53	11.63 %	\$65,000.00	\$57,441.47
Copy Machines	\$858.49	\$858.49	10.73 %	\$8,000.00	\$7,141.51
Fax Machine	\$877.81	\$877.81	12.54 %	\$7,000.00	\$6,122.19
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,441.16	\$2,441.16	12.21 %	\$20,000.00	\$17,558.84
Miscellaneous	\$3,575.02	\$3,575.02	31.09 %	\$11,500.00	\$7,924.98
Reimbursements	\$1.84	\$1.84	0.04 %	\$4,500.00	\$4,498.16
Board Reimbursements	\$0.00	\$0.00	0.00 %	\$250.00	\$250.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$0.00	0.00 %	\$84,854.00	\$84,854.00
Total Operating Funds	\$101,956.05	\$101,956.05	14.25 %	\$715,474.00	\$613,517.95
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$22.50	\$22.50	0.00 %	\$0.00	(\$22.50)
Total Building Project Fund	\$22.50	\$22.50	0.00 %	\$0.00	(\$22.50)
Bond Fund					
Property Tax - Will 2018 - Est.	\$9,273.23	\$9,273.23	0.00 %	\$0.00	(\$9,273.23)
Property Tax - Dupage 2018 - Est.	\$663.24	\$663.24	0.00 %	\$0.00	(\$663.24)
Property Tax - Will 2017	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Property Tax - Dupage 2017	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Bond Fund	\$2,389.14	\$2,389.14	0.00 %	\$0.00	(\$2,389.14)
Interest Rebate Payment - BAB	\$83,055.79	\$83,055.79	0.00 %	\$0.00	(\$83,055.79)
Total Bond Fund	\$95,381.40	\$95,381.40	0.00 %	\$0.00	(\$95,381.40)
Total Revenue	\$197,359.95	\$197,359.95	27.58 %	\$715,474.00	\$518,114.05

Fountaindale Public Library District

Expenditure Report

JULY 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$340,843.23	\$340,843.23	7.03 %	\$4,848,800.00	\$4,507,956.77
Contractual Services	\$78,464.26	\$78,464.26	13.11 %	\$598,500.00	\$520,035.74
Supplies & Utilities	\$32,007.01	\$32,007.01	5.33 %	\$600,400.00	\$568,392.99
Library Materials	\$20,214.43	\$20,214.43	1.63 %	\$1,238,967.00	\$1,218,752.57
Capital Expenditures	\$3,119.00	\$3,119.00	0.27 %	\$1,157,900.00	\$1,154,781.00
Miscellaneous	\$973.35	\$973.35	1.30 %	\$75,000.00	\$74,026.65
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Total General Fund Expenditures	\$475,621.28	\$475,621.28	5.53 %	\$8,604,671.00	\$8,129,049.72
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00 %	\$12,000.00	\$12,000.00
Liability Insurance Fund Expenditures	\$0.00	\$0.00	0.00 %	\$95,500.00	\$95,500.00
Soc Sec/IMRF Fund Expenditures	\$47,210.63	\$47,210.63	6.13 %	\$770,000.00	\$722,789.37
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$8,634.28	\$8,634.28	2.69 %	\$321,000.00	\$312,365.72
Total Other Fund Expenditures	\$55,844.91	\$55,844.91	4.66 %	\$1,198,540.00	\$1,142,695.09
Total Expenditures - Operating Funds	\$531,466.19	\$531,466.19	5.42 %	\$9,803,211.00	\$9,271,744.81
Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$10,613.00	\$10,613.00
Total Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$10,613.00	\$10,613.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$800,000.00	\$800,000.00
Interest Payment - 2008	\$16,800.00	\$16,800.00	50.00 %	\$33,600.00	\$16,800.00
Principal Payment - 2009	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2009	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - Bond 2009B	\$252,987.50	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$90,000.00	\$90,000.00
Interest Payment - 2016A	\$94,700.00	\$94,700.00	50.00 %	\$189,400.00	\$94,700.00
Escrow Expenditures	\$0.00	\$0.00	0.00 %	\$3,000,000.00	\$3,000,000.00
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$870,000.00	\$870,000.00
Interest Payment - 2018	\$237,525.00	\$237,525.00	50.00 %	\$475,050.00	\$237,525.00
Total Bond Fund Expenditures	\$602,012.50	\$602,012.50	10.09 %	\$5,964,025.00	\$5,362,012.50
Total	\$602,012.50	\$602,012.50	10.08 %	\$5,974,638.00	\$5,372,625.50

Fountaindale Public Library District
Expenditure Report
JULY 31, 2019

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Total Expenditures - All Funds	<u>\$1,133,478.69</u>	<u>\$1,133,478.69</u>	<u>7.18 %</u>	<u>\$15,777,849.00</u>	<u>\$14,644,370.31</u>

Fountaindale Public Library District

Bills Paid - Operating Account

AUGUST- 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Adriana Alvarez	Per Diem - Play Make Learn Conference - 08/08/2019 to 08/09/2019	08/01/2019	52034	1-4173-10	\$91.50
Adriana Alvarez	Per Diem - Play Make Learn Conference - 08/08/2019 to 08/09/2019 - Remaining Balance	08/01/2019	52041	1-4173-10	\$61.00
AFLAC	Employer Insurance Contribution - JULY 2019	08/01/2019	769	1-4192-10	\$20.15
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - AUGUST 2019	08/01/2019	52035	1-4192-10	\$25,204.40
Dearborn National Life Insurance Company	Employer Insurance Contribution - AUGUST 2019	08/01/2019	52036	1-4192-10	\$468.54
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - AUGUST 2019	08/01/2019	52037	1-4192-10	\$157.11
Home Depot	Building Operation Supplies	08/01/2019	52038	8-4357-30	\$194.85
Illinois Municipal Retirement Fund	Employer Contribution - JULY 2019	08/01/2019	771	5-4142-10	\$25,136.85
LIMRiCC Unemployment Compensation	Unemployment Insurance - 2nd Quarter Ending 06/30/2019	08/01/2019	52039	3-4143-10	\$1,042.63
Patrick Clemens	Per Diem - Play Make Learn Conference - 08/08/2019 to 08/09/2019	08/01/2019	52040	1-4173-10	\$91.50
Patrick Clemens	Per Diem - Play Make Learn Conference - 08/08/2019 to 08/09/2019 - Remaining Balance	08/01/2019	52041	1-4173-10	\$61.00
					<u>\$52,529.53</u>


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - JULY 2019
 Gross Payroll \$308,642.26
 FICA \$23,046.89
 Total Gross Payroll & FICA **\$331,689.15**

Fountaindale Public Library District
Bills Payable Report
August 15, 2019

General Fund Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC	Bkm Vehicle Charger - Directional Bore & Wire Island Install	12015	1-4661-30	\$ 6,275.00
	<i>Totals for ABCO Electrical Construction & Design LLC</i>			\$ 6,275.00
Adam Montes	Reimburse - Blckbd Uni. Meal Expense - 7/10/19	AM071819	1-4173-10	5.23
	<i>Totals for Adam Montes</i>			\$ 5.23
Allyse Schiller	Reimburse - Blckbd Uni. Meal Expense - 7/10/19	AS071819	1-4173-10	6.67
	Per Diem - 2019 IGFOA Conf. - 9/8/19-9/10/19	AS080219	1-4173-10	192.50
	Mileage - 7/5/19 - 7/31/19	AS073119	1-4171-10	23.78
	Educ. Reimburse - Accounting w/Quickbooks	AS073019	1-4151-10	502.00
	<i>Totals for Allyse Schiller</i>			\$ 724.95
Amazon	Finance - Mgr Shredder	A106-1819	1-4351-10	187.25
	Finance - Mgr 4yr Shredder Protection Plan	A106-1819	1-4351-10	21.99
	ATSD - Corks Program Supplies	A100-1819	1-4353-24	90.93
	ATSD - KPOP Dance & Teen Cosmic Art Program Supplies	A102-1819	1-4353-24	7.69
	ATSD - KPOP Dance & Teen Cosmic Art Program Supplies	A102-1819	1-4353-24	9.99
	ATSD - Make A Mess 7/11/19 Supplies	A103-1819	1-4353-24	20.00
	ATSD - KPOP Dance & Teen Cosmic Art Program Supplies	A102-1819	1-4353-24	245.30
	ATSD - Vortex Game/Piece Replacements	A104-1819	1-4353-24	14.69
	ATSD - Make A Mess 7/11/19 Supplies	A103-1819	1-4353-24	108.28
	ATSD - Vortex Game/Piece Replacements	A104-1819	1-4353-24	179.55
	ATSD - Vortex Game/Piece Replacements	A104-1819	1-4353-24	7.50
	ATSD - 100 ft. Tablecover	A105-1819	1-4353-24	80.34
	Books - Adult Fiction	0660346-AUG	1-4540-26	97.12
	Books - Adult Non-Fiction	0660346-AUG	1-4541-26	14.99
	DVD - Adult	0660346-AUG	1-4557-26	60.76
	Studio - Blue PLA	A88-1819	1-4371-27	18.99
	Studio - Light Pollution Filter	A99-1819	1-4568-27	39.95
	<i>Totals for Amazon</i>			\$ 1,205.32
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - August 2019	INV262910	1-4253-10	183.40
	<i>Totals for AmeriFlex Business Solutions</i>			\$ 183.40

Fountaindale Public Library District
Bills Payable Report
August 15, 2019

<u>General Fund</u>				Page 2
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Andrew Gothelf	Refund - Sideways Stories Wayside School	30401527430460	1-3310-10	\$ 13.60
	<i>Totals for Andrew Gothelf</i>			<u>\$ 13.60</u>
ArchiveSocial, Inc.	Automated Systems	8061	1-4631-14	2,388.00
	<i>Totals for ArchiveSocial, Inc.</i>			<u>\$ 2,388.00</u>
Arlene Hernando	Refund - Cultureshock! Singapore: Survival Guide Customs	30401527314599	1-3310-10	13.20
	<i>Totals for Arlene Hernando</i>			<u>\$ 13.20</u>
Association of Bookmobile and Outreach	Boyer - 2019 ABOS Conference Reg. - 10/23/19-10/25/19	00936	1-4151-10	300.00
	Thompson - 2019 ABOS Conference Reg.- 10/23/19-10/25/19	00935	1-4151-10	200.00
	<i>Totals for Association of Bookmobile and Outreach Services</i>			<u>\$ 500.00</u>
AT & T	Internet - July 2019	7115878405	1-4314-14	1,363.57
	<i>Totals for AT & T</i>			<u>\$ 1,363.57</u>
AT & T Mobility - National Business Services	Telephone Service - 6/22/19-7/21/19	15205008	1-4311-14	253.27
	<i>Totals for AT & T Mobility - National Business Services</i>			<u>\$ 253.27</u>
Baker & Taylor - C009233	Library Materials - Processing Cost	5015598042	1-4518-26	4.60
	Library Materials - Processing Cost	5015580336	1-4518-26	6.90
	Library Materials - Shipping Costs	5015580336	1-4519-26	1.12
	Library Materials - Shipping Costs	5015598042	1-4519-26	0.48
	Books - Adult Non-Fiction	5015580336	1-4541-26	224.46
	Books - Adult Non-Fiction	5015598042	1-4541-26	96.04
	<i>Totals for Baker & Taylor - C009233</i>			<u>\$ 333.60</u>
Baker & Taylor - L030107	ATSD - Summer Adventure Book Prizes	2034657144	1-4353-24	22.87
	<i>Totals for Baker & Taylor - L030107</i>			<u>\$ 22.87</u>

Fountaindale Public Library District
Bills Payable Report
August 15, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	Library Materials - Shipping Costs	2034673743	1-4519-29	\$ 0.78
	Library Materials - Shipping Costs	2034673868	1-4519-29	2.14
	Library Materials - Shipping Costs	2034676224	1-4519-29	1.77
	Library Materials - Shipping Costs	2034657132	1-4519-26	0.92
	Library Materials - Processing Cost	2034673743	1-4518-29	7.70
	Library Materials - Processing Cost	2034673868	1-4518-29	15.60
	Library Materials - Processing Cost	2034676224	1-4518-29	13.50
	Library Materials - Processing Cost	2034657132	1-4518-26	3.25
	Books - Juvenile World Languages	2034673743	1-4526-29	20.43
	Books - Adult World Languages	2034673743	1-4525-26	15.57
	Books - Adult Fiction	2034657132	1-4540-29	15.52
	Books - Adult Fiction	2034673743	1-4540-29	31.04
	Books - Adult Large Print	2034657132	1-4543-29	61.73
	Books - Adult Large Print	2034673743	1-4543-29	82.10
	Books - Juvenile Fiction	2034657132	1-4544-29	64.49
	Books - Juvenile Fiction	2034676224	1-4544-29	339.38
	Books - Juvenile Non-Fiction	2034657132	1-4545-29	31.56
	Books - Juvenile Non-Fiction	2034673743	1-4545-29	7.79
	Books - Juvenile Non-Fiction	2034676224	1-4545-29	13.99
	Books - Juvenile Easy	2034657132	1-4546-29	10.34
	Books - Juvenile Easy	2034673868	1-4546-29	427.84
<i>Totals for Baker & Taylor - L420685</i>				<u>\$ 1,167.44</u>

Fountaindale Public Library District
Bills Payable Report
August 15, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult World Languages	2034643196	1-4525-26	\$ 13.17
	Books - Adult World Languages	2034663630	1-4525-26	11.99
	Books - Adult World Languages	2034665380	1-4525-26	30.54
	Books - Juvenile World Languages	2034663630	1-4526-26	6.64
	Books - Juvenile World Languages	2034665380	1-4526-26	20.68
	Library Materials - Processing Cost	2034663630	1-4518-26	96.65
	Library Materials - Processing Cost	2034665380	1-4518-26	88.55
	Library Materials - Processing Cost	2034670225	1-4518-26	122.05
	Library Materials - Processing Cost	2034674330	1-4518-26	21.45
	Library Materials - Processing Cost	2034676792	1-4518-26	49.32
	Library Materials - Processing Cost	2034680900	1-4518-26	86.75
	Library Materials - Processing Cost	2034643196	1-4518-29	13.40
	Library Materials - Shipping Costs	2034663630	1-4519-26	8.75
	Library Materials - Shipping Costs	2034665380	1-4519-26	10.37
	Library Materials - Shipping Costs	2034680900	1-4519-26	11.70
	Library Materials - Shipping Costs	2034638588	1-4519-26	14.60
	Library Materials - Processing Cost	2034638588	1-4518-26	180.90
	Library Materials - Shipping Costs	2034643196	1-4519-29	1.42
	Professional Books	2034663630	1-4538-26	45.00
	Books - Adult Fiction	2034638588	1-4540-26	2,473.21
	Books - Adult Non-Fiction	2034638588	1-4541-26	61.64
	Books - Adult Non-Fiction	2034643196	1-4541-26	54.59
	Books - Adult Non-Fiction	2034663630	1-4541-26	311.12
	Books - Adult Non-Fiction	2034665380	1-4541-26	77.43
	Books - Adult Non-Fiction	2034670225	1-4541-26	46.92
	Books - Adult Non-Fiction	2034674330	1-4541-26	16.67
	Books - Adult Non-Fiction	2034676792	1-4541-26	919.22
	Books - Adult Non-Fiction	2034680900	1-4541-26	202.61
	Books - Adult Fiction	2034643196	1-4540-26	168.36
	Books - Adult Fiction	2034663630	1-4540-26	786.52
	Books - Adult Fiction	2034665380	1-4540-26	157.54
	Books - Adult Fiction	2034670225	1-4540-26	50.21
	Books - Adult Fiction	2034674330	1-4540-26	51.38
	Books - Adult Fiction	2034676792	1-4540-26	31.06
	Books - Adult Fiction	2034680900	1-4540-26	368.81
	Books - Adult Large Print	2034643196	1-4543-26	47.44
	Books - Adult Large Print	2034663630	1-4543-26	35.90
	Books - Adult Large Print	2034665380	1-4543-26	308.96

Fountaindale Public Library District
Bills Payable Report
August 15, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Large Print	2034674330	1-4543-26	\$ 50.83
	Books - Adult Large Print	2034676792	1-4543-26	29.44
	Books - Adult Large Print	2034680900	1-4543-26	96.48
	Books - Juvenile Fiction	2034638588	1-4544-26	251.00
	Books - Juvenile Fiction	2034663630	1-4544-26	428.61
	Books - Juvenile Fiction	2034665380	1-4544-26	657.24
	Books - Juvenile Fiction	2034670225	1-4544-26	569.07
	Books - Juvenile Fiction	2034674330	1-4544-26	13.20
	Books - Juvenile Fiction	2034676792	1-4544-26	65.85
	Books - Juvenile Fiction	2034680900	1-4544-26	33.90
	Books - Juvenile Non-Fiction	2034663630	1-4545-26	100.39
	Books - Juvenile Non-Fiction	2034665380	1-4545-26	22.98
	Books - Juvenile Non-Fiction	2034670225	1-4545-26	815.79
	Books - Juvenile Non-Fiction	2034674330	1-4545-26	259.78
	Books - Juvenile Non-Fiction	2034676792	1-4545-26	139.90
	Books - Juvenile Non-Fiction	2034680900	1-4545-26	62.80
	Books - Juvenile Easy	2034638588	1-4546-26	11.89
	Books - Juvenile Easy	2034663630	1-4546-26	13.27
	Books - Juvenile Easy	2034665380	1-4546-26	799.44
	Books - Juvenile Easy	2034670225	1-4546-26	1,547.85
	Books - Juvenile Easy	2034676792	1-4546-26	28.74
	Books - Juvenile Easy	2034680900	1-4546-26	1,575.30
	Books - Young Adult/Fiction	2034638588	1-4548-26	35.50
	Books - Young Adult/Fiction	2034663630	1-4548-26	10.34
	Books - Young Adult/Non-Fiction	2034638588	1-4549-26	51.28
	Books - Young Adult/Non-Fiction	2034674330	1-4549-26	7.79
	Books - Adult Large Print	2034638588	1-4543-26	35.90
	<i>Totals for Baker & Taylor - L420686</i>			\$ 14,718.08
Barbara J. Potempa				
	Refund - Fix-it & Enjoy it! 5 - Ingredient Recipes	30401526502319	1-3310-10	15.20
	<i>Totals for Barbara J. Potempa</i>			\$ 15.20
Bibliotheca, LLC				
	3M Cloud Subscription Platform Fee - 7/1/19-6/30/20	INV-US22063	1-4520-26	1,000.00
	<i>Totals for Bibliotheca, LLC</i>			\$ 1,000.00

Fountaindale Public Library District
Bills Payable Report
August 15, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	Audiobooks - Adult	1127442	1-4551-26	\$ 217.44
	Audiobooks - Adult	1126446	1-4551-26	74.98
	<i>Totals for Blackstone Publishing</i>			\$ 292.42
Bolingbrook Park District				
	Program - Zumba - 8/20/19	BPD082019	1-4571-24	75.00
	<i>Totals for Bolingbrook Park District</i>			\$ 75.00
Bolingbrook Signs + Apparel				
	Ice Cream Social Sponsorship & Yard Signs	10074	1-4731-10	235.00
	FPLD Business Cards - Boyer, Raleigh - 250 each	10126	1-4351-10	80.00
	FPLD Business Cards - Arellano, Khan, Purrazzo - 250 each	10199	1-4351-10	120.00
	<i>Totals for Bolingbrook Signs + Apparel</i>			\$ 435.00
BookPage				
	Periodicals	S42527	1-4511-26	1,920.00
	<i>Totals for BookPage</i>			\$ 1,920.00
Brooks Cafe				
	July Board Meeting Food - 7/18/19 - PO5973-1920	13303	1-4355-16	44.00
	Donuts w/Director Coffee - 7/23/19 - PO5974-1920	13304	1-4715-10	12.00
	<i>Totals for Brooks Cafe</i>			\$ 56.00
Call One				
	Telephone & Internet - 7/15/19-8/14/19	1139282-JULY19	1-4314-14	1,968.00
	Telephone & Internet - 7/15/19-8/14/19	1139282-JULY19	1-4312-14	856.98
	<i>Totals for Call One</i>			\$ 2,824.98
Cathryn Stanek-Whisler				
	Program - DIY: Galaxy Wine Glasses - 2nd Session - 8/14/19	CSW081419	1-4571-24	255.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 255.00
Center Point Large Print				
	Books - Adult Large Print	1703203	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			\$ 318.78

Fountaindale Public Library District

Bills Payable Report

August 15, 2019

General Fund

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Vendor name	Invoice Description	Invoice #	Account #	Amount
Chase Card Services				
	American Girl - CSD - Circulating Doll, Book, Accessories	N5815-AUG19	1-4575-10	\$ 128.00
	Panera - 2019 Genre Fiction Fest Breakfast - 7/20/19	N5815-AUG19	1-4711-10	101.00
	Jewel - July Birthday Cake	N5815-AUG19	1-4711-10	38.99
	Beggars Pizza - Ice Cream Social - Staff Dinner - 7/29/19	N5815-AUG19	1-4711-10	220.00
	Will Co Health Dept - Ice Cream Social Permits - 7/29/19	N5815-AUG19	1-4711-10	125.00
	Panera - 2019 Genre Fiction Fest Breakfast - 7/21/19	N5815-AUG19	1-4711-10	117.00
	Beggars Pizza - 2019 Genre Fiction Fest Dinner - 7/19/19	N5815-AUG19	1-4711-10	220.00
	Mailchimp - Monthly Subscription	N5815-AUG19	1-4731-10	65.00
	Woobox - Monthly Subscription	N5815-AUG19	1-4731-10	29.00
	Meetup - Adult Programs Promotion	N5815-AUG19	1-4731-10	98.94
	Iconosquare - Annual Instagram Analytics Subscription	N5815-AUG19	1-4731-10	149.00
	Displays2Go - Lucky Day Collect/Promo 18x24 Poster Stand	N5815-AUG19	1-4731-10	195.62
	Shutterstock - 5 Promo Images	N5815-AUG19	1-4731-10	49.00
	Facebook - Promo Ads	N5815-AUG19	1-4731-10	79.90
	ILA - Pottle - 2019 ILA Conf. Reg. - 10/22/19-10/24/19	N5815-AUG19	1-4151-10	275.00
	EDU Out - Alvarez, Clemens Play, Make, Learn Reg 8/8-8/9/19	N5815-AUG19	1-4151-10	350.00
	Mgmt Assoc IL - Pottle - Employment Law Conf Reg - 9/26/19	N5815-AUG19	1-4151-10	445.00
	Outreach - "Make-A-Mess Fest" Eggs Program Supplies	N5815-AUG19	1-4353-28	3.80
	Hobby Lobby - CSD - "Let's Create" Program Supplies	N5815-AUG19	1-4353-20	65.74
	Meijer - CSD - Harry Potter Birthday Supplies & Snacks	N5815-AUG19	1-4353-20	29.72
	Shutterfly - New Staff Welcome Cards	N5815-AUG19	1-4256-10	87.61
	Blinds.com - Bkm Mini Blind	P3672-AUG19	1-4235-29	26.49
	Cheddar's - Pinnacle Meeting - 7/19/19	P3664-AUG19	1-4715-10	92.77
	Wordpress - 1 Yr Renewal - Studio300.org Domain	N5815-AUG19	1-4571-27	18.00
	Audioblocks - Studio - Patron Use Stock Music/Sound	N5815-AUG19	1-4568-27	149.00
	Mobile Beacon - 22 Patron Hotspot Yr Renewal	N5815-AUG19	1-4348-14	2,640.00
	TechSoup - 11 New Patron Usage 4G LTE Hotspots 1 Yr Service	N5815-AUG19	1-4348-14	126.00
	Mobile Beacon - 11 New Patron Usage 4G LTE Hotspots 1 Yr	N5815-AUG19	1-4348-14	120.00
	Mobile Beacon - 11 New Patron Usage 4G LTE Hotspots 1 Yr	N5815-AUG19	1-4348-14	1,200.00
	<i>Totals for Chase Card Services</i>			\$ 7,245.58
Christine Thornton				
	Program - How to Draw Fortnite Stuff - 8/21/19	CT082119	1-4573-24	300.00
	<i>Totals for Christine Thornton</i>			\$ 300.00
Comcast Cable				
	Cable - 8/3/19-9/2/19	0367494-AUG19	1-4316-14	113.48
	<i>Totals for Comcast Cable</i>			\$ 113.48

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Daniel Hubbard	Program - Gen. Club - Developing a Sixth Census - 9/11/19	DH091119	1-4571-24	\$ 200.00
	<i>Totals for Daniel Hubbard</i>			<u>\$ 200.00</u>
Diesel Service Center	Express Van - Oil Change, Check Key Fobs - 8/6/19	D065228	1-4235-29	336.74
	<i>Totals for Diesel Service Center</i>			<u>\$ 336.74</u>
Eastern Illinois University	Lost Item - Precision Sheet Metal	2832	1-3310-30	65.00
	<i>Totals for Eastern Illinois University</i>			<u>\$ 65.00</u>
Ehlers & Associates, Inc.	Professional Services - Bonds Series 2009B	51292	1-4253-10	150.00
	<i>Totals for Ehlers & Associates, Inc.</i>			<u>\$ 150.00</u>
Elite Chess Inc	Program - Chess Club for Adults & Teens - 9/17/19	EC091719	1-4571-24	90.00
	<i>Totals for Elite Chess Inc</i>			<u>\$ 90.00</u>
Elite Detailing Services, Inc.	Bookmobile & Van - Wash Inside & Outside - 7/26/19	7DGREG78	1-4235-29	195.00
	<i>Totals for Elite Detailing Services, Inc.</i>			<u>\$ 195.00</u>
Elizabeth Portillo	Program - Conversational ESL for Adults - 9/10/19	EP091019	1-4571-24	40.00
	Program - Conversational ESL for Adults - 9/17/19	EP091719	1-4571-24	40.00
	Program - Conversational ESL for Adults - 9/9/19	EP090919	1-4571-24	80.00
	Program - Conversational ESL for Adults - 9/16/19	EP091619	1-4571-24	80.00
	<i>Totals for Elizabeth Portillo</i>			<u>\$ 240.00</u>
Findaway World, LLC	Audiobooks - Adult	289978	1-4551-26	419.31
	Audiobooks - Adult	291785	1-4551-26	55.73
	Audiobooks - Adult	291935	1-4551-26	514.89
	Playaway - Juvenile	292000	1-4562-29	367.14
	<i>Totals for Findaway World, LLC</i>			<u>\$ 1,357.07</u>
Fun Express LLC	ATSD - Star Wars Program Supplies	697281087-01	1-4353-24	50.09
	<i>Totals for Fun Express LLC</i>			<u>\$ 50.09</u>

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Gale/Cengage Learning				
	Books - Adult Large Print	67416597	1-4543-26	\$ 139.45
	Books - Adult Large Print	67425254	1-4543-26	83.97
	Books - Adult Large Print	67424893	1-4543-26	134.95
	Books - Adult Large Print	67426885	1-4543-26	75.72
	Books - Adult Large Print	67425686	1-4543-26	48.73
	Books - Adult Large Print	67426136	1-4543-26	45.73
	Electronic Audiobooks & Books	67450042	1-4520-26	543.40
	<i>Totals for Gale/Cengage Learning</i>			\$ 1,071.95
Gypsy Martine-Tetzloff				
	Refund - Wonder	31556003921784	1-3310-10	16.20
	<i>Totals for Gypsy Martine-Tetzloff</i>			\$ 16.20
HR Source				
	Pottle - HR Roundtable Series for Libraries - 2019-2020	9861	1-4151-10	250.00
	<i>Totals for HR Source</i>			\$ 250.00
IHLS-OCLC				
	Catalog Management	19643	1-4272-12	5,135.85
	<i>Totals for IHLS-OCLC</i>			\$ 5,135.85
Illinois American Water				
	Fire Protection - 6/20/19-8/19/19	1025-21000308946E	1-4331-30	43.30
	Irrigation - 6/20/19-7/18/19	1025-21000308991E	1-4331-30	1,334.32
	<i>Totals for Illinois American Water</i>			\$ 1,377.62
Illinois American Water/Bolingbrook				
	Water & Sewer - 6/20/19-7/18/19	1025-21000308831E	1-4331-30	913.67
	<i>Totals for Illinois American Water/Bolingbrook</i>			\$ 913.67
Illinois Library Association				
	Membership - Arellano - 9/30/19-9/30/20	166804	1-4161-10	100.00
	Membership - Korczak - 7/31/19-7/31/20	166969	1-4161-10	200.00
	Membership - Mills - 7/31/19-7/31/20	166993	1-4161-10	250.00
	<i>Totals for Illinois Library Association</i>			\$ 550.00
Ilya Kabirot				
	Program - Great Reads Book Club - 8/28/19	IK082819	1-4571-24	75.00
	<i>Totals for Ilya Kabirot</i>			\$ 75.00

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Industrial Appraisal Company	Professional Services - Insurable Values Report	2-693-075	1-4253-10	\$ 325.00
	<i>Totals for Industrial Appraisal Company</i>			\$ 325.00
Ingram Library Services	Video Games - YA	40664077	1-4563-26	151.94
	Video Games - YA	40664075	1-4563-26	94.98
	Video Games - YA	40664074	1-4563-26	37.99
	Video Games - Juvenile	40664073	1-4564-26	199.45
	Video Games - Adult	40664076	1-4565-26	170.95
	Video Games - Adult	41012221	1-4565-26	75.98
	<i>Totals for Ingram Library Services</i>			\$ 731.29
ITsavvy LLC	Time & Materials Service Call - Comm. Poster Printer Repair	05043788	1-4253-14	175.00
	Adobe Team/Shared Device/Pro DC 12 Month Subscriptions	01126397	1-4631-14	13,851.00
	HP ProBook 450 G6	01120791	1-4641-14	795.00
	<i>Totals for ITsavvy LLC</i>			\$ 14,821.00
Jeffrey P. Fisher	Mileage - Soon to Be Famous Mtg - 7/18/19	JF072319	1-4171-10	13.92
	<i>Totals for Jeffrey P. Fisher</i>			\$ 13.92
Jennie Nguyen	Mileage - 6/18/19	JN070819	1-4171-10	1.97
	Reimburse - Blckbd Uni. Meal Expense - 7/10/19	JN070819	1-4173-10	11.34
	Reimburse - Bank & Audit RFP Lunch Mtg	JN080619	1-4715-10	37.48
	<i>Totals for Jennie Nguyen</i>			\$ 50.79
John Matysek	Reimburse - Replacement Dell LCD Screen & HP Battery	JM080619	1-4354-14	70.95
	<i>Totals for John Matysek</i>			\$ 70.95
Kanopy	Electronic Audio Visual	159881-PPU	1-4523-26	327.00
	Electronic Audio Visual	162419 - PPU	1-4523-26	354.00
	<i>Totals for Kanopy</i>			\$ 681.00
kd Repair	Bkm Transfer Switch Replacement - 7/10/19	29086	1-4235-29	1,032.17
	<i>Totals for kd Repair</i>			\$ 1,032.17

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Kellie Chase				
	Program - 6 Sewing Classes - 9/10/19	KC091019	1-4571-24	\$ 175.00
	Program - 6 Sewing Classes - 8/20/19	KC082019	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 350.00
Konica Minolta Business Solutions U.S.A., Inc.				
	Maintenance - 7/15/19-8/14/19	9005880100	1-4234-14	323.84
	Copy Overage - 6/15/19-7/14/19	9005876890	1-4234-14	1,000.87
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,324.71
Konica Minolta Premier Finance				
	Leased Equipment - Aug 2019	391889128	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,616.00
Kurt Barauskas				
	Refund - Kinesiology for Dummies	319070032499595	1-3310-10	24.99
	<i>Totals for Kurt Barauskas</i>			\$ 24.99
KVCC Library-ILL				
	Lost Item - Precision Sheet Metal: Blueprint Reading	ILL195498366	1-3310-30	25.00
	<i>Totals for KVCC Library-ILL</i>			\$ 25.00
Lands' End Business Outfitters				
	Staff Polos	SIN7554437	1-4711-10	223.67
	<i>Totals for Lands' End Business Outfitters</i>			\$ 223.67
Laura Didier				
	Mileage - 7/1/19-7/31/19	LD080119	1-4171-10	69.45
	<i>Totals for Laura Didier</i>			\$ 69.45
Leandra Pottle				
	Educ. Reimburse - Google Cert. Educator Lvl 2 Exam	LP072919	1-4151-10	25.00
	<i>Totals for Leandra Pottle</i>			\$ 25.00
Library Ideas LLC				
	Books - Juvenile Easy	70816	1-4546-26	689.10
	Electronic Audio Visual	68710	1-4523-26	14,500.00
	Books - Juvenile Easy	70816	1-4546-29	689.10
	<i>Totals for Library Ideas LLC</i>			\$ 15,878.20
Luis Uribe				
	Refund - Cars 3	30404100040300	1-3310-10	29.99
	<i>Totals for Luis Uribe</i>			\$ 29.99

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Marilyn A. Burt	Program - DIY: Paint on Pine - 8/6/19	MB080619	1-4571-24	\$ 375.00
	<i>Totals for Marilyn A. Burt</i>			<u>\$ 375.00</u>
Marleigha Evans	Mileage -3/8/19-5/22/19	ME080119	1-4171-10	17.46
	<i>Totals for Marleigha Evans</i>			<u>\$ 17.46</u>

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Midwest Tape				
	Audiobooks - Adult	97580863	1-4551-26	\$ 112.58
	Audiobooks - Adult	97691383	1-4551-26	42.29
	Audiobooks - Adult	97691391	1-4551-26	285.74
	Audiobooks - Adult	97693059	1-4551-26	45.29
	Audiobooks - Adult	97693125	1-4551-26	95.87
	Audiobooks - Adult	97665758	1-4551-26	45.29
	Audiobooks - Adult	97666572	1-4551-26	45.29
	Audiobooks - Adult	97665751	1-4551-26	40.29
	Audiobooks - Adult	97632433	1-4551-26	40.29
	Audiobooks - Adult	97621634	1-4551-26	50.29
	Audiobooks - Adult	97638534	1-4551-26	35.29
	Audiobooks - Adult	97658143	1-4551-26	50.29
	Audiobooks - Adult	97658146	1-4551-26	51.29
	CD Music - Adult	97691381	1-4550-26	14.84
	CD Music - Adult	97691339	1-4550-26	12.74
	CD Music - Adult	97665759	1-4550-26	28.33
	CD Music - Adult	97666574	1-4550-26	20.24
	CD Music - Adult	97632423	1-4550-26	32.98
	CD Music - Adult	97632425	1-4550-26	12.74
	CD Music - Adult	97638533	1-4550-26	85.70
	DVD - Juvenile	97579587	1-4558-26	18.29
	DVD - Juvenile	97697060	1-4558-26	40.79
	DVD - Juvenile	97695197	1-4558-26	20.89
	DVD - Juvenile	97695196	1-4558-26	114.57
	DVD - Juvenile	97691449	1-4558-26	18.29
	DVD - Juvenile	97691793	1-4558-26	179.20
	DVD - Juvenile	97693065	1-4558-26	189.94
	DVD - Juvenile	97691386	1-4558-26	194.03
	DVD - Juvenile	97691389	1-4558-26	14.54
	DVD - Juvenile	97666578	1-4558-26	186.95
	DVD - Juvenile	97665757	1-4558-26	364.88
	DVD - Juvenile	97632426	1-4558-26	96.58
	DVD - Juvenile	97632431	1-4558-26	40.33
	DVD - Juvenile	97658153	1-4558-26	109.77
	DVD - Juvenile	97658076	1-4558-26	22.04
	DVD - Juvenile	97658077	1-4558-26	22.04
	DVD - Juvenile	97658152	1-4558-26	118.74
	DVD - Juvenile	97658147	1-4558-26	25.79

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Midwest Tape	(Cont'd)			
	DVD - Juvenile	97658144	1-4558-26	\$ 98.52
	CD Music - Juvenile	97695193	1-4554-26	14.24
	CD Music - Juvenile	97691387	1-4554-26	80.19
	CD Music - Juvenile	97693090	1-4554-26	8.24
	CD Music - Juvenile	97665756	1-4554-26	104.03
	CD Music - Juvenile	97658148	1-4554-26	59.96
	Audiobooks - Young Adult	97621636	1-4555-26	45.29
	DVD - Adult	97579588	1-4557-26	20.89
	DVD - Adult	97579589	1-4557-26	104.45
	DVD - Adult	97580860	1-4557-26	76.02
	DVD - Adult	97580861	1-4557-26	76.02
	DVD - Adult	97580862	1-4557-26	47.37
	DVD - Adult	97580864	1-4557-26	57.78
	DVD - Adult	97580865	1-4557-26	67.18
	DVD - Adult	97580867	1-4557-26	20.89
	DVD - Adult	97697062	1-4557-26	89.95
	DVD - Adult	97697061	1-4557-26	22.04
	DVD - Adult	97695195	1-4557-26	59.54
	DVD - Adult	97695198	1-4557-26	140.32
	DVD - Adult	97695199	1-4557-26	66.12
	DVD - Adult	97696377	1-4557-26	255.51
	DVD - Adult	97693074	1-4557-26	84.87
	DVD - Adult	97692617	1-4557-26	26.04
	DVD - Adult	97693133	1-4557-26	101.20
	DVD - Adult	97691280	1-4557-26	19.89
	DVD - Adult	97691282	1-4557-26	23.64
	DVD - Adult	97691338	1-4557-26	234.98
	DVD - Adult	97691382	1-4557-26	36.58
	DVD - Adult	97691384	1-4557-26	36.58
	DVD - Adult	97691388	1-4557-26	178.11
	DVD - Adult	97691390	1-4557-26	114.87
	DVD - Adult	97691398	1-4557-26	138.82
	DVD - Adult	97691394	1-4557-26	33.59
	DVD - Adult	97691397	1-4557-26	67.18
	DVD - Adult	97691395	1-4557-26	33.59
	DVD - Adult	97691396	1-4557-26	247.40
	DVD - Adult	97691392	1-4557-26	164.61
	DVD - Adult	97691393	1-4557-26	41.08

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Midwest Tape	(Cont'd)			
	DVD - Adult	97666573	1-4557-26	\$ 36.58
	DVD - Adult	97666577	1-4557-26	36.58
	DVD - Adult	97665754	1-4557-26	212.32
	DVD - Adult	97665755	1-4557-26	147.70
	DVD - Adult	97665693	1-4557-26	205.23
	DVD - Adult	97665752	1-4557-26	110.16
	DVD - Adult	97665753	1-4557-26	94.91
	DVD - Adult	97666570	1-4557-26	138.59
	DVD - Adult	97666571	1-4557-26	25.62
	DVD - Adult	97638531	1-4557-26	34.89
	DVD - Adult	97632428	1-4557-26	29.54
	DVD - Adult	97632059	1-4557-26	228.65
	DVD - Adult	97632420	1-4557-26	36.58
	DVD - Adult	97632421	1-4557-26	23.29
	DVD - Adult	97632427	1-4557-26	77.37
	DVD - Adult	97632429	1-4557-26	212.03
	DVD - Adult	97632430	1-4557-26	18.29
	DVD - Adult	97632434	1-4557-26	59.08
	DVD - Adult	97658142	1-4557-26	182.95
	DVD - Adult	97653601	1-4557-26	14.54
	DVD - Adult	97638535	1-4557-26	22.04
	DVD - Adult	97638536	1-4557-26	36.58
	DVD - Adult	97638537	1-4557-26	25.79
	DVD - Adult	97658140	1-4557-26	98.52
	DVD - Adult	97658141	1-4557-26	128.95
	DVD - Adult	97658078	1-4557-26	128.95
	DVD - Adult	97658079	1-4557-26	65.68
	DVD - Adult	97658075	1-4557-26	36.58
	DVD - Adult	97657777	1-4557-26	148.95
	DVD - Adult	97657776	1-4557-26	31.14
	DVD - Adult	97658154	1-4557-26	230.50
	DVD - Adult	97658151	1-4557-26	48.12
	DVD - Adult	97658150	1-4557-26	91.76
	DVD - Adult	97658145	1-4557-26	22.04
	CD Music - Adult	97693070	1-4550-29	14.84
	CD Music - Adult	97666579	1-4550-29	14.84
	DVD - Juvenile	97693057	1-4558-29	20.54
	DVD - Juvenile	97691399	1-4558-29	14.54

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Midwest Tape	(Cont'd)			
	DVD - Juvenile	97621637	1-4558-29	\$ 32.54
	DVD - Juvenile	97632436	1-4558-29	58.62
	DVD - Juvenile	97658155	1-4558-29	48.87
	Books - Adult World Languages	97621633	1-4525-26	29.54
	Books - Juvenile World Languages	97653604	1-4526-29	48.22
	Books - Juvenile World Languages	97653603	1-4526-29	41.43
	Books - Juvenile World Languages	97580866	1-4526-26	14.24
	Books - Juvenile World Languages	97580868	1-4526-26	22.49
	Books - Juvenile World Languages	97692052	1-4526-26	8.54
	Books - Juvenile World Languages	97691385	1-4526-26	141.48
	Books - Juvenile World Languages	97666576	1-4526-26	25.79
	Books - Juvenile World Languages	97628083	1-4526-26	16.49
	Books - Juvenile World Languages	97628081	1-4526-26	16.49
	Books - Juvenile World Languages	97632422	1-4526-26	47.83
	Books - Juvenile World Languages	97632432	1-4526-26	51.18
	Books - Juvenile World Languages	97632435	1-4526-26	47.83
	Books - Juvenile World Languages	97638539	1-4526-26	56.47
	Books - Juvenile World Languages	97653602	1-4526-26	101.47
	Books - Juvenile World Languages	97638538	1-4526-26	41.43
	<i>Totals for Midwest Tape</i>			\$ 9,979.11
Noelia Frias				
	Mileage - 3/20-5/14/19, 3/21 SHRM, 5/10 HR Source, 5/14 IMRF	NF071719	1-4171-10	56.39
	<i>Totals for Noelia Frias</i>			\$ 56.39
Paul Mills				
	Mileage - 7/12/19 LIRA Mtg	PM071219	1-4171-10	36.28
	Reimbursement - Donuts w/Director Donuts - 7/23/19	PM072319	1-4715-10	10.50
	<i>Totals for Paul Mills</i>			\$ 46.78
PeopleFacts				
	New Hire Background Checks - July 2019	33754-072019	1-4253-10	197.27
	<i>Totals for PeopleFacts</i>			\$ 197.27
Petty Cash - District				
	Comp. Com. Tower Refill - \$20 Quarters	CC080119	1-3430-30	20.00
	<i>Totals for Petty Cash - District</i>			\$ 20.00

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<u>General Fund</u>				Page 17
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
POS Supply Solutions	Thermal Roll Paper Cases	166341	1-4351-10	\$ 352.60
		<i>Totals for POS Supply Solutions</i>		<u>\$ 352.60</u>
PYOW Publishing	Program - Service is a Four-Legged Job - 9/5/19	PYOWP090519	1-4571-24	150.00
		<i>Totals for PYOW Publishing</i>		<u>\$ 150.00</u>
Reaching Across Illinois Library System (RAILS)	eRead IL Membership Fee - Axis 360 - 7/1/19-6/30/20	5973	1-4520-26	4,426.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		<u>\$ 4,426.00</u>
Rentals Unlimited	Ice Cream Social Rentals - 7/29/19	01-119915-07	1-4584-10	25.00
		<i>Totals for Rentals Unlimited</i>		<u>\$ 25.00</u>
Robert Pennor	Program - Drawing w/Pencils & Charcoals - 8/20/19	RP082019	1-4571-24	60.00
	Program - Drawing w/Pencils & Charcoals - 8/27/19	RP082719	1-4571-24	60.00
		<i>Totals for Robert Pennor</i>		<u>\$ 120.00</u>
Ronald Goldie	Program - Monthly Dungeons & Dragons Nights - 9/17/19	RG091719	1-4573-24	60.00
	Program - Monthly Dungeons & Dragons Nights - 8/20/19	RG082019	1-4573-24	60.00
		<i>Totals for Ronald Goldie</i>		<u>\$ 120.00</u>
Rowman & Littlefield	Books - Adult Non-Fiction	11177998	1-4541-26	147.52
		<i>Totals for Rowman & Littlefield</i>		<u>\$ 147.52</u>
S & S Worldwide, Inc.	ATSD Program Supplies	IN100183998	1-4353-24	177.62
	ATSD Program Supplies	IN100190118	1-4353-24	51.92
		<i>Totals for S & S Worldwide, Inc.</i>		<u>\$ 229.54</u>
Sabah Sayeed	Reimburse - Bkckbd Uni Meal Expense - 7/10/19	SS071819	1-4173-10	11.45
		<i>Totals for Sabah Sayeed</i>		<u>\$ 11.45</u>
Scholastic Inc.	CSD - 2019 Summer Reading Club Assorted Books	19706719	1-4353-20	11.88
	ATSD - 2019 Summer Adventure Prize Books	19657501	1-4575-10	19.36
		<i>Totals for Scholastic Inc.</i>		<u>\$ 31.24</u>

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General Fund Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Sebert Landscaping Inc.				
	Turf Repair & Mulch Replenishment	S500878	1-4392-30	\$ 260.00
	Lawn Maintenance - August 2019	187839	1-4392-30	1,436.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 1,696.00
Shaw Media				
	2019 BB Chamber of Commerce Summer Newsletter Ad	061910071633	1-4731-10	500.00
	<i>Totals for Shaw Media</i>			\$ 500.00
Showcases				
	CMTSD - DVD Single Poly & Insert	312887	1-4371-12	298.08
	<i>Totals for Showcases</i>			\$ 298.08
Southwest Suburban Immigrant Project				
	9/21/19 Day of the Immigrant - El Pueblo Unido Sponsorship	6016-1920	1-4731-10	500.00
	<i>Totals for Southwest Suburban Immigrant Project</i>			\$ 500.00
Stefanie Rock				
	Program - Sports Nutrition for Teen Athletes - 8/22/19	SR082219	1-4573-24	100.00
	<i>Totals for Stefanie Rock</i>			\$ 100.00
Susan K. Maddox				
	Program - Cooking Demonstration w/Chef Maddox - 8/15/19	SM081519	1-4571-24	300.00
	Program - Cooking Demonstration w/Chef Maddox - 9/12/19	SM091219	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			\$ 600.00
Swank Movie Licensing USA				
	Sgt Stubby Movie Licensing for 8/3/19 Family Movie Event	BO 1638972	1-4571-24	118.00
	<i>Totals for Swank Movie Licensing USA</i>			\$ 118.00
Tania Brenner Hess				
	Program - Terrarios Tropicales en Botellas - 9/10/19	TBH091019	1-4571-24	100.00
	<i>Totals for Tania Brenner Hess</i>			\$ 100.00
The Bugle Newspapers				
	Tentative Budget & Appropriation Ad - 7/25/19	1178187	1-4243-10	66.50
	<i>Totals for The Bugle Newspapers</i>			\$ 66.50
Today's Business Solutions, Inc.				
	Fax Program - 2nd Qtr - April-June 2019	070819-61	1-4234-14	296.32
	<i>Totals for Today's Business Solutions, Inc.</i>			\$ 296.32

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<u>General Fund</u>				Page 19
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Toni Greathouse				
	Program - Tuesdays w/Toni Book Club - 8/20/19	TG082019	1-4571-24	\$ 75.00
	Program - Tuesdays w/Toni Book Club - 9/17/19	TG091719	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			\$ 150.00
Tressler LLP				
	Legal Expense - Attorney - July 2019	406421	1-4241-10	2,299.00
	Legal Expense - Attorney - Tax Objection - July 2019	406424	1-4241-10	209.00
	<i>Totals for Tressler LLP</i>			\$ 2,508.00
Unique Management Services, Inc.				
	Collection Expense - July 2019	556674	1-4245-10	402.75
	<i>Totals for Unique Management Services, Inc.</i>			\$ 402.75
Vanguard Energy Services, LLC				
	Gas Service - 7/1/19-7/31/19	G404408080519	1-4322-30	484.94
	<i>Totals for Vanguard Energy Services, LLC</i>			\$ 484.94
Verizon Wireless				
	Telephone Service - 6/17/19-7/16/19	9834278652	1-4311-14	547.13
	<i>Totals for Verizon Wireless</i>			\$ 547.13
Warehouse Direct				
	CMTSD - Tape & Scissors	4350378-0	1-4371-12	1,262.25
	CMTSD - Tape & Scissors	4350378-0	1-4351-12	3.79
	Finance Notebook/District Supply Restock - Markers, Folders	4345582-0	1-4351-10	80.21
	District Supply Restock - Sealing Strips	4345585-0	1-4351-10	16.96
	CMTSD - N18 Stamp	4342248-0	1-4351-10	32.53
	Finance - Replacement Stamp Ink Pads	4357038-0	1-4351-10	13.16
	Outreach - Folders & Labels	4357479-0	1-4351-10	213.08
	<i>Totals for Warehouse Direct</i>			\$ 1,621.98
Will County Historical Society				
	Periodicals	2019	1-4511-26	50.00
	<i>Totals for Will County Historical Society</i>			\$ 50.00
	Total for Fund 1			\$ 119,731.35

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Liability Insurance

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Arthur J. Gallagher Risk Management Services,	Treasurer's Bond - Renewal Premium - 8/9/19-8/7/20	3083965	3-4422-10	\$ 6,200.00
<i>Totals for Arthur J. Gallagher Risk Management Services, Inc.</i>				<u>\$ 6,200.00</u>
Total for Fund 3				<u>\$ 6,200.00</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
American Floor Mats				
	CSD Mgr Office Floor Mats	985070	8-4211-30	\$ 296.69
	<i>Totals for American Floor Mats</i>			\$ 296.69
Best Quality Cleaning, Inc.				
	Cleaning Service - August 2019	29958	8-4215-30	6,921.00
	Special clean - 7/6/19 2nd Flr Men's Washroom	29727	8-4211-30	75.00
	Special clean - 7/9/19 3rd Flr Men's Washroom	29728	8-4211-30	75.00
	Special Clean - 7/10/19 1st Flr Men's Washroom	29759	8-4211-30	75.00
	Add'l Hours - 7/29/19 Ice Cream Social	29765	8-4211-30	75.00
	Special clean - 7/17/19 1st Flr Men's Washroom	29767	8-4211-30	75.00
	Special Clean - 7/30/19 1st Flr Men's Washroom	30080	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,371.00
Calumet Decorating Services, Inc.				
	Patch/Prime/Paint CSD Mgr Office, Admin Hall, Misc. 7/3/19	21054	8-4211-30	875.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			\$ 875.00
Chase Card Services				
	Batteries Plus - 2nd FI AED Batteries	P3672-AUG19	8-4211-30	74.75
	StageLightingStore - Studio A Ceiling Pipe Mount System	P3672-AUG19	8-4211-30	413.01
	<i>Totals for Chase Card Services</i>			\$ 487.76
Cintas Corporation				
	First Aid Restock - August 2019	8404250808	8-4215-30	320.46
	<i>Totals for Cintas Corporation</i>			\$ 320.46
Cintas Corporation #344				
	Weekly Mat Service - 7/25/19	344211674	8-4215-30	30.00
	Weekly Mat Service - 8/1/19	344215042	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 60.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - 7/10/19	0095488	8-4211-30	155.29
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 155.29
Filter Services Inc.				
	Various Size M8 Perfect Pleat Filters	INV213214	8-4357-30	420.10
	<i>Totals for Filter Services Inc.</i>			\$ 420.10

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Graybar				
	72 T8 32W SPX35 Current Lighting Solutions Ecolux	9310989483	8-4357-30	\$ 151.68
	10 7 WATT MR16 LED Building Light Bulbs	9311180491	8-4357-30	137.20
	10 Leviton 20A USB charger; 8 Hubbell Wiring Dev. Wallplate	9311037128	8-4211-30	358.22
	<i>Totals for Graybar</i>			\$ 647.10
Groot Industries, Inc.				
	Garbage & Recycling - 8/1/19-8/31/19	3746235	8-4215-30	357.70
	<i>Totals for Groot Industries, Inc.</i>			\$ 357.70
Hansen Services, Inc.				
	Monthly Pest Control - July 2019	3909495	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			\$ 103.00
Pace Systems, Inc.				
	Diagnose & Repair Crestron Issues Mtg Rm B	208630	8-4211-30	430.00
	<i>Totals for Pace Systems, Inc.</i>			\$ 430.00
Pit Stop				
	Ice Cream Social - Port-A-Johns/Hand Wash Stations - 7/29/19	PS283455	8-4211-30	1,035.00
	<i>Totals for Pit Stop</i>			\$ 1,035.00
Securitas Security Services USA, Inc				
	Security Staff for Ice Cream Social - 7/29/19	W6546506	8-4211-30	896.75
	<i>Totals for Securitas Security Services USA, Inc</i>			\$ 896.75
Superior Service Solutions, Inc.				
	Power Wash Entrance, Sidewalks, & Dumpster Areas	3549	8-4215-30	1,180.00
	<i>Totals for Superior Service Solutions, Inc.</i>			\$ 1,180.00
Trane U.S. Inc.				
	VAV Circuit Board for HVAC	6679318	8-4211-30	396.57
	Chiller 1 Condenser Fan/Blade - Motor	6539378	8-4211-30	735.12
	Chiller 1 Condenser Fan/Blade - Blade	6539438	8-4211-30	283.70
	<i>Totals for Trane U.S. Inc.</i>			\$ 1,415.39
Warehouse Direct				
	Building Supplies - Monthly Restock	4351656-0	8-4357-30	1,596.94
	Building - Clorox Wipes & Clorox Bucket	4363232-0	8-4357-30	498.34
	<i>Totals for Warehouse Direct</i>			\$ 2,095.28
	Total for Fund 8			\$ 18,146.52

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
			Grand Total	<u>\$ 144,077.87</u>


Jennie Nguyen/Finance Manager

Director

eBook Update

At the last Board Meeting we discussed some of the changes that publishers are making in the library eBook market. I thought it would be helpful to provide a summary of what has been occurring recently.

Here are excerpts from several publications

Hachette titles: (From Publisher's Weekly, June 17, 2019)

The Hachette Book Group this week became the third Big Five publisher in the last 12 months to change its terms for licensing e-books to libraries. Effective July 1, 2019, Hachette will shift from perpetual access licenses (where libraries pay a higher price but retain access to the e-book forever) to a two-year metered model (which provides lower prices on e-books licenses that expire after two years).

In a statement, Hachette officials said the switch will mean lower prices for the "vast majority" of Hachette library e-books. That qualifies as a measure of good news for librarians, who have long complained that Hachette's library e-book prices were unreasonably high. A Hachette spokesperson told PW that most HBG titles will likely be priced under \$65, and there will be no limit on the number of lends within that two-year period, on a one-copy/one-user basis.

[Physical books are also one-copy/one-user and cost about \$15 for libraries to purchase, for hardback]

Simon & Schuster titles (From ALA News, July 2, 2019)

Effective August 1, 2019, S&S will replace its perpetual access model for digital audio book lending with two-year access at prices ranging from \$39.99 to \$79.99.

For Macmillan titles (from Wall Street Journal, July 25, 2019):

Macmillan, whose recent hits include Michael Wolff's "Fire and Fury" and James Comey's "A Higher Loyalty," plans to limit each library system's access to only one digital copy of each new book it publishes in the first eight weeks of the book's release.

(PinDigital, the Pinnacle Library Cooperative's shared OverDrive eBook platform, counts to publishers as one library, so we will only be able to purchase ONE copy for an initial 2 months of a book's release).

We are exploring ways to make these changes somewhat better, including possibly creating a system in PinDigital where each library purchases 1 copy for itself, and doesn't allow the other libraries' patrons to use it. However, that will increase costs and create inefficiencies.

There are also several important points to note about libraries and the eBook marketplace –

The main result of this is that our patrons may experience longer hold times – some very significant ones – for eBook titles.

Lynda.com/LinkedIn Learning

Our library offers Lynda.com, which provides good online learning opportunities for our patrons. LinkedIn purchased Lynda.com and will be changing its name to LinkedIn Learning and, of much greater concern, changing its terms of service in such a way that it will remove our patrons' rights to privacy while using library resources.

Under LinkedIn Learning's new terms of service, our patrons will need to create a LinkedIn profile in order to access LinkedIn Learning. In addition to providing their library card number and PIN, users will have to disclose their full name and email address to create a new LinkedIn profile or connect to their existing profile. Patrons new to the service will have their LinkedIn profile set to public by default, allowing their full name to be searched on Google and LinkedIn.

The American Library Association's Library Bill of Rights and its interpretations maintain that all library users have the right to access library resources without disclosing their personally identifiable information (PII) to third parties, and to be free from unreasonable intrusion into, or surveillance of, their lawful library use.

I hope that LinkedIn and its parent company, Microsoft, will have a change of heart before the proposed changeover to the new terms of service in September. If not, we will be discontinuing the service. We have also been actively searching for replacement services as well.

Pinnacle Road Trip

All 6 Pinnacle libraries (a total of 9 buildings) will be participating in a Pinnacle Road Trip for September! Participants can pick up their passport at any Pinnacle building during the month of September. All 9 library buildings will need to be visited, and the passport stamped. Each building along the way will give out small souvenirs, and a completion prize will be given once all nine branches are visited.

RAILS

I am happy to report that I have been elected to serve as President of the RAILS (Reaching Across Illinois Library System) Board of Directors for a one year term! RAILS provides crucial services to our library and to many, many libraries in northern and central Illinois, and I am honored to be able to help guide our regional library system.

Here is a bit about RAILS from their website –

RAILS is a regional library system, a government agency that provides services to libraries in the northern and west-central areas of the state of Illinois. RAILS serves approximately 1300 private, public, school, and university library members, which have a total of more than 4200 library facilities in a 27,000 square mile area. Although the city of Chicago is within our boundaries, and a number of our member libraries are located in Chicago, the Chicago Public Library constitutes a separate library system.

RAILS provides delivery service to support Illinois' vast interlibrary loan program and technology support for more than 600 libraries' shared online catalogs, including the Pinnacle Library Cooperative.

RAILS other services include:

- continuing education and consulting resources to library employees and trustees
- shared catalog support
- e-book services
- museum pass program
- group purchases and vendor discounts
- networking opportunities for library employees
- targeted grant funding to member libraries

Deputy Director (Nancy Korczak)

July 31 brought the end of our Summer Adventure program. Staff did a great job promoting the program and encouraging patrons to participate as a family. We had a total of 2,172 people who signed up for Summer Adventure, this is a 1% increase from last year. We also had an 8% increase in people who completed the program by logging at least 50 points. With an app being rolled out this year to log points, it was easier for patrons to log directly on their mobile devices.

Our Children's Department was very busy during the month of July and Joyce Arellano, started her role as Children's Services Manager. Joyce has been the Assistant Manager for the Children's Department for the past three years and will be an excellent leader going forward.

From Joyce Arellano's report



Children's Services

Monthly Overview of Children's Services: We successfully hosted 3 performers in the library instead of at Annerino to the delight of our patrons. Caterpillars, chrysalises, and Monarch butterflies continue to wow our visitors. Another Summer Adventure has come to a close. 998 children participated this year!

Programming



Program	Number of Programs	Attendance/Participants
Active	52	1,564
Passive	156	815
Total	208	2,379

SPECIAL EVENTS AT THE LIBRARY

Clothespin Puppets (81) "An hour before the show started, the two performers walked around the lobby and CSD department with a dog and snail puppet and interacted with the children and families. The actual puppet show was very fun and interactive. Wherever possible, the performers tried to involve the children in the play and make them act silly. I thought the performance was very well done and hilarious. You could hear the kids constantly laughing and laughing." *Marta M.*



ScienceTellers: Aliens Escape from Earth (72) "Melanie glided through the room, capturing everyone's full and undivided attention. She told an interactive story and adding special effects along the way. After the initial story, she showed each science activity, step-by-step so the children and adults know how they worked, using informational and scientific language." *Kathy B.*



Santa's Summer Vacation (98) "We had 98 people attend this fun program where Santa and the audience sang Jingle Bells and Rudolph the Red Nosed reindeer. Santa told everyone that he and Mrs. Claus vacation in Hawaii every summer, they come to Chicago to go shopping, he is as old as Christmas is, and his reindeer only fly one day a year, which is on Christmas Eve. Santa took pictures with all the children, all the children were so excited to meet Santa!" *Rosemary B.*



Ice Cream Social "The Ice Cream Social was a very fun event. It was nice to see all of the children and families that come to our library, together and having fun. I got a lot of positive feedback from many patrons, about how much fun their kids were having ... riding the train and using the inflatable slides. Of course, everyone loved the ice cream and kept coming back for seconds." *Marta M.*

Harry Potter Birthday Celebration (78) "A large crowd of 78 attended the Harry Potter birthday celebration and

enjoyed crafts, a snack, trivia and quidditch games. One very little boy surprised me by knowing all the answers to all of the trivia questions!" Sarah D.



ARTS & CRAFTS

Parent & Child DIY: Solar Space Jar (9) "The patrons took a mason jar and put moon rocks and space figures inside. They then took a solar yard light, disassembled it and glued it inside the Mason jar ring. When the lights go out the Mason jar lights up and illuminates the solar scene inside the jar. I also had them create their own planet using a ping-pong ball, paint and a led tea light. It was a small crowd, but those that came really enjoyed it. I had a projection of space on the wall in meeting room A and Star Wars music playing in the background to get us all in the space mindset. I had a very helpful teen volunteer that made doing these kinds of programs so much easier." Debbie S.



READING & WRITING

Coretta Scott King Book Award Celebration (4 sessions, 75 attendance) "The first program featured Bryan Collier, and the children made collages. The second program featured *Each Kindness* by Jacqueline Woodson, and we talked about kind words and painted kindness rocks.



Having a volunteer made it much easier to do things like distribute paint to all the participants. Because we had been getting mostly preschoolers, I decided to repeat the Make-it Take-it craft (flying kids) instead of the more complicated cityscape art project. Some older kids joined us at the table in the Creativity Park, and I was pleased that they were still engaged by making the Paper Pals. In the final program, kids watched "The Hunterman and the Crocodile" and made pictures using scratchboard." Sarah D.

MOVIES, MUSIC & ENTERTAINMENT

Noche de la Familia: Moana (20) Families joined us in the Storytime Room for popcorn and cookies and to watch *Moana* in Spanish. Several children came dressed in their Moana costumes or Moana-themed pajamas. The Storytime Room was decorated with Hawaiian-themed flowers and decorations, and everyone got to take home a lei.

Family Movies (7 programs, 118 attendance) We hosted showings of *Kit Kittredge: An American Girl*, *How to Train Your Dragon: The Hidden World*, *Wall-E*, and *The Lego Movie 2: the Second Part* in the Storytime Room. In anticipation of our big Harry Potter Birthday Celebration, we also hosted showings of the first three *Harry Potter* films.

STEAM & LEARNING FUN

Make-a-Mess Fest Andreea D. and Debbie S. represented CSD in the second Mess Fest of the summer. “Our patrons had a wonderful time at the Make-a-Mess fest. I saw lots of regular people that come to the library but also new people. Deb and I prepared Slime and painting activities. Slime is always a very popular activity. It was hard to keep record of all the kids that stopped at the Slime table but roughly I counted about 70-80 people/hour. It was so busy at the table that I hardly had time to look around at the other activities but I saw Deb being very busy as well. We used up all the materials we have prepared for the activities.”
Andreea D.



Roots: Lonnie Johnson & Dr. Shirley Jackson (19)

Children and families learned all about the inventor of the Super Soaker water gun and the first African American woman to earn a doctorate from MIT. The Davis family had a surprise activity for all who attended; they brought several Super Soaker water guns to play with! We brought all the children outside to play with the water guns. It was

the perfect activity for this hot, humid day!



iMake (14) “Chris and I set out a few STEAM activities along with pastels for drawing space pictures. We also had the BB-8s available, which ended up being a huge hit for the kids.” *Susan F.* “The kids love all of our tech stuff, BB-8 was a big hit this month. I am so glad to see some of our low-tech stuff is still appealing to the kids.” *Chris Z.*

Ready! Set! Tech! & Ready! Set! Create! Tween Bootcamps Tweens met in Creativity Park before heading down to Studio 300 for their bootcamps. Statistics and comments will be included in Studio 300's report.

GAMING & PLAY

Build It! (26) Building with LEGOs remains a patron favorite! 26 patrons enjoyed this open build program.

Preschool Activity Time (82) “Deb and I had a very large group, but everyone played very well together and had a wonderful time with parachute at the end.” *Rosemary B.*

STORYTIMES (37 Storytimes, 997 attendance)

Storytime Highlights: Weekly storytimes wrapped up the week of July 22. Staff members will take a much needed break during the month of August to prepare for fall programming. Kathy B.

filled in for 2 sessions of Family Storytime this month. “What a great way to meet a new audience of patrons and enjoy a great time. E... and clan were here and someone encouraged them to stay. She approached me afterward and said she almost cried because it was so fun.” *Kathy B.*

Storytimes July 2019	Attendance
All Together Storytime (6 programs)	157
Bouncy Babies (formerly Lapsit Storytime; 11 programs)	301
Diez Deditos (3 programs)	80
Family Storytime (4 programs)	71
Sensory Storytime (1 program)	9
Toddler Storytime (12 programs)	379
Total (37 programs)	997

Summer Adventure: Read to the Moon (995 participants as of July 31; this number does not include Bookmobile membership numbers.)

The Creativity Park bulletin board is filling up with photos of Summer Adventure participants who have reached 50 points. As of July 31, 42% of participants have completed the program. “A dad who was helping his child choose a prize book got really excited to see Encyclopedia Brown on the shelf and told us that this had been his favorite.” *Sarah D.*



**Public Service
1000 Books Before
Kindergarten**

- 2 new children signed up in July, and 6 children finished the program this month! Total signups are 361, and total completions are 44, resulting in 317 current active participants in the program.

Stories of the Month: “Mother of four called the desk and said that

her 6 years old daughter refuses to read. The girl’s teacher said that if she will not make improvements over the summer she will have to repeat the grade. The teacher said: “it will take a miracle for this girl to get to the required fluency and pass the grade”. The mother was distraught by the comment. A friend directed her to the library saying that “people at Bolingbrook library are very nice and helpful”. I invited her to the library with her daughter to show her our resources. Before her arrival I made a plan for her. I selected books for the mother to read and model the behavior and books for the daughter to start reading. Cindy also made some great suggestions for humorous books to be read aloud. In the end I demonstrated to her how Vox books work and the girl seemed to be intrigued by them and checked out one. It is possible that she will find easier to use audio and printed together in order to start to decode.” *Andreea D.*

From Amina Ali’s report

Circulation Services

- **Overview**

- July was an extremely busy month for the Circulation Department. We had six new employees start! We also had the AMH serviced by Lyngsoe on July 17th. The AMH was thoroughly cleaned, several belts and rollers were replaced. Lyngsoe will be coming back in the near future to replace the rest of the belts and one roller. This should help us keep the machine up and running, with limited service/maintenance, for the next few years while we research and begin finding a replacement for a new AMH.

- **Valley View Registration with Outreach**

- I assisted Outreach with registration at Valley View Preschool on July 30. We were there from 9 AM to 2 PM.

Circulation Statistics



New Patrons Registered	254
Holds Pulled From Shelves	7,926
Incoming Rails Bins	271

Snags Resolved	90
Snags Retrieval Material Amount	\$1,725.00

Drive Up Statistics Summary

- We had **765** visits (pick-ups) at the drive through this July, which is up from **688** in June.
 - This amounts to an **11.19 percent increase** from last month.
 - Also, total visits were down **0.52 percent decrease** from July of last year (**769** last year).
 - And we had an average of **30.6** visits per day this month, up from last month (**26.5**).
- The busiest day of July was **Tuesday the 30th** with **48** total visits.
- The busiest time period was **3-6**, with **282** total visits throughout the month.

From Marianne Thompson's report

Outreach Services

Friends: The Friends sponsored ice cream for the Ice Cream Social. They sold books from the Book Cellar and snacks at their tent. They made just over \$155.00 despite the early rain that came at the start of the Social.

Adult Volunteers: We had 23 volunteers provide 25.25 hours of assistance for July.

Carolyn:

Bookmobile Roundup-B'LONG Conference: Our department attended the Bookmobile Roundup held at Warren-Newport Library in Gurnee, IL on July 12th. Dennis and Melissa drove the Van, and Marleigha, Laura and I carpooled in my car. During the drive there and back we had an opportunity to brainstorm and discuss ideas about Outreach and services to the community. It really put me in a great frame of mind for the conference. I was able to see some former colleagues at the Roundup, and meet some new people and share our experiences with each other, as well as learn from each other about different kinds of Outreach. I attended the Storytime presentation in which Laura was a panelist. It was interesting to hear about the how other libraries prepare for, schedule, manage, and present to their patrons. Some do everything themselves, some use mostly songs, some mostly stories, some props, some use volunteers, etc. Afterwards, we were able to visit the various bookmobiles and vans at the Roundup. We took turns working at our Van and answering questions from other libraries.



July 17 was a fun day for Outreach. We had Dave Rudolf perform at Winston Woods. He was very engaging with the audience. He had shakers, a conga line, and Hoola Hoops. I had a patron compliment the library for having events for kids out in the parks so they can be outside and be active. This was Dave's last children's program. He is refocusing his programming for adults.

Laura: Weather wreaked havoc on some of our programming this month but I still presented Space stories and a Robot Story Stroll, to much success. This month was also memorable for my participation (twice) with the Preschool Outreach Programmers group, the Deputy Mayor's attendance at my Museum Storytime and for the MOPs-less Ice Cream Social.

Story Stroll 3: This was a fun one! Perfect weather finally brought out a nice crowd for my story stroll. The kids weren't that much into our activity songs (except the limbo – they loved that!) but they were completely enthralled with my homemade box robot with all the switches and dials, etc. They loved when I turned on the flashing flashlight eyes! They also were intrigued by the pop-up Robot book I read at the end. But even more fun than the story stroll today was taking my robot in my wagon through the Children's Department and the lunch area so the kids could pull the levers and turn the dials. I showed them how they could make their own robot at home by taking off the "head" and showing the tube that was holding it together. Hilarious reactions when they saw the robot coming towards them with flashing eyes! Some funny questions, too: why doesn't it have ankles? Couldn't you put the wheels on the robot not the wagon? Why are there holes in the dial? (it was a shower head) I interacted with more kids afterwards than during the story stroll itself.

B'LONG Preschool Presentation:

This presentation hour went by in a snap as we had so much to talk about. My fellow panelists and I explained how we scheduled and planned storytimes, distributed handouts of our agenda, SureFire Storytime Hits and my Favorite Activity Songs, talked a bit about Warnings and Pitfalls to watch out for and demonstrated a song or two (Driving in My Car by Ralph Covert) as well as a story from each of us (I speed read "In the Driver's Seat" by Max Haynes and highlighted a few prop stories I use: White Rabbit's Color Book and Make a Rainbow). Unfortunately, there was literally no time to indulge in talking about Story Strolls or puppet shows (although I did wear my MOPs shirt). Nor was there time for questions at the end (we answered a few during the presentation) so I had a handful of attendees (I believe there were 40+ people at our panel) come up to me afterwards to ask for the name of the book I read but mostly to get on my "mailing list" to receive a copy of my Activity Songs as I only brought 25 of them (they are 18 pages long) and they didn't get one. I learned a lot just in preparing for this panel talk (I have a very different approach to storytime than my other two presenters) and I have been told by multiple attendees that they learned a lot as well, especially our resources.



Cindy:

The puppet show in Spanish was a hit. We had a nice crowd and did lap shows instead of stage shows because of the bookmobile being out of service. Because of this we added a show where I dressed up as a veterinarian and I think it was pretty funny and had a surprise at the end. I was also able to pull off a cowboy accent in Spanish. Hard for my brain to think in two accents at the same time! That show also has a surprise ending which got a lot of laughs from the adults. I'm hoping we can have another Visit Your Local Parks Spanish day in the future and maybe add a craft or other activity that's culturally relevant.



I did the last of the "Visit Your Local Parks" visits with only myself available doing a MOPs show. I did 3 lap shows. We were notified by the Park District that Weather Tech staff would be taking up most of the parking at the park, so after consulting with Marianne, we took the Van instead of the Bookmobile. The first one I had 11 kids come up and help by being a character. This was

great because I think every kid that wanted to volunteer was able to. I used the hand held microphone for this show and the kids were able to speak their lines into the mike and be heard. I even had many that could not read but I was able to prompt most of them into saying what they needed to. The parents really enjoyed watching their kids be a part of the show. I also did 2 more solo shows, the last one being one I did for the Spanish show where I dressed up as a crazy vet, they liked the costume change!

Melissa: On July 3rd, I did a bilingual storytime for the homebased Head Start group. We were scheduled to go to



Winston Woods to do a craft, but we were down two staff members and Dennis, Carolyn and Nancy needed to take the Bookmobile to KD. I told Nancy that I could contact Ms. Liz to see if her group would be willing to meet me at Winston Woods for storytime. Ms. Liz had been taking her group there on Wednesdays so I figured I could reach out to her and just combine the two programs. Ms. Liz had no problem doing this. I read, *Mr. Squirrel and the Moon = Martín y la luna* by Sebastian Meschenmoser, *Papá, por favor, bájame la luna = Papa, please get the moon for me* by Eric Carle and *Rosie's Walk = El paseo de Rosie*. The group really liked the stories and I ended up getting a few more people at my storytime who were there to do the DIY craft. I was in charge of this week's craft. Since it was right before July 4, I decided to make a patriotic lantern. The kids and parents seemed to like them. It was a great turnout. We saw over 48 people for the craft.

On July 11th, I attended the second Make-A-Mess Fest at Winston Woods. We held this one in



the evening. Despite the heat, we had a great turnout. We had 285 patrons visit us at Winston Woods. I had just enough eggs for the egg drop challenge. I did run out of tape towards the end of the event so I told the kids to be creative. It was neat seeing the different containers that the kids made for their eggs. I hope we

do this again next year.

Sarah: Ice Cream Social - Despite the initial rain that happened at the start of the Ice Cream Social it was a fun and successful event. Due to the rain unfortunately the very last MOPs show was cancelled and the games area. However, when the rain ended the Bookmobile opened up to the public. This year, I had the opportunity for the first time to be the line control and close the line at the inflatables. There were two inflatables that eventually were blown up so the children could go down the slide or do a tiny obstacle course. While the children were waiting in lines I would advise them to take off their shoes before they reached the point of entrance of the inflatables. The lines were shorter than the trackless train which surprised myself and Marleigha who was also working with me in this zone. It was fun to see some families I haven't seen a while enjoying themselves at the Ice Cream Social. I heard from a friend that her boys loved the fact that they were able to get a picture with Spider-Man. At the end of the night we waited for the inflatable company "Party Hoppers" to pack up before Dennis and I moved the Outreach vehicles back into our normal parking spots at the library.

On 7/31/19, I went with Nancy to the Valley View Early Childhood registration for the second day to sign up people for library cards and promote Fountaindale Public Library. We were set up next to two other tables that included a group called the Butterfly Club and White Oak Library. I was able to sign up seven people for library cards and we were able to pass out the ever popular mood pencils as giveaways. There were 39 people who stopped by our table.

Dennis: On July 10th we went to Winston Woods to do Marleigha's Telescope craft. It was a huge hit and I think everyone had a very good time. The children loved working with the paint and stickers. The feedback we got was all positive and we ended up having a very good turnout.

On July 12th we attended the B'long Roundup in Gurnee. This was my first time going so I was very excited and didn't quite know what to expect. What a fun event! There were so many amazing vehicles and the presentations were all very good. I especially like our keynote speaker. It was really neat to be able to go around and tour all the other Bookmobiles there. Melissa and I drove the Library Express Van up. It was a very long ride & we made it there and back on time.

On July 25th I covered for Laura doing an IKEA storytime. The theme was aliens and Laura provided me with plenty of good books, props, songs, and puppet shows for the event. We had a pretty decent turnout and I was pleased with how it went. Also on July 25th, I had my annual review. We discussed areas where I have been doing well and some areas where I could show some improvement. I liked getting the feedback and will be using it to improve my performance in the Outreach Department.

Marleigha: July 10th was one of the highlights of my month because it was the day for me to complete one of my goals, the DIY Telescopes at Winston Woods. I think this program went as good as it could have gone. The temperature was over 90° and I did not think many people would show because of the heat, but we ended up having 41 attendees. I was pleased with this number. Many children from Wood View came over and they enjoyed the activity. Each child was given a telescope that they could paint, color and decorate and then take home with them. The children really enjoyed painting and so did the adults. Luckily I borrowed some paper towel and tissue rolls from CSD and the adults and smaller children were able to paint on those. Melissa thought to bring another craft and the children enjoyed this craft as well. Laura came by and brought her speaker so we were able to listen to music and paint which made the program even better. Overall, this event was a success. I received many compliments about how fun it was to paint from both the children and adults. Even staff members said they enjoyed helping with this activity.

July 31st was the last day for Wednesdays at Winston Woods. Dennis, Laura, Cindy and I worked this event because other staff members were working school registrations. On this day we brought all out leftover crafts from the summer and we brought some new crafts that I was able to borrow from the Children's department. Some of the crafts we brought were DIY telescopes, decorative fans, Bookmobile coloring pages, DIY bookmarks and other things. Mr. Soto brought a group of children over from Wood View and some children and their families came from the community. This was a fun event and it was the perfect way to close out the summer.

This month I also started sending out my second Home Delivery craft project that involves gardening. I think the seniors will enjoy this craft being that many of them do enjoy gardening and they often talk with me about their gardening projects. I look forward to receiving feedback about their thoughts on this craft. I received some feedback while delivering them. One patron Carol Jennings said "I love this craft. I love gardening. Thanks for bringing me happy to work on." Soon I will begin working on the third Home Delivery craft which I am thinking will be much simpler. I believe this craft will be a bookmark that can be decorated.



Repairs & Maintenance of Outreach Vehicles:

- July 1-10 Problem with Bookmobile lights and air conditioner not working; out of service; transfer switch replaced in generator
- July 16 BKM to Rendel's Out of Service rusted floor compartment – repairs to be made in August 2019

From Jeffrey Fisher's report

Studio 300

Here are the key July 2019 Studio 300 stats:

- 769 patrons actively used our spaces.
- 2841 items were checked out.
 - 133 of that total circulated out of the lab.
- 94 patrons attended our 21 Orientations, Adult/T(w)een programs, tours, and offsite events.
 - Total programming hours came to 21.5
- 17 Non-FPLD people used Studio 300.
- And there were about 2057 blog page views.



July saw the second Tinker Technology Troupe's *Make-A-Mess Fest*, this time in the early evening and once again at Winston Woods. We had 182 kids get messy under the watchful eyes of 103 adults. Activities included exploding paint, slime, moon rocks, wet sponge balls, spray paint art, Oreo cookie moon phases, elephant toothpaste, and an egg drop engineering challenge. The highlight proved to be our water rocket exploding up to 50+ feet into the air to the delight of our audience. In addition to the Troupe members and Outreach staff, several other FPLD staff assisted with the event. In short, wet, messy fun was had by all.



As part of this year's *Summer Adventure*, Studio 300 hosted *Spot the Rocket* the first week of July. Keeping to



the Moon/Space theme, our T(w)een Bootcamps (teamed up with CSD and ATSD-Teens) continued with *Scoring a Trip to the Moon*, *Light up Nebula Art*, and *Walking on the Moon Visual Effects* programs. In the classes, young patrons composed and recorded music, painted and wired lit art, and simulated moonwalks using green screen technology. Videos of *Scoring* and *Moonwalk* are on [FPLD's YouTube channel](#). **Adriana A.** also assisted ATSD-Teens with their *K-Pop Dance Party*. And as in June, Studio 300 staff assisted with the *Coding: Game Design* program during July, too. Finally, we finished up the month with our first-ever *Woodworking* program for youths (Tweens made cheese boards; Teens made a step stool).



We joined Outreach for our final summer outing at Winston Woods where 26 children and 12 adults made Moon Rocks and Sponge Balls.



Several canines convinced their families to brave a rather hot day for this year's *Family Pet Photo Day* photographed by **Adriana A.** and **Nikki S.** See their finished work on [our Flickr page](#).



And once again Studio 300 supported the annual *Ice Cream Social* event by developing promotional slides to play before the movie while **Nikki S.** and **Monica S.** teamed up for the *Patron Photos with Spider-Man* (coming soon to Flickr) and **Anna G.** and **Patrick C.** talked Maker while assisting patrons who made SunPrints, too. **Adriana A.** took photos of the event and [posted them to Flickr](#). We also sponsored a drawing and gave away the 3D printed Saturn V rocket and Lunar Module. Lucky winners were: Andersson B. (S5) and Alexa C. (LM).

This month, **Adriana A.**, **Patrick C.**, and **Nikki S.** focused on a massive inventory project centered around our circulating equipment with the goal of streamlining the way we "kit" multiple items and also weeding outdated equipment. We'll be working with CMTSD to finalize this effort.



Our newest Specialist, **Monica S.** started in Studio 300 this month and is busy learning our policies, procedures, and the wide-range of equipment and software we offer to our community. **Wil C.**, Studio Services Assistant Manager, left his position at the end of the month after joining us in late 2018. Jeffrey continues to work with Admin/HR to fill the open position.



Jeffrey met with Communications to finalize details about the *Artist in Residence* initiative including working with **Adriana A.** on a logo design for the program. The *Soon to Be Famous Illinois Author Project* announced the semi-finalists for this year's contest. There are 15 in the Adult category and 10 in Young Adult (new to STBF this year). [Read about them here.](#)

From Debra Dudek's report Adult and Teen Services

General Comments on the Month

On July 22, Jay Purrazzo was welcomed into our department as the new Adult and Teen Services Librarian. Jay was hired in April 2017 for a position in our public computer commons, and a year later progressed to serving patrons as a specialist on our 2nd and 3rd floor reference desks. Jay is looking forward to serving as a liaison for our business community and will attend meetings and events hosted by our local chamber of commerce. Jay has also joined Toastmasters, a bi-monthly chamber-led organization which cultivates public speaking and leadership skills.

On Friday, July 19th I attended Census 2020 training hosted by RAILS. During the training, I cultivated two new census contacts and walked away with several Census 2020 programming ideas. I also contacted the Bolingbrook Village Clerk to voice my interest in joining the Bolingbrook Census Counts committee. Paul, Nancy, and I met with another census coordinator on July 22 to discuss additional community needs and logistical details.

The Summer Adventure program ended on Monday, July 29 and our patrons really enjoyed the activities and programs surrounding this year's theme. Overall, 718 adults participated in this year's program. The popular finale prizes this year were the Restaurant/Movie gift card, family membership to Adler Planetarium, and the IKEA chair and ottoman. The Ice Cream Social experienced some weather issues, however, the people who attended were pleased with the event. We fielded a lot of great feedback and look forward to applying those suggestions to next year's program.

Programming (includes):

Teen Programs:

Programming Statistics	2019	2018	Percent Increase/Decrease
July Teen Programming	736	546	35%

Randi's Observations: I helped coordinate and staff our 2nd Make-a-Mess Fest event at Winston Woods. Our July event was held in the evening and was even more popular with 280 patrons attending. The Tinker Troupe plans to hold this event again next year. I also met with Brooks Middle School LMC Director to discuss walking field trips that will be held in late August and into September.

- Teens were able to express their inner artist in our Teen Cosmic Art program. This was adapted from a program called Art & the Cosmic Connection. Each teen selected a NASA image of a planet, moon or small body in our solar system. We also supplied

drawing paper, oil pastels, gummy erasers and other supplies. They then spent two hours creating their art pieces while listening to a selection of music from Doctor Who and Star Wars. Their finished work was truly out-of-this-world!



- I took the lead for our July Teen Makers DIY program. This month we made our own suncatchers using melted crayons and wax paper. This simple project was really fun and relaxing. Teens started by selecting different colored crayons. We sharpened the crayons to get small shavings. These shavings were melted and then pressed between wax paper. Once cooled, the wax paper was cut to look like planets or other shapes. The kids were able to make several suncatchers. Once finished, we added ribbon so they could be hung.
- We held a K-Pop Dance party in mid-July. This is our 2nd year running this event and we hope to make it a yearly occurrence. Studio 300's Adriana and I planned this event to include crafts, games and of course, dancing. To start, teens were able to decorate bags and pencil pouches using sharpies, color and laminate bookmarks, make K-Pop themed buttons and backpack charms and finally, our favorite, create their own lightstick. After crafts, teens danced to their favorite K-Pop music and then played a game where they guessed the name of a song based on a dance choreography video. We had giveaways. Teens received a ticket for every activity they did throughout the event. At the end, we gave away a life-size cardboard cutout, journals and tote bags. Everyone had a great time! Both Adriana and I were glad we could also promote our new K-Pop fan meetup that will start in September.



- Studio 300 and Teen Services hosted four additional camps in July that focused on STEAM and maker topics. In Scoring to Music, teens worked with award-winning composer Renee Baker to create original music scores to accompany the movie A Trip to the Moon. The scores can be found on Studio 300's blog. In Visual Effects, teens were able to simulate a walk on the moon using green screen technology and other digital editing tools. Again, the results can be found on Studio 300's blog.

- In Light-Up Nebula Art, teens were able to create two projects during this two-day camp. The first day, teens painted their canvas using acrylic paint, sponges, brushes, cotton swabs and other tools. On the second day, they were able to add fiber optics so that their finished pieces would light up. We had extra time so each teen was able to paint a smaller canvas. We did some paint masking with vinyl stickers. Both projects were really neat. Next time, painting projects will most likely need to move to a meeting room or the Vortex simply because there is more space.
- Our final camp was Woodworking taught by Jeremy F. who runs a nonprofit called Carve Out Tomorrow. The teens were able to make a step stool. This is the first time we have been able to do a woodworking project and it did not disappoint. Jeremy was a great instructor. He explained the differences between domestic and exotic woods, the types of tools, woodworking techniques, terminology and safety practices. Jeremy, Anna and I were on hand to help guide them through their projects. They all learned how to safely use a hand saw, drill and wooden mallet. Check out their finished projects!



- We had some great entries in our Out-of-this-World Coloring Contest. Staff members in several departments reviewed the entries and voted for their favorite. Nathan D. was our winner. He added so many details like an asteroid and a rocket-ship passenger. Here is his winning entry.

Career Online High School:

Currently Enrolled: 7

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 3

Graduate: 21

Adult Programming:

Maureen's Observations: Summer Adventure wrapped up on July 31. I looked at data on Beanstack and as of today, 718 adults participated, 266 completed and logged a total 449,483 minutes of reading! This is great! Although these numbers may not be as accurate as it was just reported to me that Beanstack has a bug right now. This will be updated as soon as the bug has been fixed.

Now that summer adventure is over (although patrons can pick up prizes until August 14), I have finalized our fall schedule. Jenna will be doing two new craft programs in October and November. Tony booked Chicago Swordplay for September and November as well as a Therapy Dog program. We will also begin to offer Spanish Craft Programs again as I found two presenters to do them.

Programs

- **7/10 - Summer Pies, Tarts and Crusts** - Chef Maddox gave out tips on making pie crust from scratch and also gave shortcuts--phyllo cups! She passed out mini nutella pie, southern peach and blackberry cobbler, and lavender and apricot dowdy. Everything was delicious of course. But my favorite was the nutella pie topped with toffee. There were 45 attendees at this program.
- **7/17/19 -Paint on Pine** - New Presenter, Marilyn Burt came in and instructed our 14 patrons how to stain and decorate and paint wood pallet signs. Our patrons loved this program and the finished projects turned out great.
- **7/18/19 -Wine Cork Stars** - This project was born from a donation of about 750 wine corks that was donated to me by a patron. I wanted to use the corks for a craft that tied into our Summer Adventure theme and thanks to Pinterest, I found a blog on how to make wine cork stars. There was a problem though; each person would need 100 wine corks to make one star. In order for 15 patrons to attend I would need about 1500 wine corks. Ideally, I wanted about 2000 in case some were broken or not the right size So, I sent an email to our wonderful FPLD staff asking for wine cork donations! Boy, did they come through! I ended up with a total of 1255 wine corks, so they saved me money since I ordered the rest.

I gave this idea to Cathryn Stanek-Whisler of Plentiful Programs and she created a sample so our patrons would have a visual to look at. She also helped them assemble their stars.



Assembly took some time so most of our patrons decided to paint them after the glue dried when they were at home. But naturally, they turned out great! 14 patrons attended.

Here is an excerpt of Tony's report.

The Summer Reading program has progressed quite well. Patrons have been consistently coming up to the third floor desk to claim their prizes. With September just a couple of months away, I'm very much looking forward to my two programs, "Service Is A Four-Legged Job" featuring

service dogs and “Medieval Swordsmanship with the Chicago Swordplay Guild”. As for the future, I just received a request for a gardening program for next year, so I’ll be looking into who’s out there to bring in for such a program.

Minecraft Monthly Report – Agnes Babinski

I was a little worried with our slow start and our LAN issues, but it looks like Minecraft club bounced back to last year's numbers. We held five sessions and our lowest turnout was 9 kids total. We averaged closer to 13/14 per session. We have made do with the laptops as best we can.

New Librarian Highlight

Jay Purrazzo

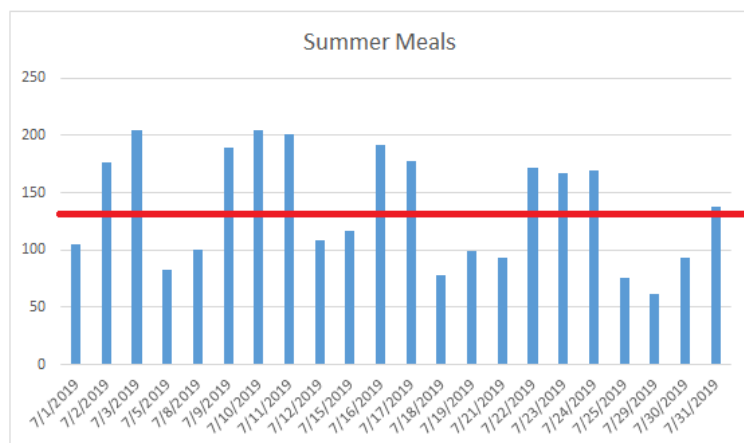
On July 22nd, I officially became a full-time Adult and Teen Services librarian with this library. I have been with the library for over two years and I hope to be here many years more to serve patrons and work with the wonderful people throughout this library. As part of my orientation, I met with the other department heads to hear more about the inner workings of each department. This gave me the chance to become better acquainted with their duties, functions, and discuss opportunities for future collaboration. I look forward to working with them on any future projects.

I delivered my first formal speech at Toastmasters. It was just a short five-minute speech, but I received some very good feedback from the other members. The club offers a supportive environment to help members perfect their ability to communicate and lead. I made several mistakes during my delivery, but the comments were generally positive. It has also given me the chance to network with local business owners and entrepreneurs of the Bolingbrook area, which will be important later when designing programming for this demographic.

Building Operations (Tasos Priovolos)

We continued hosting the extremely successful VVSD Summer Mobile Meal Program. This program allows children of our community to have a free lunch. A total of 3,005 lunches were served in July. Below is a chart detailing the number of lunches served in June:

Building Operations assisted during the annual Ice Cream Social. This included setting up, providing security during the event, and cleaning up in the evening.



**Average
137 Meals/Day**

Adeel Bhatti resigned as a Building Security Monitor in order to continue his schooling. We wish him the best in his future endeavors.

We are currently accepting applications for a Building Security Monitor along with a new Building Security Supervisor position.

We recently installed new power outlets on the 3rd Floor bench seating areas located at the far south and north ends. These outlets will give patrons a place to charge their devices while sitting at these areas. Tables which were normally unused by patrons were immediately occupied after the work was completed.

New electrical lines were installed on the parking lot island close to the bookmobile parking spot. These new electrical lines will be used to provide power to the charging station which will be installed for the new bookmobile.

Tria Architecture completed and submitted a copy of the facilities assessment of our building. This is the first step in creating a 20-year budgetary plan for building maintenance. This work was completed as part of the Infrastructure Plan and Schedule goal on our current Strategic Plan.

Met with Walter Daniels to discuss current lead times on items needed to complete the 2nd Floor Computer Lab to Meeting Room C conversion. Also met with Pace Systems to review the new a/v system which will be installed in the new Meeting Room C.

ZENDESK -

In July, 66 new maintenance tickets were created, and 63 new or existing tickets were completed.



Collection Management & Technical Services (Christina Theobald)

Collection Management & Technical Services

Genre Fiction Fest

Over the course of three days, we coordinated an interdepartmental project to catalog, shift, and physically group over 30,000 Adult Fiction books into the following genres:

- African American
- Fantasy
- General Fiction
- Mystery
- Romance
- Sci-Fi

Cataloging and shelving materials by specific genres greatly improves the browsing experience for our patrons and facilitates easier access and discovery of similar materials. We also created displays and a windowing effect by showcasing face-out books throughout a majority of the Adult Fiction collection.



CMTSD staff, including Chris, Lynnette, Jake, Brett, Mary and Lauren worked hard to prep for this event, which comprised of several meetings on what Fiction Genres to implement and the creation of a Genre Definitions Guide. Chris re-cataloged a significant amount of books to separate out Sci-Fi and Fantasy, while Lauren and Mary worked to re-label items on the shelves. We also got a head start by shifting the week of the all-staff event, which allowed us to finish early and clean up before the library opened to patrons.

I want to **acknowledge and thank** the following staff members who participated in the Genre Fiction Fest:

Administration

Paul Mills
Nancy Korczak
Juanita Lennon
Lea Pottle
Noelia Frias

Adult & Teen Services

Brian Smallwood
Debra Dudek

Building Operations

Anabel Cecil

Circulation Services

Arianne Borchert



Kate Thurston
Kendra Fitzer
Sandy Andes

Collection Management & Technical Services

Brett Luminais
Chris Castle
Christina Theobald
Jacob Luce
Lauren Jaigel
Lynnette Hopwood
Mary Anderson
Susan Jagiel

Outreach Services

Carolyn Boyer

Studio 300

Monica Stamper

Continuing Education, Trainings & Orientations

- Jul 15 – CMTSD Orientation for Monica Stamper, Nikki Slivinski, Studio 300 (Christina)
- Jul 16 – CMTSD Orientation for Harris Khan, Circ (Christina)
- Jul 22 – CMTSD Orientation for Jay Purrazzo, ATSD (Christina)

Comparison of Physical Collection Circulation

July 2018 to July 2019

Collection Categories	Jul 2018 Circs	Jul 2019 Circs	Change	% Change
Adult Audiobooks	1239	971	-268	-22%
Adult Bookmobile Collection	365	271	-94	-26%
Adult Fiction	5408	5513	105	2%
Adult Non-Fiction	5411	5079	-332	-6%
Foreign Language Adult	167	197	30	18%
Foreign Language Juvenile	532	512	-20	-4%
Foreign Language Young Adult	24	10	-14	-58%
Graphic Novels	3512	3740	228	6%
Interlibrary Loan	289	278	-11	-4%
Juvenile Audiobooks	570	597	27	5%
Juvenile Bookmobile Collection	842	338	-504	-60%
Juvenile Fiction	6250	5847	-403	-6%
Juvenile Non-Fiction	3947	3519	-428	-11%
Large Print	878	712	-166	-19%
Local Author Collection	9	4	-5	-56%
Magazines	828	788	-40	-5%

Movies	13569	12222	-1347	-10%
Movies - Juvenile	6996	6362	-634	-9%
Music CDs	2331	1705	-626	-27%
On-The-Fly	10	17	7	70%
Picture Books	10951	9674	-1277	-12%
Reference	24	20	-4	-17%
STEAMboxes	68	49	-19	-28%
Studio 300 Collection	3452	2840	-612	-18%
Technology & Equipment	1272	1173	-99	-8%
Technology & Equipment - Juvenile	293	316	23	8%
Toys	129	101	-28	-22%
Videogames	2654	2508	-146	-6%
Young Adult Audiobooks	126	99	-27	-21%
Young Adult Bookmobile Collection	18	12	-6	-33%
Young Adult Fiction	2057	1971	-86	-4%
Young Adult Non-Fiction	459	489	30	7%
TOTALS	74680	67934	-6746	-9%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	4,015	vs.	DVD	14,910
CD Audiobook	1,038	vs.	Playaway Audiobook	651

Special Collections

Collection	Circs
Mobile Hotspots	29
Dolls	79
STEAMboxes	49

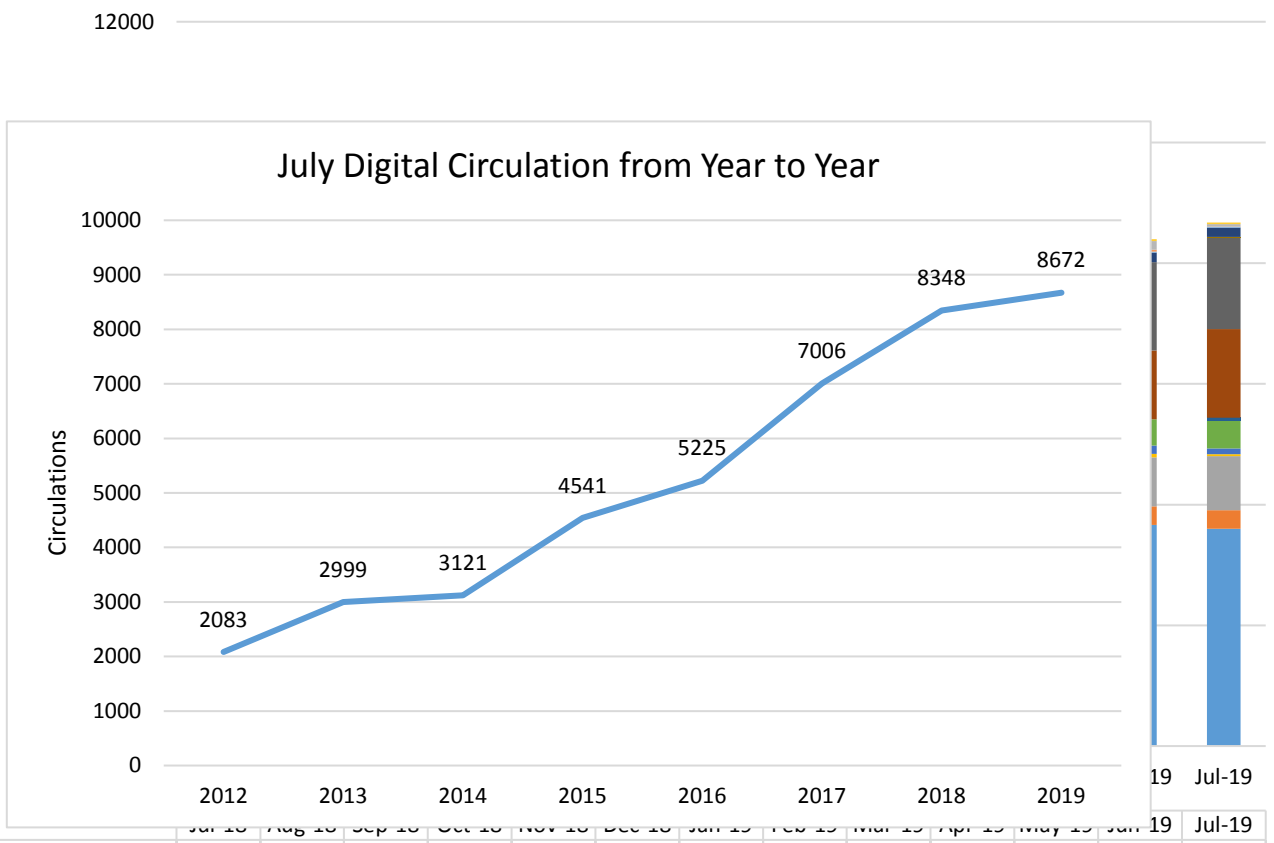
Comparison of Digital Collection Usage - July 2018 to July 2019

Digital Platform	Jul 2018	Jul 2019	Change	% Changed
Rbdigital eMags	157	460	303	192.99%
Hoopla	1349	1520	171	12.68%

Kanopy	18	153	135	
Freegal Music Downloads	262	387	125	47.71%
OverDrive eBooks	2062	2148	86	4.17%
eRead Illinois eBooks	138	215	77	55.80%
cloudLibrary eAudio	99	152	53	53.54%
Rbdigital Entertainment	0	49	49	
OverDrive eAudio	1411	1450	39	2.76%
cloudLibrary Shared	394	408	14	3.55%
eRead Illinois eAudio	87	96	9	10.34%
PressReader	0	8	8	
Biblioboard	29	36	7	24.14%
Tumblebooks	37	39	2	5.41%
GVRL eBooks	28	12	-16	-57.14%
Rbdigital eAudio	109	91	-18	-16.51%
cloudLibrary eBooks	360	333	-27	-7.50%
World Book eBooks	36	7	-29	-80.56%
BookFlix	141	26	-115	-81.56%
Freegal Music Streaming	1631	1082	-549	-33.66%
TOTALS	8348	8672	324	3.88%

For **July 2019**, digital circulation was **11.3%** of the library's total circulation.

Digital Collection Circulation



Digital Content Fast Facts - July 2019

Overdrive

- There were **4,765 unique users**, which is a **9.8% growth** from last July.
- **eBooks** accounted for **61%** of checkouts, while **eAudio** accounted for **39%**.
- **87.3%** of checkouts were for **Adult** titles, **7.8%** were for **Young Adult** titles, and **4.9 %** made up **Juvenile** titles.
- During the month, Pinnacle had **9,780 active holds** and **22,350 titles checked out**.

cloudLibrary

- There were **228 active users** in the month. **Of those, 22 are new patrons**.
- **eBooks** accounted for **80%** of the month's checkouts; **eAudio** accounted for **20%**

eRead Illinois/Axis 360

- There were **110 active users**, **33** of which are **new users**.
- The top circulating audiences/subjects were **Adult Fiction, Juvenile Fiction, Young Adult Fiction and Biographies**.

Hoopla

- There were **1,520 total circs** borrowed by **352 patrons**. The **average number of circs was 4.30 circs** per patron, with 62 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **48%** of all circs, followed by **eBooks with 21%**, Movies/TV with 16%, and **Music with 7%** of circs.
- **Adult Fiction** was the most borrowed category, accounting for **51%** of all circs, followed by **Adult Non-Fiction** with **27%** and **Juvenile Fiction** with **14%**.

Kanopy

- The **most popular videos** were: *I'm An Animal: Season 1*, *Pawn Sacrifice*, *The Cat Came Back*, *Clue*, *Bent*, and *Iceman*.
- Our patrons played **153 distinct video titles** and **372 video plays**.
- The site was **visited 973 times** and received **1,413 page hits**.
- There were **36 active users**, of which 4 used all 10 video plays.

Freegal

- This month yielded **387 music downloads** and **1,082 songs streamed**.
- The top **streaming music genres**: Rock, Pop, Soundtracks, Classical, Spoken Word.
- The month's top **downloaded music genres**: Classical, Pop, Rock, Metal/Hard Rock, Soundtracks, R&B, and New Age.

RBdigital Magazines

- The top magazines: *Us Weekly*, *Woman's World*, *CrossStitcher*, *Prevention*, *PC World*.

Physical Items Added and Withdrawn

Physical Items	Jul 2019 Added	Jul 2019 Withdrawn
Adult Audiobooks	86	0
Adult Bookmobile Collection	212	0
Adult Fiction	846	124
Adult Non-Fiction	468	29
Foreign Language Adult	2	0
Foreign Language Juvenile	5	4
Foreign Language Young Adult	1	0
Graphic Novels	105	35
Juvenile Audiobooks	50	0
Juvenile Bookmobile Collection	266	4
Juvenile Fiction	419	67
Juvenile Non-Fiction	289	14
Large Print	113	10
Local Author Collection	3	0
Magazines	251	64
Movies	484	72
Movies - Juvenile	64	8
Music CDs	113	139
Picture Books	177	50
Reference	1	0
STEAMboxes	0	1
Studio 300 Collection	16	0
Technology & Equipment	5	7
Technology & Equipment - Juvenile	0	6
Toys	0	0
Videogames	19	9
Young Adult Audiobooks	49	0
Young Adult Bookmobile Collection	2	0
Young Adult Fiction	50	17
Young Adult Non-Fiction	18	2
TOTALS	4,114	663

Acquisitions

- Purchase Orders created and released: 37
- Purchase Orders closed out and received: 123
- Invoices Paid: 162

Processing & Repair

- New cases: 235

- RFIDs/Stingrays: 63
- Repairs: 108
- New artwork: 27
- Stolen: 11 reports (All Video Games)
- Disc repairs: 15* (Disc machine needs repair)
- Processed (spine & pocket): 2682 (AG-2596 DT-86)
- New stickers: 1213
- Discard & de-processing: 562 (LC-156 DT-406)**
- Playaway battery covers: 5
- Call no. changes: 62

Total: 4982

Interlibrary Loan

315	Items Received for our patrons <ul style="list-style-type: none"> • 252 items from IL libraries • 63 items from out of state libraries
140	Items Sent out to other libraries <ul style="list-style-type: none"> • 80 to IL libraries • 49 to out of state libraries • 11 to XYZ libraries
475	Items requested by our patrons this month <ul style="list-style-type: none"> • 431 submitted in OCLC • 19 items were too new to request • 15 were available in Pinnacle • 10 were out of country only
221	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 124 from IL libraries • 96 from out of state libraries • 1 out of country

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	9,995 Up 1,202 items 8.91%	4,349 Up 163 items 21.97%	15,010 Up 693 items 13.46%	29,354 Up 2,059 items 12.05%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	244 Up 25 items 2.44%	747 Up 111 items 17.18%	945 Up 126 items 6.3%	1,936 Up 262 items 6.6%
Grubby - Items that have circulated <u>75</u> times or more <i>CHQ Recommendation: less than 10%</i>	10,296 Up 118 items 9.17%	874 Down 0 items 4.41%	13,591 Up 80 items 12.19%	24,761 Up 198 items 10.17%
DOA Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times. <i>CHQ Recommendation: less than 10%</i>	2,260 Down 91 items 15.65%	667 Up 2 items 34.03%	1,427 Down 46 items 18.41%	4,354 Down 135 items 18.02%
Turnover <i>July 24, 2018 to July 22, 2019</i>	2.20 Turnover	1.76 Turnover	2.64 Turnover	2.36 Turnover

Displays

Holiday <ul style="list-style-type: none"> Dogs (87) Superheroes (55) Shark Week (26) Back to School (16) 100 Books Before Kindergarten (278) Reptiles (6) Summer Reading/Space (35) 	Yellow Wall <ul style="list-style-type: none"> Summer Reading/Space (99) Step into Reading (36)
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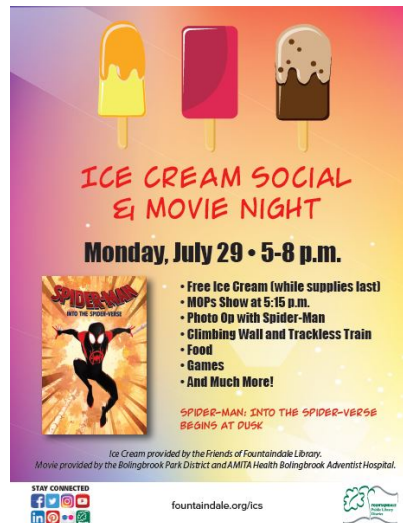
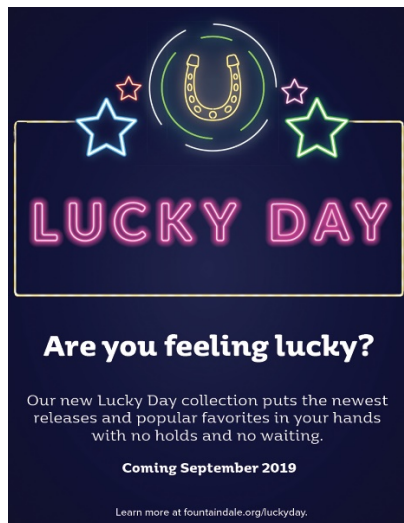




Communications (Melissa Bradley)

Communications General Updates

- In preparation for our 50th anniversary, Melissa reached out to West Chicago, St. Charles and Mount Prospect libraries to research how they conducted their library card design contests.
- Melissa met with Nancy, Lea and Christina to plan upcoming staff in-services.
- Melissa and Nancy attended a Pinnacle Library Road Trip planning meeting.
- Sabrina met with Brett to discuss wayfinding signage.
- Melissa and Sabrina met with Jeffrey and Adriana to develop design concepts for Studio 300's Artist in Residence initiative.
- Steven worked with Nancy and Communico to discuss open tickets that have not been resolved.
- Steven automated our welcome emails to new cardholders in MailChimp.
- Sabrina designed beautiful graphics for the Lucky Day collection, Ice Cream Social, Artist in Residence initiative and library card design contest.



Media Coverage

- [The Champagne/Urbana News-Gazette](#) covered Debra's WWI guide.

Strategic Planning

- Goal Team 2 added a new objective to our current strategic plan. We are planning and implementing a campaign to increase the public's awareness of our services and to celebrate the library's 50th anniversary in 2020.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 3,370 completed surveys.
 - The most frequent way people hear about our programs is via the website (45.15%) and *The Fountain* newsletter (34.88%).

Social Media Paid Ads

- The Chicago Shakespeare Theatre Ticket Giveaway paid ad ended. The ad ran June 27–July 4. We spent \$10, which reached 431 people and had 105 post engagements.
- The Maker Lab paid ad ended. The ad ran June 5–July 13. We spent \$38, which reached 3,000 people and had 135 post engagements.
- The Summer Adventure paid ad ended. The ad ran June 4–July 31. We spent \$57, which reached 1,778 people and had 344 post engagements.

Social Media Metrics

- Facebook Metrics
 - 21 new people liked our page
 - 1,461 people viewed our page
 - 61,819 people saw our content
 - 22,021 people saw our content because a friend shared, liked or engaged with it
 - 3,384 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 0 new followers
 - 274 page views
 - 14,000 tweet impressions
- Instagram Metrics
 - 23 new followers
 - 429 post likes

Email Marketing Metrics

- 11 emails sent
- 101 new subscribers
- Average open rate: 31.30% (industry average is 19.85%)
- Average click rate: 14.21%

Human Resources (Lea Pottle)

July was a busy month for Human Resources ~ We welcomed 6 new staff members and saw 4 current staff members promoted.

Thank you to Noey for all of her hard work and organizational skills so that this process went smoothly!

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Specialist
- Building Security Monitor
- Building Security Supervisor
- Readers Advisory Librarian
- Studio Services Assistant Manager

New Employees:

- Bini Issac, Circulation Services Specialist, 7/15
- Tyrese Bell, Circulation Services Aide, 7/30

Promotion:

- Jay Purrazzo, Adult and Teen Services Specialist, promoted to Adult Services Librarian, 7/22
- Sandy Andes, Circulation Services Aide, promoted to Circulation Services Specialist, 7/23

Departures:

- Wil Cox, Studio Services Assistant Manager, 7/26
- Babs Olszanowski, Circulation Services Aide, 8/1
- Brittany Schwager, Adult and Teen Services Specialist, 8/2

Training and Development;

- IMRF Benefit Workshop; Noey
- Google Certified Educator Level 2; Lea

Meetings;

- Manager's Meeting; Lea
- Audit Field work; Lea and Noey assisted the Finance department with preliminary audit work. Provided payroll/personnel documents as requested.
- Genre Fest-Shifting project; Lea and Noey assisted CMTSD with genre shifting.
- IPLAR; Lea assisted Nancy in compiling the personnel information necessary to file the IPLAR report.

Information Technology (John Matysek)

- During the month of July 95 new help desk tickets were created by FPLD staff, and 100 new or existing tickets were solved by IT staff.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor ITsavvy to troubleshoot and repair the Communications department's large format printer.
- Worked with vendor Netrix, LLC to update the configuration of the network firewall to allow the library's auditing firm to use their preferred VPN method on the library's Internet connection.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a replacement cell phone for the Bookmobile.
- Worked with vendor ITsavvy on the configuration and testing of an addition that will allow paging over the library phone system.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor Bibliotheca to troubleshoot and repair an issue with the RFID security gates at the main entrance.
- Along with Paul Mills, reviewed the responses received to the library's Request for Proposals (RFP) for updated self-check units.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor Cisco/Meraki to troubleshoot and correct an issue with staff portable Cisco phones.

Finance (Jennie Nguyen)

Highlights

- This month, I had completed the preliminary audit fieldwork for our fiscal year ended on 06/30/2019. This was the first year in which the Library had conducted a preliminary fieldwork for our annual audit prior to our main fieldwork in August. It was a great success.
- Bond Refinance Review – Paul and I met with our PMA advisor, Andrew Kim, to review the current market condition for a potential option of refinancing of our Bond 2009B. The current market has made this option very beneficial for savings for our community.
- Fiscal Year End Preparations - This month, the Finance team worked hard with the other departmental managers to ensure that all of the outstanding expenditures were allocated to the fiscal year which ended on 06/30/2019. This would allow the Library's financial reports to reflect the most accurate information of their revenue and expenditures for this fiscal year.
- New Fiscal Year – July marks the beginning of the Library's new fiscal year. The working budget for the new fiscal year was reviewed and entered into Financial Edge.
- Change Request – The Computer Commons service desk has had a large amount of quarters this month. The current TBS coin op system does not offer change options in bills. Our patrons are currently exchanging their large amount of quarters for bills.

Special Projects

- Bank RFP – The Library had 6 responses for proposal for bank services. The proposals were reviewed and analyzed for services and pricing that would best serve the Library's needs.
- Record Retention – The previous certificate of record disposal have been reviewed and currently being updated to reflect new disposal year for the Library's records to be sent for approval from the State of Illinois.

Training

- 07/10/2019 – Blackbaud University's Roadshow – Finance Team

July 2019 District Statistics						Population Total		67683	
Total Circulation Statistics	76,606	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	66,710	Reading Programs Offered	0	0	1	0	1	28,665	4,238
Bookmobile	1,224	Reading Members	0	0	317	0	317	Proctoring	Total Twitter Followers
Digital	8,672	Summer Reading	1	1	1	1	4	29	798
		Summer Reading Members	719	465	995	42	2221	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	806	891
Interlibrary Loan Requests		New Physical Items	4,114	Total Visits	40,041	374	41,180	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	315	New Digital Items	3,056	New Cardholders	254	4	258	3,635	4,435
Items Sent to other Libraries	140	Collection Total	434,565	Active Cardholders	24,470	131	24,601	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	48,489	Drive through visits	765	23,069	7
In-house checkins (Not part of total circ)	N/A	Active cardholders	36.35%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	71.64%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				161	1,955	490	4,508	7,114	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	181	45	16	516	384	1142	Building Rear	Church	Ashbury's
Attendance	282	105	25	34	593	4,659	3,776	1,272	406
	Programs Adults				Programs Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,630
Numbered offered	30	1	21	52	41	0	0	41	Android: 882
Attendance	347	97	94	538	736	0	0	736	
Programming hours	66	2	21.5	89.5	91	0	0	91	
	Programs Children				Passive Programs for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	217
Numbered offered	52	35	0	87	12	0	0	12	Total Attendance
Attendance	1,564	1,123	0	2687	549	0	0	549	10,329
Programming Hours	34.5	57	0	91.5	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	156	0	0	156	30	2	5	37	
Attendance	815	0	0	815	4,644	323	1,401	6,368	
Programming hours	X	X	X	X	24	4	23	51	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	177	133	2,026	512	850	3	120	3,821	
Directional	14	2,002	1,750	26	3,053	0	0	6,845	
One on One Assistance	21	100	30	0	1	0	0	152	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older	
Circulation	76,606	83,028	-7.73%	Reference Questions	3,821	3,037	25.81%		
Visitors	40,041	41,533	-3.59%	Computer Usage	7,114	7,741	-8.10%		
Card Holders	24,470	25,358	-3.50%	Wireless Sessions	20,879	16,730	24.80%		
Room Bookings	758	675	12.30%	Program Attendance*	10,329	13,288	-22.27%		