

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
September 19, 2019 | 6:30 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

Hearing for Budget and Appropriation Ordinance Fiscal Year 2019/2020

1. Call to Order
2. Roll Call of Trustees
3. Comments from the Public
4. Adjournment

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
September 19, 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 – August 15, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Ordinance 2019-6 – Budget & Appropriation Ordinance Fiscal Year 2019/2020
 - b. Approval of Chief Fiscal Officer's Certificate of Revenues by Source
 - c. Approval of Revised Drug and Alcohol Use Policy for the Employee Handbook
 - d. Approval of Revised InterLibrary Loan Policy
 - e. Approval of Revised Meeting Room Policy
 - f. Approval of Resolution 2019-10 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box
 - g. Review of Requirements for Fiscal Year 2020 Illinois State Library Per Capita Grant
 - h. Approval of Request to Travel for Trustees to 2020 American Library Association Midwinter Meeting in Philadelphia, PA – January 24-28, 2020
 - i. Approval of Request to Travel for Executive Director to 2020 Public Library Association Conference in Nashville, TN – February 25-29, 2020
8. Library Projects
 - a. Change Order #1 for 2nd Floor Meeting Room Project
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – July, 2019
 - b. Bills Paid Report – August, 2019
 - c. Bills Paid Report – September, 2019
 - d. Bills Payable Report – September, 2019
12. Director's Report – September, 2019
13. Unfinished Business
 - a. Final Approval of Request to Travel for Trustees to 2019 Illinois Library Association Annual Conference in Tinley Park, IL – October 22-24, 2019
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

September 2019 Agenda Background

Paul Mills

7. New Business – Action Items

- a. Approval of Ordinance 2019-6 – Budget & Appropriation Ordinance Fiscal Year 2019/2020

This ordinance is the next step of our budget process.

Suggested Motion: Motion to approve Ordinance 2019-6 – Budget & Appropriation Ordinance Fiscal Year 2019/2020.

- b. Approval of Chief Fiscal Officer's Certificate of Revenues by Source

This statement reiterates revenue information included in the Budget and Appropriation Ordinance.

Suggested Motion: Motion to approve the Chief Fiscal Officer's Certificate of Revenues by Source.

- c. Approval of Revised Drug and Alcohol Use Policy for the Employee Handbook

The District's current Drug and Alcohol Use Policy is being revised in anticipation of the new legislation making recreational marijuana legal in the State of Illinois on January 1, 2020.

1. The District expects all employees to report for work in a condition to perform their duties and without being under the influence of any alcohol, cannabis, or illegal drugs.
2. Any cannabis, in unlawful amounts, found in the possession of an employee will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
3. Revised the definition of Illegal Drugs to mean substances whose use or possession is controlled by and illegal under both federal and state law.
4. Added a definition for Under the Influence of Cannabis.

Our attorney has reviewed this draft and it was edited based on his recommendations.

Suggested Motion: Motion to repeal the existing Drug and Alcohol Use Policy section in the Employee Handbook and approve the revised Drug and Alcohol Policy section for the Employee Handbook.

d. Approval of Revised InterLibrary Loan Policy

This draft revision of our InterLibrary Loan Policy features the following changes —

Removed "Video Games" and "Entire issues of magazines" from the Limitations section, thus allowing the interlibrary loan of both of these formats/collections.

Under the section Limitations, grouped VHS Movies, Books on Cassette and Computer Software into one bullet point, beginning with "Formats we no longer own..."

Under the section Limitations, added "Requests for Fountaindale-sponsored book discussion groups need to be identified when the ILL request is made."

Under the section Loan Period & Renewals, changed language from "The loan period for Interlibrary Loan materials is based upon the loan period given by the lending library." to "The loan period for Interlibrary Loan materials is based upon Fountaindale Public Library's set loan periods for the District."

Removed Lending Guidelines for Other Libraries sections as they are procedures and guidelines for other libraries requesting materials and not intended for our patrons.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing InterLibrary Loan Policy and to approve the revised InterLibrary Loan Policy.

e. Approval of Revised Meeting Room Policy

This draft revision of our Meeting Room Policy features the following changes —

- * Simplified Priority For Use section
- * Removed references to 3rd Floor Computer Lab and 2nd Floor Computer Lab
- * Added references to 2nd Floor Meeting Room
Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing Meeting Room Policy and to approve the revised Meeting Room Policy.

f. Approval of Resolution 2019-10 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box

This resolution lists the individuals who may access the District's new safe deposit box at Naperville Bank & Trust. The list includes Board President Margaret (Peggy) Danhof, Vice President Robert Kalnicky, Executive Director Paul Mills and Finance Manager Jennie Nguyen. This is the same list for the safe deposit box at BMO Harris.

Suggested Motion: Motion to approve Resolution 2019-10 – Resolution Approving Authorized Signers for the Naperville Bank & Trust Safe Deposit Box.

g. Review of Requirements for Fiscal Year 2020 Illinois State Library Per Capita Grant

The Illinois State Library requires the Board of Trustees to review and discuss the following items in order for our library to be eligible for a Per Capita Grant.

The first item is the Illinois Library Trustee's Fact File, Chapters 11 through the Appendices. Please see the packet for the chapters and appendices.

The chapters that need to be reviewed for this year are as follows —

Chapter 11: Fundraising

Chapter 12: Advocacy

Chapter 13: Public Relations

Chapter 14: Trustee Continuing Education

Appendices:

- Library Bill of Rights
- The Freedom to Read
- Freedom to View Statement
- Libraries: An American Value
- Code of Ethics
- Ethics Statement for Public Library Trustees
- Selected Resources

The second item is a requirement that the Board watch one online educational opportunity regarding organizational management. This one from Webjunction is a good one about strategic planning.

<https://learn.webjunction.org/course/view.php?id=431>

(Please note this webinar does require you to create a login, which is free to create)

I have also included the slides for this webinar as well.

The third item is that the Board is required to review Chapter 3 of Serving our Public 3.0: Standards for Illinois Public Libraries. Chapter 3 discusses Personnel. I have attached Chapter 3 to this email as well.

The fourth and final item is that the Board of Trustees is required to review the information about services provided by

the Digital Public Library of America (DPLA)

<https://dp.la/>

DPLA connects people to the riches held within America's libraries, archives, museums, and other cultural heritage institutions. All of the materials found through DPLA—photographs, books, maps, news footage, oral histories, personal letters, museum objects, artwork, government documents, and so much more—are free and immediately available in digital format. The cultural institutions participating in DPLA represent the richness and diversity of America itself, from the smallest local history museum to our nation's largest cultural institutions.

and

the Illinois Digital Archives (IDA)

<http://www.idaillinois.org/>

The Illinois Digital Archives (IDA) was created in 2000, as a repository for the digital collections of the Illinois State Library as well as other libraries and cultural institutions in the State of Illinois.

What can you find in the Illinois Digital Archives?

Photographs, slides, glass negatives
Oral histories, manuscripts and letters
Federal government documents
Postcards
Posters
Videos
Newspapers
Maps
and much more

Suggested Motion: No Motion Required.

- h. Approval of Request to Travel for Trustees to 2020 American Library Association Midwinter Meeting in Philadelphia, PA – January 24–28, 2020

Several trustees have requested travel to the ALA Midwinter Meeting. Per our policy out of state travel by trustees requires Board approval.

Suggested Motion: Motion to approve request to travel for trustees to the 2019 American Library Association Midwinter Meeting in Philadelphia, PA – January 24–28, 2020.

- i. Approval of Request to Travel for Executive Director to 2020 Public Library Association Conference in Nashville, TN – February 25–29, 2020

I am requesting travel to the 2020 Public Library Association Conference. Per our policy out of state travel by the Executive Director requires Board approval.

Suggested Motion: Motion to approve request to travel for the Executive Director to the 2020 Public Library Association Conference in Nashville, TN – February 25–29, 2020.

September 2019 Agenda Background
Building Project
Paul Mills

8. New Business – Action Items

a. Approval of Change Order #1 for 2nd Floor Meeting Room Project

Change Order #1 relocates an existing pipe that interferes with the installation of the new projector screen. The total amount of the change order is \$552.

Suggested Motion: Motion to approve Change Order #1 for 2nd Floor Meeting Room Project.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD AUGUST 15, 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, August 15, 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, Robert Kalnicky, Ruth Newell, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustee Kathryn Spindel

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon and Jennie Nguyen.

PUBLIC PRESENT

The following public was present: Jody Hargett, Lauren Staley-Ferry, Charles Pelkie and Leroy Johnson.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – July 18, 2019

The minutes of the board meeting held July 18, 2019 were presented. A motion to approve the minutes was made by Newell, seconded by Bermejo. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – July 18, 2019

The minutes of the Executive Session held July 18, 2019 were presented. A motion to approve the minutes was made by Newell, seconded by Prodehl. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that despite the rain, the Ice Cream Social was successful for the Friends. They sold \$79.45 in snacks and \$76 in books. The Friends are preparing for the Fall Book Sale, which will take place October 11-13.

NEW BUSINESS

Will County Presentation on Early Voting

Will County Clerk Lauren Staley-Ferry, Chief of Staff Charles Pelkie and Election Analyst Leroy Johnson from the Will County Clerk's Office discussed their plans to ensure a better early voting experience for patrons visiting the library.

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

President Danhof discussed that this resolution restated the levy amount of \$9,094,813 identified in the Tentative Budget and Appropriation Ordinance passed last month.

A motion to approve Resolution 2019-4 – Resolution to determine the estimate of funds needed for Fiscal Year 2019/2020 was made by Kalnicky, seconded by Newell.

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

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

Danhof noted that this resolution names Juanita Lennon and Paul Mills as Open Meetings Act officers for the District.

A motion to approve Resolution 2019-5 – Resolution designating Open Meetings Act Officers as Paul Mills and Juanita Lennon was made by Bermejo, seconded by Newell.

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

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

Danhof noted that this resolution names Jennie Nguyen and Paul Mills as Freedom of Information Act officers for the District.

A motion to approve Resolution 2019-6 – Resolution designating Freedom of Information Act Officers as Paul Mills and Jennie Nguyen was made by Kalnicky, seconded by Newell.

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

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

Mills stated that this resolution enables our attorney, Tressler, LLP, to continue to represent the District in tax appeal cases.

A motion to approve Resolution 2019-7 – Resolution authorizing intervention in certain tax appeal cases was made by Prodehl, seconded by Valencia.

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

Approval of Resolution 2019-8 – Resolution Designating Bolingbrook Bank & Trust as the Depository of the Funds of the Fountaindale Public Library District

Jennie Nguyen discussed the RFP review process and the six responses we received. Bolingbrook Bank & Trust was selected.

A motion to approve Resolution 2019-8 – Resolution designating Bolingbrook Bank & Trust as the Depository of the Funds of the Fountaindale Public Library District was made by Prodehl, seconded by Kalnicky.

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

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

Mills discussed this RFP review process and the seven responses we received. John Matysek led our review process and Bibliotheca was selected.

A motion to approve Resolution 2019-9 – Resolution approving agreement with contractor re self-checks and related services was made by Valencia, seconded by Newell.

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

Approval of 2019 Illinois Public Library Annual Report (IPLAR)

Mills discussed that Nancy Korczak led this reporting process, which is required of every public library in Illinois.

A motion to approve the 2019 Illinois Public Library Annual Report (ILPLAR) was made by Kalnicky, seconded by Valencia.

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

Approval of Revised Photography and Filming Policy

Mills discussed that this revised policy is based upon a template created by RAILS attorneys. It also incorporates features from the current policy. Mills then discussed notable changes from the current policy.

A motion to repeal the existing Photography and Filming Policy and approve the revised Photography and Filming Policy was made by Prodehl, seconded by Valencia.

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

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. Per Board Policy such appointments require Board approval.

A motion to approve the Trustee Service for American Library Association Coretta Scott King standing Breakfast Committee was made by Valencia, seconded by Bermejo.

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

LIBRARY PROJECTS

Mills reported that Walter Daniels will be starting construction on the 2nd floor meeting room next week. The project is projected to be completed by mid-October.

CORRESPONDENCE

Mills shared an article from WGN New about the shortage of skilled laborers affecting construction projects in the Chicagoland area.

TREASURER'S REPORT

The Treasurer's Report for July, 2019 was presented by Vice President Kalnicky and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – August, 2019

Bills paid for the month of August in the amount of \$52,529.53 was presented for approval. Motion to approve was made by Kalnicky, seconded by Bermejo.

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

Bills Payable Report – August, 2019

Bills payable for the month of August in the amount of \$144,077.87 was presented for approval. Motion to approve was made by Bermejo, seconded by Valencia.

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

DIRECTOR'S REPORT – August, 2019

Mills discussed the very difficult eBook environment that all libraries are experiencing. Publishers are making significant changes on how libraries can purchase eBooks. Mills noted that our patrons will soon be experiencing very long wait times for certain titles because of publisher restrictions.

Mills discussed that we will soon be discontinuing the online learning platform Lynda.com as upcoming changes to their terms of service would be a violation of the patron privacy values the District supports.

Trustee Prodehl commented that he liked windowing of books on the 3rd floor.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Danhof reported that Mills is the new President of the RAILS Board of Directors.

The Community Service Council Annual Gala will be on Friday, September 13 at the Bolingbrook Golf Club.

The Pathways Parade is on Sunday, September 8. The theme this year is “Our Youth, Our Future.”

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:09 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

Ordinance 2019-6
Budget and Appropriation Ordinance
of the
Fountaindale Public Library District
Will and Du Page Counties, Illinois
for
Fiscal Year July 1, 2019 to June 30, 2020

Whereas, Paul Mills, Library Director, has been designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, and in accordance with such designation has prepared such tentative budget and appropriation ordinance and on July 18, 2019 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation ordinance conveniently available to public inspection for at least thirty days prior to action thereon; and

Whereas, prior to final action a public hearing was held as to such budget and appropriation ordinance on September 19, 2019, notice of which hearing was given at least thirty days prior thereto by publication in The Bugle, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

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

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2019 and ending June 30, 2020.

Estimated Available Revenue

Estimated Cash on Hand July 1, 2019	
Cash in the Working Cash Fund	\$651,624
Cash in the Special Reserve Fund	\$14,803,359
Cash in the General Corporate Fund	\$9,471,093
Cash in the Audit Fund	\$9,045
Cash in the Liability Insurance Fund	\$97,527
Cash in the FICA Fund	\$186,860
Cash in the Illinois Municipal Retirement Fund	\$710,019
Cash in the Building Maintenance Fund	\$161,027
Total Estimated Cash on Hand	\$26,090,554

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

Cash to be received from 2018 levy	
Balance, Corporate Tax Levy	\$3,643,660
Balance, Audit Tax Levy	\$5,162
Balance, Liability Insurance Tax Levy	\$29,950
Balance, FICA Tax Levy	\$125,707
Balance, Illinois Municipal Retirement Tax Levy	\$288,435
Balance, Building Maintenance Tax Levy	\$150,809
Total Cash to be received from 2018 Levy	\$4,243,723

Cash to be received from the 2019 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Cash to be received from 2019 levy	
General Corporate Tax Levy	\$7,808,806
Audit Tax Levy	\$11,066
Liability Insurance Tax Levy	\$64,185
FICA Tax Levy	\$267,806
Illinois Municipal Retirement Tax Levy	\$619,759
Building Maintenance Tax Levy	\$323,191
Total 2019 Levy	\$9,094,813
To be Collected after close of Fiscal Year	\$4,729,303
To be Received during Fiscal Year	\$4,365,510

Other Income:	
Personal Property Replacement Tax	\$150,936
State Per Capita Grant	\$84,604
Interest	\$122,020
Fines	\$65,000
Copy Machines/Printing/Fax	\$35,000
Miscellaneous Income	\$7,800
Donations / Gifts / Grants	\$9,000
Back Taxes and Adjustments	\$40
Total Other Income	\$474,400

Cash on hand July 1, 2019 from the sale of Library Building Bonds on September 14, 2016, February 11, 2009, and December 15, 2009	\$10,613
-----------------------------------------------------------------------------------------------------------------------------------------	-----------------

Total Estimated Cash Available During the Year including Special Reserve Fund, Working Cash Fund and Bond Proceeds	\$35,184,800
--------------------------------------------------------------------------------------------------------------------------	---------------------

Note: In addition to the foregoing, there is presently \$1,238,523 on hand in the Library Building Bond and Interest Fund. It is estimated that the following amounts will be received during the fiscal year to pay principal and interest on the December 11, 2018 issue of \$10,545,000, September 14, 2016 issue of \$9,775,000 and December 15, 2009 issue of \$8,750,000.

Bond Notation

Balance on hand July 1, 2019	\$1,238,523
Cash to be received from 2018 Tax Levy	\$1,137,262
Cash to be received from 2019 Tax Levy	\$1,946,568
Cash to be received from the General Fund - Cash Contribution	\$3,000,000
Cash to be received from the General Fund - Abatement	\$465,784
Total	\$7,788,137

Estimated Expenditures

Salaries	5,211,600
Total Salaries	\$5,211,600

Prof. Dev. & Training	45,600
Employee Recognition	4,800
Membership Dues	10,800
Dues - Institutional	2,400
Mileage & Transportation	28,800
Room/Board/Meals	37,200
Hiring and Placement	960
Cafeteria Plan	474,000
EAP	2,400
Total Personnel	\$606,960

Building Security	2,400
-------------------	-------

Equipment Rental	7,200
Equipment Maintenance	186,000
Leased Equipment	72,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	66,000
Legal Expense - Publication	3,000
Bank Service Fees	6,048
Payroll Service	21,600
Professional Services	96,000
Printing	63,600
Collection Services	7,200
Internet Services	48,000
Cable TV Services	1,800
Catalog Management	30,000
Computer Circulation Expense	132,000
Total Contractual Services	\$768,048

Telephone Service	13,200
Telephone Data	8,400
Electricity	224,400
Gas	56,400
Water & Sewer	36,000
Minor Library Equipment	16,200
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	63,840
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	74,640
Postage	18,600
Shipping	12,000
Buildings	18,000
Grounds	60,000
Total Supplies & Utilities	\$670,680

Books and AV	913,800
Opening Day Collection - Outreach	72,000
Programs - Adult	50,040
Programs - Children	19,200
Programs - Young Adult	24,000
Special Services/Events	8,400

Donations Expended	12,920
Computer Software	394,800
Total Library Materials	\$1,495,160

Library Equipment - Capital	450,000
Office Equipment - Capital	6,000
Library Furniture - Capital	6,000
Office Furniture - Capital	6,000
Special Projects	87,480
Automated Systems	90,000
PC Computer Equipment	330,000
Buildings - Capital	458,000
Grounds - Capital	12,000
Total Capital Expenditures	\$1,445,480

Miscellaneous	24,000
Public Relations	57,600
Total Miscellaneous	\$81,600

Per Capita Grant	101,525
Total Per Capita Grant	\$101,525

Other Grants	600
Total Other Grants	\$600

Total General Fund	\$10,381,653
---------------------------	---------------------

Audit Expense	14,400
Total Audit Fund	\$14,400

Unemployment Insurance	6,000
Workmen's Compensation	36,000
Liability Insurance	48,000
Umbrella Policy	15,600
Treasurer's Bond	9,000
Total Liability Insurance Fund	\$114,600

FICA	402,000
IMRF	522,000
Total Social Security Fund	\$924,000

Building Maintenance	342,000
Building Supplies	43,200

Total Maintenance Fund	\$385,200
Total Operating Fund Expenditures	\$11,819,853
Construction Project	10,613
Total Construction Project	\$10,613
Total Estimated Expenditures	\$11,830,466

Estimated Cash on Hand at Close of Fiscal Year including
Working Cash Fund, Special Reserve Fund, and Bond Proceeds **\$23,354,334**

SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2019 and ending June 30, 2020.

Estimated Expenditures

Salaries	5,211,600
Total Salaries	\$5,211,600

Prof. Dev. & Training	45,600
Employee Recognition	4,800
Membership Dues	10,800
Dues - Institutional	2,400
Mileage & Transportation	28,800
Room/Board/Meals	37,200
Hiring and Placement	960
Cafeteria Plan	474,000
EAP	2,400
Total Personnel	\$606,960

Building Security	2,400
Equipment Rental	7,200
Equipment Maintenance	186,000
Leased Equipment	72,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	66,000
Legal Expense - Publication	3,000
Bank Service Fees	6,048

Payroll Service	21,600
Professional Services	96,000
Printing	63,600
Collection Services	7,200
Internet Services	48,000
Cable TV Services	1,800
Catalog Management	30,000
Computer Circulation Expense	132,000
Total Contractual Services	\$768,048

Telephone Service	13,200
Telephone Data	8,400
Electricity	224,400
Gas	56,400
Water & Sewer	36,000
Minor Library Equipment	16,200
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	63,840
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	74,640
Postage	18,600
Shipping	12,000
Buildings	18,000
Grounds	60,000
Total Supplies & Utilities	\$670,680

Books and AV	913,800
Opening Day Collection - Outreach	72,000
Programs - Adult	50,040
Programs - Children	19,200
Programs - Young Adult	24,000
Special Services/Events	8,400
Donations Expended	12,920
Computer Software	394,800
Total Library Materials	\$1,495,160

Library Equipment - Capital	450,000
Office Equipment - Capital	6,000
Library Furniture - Capital	6,000

Office Furniture - Capital	6,000
Special Projects	87,480
Automated Systems	90,000
PC Computer Equipment	330,000
Buildings - Capital	458,000
Grounds - Capital	12,000
Total Capital Expenditures	\$1,445,480

Miscellaneous	24,000
Public Relations	57,600
Total Miscellaneous	\$81,600

Per Capita Grant	101,525
Total Per Capita Grant	\$101,525

Other Grants	600
Total Other Grants	\$600

Total General Fund	\$10,381,653
---------------------------	---------------------

Audit Expense	14,400
Total Audit Fund	\$14,400

Unemployment Insurance	6,000
Workmen's Compensation	36,000
Liability Insurance	48,000
Umbrella Policy	15,600
Treasurer's Bond	9,000
Total Liability Insurance Fund	\$114,600

FICA	402,000
IMRF	522,000
Total Social Security Fund	\$924,000

Building Maintenance	342,000
Building Supplies	43,200
Total Maintenance Fund	\$385,200

Total Operating Fund Expenditures	\$11,819,853
------------------------------------------	---------------------

Construction Project	10,613
Total Construction Project	\$10,613

Total Estimated Expenditures

\$11,830,466

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

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

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

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

Passed by the Board of Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT,
WILL AND DU PAGE COUNTIES, ILLINOIS, this 19th day of September, 2019.

Approved this 19th day of September, 2019.

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

ATTEST:

Steven J. Prodehl
Secretary

Chief Fiscal Officer's Certificate
Of Revenues by Source
Fountaindale Public Library District
Will and Du Page Counties, Illinois
For Fiscal Year July 1, 2019 to June 30, 2020

I, Paul Mills, do hereby certify as follows:

I am the Chief Fiscal Officer of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, Will and DuPage Counties, Illinois.

I estimate the revenues by source of said District for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to be as follows:

Estimated Available Revenue

Estimated Cash on Hand July 1, 2019

Cash in the Working Cash Fund	\$651,624
Cash in the Special Reserve Fund	\$14,803,359
Cash in the General Corporate Fund	\$9,471,093
Cash in the Audit Fund	\$9,045
Cash in the Liability Insurance Fund	\$97,527
Cash in the FICA Fund	\$186,860
Cash in the Illinois Municipal Retirement Fund	\$710,019
Cash in the Building Maintenance Fund	\$161,027
Total Estimated Cash on Hand	\$26,090,554

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

Cash to be received from 2018 levy

Balance, Corporate Tax Levy	\$3,643,660
Balance, Audit Tax Levy	\$5,162
Balance, Liability Insurance Tax Levy	\$29,950
Balance, FICA Tax Levy	\$125,707
Balance, Illinois Municipal Retirement Tax Levy	\$288,435
Balance, Building Maintenance Tax Levy	\$150,809
Total Cash to be received from 2018 Levy	\$4,243,723

Cash to be received from the 2019 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Cash to be received from 2019 levy

General Corporate Tax Levy	\$7,808,806
Audit Tax Levy	\$11,066
Liability Insurance Tax Levy	\$64,185
FICA Tax Levy	\$267,806
Illinois Municipal Retirement Tax Levy	\$619,759
Building Maintenance Tax Levy	\$323,191
Total 2019 Levy	\$9,094,813
To be Collected after close of Fiscal Year	\$4,729,303
To be Received during Fiscal Year	\$4,365,510

Other Income:

Personal Property Replacement Tax	\$150,936
State Per Capita Grant	\$84,604
Interest	\$122,020
Fines	\$65,000
Copy Machines/Printing/Fax	\$35,000
Miscellaneous Income	\$7,800
Donations / Gifts / Grants	\$9,000
Back Taxes and Adjustments	\$40
Total Other Income	\$474,400

Cash on hand July 1, 2019 from the sale of
Library Building Bonds on September 14, 2016,
February 11, 2009, and December 15, 2009 **\$10,613**

Total Estimated Cash Available During the Year
including Special Reserve Fund, Working Cash
Fund and Bond Proceeds **\$35,184,800**

Note: In addition to the foregoing, there is presently \$1,238,523 on hand in the Library Building Bond and Interest Fund. It is estimated that the following amounts will be received during the fiscal year to pay principal and interest on the December 11, 2018 issue of \$10,545,000, September 14, 2016 issue of \$9,775,000 and December 15, 2009 issue of \$8,750,000.

Bond Notation

Balance on hand July 1, 2019	\$1,238,523
Cash to be received from 2018 Tax Levy	\$1,137,262
Cash to be received from 2019 Tax Levy	\$1,946,568
Cash to be received from the General Fund - Cash Contribution	\$3,000,000
Cash to be received from the General Fund - Abatement	\$465,784
Total	\$7,788,137

Paul Mills, Executive Director

Dated: September 19, 2019

Drug and Alcohol Use Policy - DRAFT

The Fountaindale Public Library District is committed to protecting the safety, health, and well being of all employees and other individuals in our workplace. The District expects all employees to report for work in a condition to perform their duties and without being under the influence of any alcohol, cannabis, or illegal drugs. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives.

Work Rules

1. Whenever employees are working, are operating any District vehicle, are present on District premises, or are conducting District related work off-site, they are prohibited from engaging in the following conduct:
 - using, possessing, buying, selling, manufacturing or dispensing cannabis or illegal drugs;
 - possessing, buying or selling drug paraphernalia;
 - being under the influence of alcohol, cannabis, or an illegal drug; and
 - possessing or consuming alcohol.
2. The presence of any illegal drug or alcohol in an employee's body system, when operating a District vehicle, on District premises, or while conducting District business, is prohibited.
3. This policy does not prohibit employees from the lawful and possession of prescribed medications, provided that the employee is using the drug consistent with the prescription. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and shall promptly disclose any restrictions to their supervisors or managers. Employees should not, however, disclose underlying medical conditions, unless otherwise necessitated by law.
4. Any illegal drugs, cannabis in unlawful amounts, or drug paraphernalia found in the possession of employees will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Employee Assistance

The District will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this policy or other library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Testing

Reasonable Suspicion: Employees are subject to testing if a manager reasonably suspects them of using or being under the influence of alcohol, cannabis, or illegal drugs while they are working, on District premises, or operating District vehicles.

Post-Accident: Employees are subject to testing when they cause or contribute to accidents involving a District vehicle, machinery, equipment or property or result in an injury requiring emergency medical treatment away from the scene of the accident.

Return to Duty and Follow-Up: Employees who have tested positive or violated this policy, and who are not terminated or are reinstated, are subject to testing prior to being returned to duty.

Collection and Testing Procedures

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

1. Employees subject to alcohol testing will be transported to a District designated clinic and directed to provide breath specimens. Breath specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee.
2. Employees subject to cannabis or drug testing will be transported to a District designated clinic and directed to provide urine specimens. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested using a drug testing panel of the District's choice. There shall be a chain of custody from the time specimens are collected through testing and storage.
3. The laboratory shall transmit positive drug tests results to a medical review officer (MRO), retained by the District, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test.

Consequences

One of the goals of the Drug and Alcohol Use policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems.

If however, an employee violates the policy, he or she may be subject to disciplinary action, up to and including termination, and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it will be subject to disciplinary action, up to and including termination.

This policy does not prohibit an employee from being disciplined or discharged for other violations and/or performance issues.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided by the medical review officer shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding.

Definitions

District Premises: includes, but is not limited to, all buildings, facilities, grounds, and vehicles owned, leased or managed by the District.

Illegal Drugs: means substances whose use or possession is controlled by and illegal under both federal and state law or which are not being used or possessed under the supervision of a licensed healthcare professional.

Refuse to Cooperate: means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

Under the Influence of Alcohol: means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a manager to conclude that an employee is impaired because of alcohol use.

Under the Influence of Drugs: means a confirmed positive test result for illegal drug use.

Under the Influence of Cannabis: means an employee shows specific, articulable symptoms while working that decrease or lessen the employee's performance; including changes in the employee's speech, physical dexterity, coordination, demeanor, irrational or unusual behavior, disregard for his or her own safety or the safety of other employees, or involvement in a workplace accident causing injury or serious damage to machinery or property.

Crimes Involving Drugs

The District does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the work place. Off-the-job illegal drug, cannabis and/or alcohol use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or the District's facilities, or where such usage adversely affects the public trust in the

ability of the District to carry out its responsibilities, is also cause for disciplinary action, up to and including termination.

Employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to notify the District in writing within five (5) calendar days of the conviction, plea or sentence. The District will review the nature of the charges and determine disciplinary or other action as needed.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT INTERLIBRARY LOAN POLICY

PURPOSE

The Fountaindale Public Library provides interlibrary loan services in order to provide patron access to library resources that are not available in our library. Materials are borrowed from other libraries outside of our district and we provide materials from our collections to other libraries. Use of this service is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is "in the best interest of the library" and is authorized to act accordingly, including limiting the use of circulating items by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

ELIGIBLE USERS

Interlibrary loan is available to anyone with a library card in good standing from Fountaindale Public Library and Pinnacle Library Cooperative libraries that agree to the provision of these services outside of their home library.

Teacher Cards are not eligible for Interlibrary Loan requests.

Non-Pinnacle card holders must go to their home library for ILL services.

TYPICAL TIME FOR FULFILLMENT

The Interlibrary Loan process can typically take 2-6 weeks for materials to arrive. Materials that are being borrowed from outside Illinois take longer to arrive. The library cannot guarantee the availability of materials or how quickly they may arrive.

COST

Some libraries do charge fees to loan their materials. There may also be charges for photocopies. If that is the case, a Fountaindale staff member will notify the patron to determine whether they would still like to borrow the item and pay the fees.

LIMITATIONS

The following materials are not available to request through Interlibrary Loan:

- Materials that have been published in the past 12 months
- Textbooks
- Digital Materials (For example: eBooks, eAudiobooks)
- Kits and Realia

- LP Albums
- Excessive copies of one title
- Equipment and Electronic Devices
- Formats the library no longer owns, including VHS Movies, Books on Cassette, and Computer Software
- Items owned or on order by a Pinnacle library unless they are Lost or Missing

Requests for Fountaindale-sponsored book discussion groups need to be identified when the ILL request is made. The date of the discussion must be included on the request.

ILL staff will attempt to borrow requested materials available at libraries located within the United States or Canada.

NUMBER OF REQUESTS ALLOWED PER PERSON

Each cardholder is limited to 5 requests a day. The maximum number of active requests at any one time is 35.

PATRON RESPONSIBILITIES

The label or paperwork that accompany Interlibrary Loan material must be returned with the item. The cardholder may be charged for the material or for overdue fines if the paperwork is not with the item.

Material must be picked up and returned to Fountaindale Public Library, its Bookmobile, and its book drops but not to any other library. Overdue fines may be charged if material is returned to another library.

Materials borrowed through Interlibrary Loan must be picked up within five days of notification. If materials are not picked up on a regular basis, Interlibrary Loan privileges may be suspended.

If a patron regularly does not return Interlibrary Loan materials on their due dates or otherwise abuses this Interlibrary Loan Policy, Interlibrary Loan privileges may be suspended.

Cardholders and associated accounts may not re-request the same item more than three times in a 12 month period.

NOTIFICATION METHODS

If there are any questions about a request, ILL staff will attempt to contact the cardholder according to the information in the cardholder's library account.

When Interlibrary Loan materials arrive, the cardholder will be notified according to the information in the cardholder's library account.

LOAN PERIOD & RENEWALS

The loan period for Interlibrary Loan materials is based upon Fountaindale Public Library's set loan periods for the District. Typically loan periods are seven days for feature movies and three weeks for other items. ILL items do count toward any limits established for cardholders.

The lending library may impose restrictions on loans that may include using the material in our library only or not allowing photocopying.

Renewals of Interlibrary Loan materials are permitted on the condition that the lending library approves the renewal. Renewals can only be requested by Interlibrary Loan staff before the due date. There is no guarantee that the lending library will allow a renewal. There is a maximum of one renewal available. Overdue items will not be renewed.

FINES AND OVERDUE ITEMS

Overdue fines will be charged for material returned past the due date. These fines can be found in Appendix 2 of the Fountaindale Public Library Circulation Policy.

Patrons who have overdue items may have ILL privileges suspended until the item is returned and/or account charges are paid.

BILLED, LOST AND DAMAGED ITEMS

Material that is not returned, is lost, or is damaged will result in fines and fees. These fines and fees are determined by the owning library. Replacement copies will not be accepted; the cardholder will pay for the replacement of the material.

No refunds are available for Interlibrary Loan materials.

FAILURE TO COMPLY

Fountaindale Public Library District staff reserves the right to invalidate a library account and to grant temporary extensions of account privileges in appropriate circumstances.

DAMAGES AND LIABILITY

Any individual shall be held responsible for willful or accidental damage to Interlibrary Loan materials caused by the individual and/or when checked out to their account or accounts for which they are responsible.

APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Public Library District will review the Interlibrary Loan policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the circulation of items and procedures as related to lending and borrowing. The Executive Director has delegated authority to implement this policy to the Collection Management and Technical Services Manager.

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

DRAFT SEPTEMBER 19, 2019

FOUNTAINDALE PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Fountaindale Public Library District provides meeting rooms to serve the needs of the Library and the Fountaindale community. The Library provides these meeting rooms as a limited public forum to support its informational, educational and recreational mission. The Library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of its users. Use of the meeting rooms is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees may exercise reasonable discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the meeting rooms by organizations whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy as it deems necessary and appropriate.

At its discretion, the Board of Trustees may exempt itself or any other organization as the Board deems appropriate, from the restrictions and requirements of this policy and any applicable rules and regulations regarding use of the meeting rooms.

PRIORITY FOR USE

Priority for reserving the use of the meeting rooms is given in the following order to meetings, activities or events held by:

1. Board of Trustees for Library business
2. Library staff for Library business
3. Friends of the Library organization
4. Groups or organizations based in the District
5. All Others

Subject to this prioritization, meeting rooms are available to be reserved on a first-come, first served basis at no charge.

The Library reserves the right to change or cancel meeting room reservations. For example, the Board Room may be required by the Board of Trustees when the Board Room is already booked by another group. In such an event, the Board of Trustees requirement will take precedence.

LIMITS OF USE

Meeting room applications must be made by a patron 18 years or older whose Fountaindale Public Library card or access card is in good standing.

The meeting rooms may not be used for private social functions, e.g. private parties, receptions, memorial services, etc.

Programs or gatherings which present a danger to the welfare of the participants, attendees, Library staff, patrons, and/or the community are prohibited. Programs not in keeping with the Library's goals and objectives, or which would disturb Library patrons, impede Library staff or endanger the Library building or collection or otherwise interfere with the proper functions of the Library by causing excessive noise, safety hazard, security risk, etc. are prohibited.

Activities in the meeting rooms must stay in the meeting rooms and must not impact the rest of the library and other patrons' use of the library.

Library staff must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations.

Use of the meeting rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in the program. Announcements implying or stating such endorsement are prohibited. No signage may be set outside the meeting room or on Library Property, and groups may not block or cover meeting room doors. Publicity for any event in the meeting rooms must clearly state that the organization is the sponsor and the Library is the location. Furthermore, the Library

telephone number is not to be included in any news releases or flyers publicizing the event. No group may use the Library as a mailing address.

Use of the meeting rooms is limited to one six hour or less reservation per business or organization every fourteen days. This includes different subgroups of the same business or organization. In addition, without limiting the generality of the foregoing, if the participants of a meeting are substantially the same as the participants of a subsequent meeting, this will count the same as a business or organization or as a subgroup. Use of the meeting rooms may be booked in thirty minute increments. Meeting rooms are available for use during Library open hours only. Meetings must begin at least thirty minutes after the Library opens and end at least 30 minutes before the Library closes.

Meeting rooms must be reserved for groups with five or more people. Group study rooms are available on the 3rd Floor for groups of four or less, and are governed under the Study Room Policy. Multimedia group collaboration rooms are available in Studio 300 for groups of six or less, and are governed under the Studio 300 Policy.

All use of the meeting rooms must be in compliance with the Library Conduct Policy, the Unattended Child Policy, and other applicable policies.

The Executive Director may deny the use of a meeting room at his/her reasonable discretion, based on anticipated availability of parking spaces, the requested time of the event, or other factors which may impair the public's access to library services.

REQUESTING AND RESERVING A MEETING ROOM

Meeting room reservation applications are accepted no more than 90 days in advance and no less than three days in advance. Meeting Room reservation requests must be submitted through our website. Library users who do not have remote Internet access may use library computers at the 2nd Floor Computer Commons where reservation assistance is available. Library staff will review each request for compliance with the Library's Meeting Room Policy after the reservation has been submitted online. The

applicant will receive approval or denial of most requests by email within three weekdays.

The Library has four meeting rooms that can be reserved including: Meeting Room A, Meeting Room B, Meeting Room C and the Board Room. Other locations within the Library cannot be reserved and the Group Study Rooms are governed by the Study Room Policy. Studio 300 Group Collaboration Rooms are covered by the Studio 300 Policy.

The Library will terminate meetings, programs or events with attendance that exceeds room capacity. The maximum capacity of Meeting Room A is 90 people, of Meeting Room B is 40 people, of Meeting Room C is 40 people and of the Board Room is 35 people. Please note that these capacities may be reduced depending on the set up arrangement that is chosen.

Set up arrangements are available for Meeting Rooms A, B, C and the Board Room, which must be requested along with equipment at the time of the meeting room application. Changes must be submitted by phone or email and will be accommodated when possible. Only minor adjustments to the room setup will be made by Library staff at the time of the event. Groups may not rearrange Library furniture or move tables, chairs or other furnishings to or from other parts of the Library.

Groups wishing to change the date or time of a meeting, program or event must call or email the Executive Assistant within three weekdays and will be accommodated when possible.

The Library does not provide storage for any group.

MEETING ROOM GUIDELINES

Upon arrival, all groups must check in at the Information Desk located near the front entrance. The reserving Library cardholder must be present throughout the reservation. The room will then be opened and inspected by Library staff and reserving Library

cardholder for condition. Groups must return to the Information Desk and notify Library staff when their meeting is finished. The room will then be inspected for condition.

Meeting rooms are to be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles. Signs and decorations may not be taped or stapled to walls or doors. Only dry erase markers may be used on the white boards. Use of glue, crayons, paint, markers, tape, glitter, wax, candles (lit or unlit) and other craft supplies is prohibited. If a meeting room requires anything beyond routine light cleaning, fees will be assessed and added to the reserving Library cardholder's account.

Catering is permitted and is available from the library café. Information on catering is available from the café or the Executive Assistant. Cooking, including the use of coffee brewers, slow cookers, roaster ovens, steam tables, buffet warmers involving open flame, etc., is not permitted. Alcohol and/or alcoholic beverages are not permitted. Snacks and beverages can be provided by groups.

The responsible Library cardholder must announce the location of emergency exits at the beginning of the meeting, program or event.

EQUIPMENT

Library staff will set up the requested equipment and provide basic use instructions. Library staff will not be present to operate equipment during meetings, programs or events. Late equipment requests will be subject to review and availability. The Library will not provide equipment that has not been requested at least three weekdays in advance of use. No equipment will be loaned outside the Library. Available equipment is listed on the reservation application. Patrons needing help with meeting room technology should request an appointment with a librarian or other staff member.

CANCELLATIONS

Reservations must be cancelled at least 24 hours in advance through the website or by emailing the library at meetingrooms@fountaindale.org. Failure to provide 24 hours' notice of a cancellation, or regularly cancelling room reservation requests, will be grounds for suspension of meeting room privileges. Patrons who have not arrived within 15 minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Patrons who show up late will not have extended reservations.

No person or group may assign its reservation to another person or group.

FAILURE TO COMPLY

Individuals or groups presenting and attending meetings, programs and events are subject to all Library policies, rules and regulations. The Library reserves the right to suspend or revoke permission to use the meeting room for any violation of Library policies, rules or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission.

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

DAMAGES AND LIABILITY

The Library is not responsible for possessions left in a meeting room.

Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program. All individuals, groups or organizations shall indemnify, defend and hold harmless the Fountaindale Library District, its officers, agents and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group or organization's use of the meeting room.

If, on the advice of law enforcement officials, the Library staff, Executive Director or Board of Trustees determine that a reasonable possibility of a threat to the safety of Library staff, Library users or members of the public might occur, based on prior experience with the group or speaker at this Library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for injury or damage to property occurring at the meeting, program or event in the amount of 1 million dollars with proof of insurance to be furnished to the Executive Director at least three workdays beforehand and naming the Library as an additional insured..

Applicant has read and understands the Policy for Use and agrees that she/he is responsible for ensuring that each member of his/her organization is aware of and abides by these rules.

APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Library District will review the Meeting Room Policy and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the library meeting rooms. The Executive Director may delegate authority to approve meeting room applications.

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

RESOLUTION NO. 2019-10

**RESOLUTION APPROVING AUTHORIZED SIGNERS FOR THE
NAPERVILLE BANK & TRUST SAFE DEPOSIT BOX**

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

WHEREAS, the Library District finds that in order to accurately list those with authority to access a certain safe deposit box, it is in the best interest of the District to henceforth designate Board President Margaret J. "Peggy" Danhof, Board Vice President Robert A. Kalnicky, Executive Director Paul Mills and Finance Manager Jennie Nguyen as the only authorized signators with access to the safe deposit box number 5000 which is located at the Naperville Bank & Trust, 555 Fort Hill Drive, Naperville, Illinois; and

WHEREAS, the Library District approves that the Board President, Board Vice President, Executive Director, and/or Finance Manager shall assume responsibility for the safe deposit box; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE 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: President Margaret J. "Peggy" Danhof, Vice President Robert A. Kalnicky, Executive Director Paul Mills and Finance Manager Jennie Nguyen are designated as the only authorized signators with access to the safe deposit box number 5000 which is located at the Naperville Bank & Trust, 555 Fort Hill Drive, Naperville, Illinois; and

SECTION THREE: Any policy, resolution, or ordinance of the Fountaindale Public Library

District that conflict with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

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

PASSED THIS 19th day of September, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of September, 2019.

Margaret J. "Peggy" Danhof
President, Board of Library Trustees

ATTEST:

Steven J. Prodehl
Secretary, Board of Library Trustees

TRUSTEE FACTS FILE

THIRD EDITION

Robert P. Doyle and Robert N. Knight, editors
Illinois Library Association and Illinois State Library

Chapter 11

FUNDRAISING



The bulk of funding for public libraries in our communities comes from local property tax revenue. This is as it should be; public libraries are truly people's institutions, administered for the benefit of the local community and its residents.

Today, many local and state governments face mounting financial pressures, to which they often respond by curtailing the annual growth of public funding. Now more than ever, it is important for libraries to seek additional sources of funding through grants and fundraising campaigns.

For libraries experiencing financial limitations, library administrators should pursue relevant grant opportunities aggressively. For information about accessing federal and state grant money, see Chapter 10, "Budgeting and Financial Management."

Library trustees and staff should also consider fundraising options when the need to supplement standard appropriations looms large.

To Incorporate or Not?

In Chapter 10, "Budgeting and Financial Management," you read that a public library can receive charitable donations in its role as a sovereign political entity or part thereof. Donations vest in the library board of trustees, and the board becomes the special trustee of the donated property. No special legal steps or fees are required to raise funds on this basis.

Many libraries, however, find that they have strong incentives to set up a tax-exempt charitable foundation under Internal Revenue Service (IRS) Code §501(c)(3). Many donors, especially corporations and foundations, give only to IRS-qualified foundations to ensure the tax-deductible status of their contributions. Moreover, corporations offer employee matching-gift programs only to 501(c)(3) or similar incorporations. Because a foundation is permanent, its existence may encourage planned, annual giving as well as memorial or other bequests.

The downsides of the 501(c)(3) foundation are that the library must:

- allocate startup funds for fees related to setting up a foundation, including attorney fees, incorporation fees, and other costs.
- budget annual costs related to the foundation, such as attorney fees and preparation fees for tax returns and annual reports.
- provide staff to administer foundation activities as well as space dedicated to foundation operations.

An Alternative: The Fund for Illinois Libraries

For small libraries, the costs related to foundation incorporation may be too large to justify the foundation approach to fundraising. Similarly, libraries whose fundraising needs are largely focused on a one-time project such as a building program may not wish to incur the overhead of incorporating. Such libraries may be able to take an alternative approach by using the Fund for Illinois Libraries.

The Fund for Illinois Libraries, a 501(c)(3) foundation, was created by the Illinois Library System Director's Organization (ILSDO) to serve as a clearinghouse for corporations or individuals wishing to make donations only to tax-exempt foundations. ILSDO will process the original donation and issue a check to the library that the donor wishes to have the money. For more information, go online to http://www.illinoislibrarysystems.info/on_fund.html.

The Charitable Foundation

When the library board concludes that setting up a charitable foundation is in its best interests, the board is well advised to consult an attorney or CPA who has experience with tax-exempt foundations.

Additionally, a detailed description of the incorporation process is available online at the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/read_yref/index.htm: select **Charitable Giving**. Then select **Steps for Organizing a Not-for-Profit Corporation**.

A Board of Directors

A tax-exempt foundation is administered by its own board of directors. Choosing the individuals to serve on this board is critically important to the ultimate success of fundraising activities. This selection task typically falls to the library board of trustees.

Each candidate for membership on the foundation board of directors should be a responsible community member who is familiar with the role of the public library in the community and is willing to devote time to his or her foundation involvement. Foundation board members control investment of donated funds, so at least some of the members should have solid financial experience. Members should also have strong connections in the community so they bring a base of contacts for potential donors.

Fundraising Campaigns

As a trustee of a public library, one of your primary responsibilities is to advocate for resources that the library needs to carry out its mission. In other chapters of this

book, you have considered how to go about negotiating budgets with municipal officials or how to request state or federal grants. Your fiduciary role as trustee may also require you to go among your neighbors in the community to ask for money.

The library director shares fundraising responsibilities with members of the library board. Obviously board members and the director will want to coordinate their fundraising activities.

Small or mid-sized libraries will probably do best to dispense with the services of professional fundraisers. Donors may prove more generous if they feel that all their giving goes directly to support the library. On the other hand, a large library may need to rely on professional services.

As with other endeavors, fundraising requires careful, thoughtful planning. The way in which you and other library official approach the community "with hat in hand" could make a big difference in the ultimate results of a fundraising campaign. The following list summarizes points for conducting a successful fundraising campaign.

Tips for Successful Fundraising...

- Identify a specific monetary need. Develop a convincing justification for the need, and state it clearly and succinctly.
- Set and publicize a monetary goal for the campaign; the figure chosen should be feasible within the community's means.
- Budget costs for the fundraising campaign; these are likely to include publicity materials, media time for publicity, and perhaps personnel.
- Set up a campaign timetable with specific monetary goals aligned to specific "mileposts."
- Work to identify potential donors within the community. If possible, elicit commitments for significant contributions before publicizing the campaign. The campaign can then kick off with the announcement of "leading donors."
- Seek endorsements from community leaders.
- Carefully assign responsibilities for all aspects of the campaign; solicit volunteer support to as full an extent as possible.
- Develop attractive, interesting brochures, posters, gift cards, mailings, and other materials to publicize and implement the campaign.
- Plan exhibits in prominent public places.
- Implement an effective public relations campaign in community media before and during the campaign.
- Don't extend fundraising beyond the stated end date; it is more effective to start up a new campaign later than to break faith with the public by extending the end date.

From the Donors' Point of View

People's motivations for giving to charitable causes vary widely, but nearly all donors expect a few modest benefits in return. Most donors expect to receive some kind of acknowledgment of their gift. They want to feel assured that the money will be used for designated purposes and not be used up by incidental costs such as fundraisers' fees. They want to have confidence in the competence and propriety of the charitable organization's managers. And donors want to receive the maximum tax advantages allowed by law for their donations.

By considering fundraising activities from the donors' point of view, you and your fellow fundraisers on the board of trustees and the staff can maximize the appeal of a fund drive to potential donors. Put simply, you want your donors to feel great about the act of giving—so they will give and give again.

The following list identifies positive ways to communicate with your potential donor base in the community during a fundraising campaign.

Fundraising with Donors in Mind...

- Provide a clear statement of the goals of the campaign and what the library intends to use the money for.
- Publicize a positive, appealing message, rather than a negative message accompanied by scare tactics or prophecies of doom.
- Accept "no" as an answer; many people dislike being harassed by fundraisers and some will turn against even a worthy organization if it uses overly aggressive solicitation tactics.
- Be prepared to provide up-to-date financial reports of the library upon request.
- Be prepared to identify the board of trustees and library director upon request.
- Assure donors that their contribution will be treated confidentially and that data about them will not be given or sold to other organizations.
- Give donors the opportunity to use the widest possible variety of payment methods; accept pledges to pay within a specific period of time. Allocate staff to follow up on unpaid pledges, and build a 10-percent nonpayment rate into your financial calculations.
- Acknowledge every gift with a personalized "thank-you" letter, clearly stating the tax deductibility status of the gift.

Friends of the Library and Fundraising

Many public libraries are fortunate to have the support of a Friends of the Library organization. The range of activities of most Friends' groups can vary, but they are often focused on fundraising activities such as book sales, bake sales, or membership dues. To encourage donations, some Friends groups have established themselves as tax-exempt charitable foundations and have become very successful fundraising auxiliaries for the library. For best results, Friends, trustees, and the library director should carefully coordinate fundraising activities.

Resources

Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.

Grant Thornton, LLP. *Planned Giving: A Board Member's Perspective*, revised. Washington, D.C.: Board Source, 2003.

Greenfield, James M. *Board Source, Governance Series Booklets, #4: Fundraising Responsibilities of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.

Herring, Mark Y. *Raising Funds with Friends Groups: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2004.

Schumacher, Edward. *Capital Campaigns: Constructing a Successful Fundraising Drive*. Washington, D.C.: Board Source, 2001.

Steele, Victoria, and Stephen D. Elder. *Becoming a Fundraiser: The Principles and Practice of Library Development*, second ed. Chicago: American Library Association, 2000.

Swan, James. *Fundraising for Libraries: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2002.

Worth, George. *Fearless Fundraising for Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.

Chapter 12

ADVOCACY



Get your crystal ball out of storage and dust it off. Which vision of the future do you see for your library?

The Bright Future	The Bleak Future
The library facility looks ample, well lit, and attractive. No signs of aging or wear are apparent.	The library facility is cramped and drab; obviously, no updating or renovation has been undertaken for a long time.
A number of staff members are in evidence, and they look relaxed and focused.	The one staff member on the scene looks harried and overwhelmed.
A random scan in the stacks turns up many titles published in the last 5 years, with few older than 20 years; items are neatly and properly arranged.	A random scan in the stacks reveals many distressed books with worn bindings and few books published in the last 5 years. Also, many items appear to be misshelved.
Plenty of computer workstations are visible in the patron area; most, but not all, are occupied.	The two computers available for patrons look outdated, and one appears to be out of order; at the other is a long line of irritated patrons.
The line at checkout is short and moves quickly; several checkout stations are staffed, and the entire circulation operation seems to be humming with efficiency.	Patrons lined up at the checkout desk are subject to a heated exchange between a library staff member and a patron who claims that a recently returned book was not checked-in properly.

As a library trustee, you have a special opportunity to help usher in a bright future for your library. Conversely, if you and your fellow trustees coast along, doing as little as possible, your negligence, if not checked, could bring about a bleaker future.

Trustees and Advocacy

You and your fellow trustees have an important, special role to play: that of being an advocate for the library within the community and, especially, in interactions with government officials, business leaders, and other decision-makers. In general, we refer to this aspect of trustee responsibilities as *advocacy*.

You and the individuals with whom you share trustee responsibilities are in a unique position to advocate for the library. Because you are not paid employees of the library, you have no vested interests in any particular policies. Moreover, as library users yourselves, you view library services pretty much from the viewpoint of patrons—as opposed to the point of view of library professionals, for example. You are also taxpayers and voters in the local political entity (or in any one of the constituent political entities) and thus stakeholders in the public library.

One aspect of advocacy is public relations, which embraces all the ways the library administration publicizes its services in the community. The topic of public relations is considered in Chapter 13, which follows.

The focus in this chapter is advocacy among government officials who directly affect the library by their decision-making capabilities: municipal officials, state legislators, and state constitutional officers, as well as members of the U.S. Congress and other federal officials.

Identify Decision-Makers

The first step of effective advocacy is identifying the people in a position to affect the fate of the library's plans for providing service to the community. Local officials most directly hold the purse strings for public libraries, since libraries' primary funding comes from local property taxes. State officials may also have a major impact on Illinois libraries. They fund and oversee the Illinois State Library and allocate money for state library grants.

Federal lawmakers and officials make an impact on our Illinois libraries, too. As you have seen in Chapter 10, "Budgeting and Financial Management," the U.S. Congress funds grants to libraries through the LSTA program. Federal e-rate funding helps public libraries in Illinois pay for technologies such as Internet connections and phones, as outlined in Chapter 6, "Intellectual Freedom."

While advocacy issues frequently center on money or power, it is important to remember that library advocates must also articulately advocate for our basic principles, such as access to information and intellectual freedom. The following chart lists government officials at various levels of government who may be decision-makers for public libraries.

Governmental Level	Officials
Local	Mayor(s), city council members, township supervisors, county commissioners
State	Legislative representatives, including local members of the Illinois House and Senate; the governor; the secretary of state
Federal	U.S. representative of the congressional district in which the library resides and the state's two U.S. senators; the President

You and the other trustees, collectively, can obtain an up-to-date roster of local, state, and federal officials of concern to your library. The ILA Web site (www.ila.org) includes contact information such as mailing address, office phone and fax numbers, and e-mail addresses.

Advocacy Among Governmental Officials

A library board of trustees can make an important investment in the library's future by cultivating close, cordial working relationships with key government officials. This advocacy work requires time, commitment, careful coordination among board members, continual effort, and at least a little finesse. The board will probably want to designate specific trustees to stay in touch with specific officials. Following are some guidelines for the board and its representatives.

Cultivating Relationships with Government Officials...

- Stay current: know who the key players are and how to contact them.
- Identify officials' key staff members and cultivate relationships with them.
- Add officials to the library and Friends of the Library mailing lists.
- Make personal contacts with officials by phone or personal letter.
- Invite officials to library functions, especially those that highlight or showcase programs and services.

- Become familiar with the political process; learn about
 - ♦ the functioning of the town or city council or the county board of commissioners.
 - ♦ the legislative process at the state level.
- Know the timing of an issue, such as when the Illinois General Assembly is in session, or a local official or body is likely to act.
- Reinforce relationships by attending advocacy days in Springfield and Washington, D.C., and personally lobbying officials.

When a Particular Political Issue Looms Large

Suppose the time comes when the library board identifies a pending proposal for legislative action that could have a significant impact on the local library and public libraries in the state or region. The board may opt to swing into political action; if the trustees have worked carefully to develop a network of relationships with key government officials, the board will already have “a leg up” in its lobbying campaign.

Lobbying for a Particular Proposal...

- Contact the local state representative and state senator. If feasible, request a personal appointment for the board’s designated representative.
- At the beginning of the appointment or phone conversation, identify yourself, your library, and the community in which you live.
- Identify the issue with which the library board is concerned; provide the following information:
 - ♦ official number of the bill in question
 - ♦ a very brief description of the bill
 - ♦ why the library board supports or opposes the measure
 - ♦ a very brief analysis of what the effects of the bill’s passage or rejection might be on the library and other local public libraries
- Sum up the library board’s position, listen attentively to the official’s response, and then respectfully request his or her support.
- Submit a one-page summary—for example, a bullet list—of your presentation in writing. If the contact is a phone conversation, include the summary as an attachment to your follow-up thank-you letter.
- Follow up the visit or phone conversation with a personal thank-you letter, regardless of outcome.

There are definite “do’s” and “don’ts” of governmental advocacy. Avoid these actions and behaviors:

Advocacy No-No’s...

- Wasting an official’s time by showing up late for an appointment

- Communicating by form letters or any other “canned” format
- Deluging officials with programmed e-mails, phone calls, letters, or other communications (A spontaneous outpouring from the public, on the other hand, is a hallowed democratic tradition, and often proves quite effective.)
- Being wordy and unfocused
- Making negative generalizations or insinuations about politicians
- Attempting to disguise costs of proposed legislation
- Characterizing the official’s record or previous votes in a negative way
- Demanding, rather than requesting, the official’s support
- Threatening to mobilize opposition at the next election
- Failing to send a written letter of thanks in response to a favorable gesture, such as making time available for a meeting

No matter the outcome on a particular issue, seek always to maintain cordial relations with key governmental officials.

Ways to Stay “In the Loop”

In addition to establishing contact and cultivating relationships with key government officials, you can make use of opportunities for advocacy that are provided by library organizations and associations.

Legislative Days

The American Library Association (ALA) and the Illinois Library Association (ILA) annually sponsor “legislative days” in Washington, D.C., and Springfield, to provide a forum for library advocates to meet with various lawmakers. The events include oral briefings and written materials. Visit the ALA Web site, <http://www.ala.org>, and the ILA Web site, <http://www.ila.org> for more information.

Calls for Action

The ALA and the ILA occasionally call on members to contact their legislators about a given issue. The library board of trustees should consider making a concerted response to each such call for action.

Resources

Your library system should be your first stop in obtaining legislative information on both the state and the federal levels. The library system can also coordinate local issues affecting more than just your library.

The ILA, through its Public Policy Committee, issues pertinent information via direct e-mail announcements to ILA members. Another advocacy resource is available on the ILA Web site: go online to <http://www.ila.org> and select **Advocacy**.

The ALA continually monitors legislative action in the U.S. Congress. To keep current, consult the "Issues and Advocacy" page of the ALA Web site. The ALA Washington Office is a particularly useful source of federal legislative information relevant to libraries. Publications that can be obtained from the Washington Office Web site at <http://www.ala.org/ala/washoff/washingtonoffice.htm> include

- *ALAWON*, the ALA Washington Office Electronic Newline.
- The *Legislative Scorecard*, an annual publication with a state-by-state breakdown of cosponsors of federal library legislation.
- The *ALA Federal Legislative Policy Handbook*.

Specific Titles

- Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.
- Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)
- _____. *The Internet and Our Children: A Community Partnership*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/internet.htm>.)
- _____. *Library Advocacy: Influencing Decision Makers*. Chicago: Illinois Library Association and the American Library Association, 1999. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/advocacy.htm>.)
- _____. *Privacy & Confidentiality in Libraries*. Chicago: Illinois Library Association and the American Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)
- Halsey, Richard S. *Lobbying for Public and School Libraries: A History and Political Playbook*. Lanham, Md.: Scarecrow Press, 2003.
- Kush, Christopher. *Grassroot Games: Preparing Your Advocates for the Political Arena*. Washington, D.C.: American Society of Association Executives, 2002.
- Reed, Sally Gardner. *Making the Case for Your Library: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2001.

Legislative Terms

In order to be an effective advocate, you need to know the language of government. The following is a list of basic terms used to describe the people, places, and processes of government. Review these terms to better understand the legislative process, and use these terms to better communicate with your public officials.

Act: A bill that has been made law by passing both houses of the legislature, and that has been signed by the governor, filed without the governor's signature, or passed by both houses of the legislature over the governor's veto.

Administrative Rule: Any agency directive, standard, regulation, or statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of any agency.

Amendment: Any alteration made, or proposed to be made, in a bill or motion by adding, changing, substituting, or omitting.

Appropriation: A law which details how the government's money will be spent.

Back Door Referendum: A limitation on the power of government to take certain actions that a political subdivision has already initiated. The Illinois Compiled Statutes (10 Ill. Comp. Stat. Ann. 5/28-2) define this as the submission of a public question to the voters of a political subdivision, initiated by a petition of the voters, to determine whether an action by the government shall be adopted or rejected. If a majority of the voters oppose the action in the referendum, the government is precluded from taking that action. The law specifies which actions may be subject to back door referendums.

Bicameral: A legislature consisting of two houses, typically the senate and the house of representatives.

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action. The proposed law is introduced during a session for consideration by the legislature, and is identified numerically in order of its presentation.

Budget: Legislation which details both the receipt and allocation of state funds. The governor annually presents a proposed budget for consideration by the legislature. The legislature may accept or alter any portion of the governor's proposed budget, and must pass the budget as one or more individual bills. The governor may then accept the budget as passed by the legislature, or make changes to all or some of the individual line items contained in the budget. Finally, the legisla-

ture may accept any changes by the governor on a simple majority vote, or restore funding to the levels originally passed by overriding the governor's changes on a supermajority vote.

Calendar: A listing of the bills (and other proposed legislative matters) pending in the chamber. The calendar also lists meetings of committees scheduled for that day or for the next several days. Calendars are available to the public each day the legislature is in regular session.

Capitol: The state house, or capitol building. Its address is: 207 State House, Springfield, IL 62706.

Caucus: "Caucus" is used as both a noun and a verb. A caucus, *n.*, is a group of people who share something in common (e.g. they are members of the same political party, such as the "Senate Republican Caucus" or the "House Democratic Caucus," or come from the same area of the state, such as the "Downstate Caucus," or share something else in common, such as the "Sportsman Caucus"). When these people caucus, *v.*, they meet to discuss policy questions, to select caucus leaders, and to take positions as a group on legislative proposals.

Chairman: The legislator appointed by the chamber's presiding officer to serve as the presiding officer of a particular committee.

Chamber: The room where legislators gather as a body to formally conduct state business; the House or Senate floor. It may also be used to refer collectively to all legislators in a particular house of the legislature.

Commissions: Often composed of both legislators and public members, they are primarily created to study and propose legislation on specific and usually more complex issues. Commissions can be either temporary or permanent.

Committee of the Whole: The entire membership of the house or senate, which may be convened to hear testimony on bills of particular importance.

Companion Bill: One of two identical bills introduced in both houses.

Conference Committee: A committee set up for the sole purpose of reconciling disagreements between the House and Senate on amendments to a bill. Conference committees do not typically meet as a group, but rather a majority of the members are required to sign any agreement which then may be presented for a final vote in each chamber.

Conflict of Interest: Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge of a person's public duties.

Constitutional Officers: Officials who serve state-wide in positions created by the Illinois constitution including the governor, lieutenant governor, attorney general, secretary of state, comptroller, treasurer, and auditor general. All except the auditor general are elected positions.

Constituent: A person residing within an elected official's district or area of representation.

Convene: To assemble or call together.

Cosponsor: Two or more legislators proposing a bill or resolution.

District: That division of the state represented by a legislator which is distinguished numerically and determined on the basis of population. The area of a district is supposed to be geographically both compact and contiguous.

Executive Branch: The branch of state government led by the governor and comprised of state departments, agencies, boards and commissions which are responsible for the execution, implementation and enforcement of state laws.

First Reading: The recitation on the chamber floor of a bill or resolution's number, title, and brief description as read by the clerk of the chamber upon introduction in either house. After the first reading, the measure is referred to the chamber's rules committee by the chamber's presiding officer. The bill or resolution may then be referred to a relevant substantive committee. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Fiscal Note: Statement as to the estimated cost of legislation having a fiscal impact. The fiscal impact note is prepared and filed with the clerk of the chamber by the appropriate state agency or department. If a fiscal note has been requested by a legislator, the legislation cannot be considered until the fiscal note has been properly filed.

Floor: A colloquialism describing the interior of either chamber, sometimes distinguishing the membership from the presiding officer; matters before the full chamber may be referred to as "on the floor."

Gallery: Areas of both chambers where public visitors may observe the legislature in session.

HB: House Bill.

Hearing: A public meeting of a legislative committee held for the purpose of taking testimony concerning proposed legislation. Typically following testimony and an opportunity for questions, committee members will vote on the matter.

House of Representatives: The legislative body of 118 members, called representatives, each of whom represents a district of approximately 107,000 Illinois citizens.

Joint Session: Joint sessions are meetings of the House and Senate together that are primarily ceremonial; for example, to hear the governor's state of the state and budget addresses, or to hear a distinguished guest. Bills are never passed in a joint session.

Journal: The printed daily proceedings of each chamber.

Judicial Branch: The branch of State government made up of the Illinois Supreme Court, five districts of the appellate courts with fifty-three judges, and twenty-two judicial circuits that have 852 circuit and associate judges. The Illinois Supreme Court interprets the Illinois Constitution and laws, and hears final arguments in certain civil and criminal cases.

Leadership: The presiding elected officers of each house; the president of the Senate and the speaker of the House. They are elected by a majority of the members of their respective chambers when the body organizes for a legislative session following a general election. "Leadership" also refers to the minority leaders in each chamber, who are elected by a majority vote of their respective caucuses. On occasion, "leadership" is also meant to refer to assistant majority and minority leaders who are appointed by the presiding officers and minority leaders.

Legislative Branch: The branch of state government comprised of the Illinois General Assembly and various support agencies responsible for the passage of laws.

Legislative Liaison: A person designated by a state agency to act as its "lobbyist." The liaisons are not registered as lobbyists and on occasion have access to the floors of both chambers.

Legislative Reference Bureau: The Legislative Reference Bureau, often simply referred to as "LRB," is comprised of attorneys paid by the state who assist legislators in drafting proposed bills and resolutions. Between sessions, this bill-drafting agency studies Illinois statutes for inconsistencies and mistakes, and suggests ways to simplify statutes.

Line Item Veto: The governor may veto an item in an appropriation bill without vetoing the entire bill, and may also increase or decrease a particular appropriation. These actions are subject to acceptance or override by the legislature.

Local Government: Under the Illinois Constitution, local governments include general purpose units such as counties (102 in the state), townships (85 counties have them), and municipalities (1,291), and special purpose units including school, park, fire, library, and sewage special districts. There are a total of 6903 units of local government in Illinois.

Lobbyist: A person who is employed by an individual, organization, association or business to represent its interests before the legislature. The term derives from the fact that lobbyists usually frequent the areas (lobbies) adjacent to the chambers of the senate and the house, either seeking to buttonhole legislators as they walk to and from the chambers or await legislative action which might affect their clients' interests. Individual citizens may also "lobby" their legislators on matters of concern to them. Illinois law requires persons (excluding public employees, officials and staff) who seek to encourage the passage, defeat, or modification of legislation to register as lobbyists.

Majority Leader: A legislator selected by the speaker of the House. Sometimes this person is responsible for the development and implementation of the caucus agenda, the debate on bills which the party supports or documentation, decisions on floor tactics, and assisting in the selection of committee members of the party.

Minority Leader: A legislator elected by his or her peers to lead the party in the minority in his or her house and having similar duties as the majority leader.

Minority Spokesperson: Designated by the minority leader, this person serves as the chief spokesperson for the minority members of a standing committee.

Motion: A formal procedural proposal offered by a legislator requesting that the body take a particular action.

Passage: Favorable action on a measure before either house.

Penalty Clauses: Sections of bills which lay out criminal or civil penalties for violation of the law.

Per diem: Literally meaning "For the day." It is a set payment to legislators for travel, food and lodging expenses when the Legislature is in regular session.

Perfunctory Session: An abbreviated but official meeting of either chamber in order to conduct procedural business and other "Housekeeping chores." An example would be introduction of bills and filing of motions. No roll call votes are permitted in perfunctory sessions and typically legislators do not come to the Capitol in Springfield.

Point of Inquiry: A request from a legislator on the floor, or from a committee member in committee, asking a question regarding the status of a legislative matter or applicable rule. Typically, such questions are about issues such as parliamentary procedure.

Point of Order: A request from a legislator on the floor, or from a committee member in committee, requesting a ruling from the presiding officer regarding the application of the rules or calling attention to a breach of order or the rules.

Point of Personal Privilege: A way in which a legislator can get the immediate attention of the presiding officer on the floor of either chamber. It is typically used to introduce guests or recognize a particular person or issue.

Postponed Consideration: Legislation that has not received the required number of votes for passage may, at the request of the sponsor, be placed on the order of “postponed consideration,” where it can be given a second opportunity for passage at a later time. In order to be placed on postponed consideration the matter must have received a minimum number of votes as established by rule.

President of the Senate: The presiding officer of the Senate, elected by a majority of the members of the Senate when that body organizes at the beginning of its two year general assembly term.

Presiding Officer: Specifically meaning the speaker of the House and president of the Senate, but also meaning any legislator asked by the speaker or president to preside over a particular session or committee.

Primary Election: A preliminary election in which only registered voters who self-identify as belonging to an established political party vote to nominate that party's candidates for office.

Quorum: The minimum number of members required to be present before business can be transacted. The presence of a majority of the elected members in the chamber constitutes a quorum; 60 members in the House and 30 members in the Senate.

Reapportionment: Periodic redrawing of the geographic areas within the state into districts for election purposes from which legislators are elected.

Recess: Recess is the period of time when the Illinois General Assembly or either of its houses is not in session after once being convened. Recesses include stated periods, such as those for lunch, and informal periods, when the members await the presiding officer's call to return. An informal recess may be necessitated by a caucus, or while the House awaits the arrival of the Senate for a joint session.

Reconsideration: Motion which, when approved, gives rise to another vote annulling or reaffirming an action previously taken.

Referendum: The submission of a proposed public measure or law to the vote of the people for ratification or rejection. The manner in which this is done by library boards is prescribed by Illinois law.

Regular Session: A session day in which legislators are expected to be at the Capitol for the conduct of legislative business. Contrasted with a perfunctory session day.

Roll Calls: A roll call electronically records “for the record” each individual legislator's vote on third readings, as well as on contested amendments or motions. A “verified” roll call is when each legislator is specifically called by name and asked to orally confirm their vote as recorded.

Rules: Rules are procedures adopted by each chamber governing its organization, conduct, order of business, bill procedure, and so forth.

Rules Committee: Comprised of legislators in leadership from both parties but controlled by the majority party. Its most powerful function is to assign, or refuse to assign, bills and resolutions to substantive committees for a hearing or for consideration on the floor.

SB: Senate Bill.

Second Reading: Like First Reading, a recitation of the bill or resolution's number, title, and brief description by the clerk of the chamber. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote. It is also the stage at which bills may be amended on the floor. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Senate: The legislative body consisting of fifty-nine members, called senators, each representing districts of approximately 215,000 Illinois citizens.

Session: The period of time in which the Illinois General Assembly officially convenes. The regular session begins in January and typically ends around June 1st. The Veto session is typically six days in November. Special sessions may be convened at the call of the governor or the legislative leaders.

Shell Bill: A bill with no substantive language, but used as a “placeholder,” if needed, to introduce new legislative initiatives at a later date.

Sine Die: Final adjournment. No date is set for reconvening. A two year general assembly term ends when the Legislature adjourns sine die.

Speaker of the House: The presiding officer of the Illinois House of Representatives, elected by a majority of the members of the house when the house organizes at the beginning of its two year general assembly term.

Special Session: Called by either the governor or the joint leadership of both houses. Special sessions address specific issues such as emergency budget matters.

Sponsor: The legislator(s) who introduces a measure. The name of this person is printed at the top of the measure. In very rare occasions, a committee may also act as sponsor of a legislative measure.

Statute: A codified law. “Codify” means “to arrange laws systematically.” A codified law is one that has been

incorporated into that section of the Illinois Compiled Statutes that it amends, modifies, or accompanies.

Sunset: The provision of a legislative matter which calls for the automatic repeal of the measure at a certain date or upon the happening of some event.

Sunshine Laws: Meant to refer to a variety of laws which call for openness in government including the Illinois Open Meetings Act and the Freedom of Information Act, but also many other acts which detail how public business is to be conducted.

Table: To table is a procedural motion to prevent a bill, resolution or other motion from being considered. There are also methods for a tabled bill to be reactivated.

Third Reading: As in First or Second Readings, a recitation of a measure's number, title, and brief description by the clerk of the chamber on the floor before final consideration by either house. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Veto: Action by the governor in disapproval of a measure. On substantive (non-appropriation) bills, the governor may "total veto" a bill, which means that he/she disapproves of it in its entirety, or "amendatorily veto" a bill, which means that he/she would accept the legislation if the amendatory changes were made. The legislature can override a total veto or amendatory veto by a three-fifths supermajority vote, or may accept the changes of an amendatory veto by a simple majority vote. On appropriation bills, the governor may totally veto the bill, or make line item changes to delete a particular line item appropriation, or increase or decrease a line item. Again the legislature may override the governor's veto of any line item appropriation by a supermajority vote, or accept the veto by a simple majority.

Chapter 13

PUBLIC RELATIONS



Public relations (PR) embraces all the ways a library publicizes its programs and services in the community. The main goal of public relations is to raise people's awareness about the role (or potential role) of the library in their lives and in the community. A good public relations program will mobilize support among civic organizations, business leaders, taxpayers and voters generally.

A Formal Public Relations Policy

Expressing sincere intent to foster good public relations isn't enough; the library board of trustees needs to plan, budget, and implement a carefully thought-out PR policy on an annual basis. To make an effective plan, the board needs to maintain various contacts in the community and look for good PR opportunities, as well as work closely with library staff who plan and present regular library programming.

Based on a number of inputs, especially including events suggested by community contacts, the board must budget adequate funds. Part of the budget might detail specific events and campaigns, but a significant portion of funds should be reserved for "ad-hoc" PR activities of which the board may not be aware until later in the fiscal year.

To target successful PR outreach, the board should develop contacts widely in the community, as suggested in the following list.

Cultivate Contacts among Groups in the Community...

- Business groups, such as the Chamber of Commerce, and individual business leaders

There is nothing wrong with focusing public relations or fundraising efforts on larger companies in the library service area. They may be in a position to contribute generously to the library and may have a large captive audience in their employee base.

- Associations for ethnic groups with strong representation in the library service area
- Civic organizations, such as the League of Women Voters
- Service organizations, such as the Rotary Club
- Literacy advocacy groups
- Churches, synagogues, and mosques
- Professionals in the news media

- Administrators and faculty of schools
- School PTA's
- Youth service organizations, such as Boy Scouts and Girl Scouts
- Book clubs
- Senior citizen centers

Media

Obviously, there are many ways to communicate with the public. Most have associated costs. A good public relations program should use a wide variety of media, but choices may be limited somewhat by budget constraints.

The costs of having trustees or staff make presentations to local civic or other groups are minimal, and a good public relations program will make use of these opportunities to the fullest extent.

A few communications media that may be useful in a PR campaign are suggested here.

Types of Media To Use in PR Campaigns...

- Bookmarks—"freebies" to give out in the library and in local bookstores
- Brochures
- Posters
- Displays and exhibits in public places
- Photographs
- Local newspapers, magazines
- Dedicated Web site for the library
- Radio
- Television (network or cable)

Making Public Presentations

Suppose you are the designated representative to make a presentation on behalf of the public library to a local civic group. A few helpful tips follow.

Tips for Effective Presentations...

- At the start, acknowledge the group and express appreciation for the invitation to speak.
- Explain your role as a trustee of the library.
- Make use of graphics; for example, a short slide show highlighting library facilities, holdings, programs, and staff would be a good audience warm-up.
- Incorporate anecdotes and stories to enliven content.
- Present the library in a positive light; highlight plans for expansion of services and programs or improvements in facilities.
- Illustrate ways in which the library is making good use of the public funding on which it depends.
- Highlight the library's technological services, if appropriate.
- Emphasize the commitment of public libraries to freedom of information and equality of access to information.

- Give audience members an opportunity to ask questions; answer as honestly as possible.
- Distribute copies of the library's latest newsletter or a brochure that summarizes the library's programs and services.
- Be sure to cite the URL (universal resource locator—the online address) of the library Web site, if one exists.
- Always maintain a cordial, friendly demeanor.

Learning from the Public

In contacts and communications with various sectors of the public, library administrators hope to receive glowing reports about community members' library experiences. If the response is otherwise—for example, facilities or services are perceived as inadequate, staff as unfriendly and unresponsive, the collection as poorly maintained—then you and the other trustees and library staff should seize the opportunity to put things right.

Public dissatisfaction might cloak ultimate support for expanded funding for library programs and services. The board of trustees might reorient the library's public relations program to convincing community members that their concerns can be addressed by an expanded program and to developing a fundraising campaign.

If staff relations with the community appear to be a problem, discuss this issue with the library director. It may be advisable to launch a staff training program. To plan and carry out such a program, seek assistance from your library system, the state library, and associations such as the ILA and ALA.

Friends of the Library

The Friends of the Libraries, U.S.A., is a membership organization whose mission is to help preserve and strengthen libraries. For more information, go online to the group's Web site at <http://www.folusa.org>.

Local Friends of the Libraries chapters work closely with library staff and trustees to publicize the library's programs and services and to advocate for library support. For these reasons, the board of trustees should codify a policy on using services of Friends of the Libraries and other volunteers. The board should maintain close ties and communications with the local Friends chapter.

Help from Associations

The ALA and ILA occasionally sponsor campaigns to showcase services of public libraries. Visit the Web sites of these organizations to check for such resources.

For example, ALA sponsors the Campaign for America's Libraries, known as "@ your library," an ongoing public education campaign to communicate the value

of public libraries and librarians to the public. To find out more, go to the ALA Web site (www.ala.org), click the **Libraries and You** tab, and select **About @ your library**.

Resources

Buschman, John E. *Dismantling the Public Sphere: Situating and Sustaining Librarianship in the Age of the New Public Philosophy*. Westport, Conn.: Libraries Unlimited, 2003.

Jones, Patrick. *Running a Successful Library Card Campaign: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2002.

Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.

Walters, Suzanne. *Library Marketing That Works!* New York: Neal-Schuman Publishers, 2004.

Wolfe, Lisa A. *Library Public Relations, Promotions, and Communications: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2003.

TRUSTEE CONTINUING EDUCATION



If you have read the preceding chapters in this book, you are well aware of the need to hone knowledge and skills in a number of diverse areas to function effectively as a library trustee. During your tenure on the board, you will likely be confronted by changes in the community, technological innovations, and shifting political and cultural currents; keeping yourself up-to-date will pose a considerable challenge. To answer this challenge, you should plan to take advantage of opportunities for continuing education.

Here are a few basic ideas for trustee continuing education.

- Use the chapters of this book to conduct trustee education “classes” on a regular basis.
- Ask the library director to conduct seminars for trustees (and others, as appropriate) on topics such as Intellectual Freedom, Patron Privacy, Collection Maintenance, Library Resources, or Internet Use Policy.
- Visit other libraries in the library system or state and request meetings with the library director and trustees of those libraries; attend board meetings of other libraries.
- Ask an attorney to give a presentation on legal issues related to libraries and library trusteeship.
- Join the American Library Association (ALA) and the Illinois Library Association (ILA). The cost for these memberships are appropriate to pay from the library’s budget.
- Attend one or more library workshops or conferences annually.

Budget

Don’t overlook trustee continuing education when developing the annual budget. Include funds for trustee memberships in associations, attendance at workshops and conferences, book purchases, and other relevant expenses.

Develop guidelines for trustee and staff continuing education expenses so participants are clear about what expenses will be reimbursed and what documentation is required for accounting purposes.

The remainder of this chapter is a list of resources that may be useful in planning trustee continuing education.

Resources

- Information Resources for Public Library Trustees
An independently maintained list of useful links at <http://web.syr.edu/~jryan/infopro/trustee.html#Guides>
- Illinois State Library/Trustee Information Page (TIP)
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_do/trustee.html
- Various topics offered at the Illinois State Library
Administrative Ready Reference Web page
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm
- *Illinois Library Laws & Regulations* (copyright 2004).
Available for purchase, <http://www.ila.org/pub/order.htm>
- *Serving Our Public: Standards for Illinois Public Libraries*, revised edition
At the Administrative Ready Reference Web page, select **Serving Our Public**.
- The American Library Trustee Association (ALTA), an excellent resource for conferences and workshops
Go online to <http://www.ala.org/ala/alta/alta.htm>
- The Illinois Library Association Web site
Go online to <http://www.ila.org/>
- The Illinois Library Systems Web site
Go online to <http://www.illinoislibrarysystems.info/>
- Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit-Boards*. Portland, Ore.: C3 Publications, 1996.
- Appendix G, "Selected Resources"
- For **Advocacy** topics, see the Resources section at the end of Chapter 12, "Advocacy."

APPENDICES



Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council, June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reprinted with permission from the American Library Association.

Interpretations to the Library Bill of Rights and policy guidance regarding intellectual freedom concerns

Over the years, questions have arisen concerning the application of the *Library Bill of Rights* principles to specific library practices. For example, a 1951 Peoria, Illinois, case involving films in the public library required the association to clarify the application of the *Library Bill of Rights* to non-print materials. A recommendation by the Intellectual Freedom and the Audio-Visual Board resulted in the ALA Council's adding an interpretive footnote explaining that the *Library Bill of Rights* applies to all materials and media of communication used or collected by libraries.

To date, the following interpretations have been adopted by the ALA Council and are available at the ALA Web site, www.ala.org/oif:

- Access for Children and Young People to Videotapes and Other Nonprint Formats
- Access to Electronic Information, Services, and Networks
- Access to Library Resources and Services regardless of Gender or Sexual Orientation
- Access to Resources and Services in the School Library Media Program
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Intellectual Freedom Principles for Academic Libraries
- Library-Initiated Programs as a Resource
- Meeting Rooms
- Privacy
- Restricted Access to Library Materials
- Statement on Labeling
- The Universal Right to Free Expression

In addition, the ALA provides the following policy guidance regarding intellectual freedom concerns:

- Dealing with Concerns about Library Resources
- Developing a Confidentiality Policy
- Guidelines and Consideration for Developing a Public Library Internet Use Policy
- Guidelines for the Development of Policies and Procedures regarding User Behavior and Library Usage
- Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities
- Policy on Confidentiality of Library Records
- Policy concerning the Confidentiality of Personally Identifiable Information about Library Users
- Policy on Government Intimidation

Appendix B

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers.

Reprinted with permission from the American Library Association.

Appendix C

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

Reprinted with permission from the American Library Association.

Appendix D

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners — informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the ALA Council, February 3, 1999.

Reprinted with permission from the American Library Association.

Appendix E

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council, June 28, 1995.

Reprinted with permission from the American Library Association.

Appendix F

Ethics Statement for Public Library Trustees

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

Reprinted with permission from the American Library Association.

Appendix G

Selected Resources

Library Periodicals

- ALTA Newsletter*. Chicago: Association for Library Trustees and Advocates, free as an ALTA member.
- American Libraries*. Chicago: American Library Association, free monthly as an ALA member.
- Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)
- _____. *The Internet and Our Children: A Community Partnership*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/inter-net.htm>.)
- _____. *Library Advocacy: Influencing Decision Makers*. Chicago: Illinois Library Association and the American Library Association, 1999. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/advocacy.htm>.)
- _____. *Privacy & Confidentiality in Libraries*. Chicago: Illinois Library Association and the American Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)
- ILA Reporter*. Chicago: Illinois Library Association, free bimonthly as an ILA member.
- Library Journal*. New York: Bowker, semimonthly.
- Miller, Ellen G. "Advocacy ABCs for trustees," *American Libraries*, September 2001, pp. 56-59.
- _____. "Getting the Most from Your Boards and Advisory Councils," *Library Administration & Management*, Vol. 15 No. 4, Fall 2001, pp. 204-13.
- Public Libraries*. Chicago: American Library Association, free quarterly as a PLA member.

Non-print materials

- Advocacy Now!* Videocassette. 16 min. Chicago: American Library Association, 1996.
- Building a Successful Team: A Guide to Nonprofit Board Development*. 30 min. Washington, D.C.: Board Source, 2001.
- Campbell, Sharon and Phillip B. Lenzini, eds. *Administrative Ready Reference: CD-Rom*. Springfield, Ill.: Illinois State Library, 1999.
- Illinois Public Library Statistics: CD-Rom*. Springfield, Ill.: Illinois State Library, annual.
- Meeting the Challenge: An Orientation to Nonprofit Board Service*. 35 min. Washington, D.C.: Board Source, 1998.

Organizations

NATIONAL

American Library Association (ALA)

American Library Association, the oldest and largest library association in the world, which includes the Association for Library Trustees and Advocates (supports, encourages, and provides information for trustees of libraries) and the Public Library Association (strengthens public libraries and their contribution to the communities they serve).

American Library Association

50 E. Huron St.

Chicago, IL 60611-2795

phone: (312) 944-6780 or 800-545-2433

fax: (312) 944-3897

<http://www.ala.org>

American Library Association Washington Office

The ALA Washington Office is charged with tracking and influencing policy issues, legislation, and regulations of importance to the library field and the public.

ALA Washington Office

1301 Pennsylvania Ave., NW, Ste. 403

Washington, DC 20004-1701

phone: (202) 628-8410 or 800-941-8478

fax: (202) 628-8419

e-mail: alawash@alawash.org

<http://www.ala.org/washoff/>

Friends of Libraries USA (FOLUSA)

Friends of Libraries USA, a national group which supports and encourages the activities of Friends of Libraries around the nation.

Friends of Libraries USA

1420 Walnut St., #450

Philadelphia, PA 19102

phone: (215) 790-1674 or 800-936-5872

fax: (215) 545-3821

e-mail: folusa@folusa.org

<http://www.folusa.org>

Urban Libraries Council (ULC)

Urban Libraries Council is an association of public libraries in metropolitan areas and the corporations that serve them.

Urban Libraries Council

1603 Orrington Ave., Ste. 1080

Evanston, IL 60201

phone: (847) 866-9999

fax: (847) 866-9989

e-mail: info@urbanlibraries.org

<http://www.urbanlibraries.org>

STATE

Illinois Library Association

Illinois Library Association (ILA) is an independent not-for-profit professional organization dedicated to the advocacy of libraries and the furthering of the library profession through continuing education, relevant publications, marketing activities, and networking opportunities. Established in 1896, ILA encompasses membership ranging from students to trustees to library assistants as well as librarians. It is the third largest state library association in the nation, with members in academic, public, school, government, corporate, and special libraries.

Illinois Library Association

33 West Grand Avenue, Suite 301

Chicago, IL 60610-4306

phone: (312) 644-1896

fax: (312) 644-1899

e-mail: ila@ila.org

<http://www.ila.org>

Illinois State Library

Established in 1839, the Illinois State Library fulfills a twofold mission: to serve as the library for state government officials and employees and to coordinate library services throughout the state.

As the library for state government, the Illinois State Library maintains a collection of more than five million items, with strengths in the areas of government, public policy, transportation, education and other topics of interest to state government. The state library collection includes:

- an extensive maps collection, one of the largest in the country.
- Illinois State government publications. In its Illinois Documents Program, the library catalogs and retains three copies of every Illinois state government publication; one of these copies is archival, non-circulating. Additionally, the library distributes thirty+ copies to other Illinois depository libraries in the state and selected libraries beyond the state's boundaries.
- access to all federal documents, tangible and electronic, that are distributed by the U.S. Government Printing Office. The state library is one of fifty-three regional depository libraries in the country.
- information on patents and trademarks. The Illinois State Library is one of eighty-six Patent and Trademark libraries in the country.
- works by Illinois authors.
- the Talking Book and Braille Service, a division of the Illinois State Library, is a network that consists of the regional in Springfield and five talking book centers that provide a full range of library services specializing in braille and talking books.

State library staff members respond to all types of reference inquiries relating to activities of state government and provide research facilities for on-site use by state employees. All resources of the Illinois State Library are accessible to the citizens of Illinois either through their local library or by visiting the state library in Springfield. The state library participates in the ILLINET Online shared online catalog and OCLC to make its collection available in Illinois and beyond.

Through the Illinois State Library, the Secretary of State/State Librarian awards grants to local and regional library institutions to enhance, improve, and supplement local initiatives. These programs include:

- formula based grants to public libraries, school libraries and library systems;
- competitive grant programs for public library construction and local literacy projects;
- funding for library technology initiatives including computers and related equipment for use in all types of libraries, access to electronic information resources, and support for advanced telecommunications networks and digitization of special library collections; and
- grants of federal funds to local libraries under the Library Services and Technology Act.

Illinois State Library (ISL)

300 S. Second St.
Springfield, IL 62701-1796
phone: (217) 782-2994
phone: 800-665-5576
fax: (217) 785-4326
e-mail: jwilkins@ilsos.net
<http://www.cyberdriveillinois.com/departments/library/home.html>

REGIONAL

Illinois library systems

In August 1965, the Illinois General Assembly established library systems "to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries promoting the sharing of library resources." Today, ten Illinois library systems cover all of Illinois and have built neighborhoods of library cooperation for resource sharing and mutual assistance to carry out this policy. Locally elected boards that represent the diversity of their membership govern library systems and tailor programs to reflect local needs and improve library service. Library systems help save taxpayers money and improve library service to the citizens of the state through numerous cooperative programs. In 2003, the Illinois library systems

- operated shared computer catalogs for more than 1,200 libraries containing information on more than 43 million books, videos, compact discs, etc.;
- traveled more than 2,000,000 miles to deliver materials to library users; and
- offered more than 2,400 continuing education and training events to more than 27,000 participants.

Alliance Library System (ALS)

600 High Point Ln.
East Peoria, IL 61611
phone: (309) 694-9200 or 800-700-4857
fax: (309) 694-9230
Kitty M. Pope, Executive Director, x 2101
e-mail: kpope@alliancelibrarysystem.com
<http://www.alliancelibrarysystem.com>

Chicago Public Library System (CPLS)

400 S. State St.
Chicago, IL 60605-1203
phone: (312) 747-4090
fax: (312) 747-4968
Mary Dempsey, Executive Director
e-mail: mdempsey@chipublib.org
<http://www.chipublib.org>

DuPage Library System (DLS)

127 S. First St.
Geneva, IL 60134-2771
phone: (630) 232-8457
fax: (630) 232-0699
Shirley May Byrnes, Executive Director, x201
e-mail: smbyrnes@dupagels.lib.il.us
<http://www.dupagels.lib.il.us>

Lewis & Clark Library System (LCLS)

425 Goshen Rd.
Edwardsville, IL 62025-3045
phone: (618) 656-3216 or 800-642-9545
fax: (618) 656-9401
Susan Lucco, Executive Director
e-mail: susanl@lcls.org
<http://www.lcls.lib.il.us>

Lincoln Trail Libraries System (LTLS)

1704 W. Interstate Dr.
Champaign, IL 61822-1068
phone: (217) 352-0047
fax: (217) 352-7153
Jan Ison, Executive Director, x221
e-mail: jison@lincolntrail.info
<http://www.lincolntrail.info>

Metropolitan Library System (MLS)

125 Tower Dr.
 Burr Ridge, IL 60527-5783
 phone: (630) 734-5000 or 800-310-5509
 fax: (630) 734-5050
 Alice M. Calabrese, Executive Director
 e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

Chicago office

224 S. Michigan Ave., Ste. 400
 Chicago, IL 60604-2501
 phone: (312) 341-8500
 fax: (312) 341-1985
 Alice M. Calabrese, Executive Director
 e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

North Suburban Library System (NSLS)

200 W. Dundee Rd.
 Wheeling, IL 60090-2799
 phone: (847) 459-1300
 fax: (847) 459-0380
 Sarah Ann Long, Executive Director, x7125
 e-mail: slong@nsls.info
<http://www.nsls.info>

Prairie Area Library System (PALS)

Robert McKay, Director

Coal Valley Service Center

220 W. 23rd Ave.
 Coal Valley, IL 61240
 phone: (877) 542-7257
 fax: (309) 799-7916
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rockford Service Center

4021 Morsay Dr
 Rockford, IL 61107
 phone: (877) 542-7257
 fax: (815) 229-6843
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Shorewood Service Center

405 Earl Road
 Shorewood, IL 60431
 phone: (877) 542-7257
 fax: (815) 725-0930
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rolling Prairie Library System (RPLS)

345 W. Eldorado St.
 Decatur, IL 62522-2114
 phone: (217) 429-2586
 fax: (217) 428-1852
 Robert Plotzke, Executive Director
 e-mail: bobp@rpls.ws
<http://www.rpls.ws>

Shawnee Library System (ShLS)

607 S. Greenbriar Rd.
 Carterville, IL 62918-1600
 phone: (618) 985-3711 or 800-455-4374
 fax: (618) 985-4211
 Thomas Joe Harris, Executive Director
 e-mail: joe@shawls.lib.il.us
<http://www.shawls.lib.il.us>

Web sites

American Library Association

<http://www.ala.org>

Association for Library Trustees and Advocates

<http://www.ala.org/alta>

Benton Foundation

<http://www.benton.org>

Board Source

<http://www.boardsource.org>

Electronic Frontier Foundation

<http://www.eff.org/>

Every Library in Illinois

<http://eliillinois.org>

Friends of Libraries USA

<http://www.folusa.com>

Illinois Library Association

<http://www.ila.org>

Illinois Library Systems

<http://www.illinoislibrarysystems.info>

Illinois School Library Media Association

<http://www.islma.org/>

Illinois State Library

<http://www.cyberdriveillinois.com/departments/library/home.html>

Illinois State Library/Administrative Ready Reference Menu

http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm

Institute for Museum and Library Services

<http://www.ims.gov/>

Public Library Association

<http://www.pla.org/>

Urban Libraries Council

<http://www.urbanlibraries.org/>

Internet dictionaries, encyclopedias, and other resources

ACQWEB:

<http://acqweb.library.vanderbilt.edu/>

Information Resources for Information Professionals:

<http://web.syr.edu/~jryan/infopro>

ODLIS (Online Dictionary of Library and Information Science):

<http://vax.wcsu.edu/library/odlis.html>

Webopedia: (Computer and Internet Technology site)

<http://webopedia.internet.com>

NOTE

Many issues involving libraries pass through the U.S.

Congress and the Illinois General Assembly each year. For

current information including an overview of the legislative session and specific legislation, please go the ILA Web

site, **<http://www.ila.org/advocacy/index.htm>**.



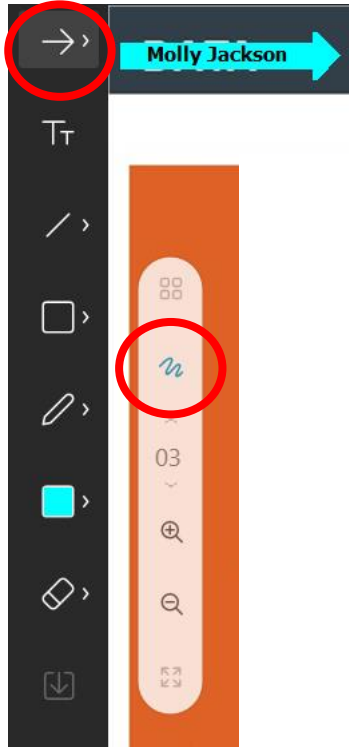
Betha Gutsche

WebJunction Program Manager, OCLC

Getting to the Heart of the Community Through Discovery

Betha Gutsche, WebJunction Program Manager, OCLC

Annotation tools



1. Mouse over slide to find **small pill menu** at far left
2. Select top **squiggle icon** to open annotation tool panel
3. Select the top **arrow** icon
4. Click on slide **to practice**

DATA

Where do
you live?

Place your
arrow
on the map



What do you
appreciate most
about the
community you
live in?

What is Community Discovery?

Gaining a deep understanding
of people and community

COMMUNITY DISCOVERY

THE
COMMUNITY
IS THE
EXPERT



Surveying Community Members by [Car Martin](#) on [Flickr](#). CC BY-NC 2.0

It all begins
...and
continues
with
community

"**Engaging with people directly** reveals a tremendous amount about the way they think and the values they hold.

...A deep engagement can **surprise** both the designer and the designee by **unanticipated insights.**"

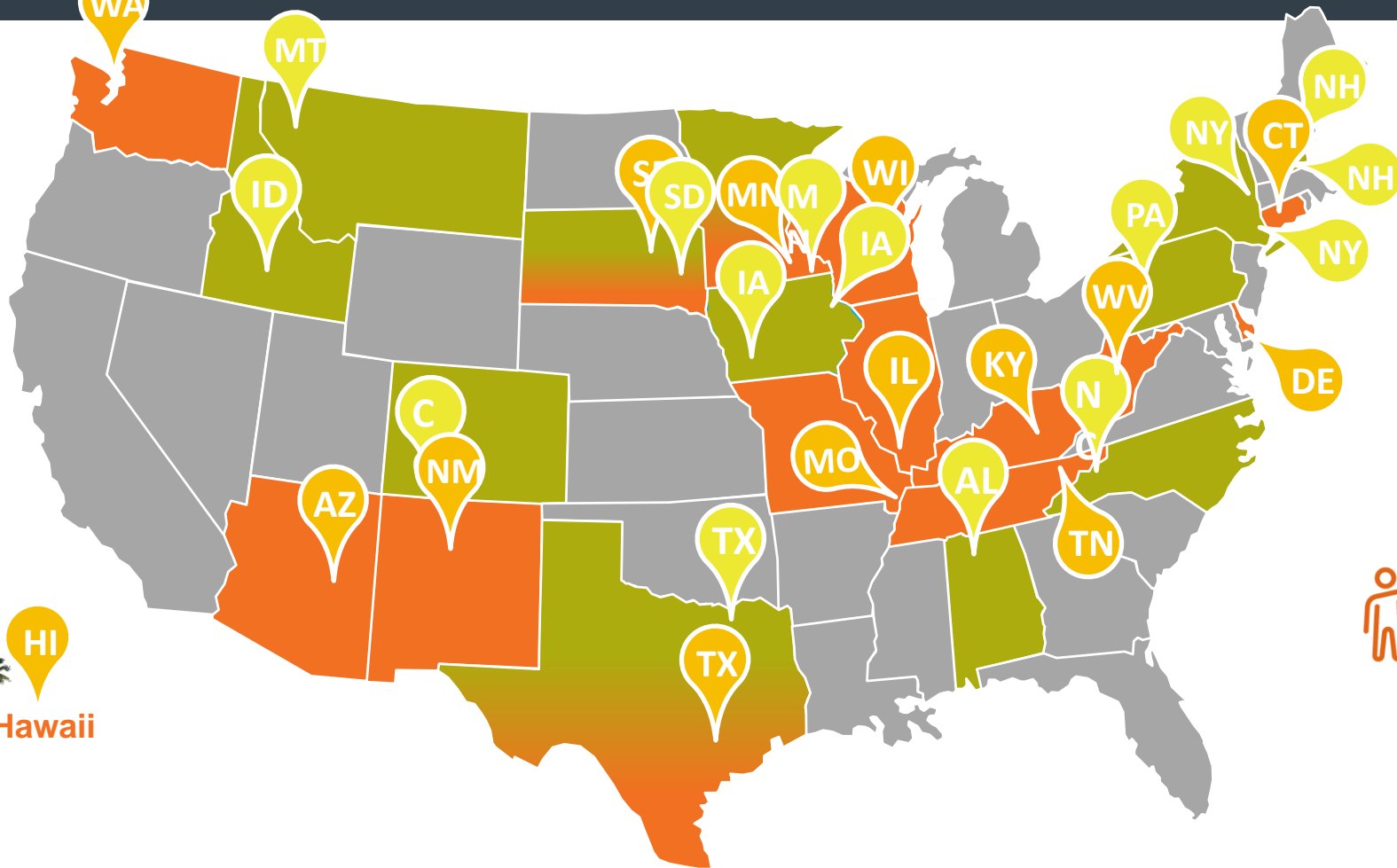
Interaction Design Foundation, <https://www.interaction-design.org/>

Observations through the lens of *Small Libraries Create Smart Spaces*

Project Funders and Partners



Small Libraries Create Smart Spaces –Round 1 and 2 participant locations



Design Challenge

How might we work with our community to co-create a space in (or around) the library where community members engage in participatory, active learning and strengthen social connections?

How well do you think you know your community?



Image by [Ricinator](#) on [Pixabay](#)

**“Before this project started, I was sure of
what my community needed.**

**After going through the steps of the
community discovery, I was able to find some
things out about my community that I
didn't know before.”**

—Smart Spaces 2017 participant

Fresh Strategies and Tools for Discovery

The Survey

SWA Cornog Plaza Survey Ft Myers

4. What time of day do you usually come to Library's Cornog Plaza? (Please select all that apply)

- ☐ Early morning
- ☐ Midmorning
- ☐ Lunchtime
- ☐ Late afternoon / early evening
- ☐ Evening / nighttime
- ☐ For special events only

5. How long do you usually spend in Library's Cornog Plaza? (Please select one)

- ☐ 30 min or less
- ☐ 30 min - 1 hour
- ☐ 1-2 hours
- ☐ 2-4 hours
- ☐ 4+ hours

6. With whom do you usually go to Library's Cornog Plaza? (Please select one)

- ☐ Friends
- ☐ Family
- ☐ Alone
- ☐ Classmates
- ☐ Class/organized group

Other (please specify):

Page 2

- Broad dissemination
- Quantifiable data
- Anonymity for survey takers

- Impersonal
- Survey fatigue
- Survey intimidation



Yay!



Yawn

Community discovery is
connection and conversation.



It's a two-way connection

“I’ve made a lot of connections and explored our community in a different way than I have before, so I feel more able to get feedback now that I’m a known entity.

It was hard to get out at first but once you start reaping the benefits, it’s rewarding to put yourself out there.”

—Smart Spaces 2017 participant

The bigger basket of discovery tools

1. Interviews and focus groups
2. Visual tools
3. Interactive workshop tools

oc.lc/discovery-tools



1. Interviews and focus groups

- Stakeholder meetings/
group interviews
- Topical focus groups
- Intercept surveys
- Happy Hour
brainstorming



Community Group Meetings at Hot Springs Library, NC

2. Visual tools

- Pop-up spaces
- **Wish Trees**
- Dot boards
- Observation

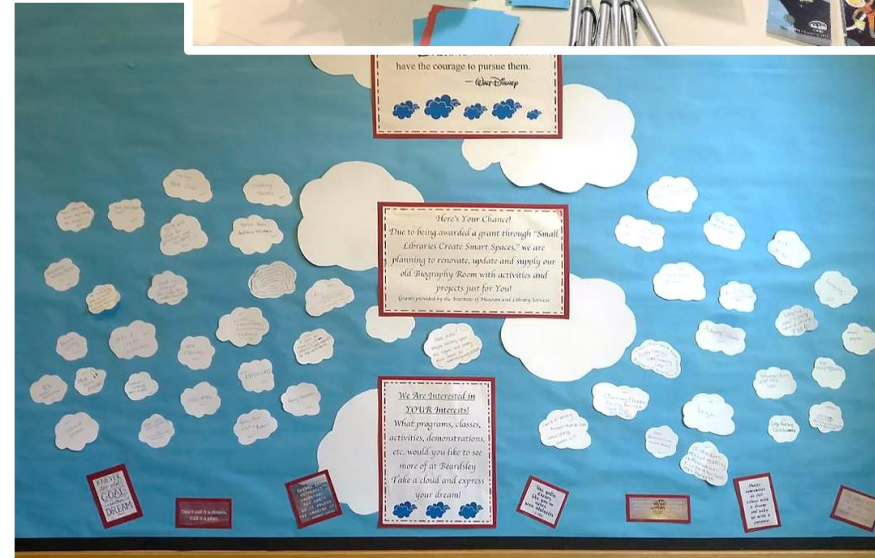


WISH TREE

- Grab a leaf and answer these questions:
 1. What do you like about Madison?
 2. What do you think would make it better?

VARIATIONS ON A WISH TREE

- Wish upon a star
- Pursue your dreams on a cloud
- Fuel the rocket with your ideas
- Think a think for the library



2. Visual tools

- Pop-up spaces
- Wish Trees
- **Dot boards**
- Observation



DOT BOARD

Choices

- Exercise, Fitness, Health, & Wellness
- Fine Arts
- Performing Arts & Movies
- Food & Culinary Arts
- STEM programs
- Upcycling & Recycling
- Hobbies & Crafts
- Gardening & Outdoor Activities



3. Interactive workshop tools

- Visioning workshops
- Participatory design workshops
- Photo essays

Community Speaks; Board Listens



Two questions:

- What do we (your library) do really well?
- What would you do to build a better library?



The Hall-Voyer Foundation Board turned community input into a wall of ideas.

The Board decided to:

- Change the name to Honey Grove Library and Learning Center
- Write a new mission statement
- Create a new logo and new website
- Start a capital campaign, with an initial goal of \$300K

\$649,000 raised
by Dec 31!!!

“Involving my board in these discussions gave them a **whole new insight** into what I had been trying to convey to them - **hearing it from the people directly** made a huge difference!”

Pattie Mayfield, Director of Honey Grove Library and Learning Center

The most
important thing



Listening

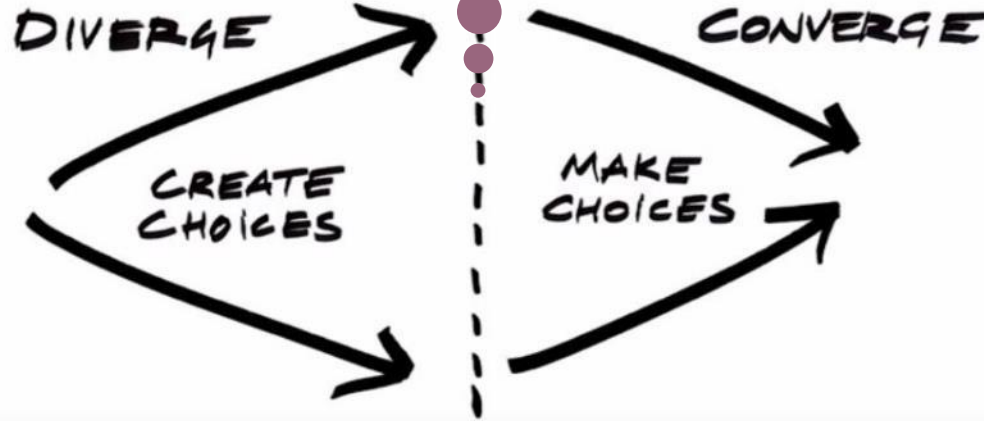


Dog by [sweetlouse](#) on [Pixabay](#)

What to do with all that community input?

Ideation

Community
input

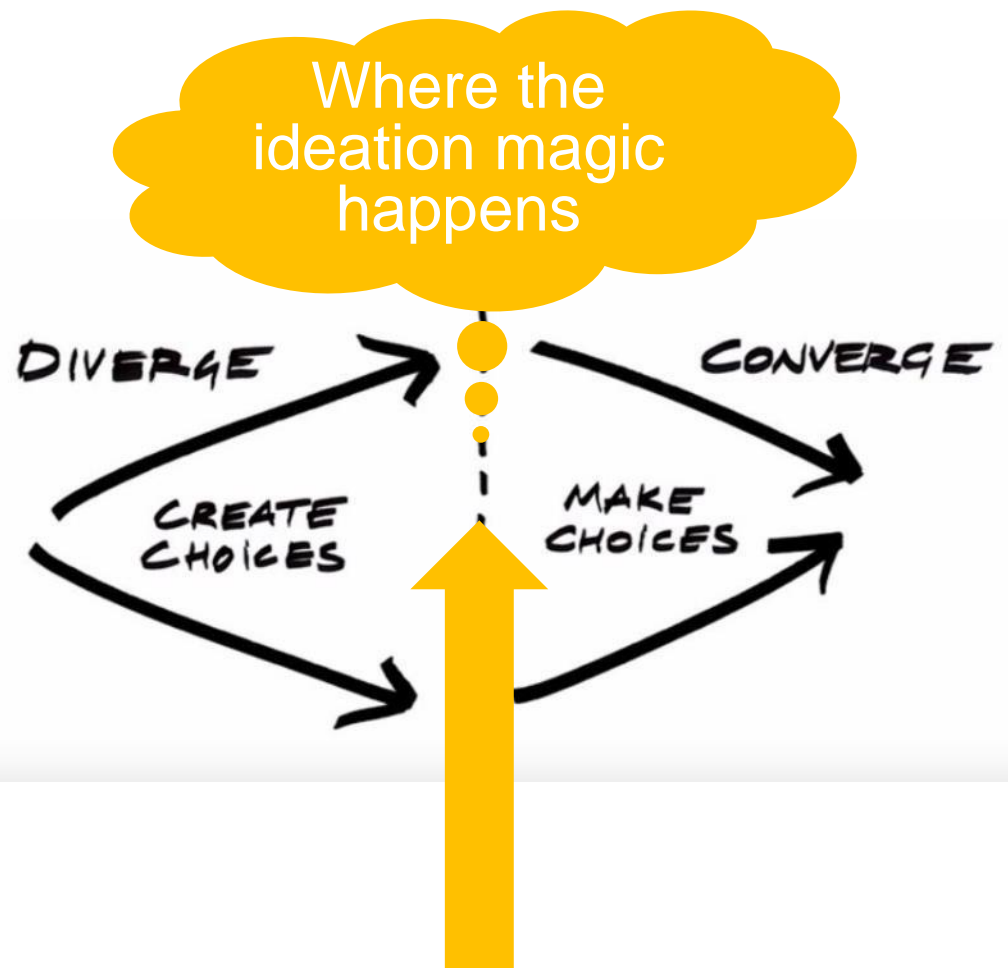


Ready to
prototype

Select 3-4 items from
community input to
explore further

Expand the possibilities
of those items through
brainstorming

EXPANDING THE POSSIBILITIES



- Dissect the wish/idea
 - What is at the core of the idea?
 - What is the essential experience behind it?
 - What activities are related to it?
 - What are people's feelings about it?
- Think beyond the obvious

Brainstorm rules

- Defer judgement
- Encourage wild ideas
- Build on the ideas of others
- Stay focused on topic
- One conversation at a time
- Be visual
- Go for quantity





IDEATION ACTIVITY

Community feedback:
We want a swimming pool

How might your library create *active learning* opportunities around this wish?

Take the quick wins



Image by [mohamed_hassan](#) on [Pixabay](#)

Finding ~~Partners~~ Collaborators

Cornwall Public Library, NY

A local designer plans the layout and chooses colors and furnishings



A carpet layer made a 3-hour round-trip commute on a Sunday to install the carpet because "... libraries have been good to me in my life."



An electrician installed the lights, hung and wired the monitor, and ran data and electrical hook-ups to the "plug-in" seating



Two talented sisters were inspired to paint a mural on the walls

The finished community-built space enlivened by the community teen group



Teens Stage a Harry Potter Party

Secret entry to 9 $\frac{3}{4}$
through a brick wall



Teens fabricated Little
Snitches as
prizes for the games.



Party participants
avidly pursue the
Hunt for Horcruxes
scavenger hunt.



Teens are designing
and delivering most of
the programming



Teens now *own* the programming for their space.





It's about

sharing
power

“We have developed **more partnerships** with individuals and organizations.

We have **more 'local experts'** to call upon for assistance and the **flow of ideas from the community just keeps coming.**”

Smart Spaces 2017 Participant

“Asking the community to get involved in
co-creating space was a win-win for us
and we will utilize this community buy-in perspective
with all future projects.”

Smart Spaces 2017 participant

For more information on how Small Libraries
Create Smart Spaces and more case studies
please visit **oc.lc/SmartSpaces**.

- Smart Space Videos
- Transformation Stories
- Making Space for Active Learning Course

Email me: gutscheb@oclc.org



A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.

Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbe.state.il.us/research/htmls/teacher_salary.htm)

The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

PERSONNEL CHECKLIST

- ☐ Library has a board-approved personnel policy.
- ☐ Library has staffing levels that are sufficient to carry out the library's mission.
- ☐ Library has a long-range/strategic plan.
- ☐ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ☐ Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- ☐ Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- ☐ Library gives each new employee a thorough orientation.
- ☐ Library evaluates staff annually.
- ☐ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ☐ Library provides staff access to library literature and other professional development materials.
- ☐ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ☐ The library complies with state and federal laws that affect library operations.

BIBLIOGRAPHY

- Curzon, Susan Carol. *Managing Change: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2005.
- Metz, Ruth. *Coaching in the Library*. 2nd ed. Chicago: American Library Association, 2010.
- Singer, Paula M. and Laura L. Francisco. *Developing a Compensation Plan for Your Library*. 2nd ed. Chicago: American Library Association, 2009.
- Stanley, Mary. *Managing Library Employees*. New York: Neal-Schuman, 2008.
- Stueart, Robert D. and Maureen Sullivan. *Developing Library Leaders: A How-to-Do-It Manual for Coaching, Team Building, and Mentoring Library Staff*. New York: Neal-Schuman, 2010.
- Trotta, Marcia. *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006.

WEBSITES

American Library Association
www.wikis.ala.org/professionaltips
www.ala-apa.org/

Change Request Proposal

Project:
(name and address)

119-6000 / FOUNTAINDALE LIBRARY
300 W Briarcliff Road
Bolingbrook, IL 60440

Change request number:

1002

Description:

Relocate (1) existing line piping that interferes with the new projector screen that is being installed

Customer:

Fountaindale Public Library

Quotation

Status:

Proposed

Origination date:

08/26/19

Submitted amount:

552.00

Additional Work Detail

Phase	Description	Amount
2100	SPRINKLERS	
Billing Total		552.00
Total Change Request:		552.00

Approvals

Customer: Fountaindale Public Library

Contractor: Walter Daniels Construction Co

Authorized Representative:

By:

By:

Date:

Date:

Fountaindale Public Library District

Cash and Investment

August 31, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$715,679.83	\$799,381.03
Cash Checking/Payroll	\$31,492.47	\$158,672.26	\$190,164.73
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$874,481.34	\$991,975.01
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$2,874,056.80)	\$5,235,262.76
Investment - General/IL Funds/MM	\$67,203.39	\$3,123.05	\$70,326.44
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$30,173.38	\$59,167.04
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$92,039.85	\$2,051,038.17
Investment - Working Cash/BMO Harris MM	\$878.27	\$1,078,331.87	\$1,079,210.14
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	\$4,016,501.19	\$15,275,141.24
Total Investments	\$22,492,198.93	\$1,277,946.86	\$23,770,145.79
Bond Fund			
4-1211-40 Invest/BMO Harris MM Accou	\$1,105,143.03	(\$107,094.80)	\$998,048.23
Total Bond Fund	\$1,105,143.03	(\$107,094.80)	\$998,048.23
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 Accou	\$6,135.82	\$4,522.04	\$10,657.86
Total Building Project Fund	\$553,719.45	(\$543,061.59)	\$10,657.86
Total Cash and Investments	\$24,268,555.08	\$1,502,271.81	\$25,770,826.89

Special Res. PMA - 2.27%
General - IL Fund - 2.197%
Money Market BMO Harris - 2.467%

Fountaindale Public Library District

Revenue Report

August 31, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$165,405.07	\$200,013.42	4.81 %	\$4,158,849.00	\$3,958,835.58
Property Tax Dupage 2018	\$39,910.33	\$42,367.69	49.92 %	\$84,874.00	\$42,506.31
Property Tax Will - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$4,278,200.00	\$4,278,200.00
Property Tax Dupage - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$87,310.00	\$87,310.00
Other Tax	\$2,519.76	\$23,524.55	21.00 %	\$112,040.00	\$88,515.45
Interest	\$25,007.71	\$53,580.41	13.33 %	\$402,030.00	\$348,449.59
Fines	\$1,488.26	\$9,046.79	13.92 %	\$65,000.00	\$55,953.21
Copy Machines	\$496.65	\$1,355.14	16.94 %	\$8,000.00	\$6,644.86
Fax Machine	\$616.36	\$1,494.17	21.35 %	\$7,000.00	\$5,505.83
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,478.17	\$4,919.33	24.60 %	\$20,000.00	\$15,080.67
Miscellaneous	\$152.93	\$3,727.95	32.42 %	\$11,500.00	\$7,772.05
Reimbursements	\$988.00	\$989.84	22.00 %	\$4,500.00	\$3,510.16
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	\$239,063.24	\$341,019.29	3.66 %	\$9,324,707.00	\$8,983,687.71
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$22.34	\$44.84	0.00 %	\$0.00	(\$44.84)
Total Building Project Fund	\$22.34	\$44.84	0.00 %	\$0.00	(\$44.84)
Bond Fund					
Property Tax - Will 2018	\$44,319.93	\$53,593.16	4.81 %	\$1,114,516.00	\$1,060,922.84
Property Tax - Dupage 2018	\$10,771.89	\$11,435.13	50.28 %	\$22,745.00	\$11,309.87
Property Tax - Will 2019 - Est.	\$0.00	\$0.00	0.00 %	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2019 - Est.	\$0.00	\$0.00	0.00 %	\$38,931.36	\$38,931.36
Interest Bond Fund	\$1,990.47	\$4,379.61	0.00 %	\$0.00	(\$4,379.61)
Interest Rebate Payment - BAB	\$0.00	\$83,055.79	50.00 %	\$166,112.00	\$83,056.21
Total Bond Fund	\$57,082.29	\$152,463.69	4.69 %	\$3,249,941.00	\$3,097,477.31
Total Revenue	\$296,167.87	\$493,527.82	3.92 %	\$12,574,648.00	\$12,081,120.18

Fountaindale Public Library District

Expenditure Report

AUGUST 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$449,772.17	\$790,615.40	16.31 %	\$4,848,800.00	\$4,058,184.60
Contractual Services	\$16,716.24	\$95,180.50	15.90 %	\$598,500.00	\$503,319.50
Supplies & Utilities	\$19,213.66	\$51,220.67	8.53 %	\$600,400.00	\$549,179.33
Library Materials	\$57,529.46	\$77,743.89	6.27 %	\$1,238,967.00	\$1,161,223.11
Capital Expenditures	\$222,476.00	\$225,595.00	19.48 %	\$1,157,900.00	\$932,305.00
Miscellaneous	\$3,099.87	\$4,073.22	5.43 %	\$75,000.00	\$70,926.78
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	\$768,807.40	\$1,244,428.68	14.46 %	\$8,604,671.00	\$7,360,242.32
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00 %	\$12,000.00	\$12,000.00
Liability Insurance Fund Expenditures	\$7,242.63	\$7,242.63	7.58 %	\$95,500.00	\$88,257.37
Soc Sec/IMRF Fund Expenditures	\$56,521.10	\$103,731.73	13.47 %	\$770,000.00	\$666,268.27
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$18,334.44	\$26,968.72	8.40 %	\$321,000.00	\$294,031.28
Total Other Fund Expenditures	\$82,098.17	\$137,943.08	11.51 %	\$1,198,540.00	\$1,060,596.92
Total Expenditures - Operating Funds	\$850,905.57	\$1,382,371.76	14.10 %	\$9,803,211.00	\$8,420,839.24
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	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	\$0.00	\$237,525.00	50.00 %	\$475,050.00	\$237,525.00
Total Bond Fund Expenditures	\$0.00	\$602,012.50	10.09 %	\$5,964,025.00	\$5,362,012.50
Total	\$0.00	\$602,012.50	10.08 %	\$5,974,638.00	\$5,372,625.50

Fountaindale Public Library District
Expenditure Report
AUGUST 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	\$850,905.57	\$1,984,384.26	12.58 %	\$15,777,849.00	\$13,793,464.74

Fountaindale Public Library District

Bills Paid - Operating Account

July- 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Gallagher Bassett Services, Inc.	Professional Services - Appraisal Services	07/19/2019	52031	1-4253-10	\$5,400.00
Kathryn Spindel	Airfare Reimbursement - 2019 ALA Conference	7/19/19	52032	1-4171-16	\$235.91

\$5,635.91



Jennie Nguyen, Finance Manager

Fountaindale Public Library District

Bills Paid - Operating Account

August 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Summit Bodyworks	50% Deposit - Outreach Bookmobile	08/16/2019	52177	1-4613-10	\$199,167.00

\$199,167.00



Jennie Nguyen, Finance Manager

Fountaindale Public Library District

Bills Paid - Operating Account

SEPTEMBER - 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - September 2019	09/01/2019	52178	1-4192-10	\$26,398.01
Dearborn National Life Insurance Company	Employer Insurance Contribution - September 2019	09/01/2019	52179	1-4192-10	\$515.63
Home Depot	Building Operation Supplies	09/01/2019	52180	8-4357-30	\$51.87
	Building Maintenance			8-4211-30	\$524.74
Illinois Municipal Retirement Fund	Employer Contribution - August 2019	09/01/2019	774	5-4142-10	\$34,153.38

\$61,643.63


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - AUGUST 2019

Gross Payroll	\$421,519.03
FICA	\$31,384.25
Total Gross Payroll & FICA	<u>\$452,903.28</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

<u>General Fund</u>				Page 1
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.	Picnic Throws Giveaways - Pinnacle Roadtrip & Summer 2020	7618702	1-4735-10	\$ 2,365.47
	<i>Totals for 4imprint, Inc.</i>			\$ 2,365.47
Adriana Alvarez	Mileage & Tolls - Conference - 8/7/19-8/9/19	AA081319	1-4171-10	182.54
	<i>Totals for Adriana Alvarez</i>			\$ 182.54
Allegra Print & Imaging	Library Card Design Contest	15009	1-4731-10	150.00
	<i>Totals for Allegra Print & Imaging</i>			\$ 150.00
Allyse Schiller	Mileage Reimb. - IGFOA 2019 Conf. - 09/07/19 to 09/10/19	AS091119-01	1-4171-10	121.22
	Hotel Reimb. - IGFOA 2019 Conf. - 09/07/19 to 09/10/19	AS091119-02	1-4173-10	448.80
	<i>Totals for Allyse Schiller</i>			\$ 570.02
Amazon	Finance - Report Covers	A6-1920	1-4351-10	27.42
	Finance - Supr Stcky Notes, Loose Lf Paper, Desk Organizer	A7-1920	1-4351-10	39.62
	Finance - Report Covers, Expansion File Folders	A9-1920	1-4351-10	80.64
	District Coffee - Salted Caramel Creamer Restock	A10-1920	1-4351-10	29.96
	District Coffee & Closet Restock	A10-1920	1-4351-10	67.33
	Staff Lounge - Mustard Restock	A10-1920	1-4351-10	5.00
	CSD - "Hello" Name Badges, 8x8 Canvas Panels	A4-1920	1-4353-20	99.96
	CSD - Painting Supplies	A2-1920	1-4353-20	151.31
	ATSD - Star Wars Stickers, Bookmarks, Temp Tattoos	A3-1920	1-4353-24	146.35
	CSD Mgr Laptop & Bag / Outreach Mgr Laptop Bag	A1-1920	1-4354-14	39.11
	HP Compaq 6730s Laptop Btry & Polycarbonate Box	A5-1920	1-4354-14	15.99
	CSD Mgr Laptop & Bag / Outreach Mgr Laptop Bag	A1-1920	1-4641-14	749.00
	Salk Elementary Memorial Books	A8-1920	1-4711-10	64.15
	Green Folding Wagon for Pathways Parade	A11-1920	1-4711-10	68.99
	Staff Summer Reading Prizes 2019	0660346-SEPT	1-4711-10	35.37
	CSD - Circulating Doll Collection	A12-1920	1-4575-10	24.99
	Books - Adult Fiction	0660346-SEPT	1-4540-26	60.72
	Books - Adult Non-Fiction	0660346-SEPT	1-4541-26	37.58
	HP Compaq 6730s Laptop Btry & Polycarbonate Box	A5-1920	1-4348-14	123.64
	Books - Juvenile Easy	0660346-SEPT	1-4546-29	52.95
	Video Games - Adult	0660346-SEPT	1-4565-26	67.33
	Electronic Devices	0660346-SEPT	1-4527-26	81.88

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

<u>General Fund</u>				Page 2
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
		<i>Totals for Amazon</i>		\$ 2,069.29
American Library Association				
	Membership - Newell - 10/1/19-9/30/20	0082163	1-4161-16	\$ 140.00
		<i>Totals for American Library Association</i>		\$ 140.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - September 2019	INV274243	1-4253-10	183.40
		<i>Totals for AmeriFlex Business Solutions</i>		\$ 183.40
Amina Ali				
	Mileage - PIRC Meeting - 08/28/19	AA090519	1-4171-10	13.22
		<i>Totals for Amina Ali</i>		\$ 13.22
Antonieta Diaz				
	Program - Plato Decorado Con Decoupage - 10/8/19	AD100819	1-4571-24	100.00
		<i>Totals for Antonieta Diaz</i>		\$ 100.00
AT & T				
	Internet - August 2019	8993688404	1-4314-14	1,364.25
		<i>Totals for AT & T</i>		\$ 1,364.25
AT & T Mobility - National Business Services				
	Telephone Service - 7/22/19-8/21/19	15320731	1-4311-14	304.45
		<i>Totals for AT & T Mobility - National Business Services</i>		\$ 304.45
B&H Photo-Video				
	Studio - Compact Charger & Power Adapter	161235876	1-4568-27	106.86
	Studio - Battery Pack, Filters, Rechrabl Batt, SD Card	161046436	1-4568-27	399.21
		<i>Totals for B&H Photo-Video</i>		\$ 506.07
Bags Unlimited Inc				
	CMTSD - Blank DVD Dividers	19437	1-4341-10	216.67
		<i>Totals for Bags Unlimited Inc</i>		\$ 216.67
Baker & Taylor - C009233				
	Books - Adult Non-Fiction	5015634575	1-4541-26	545.34
	Books - Adult Non-Fiction	5015660023	1-4541-26	196.32
	Library Materials - Shipping Costs	5015634575	1-4519-26	2.73
	Library Materials - Shipping Costs	5015660023	1-4519-26	0.98
	Library Materials - Processing Cost	5015634575	1-4518-26	29.90
	Library Materials - Processing Cost	5015660023	1-4518-26	8.05
		<i>Totals for Baker & Taylor - C009233</i>		\$ 783.32

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Library Materials - Processing Cost	2034707914	1-4518-29	\$ 14.40
	Library Materials - Processing Cost	2034680603	1-4518-29	1.30
	Library Materials - Processing Cost	2034692395	1-4518-29	14.15
	Library Materials - Processing Cost	2034694793	1-4518-29	18.05
	Library Materials - Processing Cost	2034692620	1-4518-29	7.00
	Library Materials - Processing Cost	2034694750	1-4518-29	4.60
	Library Materials - Processing Cost	2034725031	1-4518-29	10.15
	Books - Juvenile World Languages	2034692395	1-4526-29	3.57
	Library Materials - Shipping Costs	2034707914	1-4519-29	1.32
	Library Materials - Shipping Costs	2034680603	1-4519-29	0.23
	Library Materials - Shipping Costs	2034692395	1-4519-29	2.34
	Library Materials - Shipping Costs	2034694793	1-4519-29	2.09
	Library Materials - Shipping Costs	2034692620	1-4519-29	1.38
	Library Materials - Shipping Costs	2034694750	1-4519-29	0.45
	Library Materials - Shipping Costs	2034725031	1-4519-29	1.34
	Books - Adult Fiction	2034707914	1-4540-29	116.14
	Books - Adult Fiction	2034680603	1-4540-29	32.19
	Books - Adult Fiction	2034692395	1-4540-29	16.10
	Books - Adult Fiction	2034694793	1-4540-29	418.89
	Books - Adult Fiction	2034725031	1-4540-29	64.38
	Books - Adult Non-Fiction	2034707914	1-4541-29	25.88
	Books - Adult Non-Fiction	2034725031	1-4541-29	10.19
	Books - Adult Large Print	2034707914	1-4543-29	17.25
	Books - Adult Large Print	2034692395	1-4543-29	125.52
	Books - Adult Large Print	2034694750	1-4543-29	85.03
	Books - Adult Large Print	2034725031	1-4543-29	45.43
	Books - Juvenile Fiction	2034707914	1-4544-29	53.80
	Books - Juvenile Fiction	2034680603	1-4544-29	7.47
	Books - Juvenile Fiction	2034692395	1-4544-29	20.96
	Books - Juvenile Fiction	2034725031	1-4544-29	94.94
	Books - Juvenile Non-Fiction	2034707914	1-4545-29	28.56
	Books - Juvenile Non-Fiction	2034692395	1-4545-29	3.59
	Books - Juvenile Non-Fiction	2034692620	1-4545-29	275.43
	Books - Juvenile Non-Fiction	2034694750	1-4545-29	5.37
	Books - Juvenile Non-Fiction	2034725031	1-4545-29	53.74
	Books - Juvenile Easy	2034707914	1-4546-29	22.38
	Books - Juvenile Easy	2034680603	1-4546-29	6.99
	Books - Juvenile Easy	2034692395	1-4546-29	298.68

**Fountaindale Public Library District
Bills Payable Report
September 19, 2019**

General Fund

Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<i>Totals for Baker & Taylor - L420685</i>				\$ 1,911.28

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult World Languages	2034692993	1-4525-26	\$ 69.93
	Books - Adult World Languages	2034701813	1-4525-26	11.97
	Books - Adult World Languages	2034712819	1-4525-26	22.74
	Books - Adult World Languages	2034747877	1-4525-26	93.33
	Books - Juvenile World Languages	2034692993	1-4526-26	14.28
	Books - Juvenile World Languages	2034715991	1-4526-26	19.95
	Books - Adult Non-Fiction	2034695523	1-4541-26	951.90
	Books - Adult Non-Fiction	2034692993	1-4541-26	173.06
	Professional Books	2034692993	1-4538-26	24.99
	Books - Adult Fiction	2034695523	1-4540-26	50.84
	Books - Adult Fiction	2034692993	1-4540-26	582.36
	Books - Adult Fiction	2034721507	1-4540-26	70.59
	Books - Adult Fiction	2034718483	1-4540-26	57.27
	Books - Adult Fiction	2034701813	1-4540-26	235.37
	Books - Adult Fiction	2034715991	1-4540-26	108.74
	Books - Adult Fiction	2034704462	1-4540-26	81.63
	Books - Adult Fiction	2034712819	1-4540-26	204.22
	Books - Adult Fiction	2034723147	1-4540-26	62.26
	Books - Adult Fiction	2034734818	1-4540-26	93.09
	Books - Adult Fiction	2034747877	1-4540-26	158.26
	Books - Adult Fiction	2034744601	1-4540-26	4,975.40
	Books - Juvenile Non-Fiction	2034695523	1-4545-26	10.74
	Books - Juvenile Non-Fiction	2034692993	1-4545-26	839.82
	Books - Juvenile Non-Fiction	2034718483	1-4545-26	33.10
	Books - Juvenile Non-Fiction	2034701813	1-4545-26	11.49
	Books - Juvenile Non-Fiction	2034715991	1-4545-26	113.94
	Books - Juvenile Non-Fiction	2034704462	1-4545-26	196.24
	Books - Juvenile Non-Fiction	2034712819	1-4545-26	126.09
	Books - Juvenile Non-Fiction	2034723147	1-4545-26	17.24
	Books - Juvenile Non-Fiction	2034734818	1-4545-26	188.57
	Books - Juvenile Non-Fiction	2034747877	1-4545-26	21.24
	Books - Juvenile Non-Fiction	2034744601	1-4545-26	99.49
	Books - Juvenile Easy	2034695523	1-4546-26	25.18
	Books - Juvenile Easy	2034692993	1-4546-26	108.02
	Books - Juvenile Easy	2034721507	1-4546-26	903.47
	Books - Juvenile Easy	2034718483	1-4546-26	18.88
	Books - Juvenile Easy	2034701813	1-4546-26	146.36
	Books - Juvenile Easy	2034715991	1-4546-26	72.09

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Easy	2034704462	1-4546-26	\$ 35.52
	Books - Juvenile Easy	2034712819	1-4546-26	82.30
	Books - Juvenile Easy	2034726582	1-4546-26	11.89
	Books - Juvenile Easy	2034734818	1-4546-26	205.64
	Books - Juvenile Easy	2034747877	1-4546-26	154.44
	Books - Juvenile Easy	2034744601	1-4546-26	868.16
	Books - Young Adult/Fiction	2034695523	1-4548-26	6.59
	Books - Young Adult/Fiction	2034692993	1-4548-26	80.74
	Books - Young Adult/Fiction	2034704462	1-4548-26	12.64
	Books - Young Adult/Fiction	2034712819	1-4548-26	7.77
	Books - Young Adult/Fiction	2034723147	1-4548-26	34.20
	Books - Young Adult/Fiction	2034734818	1-4548-26	210.94
	Books - Young Adult/Fiction	2034747877	1-4548-26	55.08
	Books - Young Adult/Fiction	2034744601	1-4548-26	176.75
	Books - Young Adult/Non-Fiction	2034695523	1-4549-26	36.00
	Books - Young Adult/Non-Fiction	2034747877	1-4549-26	8.37
	Books - Young Adult/Non-Fiction	2034744601	1-4549-26	8.99
	Books - Adult Non-Fiction	2034721507	1-4541-26	5.99
	Books - Adult Non-Fiction	2034718483	1-4541-26	29.94
	Books - Adult Non-Fiction	2034701813	1-4541-26	148.87
	Books - Adult Non-Fiction	2034715991	1-4541-26	22.18
	Books - Adult Non-Fiction	2034704462	1-4541-26	15.53
	Books - Adult Non-Fiction	2034712819	1-4541-26	158.29
	Books - Adult Non-Fiction	2034723147	1-4541-26	34.48
	Books - Adult Non-Fiction	2034726582	1-4541-26	98.28
	Books - Adult Non-Fiction	2034726582	1-4541-26	19.18
	Books - Adult Non-Fiction	2034734818	1-4541-26	17.25
	Books - Adult Non-Fiction	2034747877	1-4541-26	106.86
	Books - Adult Non-Fiction	2034744601	1-4541-26	848.99
	Books - Adult Large Print	2034695523	1-4543-26	17.25
	Books - Adult Large Print	2034692993	1-4543-26	111.17
	Books - Adult Large Print	2034721507	1-4543-26	79.22
	Books - Adult Large Print	2034715991	1-4543-26	34.80
	Books - Adult Large Print	2034712819	1-4543-26	62.83
	Books - Adult Large Print	2034726582	1-4543-26	11.99
	Books - Adult Large Print	2034744601	1-4543-26	46.53
	Books - Juvenile Fiction	2034695523	1-4544-26	31.02
	Books - Juvenile Fiction	2034692993	1-4544-26	127.68

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Fiction	2034721507	1-4544-26	\$ 17.79
	Books - Juvenile Fiction	2034718483	1-4544-26	41.88
	Books - Juvenile Fiction	2034701813	1-4544-26	142.90
	Books - Juvenile Fiction	2034715991	1-4544-26	190.61
	Books - Juvenile Fiction	2034704462	1-4544-26	110.44
	Books - Juvenile Fiction	2034712819	1-4544-26	117.29
	Books - Juvenile Fiction	2034723147	1-4544-26	806.62
	Books - Juvenile Fiction	2034726582	1-4544-26	47.97
	Books - Juvenile Fiction	2034734818	1-4544-26	65.70
	Books - Juvenile Fiction	2034747877	1-4544-26	74.69
	Books - Juvenile Fiction	2034744601	1-4544-26	392.20
	Library Materials - Processing Cost	2034695523	1-4518-26	57.60
	Library Materials - Processing Cost	2034692993	1-4518-26	174.70
	Library Materials - Shipping Costs	2034721507	1-4519-26	5.39
	Library Materials - Shipping Costs	2034718483	1-4519-26	0.91
	Library Materials - Shipping Costs	2034701813	1-4519-26	3.48
	Library Materials - Shipping Costs	2034715991	1-4519-26	2.81
	Library Materials - Shipping Costs	2034704462	1-4519-26	2.26
	Library Materials - Shipping Costs	2034712819	1-4519-26	3.91
	Library Materials - Shipping Costs	2034723147	1-4519-26	4.77
	Library Materials - Shipping Costs	2034726582	1-4519-26	0.95
	Library Materials - Shipping Costs	2034734818	1-4519-26	3.91
	Library Materials - Shipping Costs	2034747877	1-4519-26	3.36
	Library Materials - Shipping Costs	2034744601	1-4519-26	25.00
	Library Materials - Shipping Costs	2034695523	1-4519-26	5.65
	Library Materials - Shipping Costs	2034692993	1-4519-26	10.66
	Library Materials - Processing Cost	2034721507	1-4518-26	35.10
	Library Materials - Processing Cost	2034718483	1-4518-26	9.00
	Library Materials - Processing Cost	2034701813	1-4518-26	26.15
	Library Materials - Processing Cost	2034715991	1-4518-26	17.35
	Library Materials - Processing Cost	2034704462	1-4518-26	12.75
	Library Materials - Processing Cost	2034712819	1-4518-26	61.50
	Library Materials - Processing Cost	2034723147	1-4518-26	61.75
	Library Materials - Processing Cost	2034726582	1-4518-26	6.05
	Library Materials - Processing Cost	2034734818	1-4518-26	50.80
	Library Materials - Processing Cost	2034747877	1-4518-26	38.45
	Library Materials - Processing Cost	2034744601	1-4518-26	373.50

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

Page 8

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
		<i>Totals for Baker & Taylor - L420686</i>		\$ 18,024.34
Belynda Head				
	Program - R&B Line Dancing - 9/22/19	BH092219	1-4571-24	\$ 125.00
	Program - R&B Line Dancing - 10/6/19	BH100619	1-4571-24	125.00
		<i>Totals for Belynda Head</i>		\$ 250.00
Bibliotheca, LLC				
	Electronic Audiobooks & Books	SIPREXX111-US	1-4520-26	29,000.00
		<i>Totals for Bibliotheca, LLC</i>		\$ 29,000.00
Blackstone Publishing				
	Audiobooks - Adult	1133136	1-4551-26	280.45
		<i>Totals for Blackstone Publishing</i>		\$ 280.45
Bolingbrook Park District				
	Program - Zumba - 9/14/19	BPD091419	1-4571-24	75.00
	Program - Yoga - 9/19/19	BPD091919	1-4571-24	50.00
	Program - Yoga - 9/26/19	BPD092619	1-4571-24	50.00
		<i>Totals for Bolingbrook Park District</i>		\$ 175.00
Brittany Hogan				
	Program - Art of Aromatherapy - 9/26/19	BH092619	1-4571-24	250.00
		<i>Totals for Brittany Hogan</i>		\$ 250.00
Call One				
	Telephone & Internet - 9/15/19-10/14/19	1139282-SEPT19	1-4314-14	1,968.00
	Telephone & Internet - 8/15/19-9/14/19	1139282-AUG19	1-4314-14	1,968.00
	Telephone & Internet - 9/15/19-10/14/19	1139282-SEPT19	1-4312-14	888.34
	Telephone & Internet - 8/15/19-9/14/19	1139282-AUG19	1-4312-14	889.58
		<i>Totals for Call One</i>		\$ 5,713.92
Carolyn Boyer				
	Reimbursement - Program Supplies - 8/26/19	CB090619-01	1-4353-28	21.97
	Mileage & Tolls - 7/5/19-8/15/19	CB090619-02	1-4171-10	155.18
		<i>Totals for Carolyn Boyer</i>		\$ 177.15
Cathryn Stanek-Whisler				
	Program - DIY: Fall Painted Wine Glasses - 9/24/19	CSW092419	1-4571-24	220.00
	Program - Weaving 101 - 9/26/19	CSW092619	1-4573-24	190.00
	Program - Spooky String Art - 10/10/19	CSW101019	1-4573-24	208.75
		<i>Totals for Cathryn Stanek-Whisler</i>		\$ 618.75

**Fountaindale Public Library District
Bills Payable Report
September 19, 2019**

General Fund

Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Center Point Large Print	Books - Adult Large Print	1710140	1-4543-26	\$ 318.78
		<i>Totals for Center Point Large Print</i>		<u>\$ 318.78</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 10

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	Apple Store - Mac Hard Drive Replacement	N5815-SEPT19	1-4354-14	\$ 271.05
	ID.Mycommerce - RDA Toolkit Subscription Renewal	N5815-SEPT19	1-4272-12	202.94
	Survey Monkey - Annual Subscription Renewal	M3664-SEPT19	1-4631-14	384.00
	Class Marker - COHS Online Assessment Tool	N5815-SEPT19	1-4631-14	25.00
	Word Press - Genealogy Blog - Subscription Renewal	N5815-SEPT19	1-4631-14	18.00
	McProhosting - Server Hosting Fee - Minecraft Club	N5815-SEPT19	1-4572-20	50.95
	Meijer - ATSD Program Supplies - Tea, Chips & Capri Sun	N5815-SEPT19	1-4353-24	83.78
	McProhosting - Server Hosting Fee - Minecraft Club	N5815-SEPT19	1-4353-24	50.95
	Consumer Craft - Spanish Craft Program Supplies - Glass Jars	N5815-SEPT19	1-4353-24	77.69
	Vista Print - Pinnacle Road Trip Passport Custom Stamps	N5815-SEPT19	1-4256-10	33.18
	Concourse Hotel - Play, Make, Learn Conference - Alvarez	N5815-SEPT19	1-4173-10	397.30
	Concourse Hotel - Play, Make, Learn Conference - Clemens	N5815-SEPT19	1-4173-10	397.30
	ILA - Conference Award Luncheon - Bradley	N5815-SEPT19	1-4173-10	32.00
	UWEX - Intro to User Experience Online Class - Steven Ford	N5815-SEPT19	1-4151-10	292.50
	Mgmt Assoc - Registration - Total Rewards Planning - Pottle	N5815-SEPT19	1-4151-10	225.00
	ILA - Conference Registration - Bradley	N5815-SEPT19	1-4151-10	150.00
	ILA - Conference Registration - Ali	N5815-SEPT19	1-4151-10	225.00
	Laconi - Circulation on Wheels Registration - Ali	N5815-SEPT19	1-4151-10	15.00
	American Airlines - ABOS Conference Airfare - Thompson	N5815-SEPT19	1-4171-10	378.60
	American Airlines - ABOS Conference Airfare - Boyer	N5815-SEPT19	1-4171-10	378.60
	ILA - Membership Fee - Ali	N5815-SEPT19	1-4161-10	150.00
	ISLMA - AISLE Membership & Readers Choice Awards	N5815-SEPT19	1-4162-10	105.00
	Google - RDP Client License for Chromebook	M3664-SEPT19	1-4522-14	9.99
	Beggars Pizza - MOPS Grand Prize - Summer Adventure	N5815-SEPT19	1-4575-10	68.25
	Alder Planetarium - 3 Memberships - Summer Adv Grand Prizes	N5815-SEPT19	1-4575-10	495.00
	Walmart - Circulation Collection - Barbie Ken Career Dolls	N5815-SEPT19	1-4575-10	21.87
	Andy's Frozen Custard - Thank You Staff - Summer Adventure	N5815-SEPT19	1-4711-10	52.57
	Jewel-Osco - Staff Birthday Cake - August 2019	N5815-SEPT19	1-4711-10	38.99
	800Flowers - Sympathy Flower Arrangement - K. Schmidt	N5815-SEPT19	1-4711-10	83.43
	Meijer - 2019 Pathway Parade Flag Holder - Shower Rod	N5815-SEPT19	1-4711-10	11.99
	Brooks Cafe - Gift Card - Bolingbrook Sr. Club Bunco Event	N5815-SEPT19	1-4731-10	25.00
	Mailchimp - Monthly Subscription Fee	N5815-SEPT19	1-4731-10	65.00
	Woobox - Monthly Subscription Fee - Online Contests	N5815-SEPT19	1-4731-10	29.00
	Facebook - Event Promotional Posting Fee	N5815-SEPT19	1-4731-10	44.67
	GFS - 2019 Pathway Parade - Candy Giveaways	N5815-SEPT19	1-4735-10	575.28
	Michael Store - Program Supplies - Ash Bags, Bush & Felts	N5815-SEPT19	1-4353-27	15.44
	Hobby Lobby - Program Supplies - Craft Supplies	N5815-SEPT19	1-4353-27	34.04
	Michael Store - Program Supplies - Silhouette Supplies	N5815-SEPT19	1-4371-27	73.41

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services	(Cont'd)			
	Menards - Program Supplies - Bags, Tape, Clamps & Bins	N5815-SEPT19	1-4371-27	\$ 61.92
	Hobby Lobby - Program Supplies - Silhouette Supplies	N5815-SEPT19	1-4371-27	78.90
	Guitar Center - Repair Fee for Fender Electric Bass Guitar	N5815-SEPT19	1-4568-27	38.48
	Michael Store - Program Supplies - Silhouette Machine	N5815-SEPT19	1-4568-27	70.96
	Hobby Lobby - Supplies - Silhouette Machine Accessories	N5815-SEPT19	1-4568-27	43.27
	<i>Totals for Chase Card Services</i>			\$ 5,881.30
Chicago Swordplay Guild, Inc.				
	Program - Swordplay Demonstration - 9/7/19	CSG090719	1-4571-24	300.00
	<i>Totals for Chicago Swordplay Guild, Inc.</i>			\$ 300.00
Christine Thornton				
	Program - How to Draw Realistic Faces - 9/24/19	CT092419	1-4573-24	325.00
	Program - Colorful Autumn Forest - 10/17/19	CT101719	1-4573-24	325.00
	Program - Colorful Autumn Forest - 10/3/19	CT100319	1-4571-24	325.00
	<i>Totals for Christine Thornton</i>			\$ 975.00
Comcast Cable				
	Cable - 9/3/19-10/2/19	0367494-SEPT19	1-4316-14	113.48
	<i>Totals for Comcast Cable</i>			\$ 113.48
Creekside Printing				
	Summer Newsletter - Sept-Nov 2019	1246	1-4256-10	7,742.00
	<i>Totals for Creekside Printing</i>			\$ 7,742.00
Deltronics Sound Inc.				
	Studio - Neumann M49 microphone repair	33767	1-4568-27	790.67
	<i>Totals for Deltronics Sound Inc.</i>			\$ 790.67
Demco, Inc.				
	CSD - Labels & Bookmarks	6671413	1-4371-20	103.42
	<i>Totals for Demco, Inc.</i>			\$ 103.42
Dennis Raleigh				
	Mileage - 7/25/19-8/6/19	DR090619	1-4171-10	9.05
	<i>Totals for Dennis Raleigh</i>			\$ 9.05
Dennis Wolkowicz				
	Program - Silent Film Night: "Robin Hood" - 9/25/19	DW092519	1-4571-24	250.00
	<i>Totals for Dennis Wolkowicz</i>			\$ 250.00

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund Page 12

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Discount School Supply				
	CSD - Imagination Station Curtain	P38664860001	1-4575-10	\$ 46.16
	<i>Totals for Discount School Supply</i>			\$ 46.16
DuPage Township				
	Donation - DuPage Township Food Pantry	6051-1920	1-4731-10	300.00
	<i>Totals for DuPage Township</i>			\$ 300.00
Dynegy Energy Services				
	Electricity - 6/28/19-7/29/19	270493919081	1-4321-30	7,679.35
	Electricity - 7/30/19-8/27/19	270493919091	1-4321-30	17,004.57
	<i>Totals for Dynegy Energy Services</i>			\$ 24,683.92
Elite Detailing Services, Inc.				
	Bookmobile & Van Wash Inside & Out - 8/30/19	17QSJXXBY	1-4235-29	195.00
	<i>Totals for Elite Detailing Services, Inc.</i>			\$ 195.00
Elizabeth Portillo				
	Program - Conversational ESL for Adults - 9/23/19	EP092319	1-4571-24	80.00
	Program - Conversational ESL for Adults - 9/30/19	EP093019	1-4571-24	80.00
	Program - Conversational ESL for Adults - 10/7/19	EP100719	1-4571-24	80.00
	Program - Conversational ESL for Adults - 10/14/19	EP101419	1-4571-24	80.00
	Program - Conversational ESL for Adults - 9/24/19	EP092419	1-4571-24	40.00
	Program - Conversational ESL for Adults - 10/1/19	EP100119	1-4571-24	40.00
	Program - Conversational ESL for Adults - 10/8/19	EP100819	1-4571-24	40.00
	Program - Conversational ESL for Adults - 10/15/19	EP101519	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			\$ 480.00

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Findaway World, LLC				
	Audiobooks - Adult	295960	1-4551-26	\$ 473.39
	Audiobooks - Juvenile	293785	1-4553-26	55.73
	Audiobooks - Juvenile	293785	1-4553-26	55.73
	Audiobooks - Juvenile	292977	1-4553-26	311.41
	Launchpads - Juvenile	293301	1-4566-26	329.98
	Launchpads - Juvenile	293650	1-4566-26	409.97
	Launchpads - Juvenile	295089	1-4566-26	139.98
	Launchpads - Juvenile	295088	1-4566-26	69.99
	Launchpads - Juvenile	295090	1-4566-26	279.96
	Launchpads - Juvenile	292726	1-4566-26	309.98
	Launchpads - Juvenile	295414	1-4566-26	69.99
	Launchpads - Juvenile	295564	1-4566-26	429.97
	Playaway - Juvenile	295951	1-4562-29	414.54
	Audiobooks - Juvenile	295953	1-4553-26	528.00
	<i>Totals for Findaway World, LLC</i>			\$ 3,878.62
Friends of the Library				
	Refund - Ice Cream Social 2019 Remaining Funds	6048-1920	1-4575-10	455.84
	<i>Totals for Friends of the Library</i>			\$ 455.84
Fun Express LLC				
	Promotional Giveaways - Various Sharpeners	697807748-01	1-4735-10	64.93
	CSD - Program Supplies	696070690-01	1-4353-20	49.55
	CSD - Winter Program Supplies	697821448-03	1-4353-20	64.78
	CSD - Winter Program Supplies	697821448-02	1-4353-20	26.70
	CSD - Winter Program Supplies	697821448-01	1-4353-20	694.70
	<i>Totals for Fun Express LLC</i>			\$ 900.66
Gale/Cengage Learning				
	Books - Adult Large Print	67555965	1-4543-26	56.23
	Books - Adult Large Print	67555605	1-4543-26	108.71
	Books - Adult Large Print	67555288	1-4543-26	113.21
	Books - Adult Large Print	67571613	1-4543-26	69.72
	Books - Adult Large Print	67570911	1-4543-26	98.21
	Books - Adult Large Print	67572044	1-4543-26	76.47
	Electronic Audiobooks & Books	67733019	1-4520-26	543.40
	Online Databases	67967328	1-4521-26	6,125.70
	<i>Totals for Gale/Cengage Learning</i>			\$ 7,191.65

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

<u>General Fund</u>				Page 14
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Grasso Graphics, Inc.	Lucky Day Collection Stickers	30380	1-4371-12	\$ 1,210.25
	<i>Totals for Grasso Graphics, Inc.</i>			<u>\$ 1,210.25</u>
Gregg Woods	Program - Still Life Drawing Workshop - 9/30/19	GW093019	1-4573-24	275.00
	<i>Totals for Gregg Woods</i>			<u>\$ 275.00</u>
HR Source	Alvarez - Evolving Mgr Boot Camp - 10/23/19-10/25/19	10173	1-4151-10	995.00
	Hildebrandt - Evolving Mgr Boot Camp - 10/23/19-10/25/19	10174	1-4151-10	995.00
	Martinez - Evolving Mgr Boot Camp - 10/23/19-10/25/19	10175	1-4151-10	995.00
	Schiller - Evolving Mgr Boot Camp - 10/23/19-10/25/19	10176	1-4151-10	995.00
	<i>Totals for HR Source</i>			<u>\$ 3,980.00</u>
IHLS-OCLC	Catalog Management	19912	1-4272-12	3,059.10
	<i>Totals for IHLS-OCLC</i>			<u>\$ 3,059.10</u>
Illinois American Water	Fire Protection - 8/19/19-9/19/19	1025-21000308946E	1-4331-30	43.08
	Irrigation - 7/19/19-8/19/19	1025-21000308991E	1-4331-30	3,429.42
	<i>Totals for Illinois American Water</i>			<u>\$ 3,472.50</u>
Illinois American Water/Bolingbrook	Water & Sewer - 7/19/19-8/19/19	1025-21000308831E	1-4331-30	999.56
	<i>Totals for Illinois American Water/Bolingbrook</i>			<u>\$ 999.56</u>
Illinois Library Association	Spindel - 2019 ILA Annual Conf - Trustee Day only - 10/24/19	169156	1-4151-16	175.00
	<i>Totals for Illinois Library Association</i>			<u>\$ 175.00</u>
Ilya Kabirov	Program - Great Reads Book Club - 9/25/19	IK092519	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<u>\$ 75.00</u>
Imprint Enterprises, Inc.	RFID Tags; SLIX, 50x50 White Square	PSI206401	1-4371-12	6,263.00
	<i>Totals for Imprint Enterprises, Inc.</i>			<u>\$ 6,263.00</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	Video Games - Adult	41599494	1-4565-26	\$ 227.95
	Video Games - Adult	41314472	1-4565-26	180.45
	Video Games - Adult	41348210	1-4565-26	151.97
	Video Games - Adult	41165177	1-4565-26	28.49
	Video Games - Juvenile	41196701	1-4564-26	332.38
	Video Games - Juvenile	41348212	1-4564-26	85.43
	Video Games - Juvenile	41599496	1-4564-26	85.44
	Staff Summer Reading Prizes 2019	41547178	1-4711-10	16.92
	Staff Summer Reading Prizes 2019	41599497	1-4711-10	13.19
	Staff Summer Reading Prizes 2019	41547177	1-4711-10	11.37
	Staff Summer Reading Prizes 2019	41235058	1-4711-10	55.05
	Staff Summer Reading Prizes 2019	41258515	1-4711-10	14.69
	Staff Summer Reading Prizes 2019	41314474	1-4711-10	21.59
	Staff Summer Reading Prizes 2019	41304588	1-4711-10	35.51
	Staff Summer Reading Prizes 2019	41348213	1-4711-10	19.77
	Staff Summer Reading Prizes 2019	41348214	1-4711-10	16.38
	Staff Summer Reading Prizes 2019	41340325	1-4711-10	14.69
	Staff Summer Reading Prizes 2019	41395182	1-4711-10	7.88
	Staff Summer Reading Prizes 2019	41395183	1-4711-10	17.09
	Staff Summer Reading Prizes 2019	41451915	1-4711-10	22.59
	Books - Adult Non-Fiction	41258514	1-4541-26	13.56
	Video Games - YA	41196700	1-4563-26	142.47
	Video Games - YA	41314473	1-4563-26	289.68
	Video Games - YA	41348211	1-4563-26	170.96
	Video Games - YA	41599495	1-4563-26	161.42
<i>Totals for Ingram Library Services</i>				\$ 2,136.92
ITsavvy LLC	Deep Freeze Enterprise & Deep Freeze Mac Renewal 3 Year	01127905	1-4631-14	3,389.10
	<i>Totals for ITsavvy LLC</i>			\$ 3,389.10
Jacob M. Luce	Tuition Reimbursement - Info Access & Retrieval	JL081219	1-4151-10	2,283.00
	<i>Totals for Jacob M. Luce</i>			\$ 2,283.00
Janelle Zenner	Refund - Credit on Account	JZ4514-01	1-3310-10	12.30
	<i>Totals for Janelle Zenner</i>			\$ 12.30

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

<u>General Fund</u>				Page 16
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Jeffrey P. Fisher	Mileage - Soon to be Famous Mtg - 9/5/19	JF090619	1-4171-10	\$ 13.92
	<i>Totals for Jeffrey P. Fisher</i>			<u>\$ 13.92</u>
Juanita Lennon	Reimbursement - Distilled Water	JL082319	1-4371-12	1.78
	Reimbursement - Chips for Board Mtg	JL082319	1-4355-16	14.29
	Reimbursement - Donuts/Pastries Supplies	JL082319	1-4715-10	8.99
	Reimbursement - Postage Banning Ltr	JL082319	1-4381-10	6.85
	<i>Totals for Juanita Lennon</i>			<u>\$ 31.91</u>
Kanopy	Electronic Audio Visual	165588	1-4523-26	347.00
	<i>Totals for Kanopy</i>			<u>\$ 347.00</u>
Kellie Chase	Program - 6 Sewing Classes - 9/23/19	KC092319	1-4571-24	175.00
	Program - 6 Sewing Classes - 10/9/19	KC100919	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<u>\$ 350.00</u>
Kidworks Touring Theatre Co.	Program - Holidays Around the World - 12/11/19	KTTC121119	1-4572-20	345.00
	<i>Totals for Kidworks Touring Theatre Co.</i>			<u>\$ 345.00</u>
Kiwanis Club of Bolingbrook-Romeoville	Membership Dues - Korczak	2019-2020NK	1-4161-10	130.00
	<i>Totals for Kiwanis Club of Bolingbrook-Romeoville</i>			<u>\$ 130.00</u>
Konica Minolta Business Solutions U.S.A., Inc.	Copy Overage - 7/15/19-8/14/19	9005967638	1-4234-14	1,062.56
	Maintenance - 8/15/19-9/14/19	9005970653	1-4234-14	323.84
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<u>\$ 1,386.40</u>
Laura Didier	Mileage - 8/1/19-8/22/19	LD090619	1-4171-10	19.46
	<i>Totals for Laura Didier</i>			<u>\$ 19.46</u>
Lauterbach & Amen, LLP	Prof Services - GASB 74/75 Limited Report 6/30/19	38923	1-4253-10	850.00
	<i>Totals for Lauterbach & Amen, LLP</i>			<u>\$ 850.00</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lind Street Research	Program - Genealogy Club: Read Btwn Lines City Dir - 10/9/19	LSR100919	1-4571-24	\$ 175.00
	<i>Totals for Lind Street Research</i>			<u>\$ 175.00</u>
Marisa Gutierrez-Romo	Refund - Anne Frank Remembered	MGR5232-01	1-3310-10	10.00
	<i>Totals for Marisa Gutierrez-Romo</i>			<u>\$ 10.00</u>
Matthew Bender & Co., Inc.	Books - Adult Non-Fiction	12561983	1-4541-26	147.43
	<i>Totals for Matthew Bender & Co., Inc.</i>			<u>\$ 147.43</u>
Melissa Bradley	Meal - Kiwanis Meeting - 8/21/19	MB082119	1-4173-10	15.04
	Mileage - Kiwanis Meeting - 8/21/19	MB082119	1-4171-10	3.02
	<i>Totals for Melissa Bradley</i>			<u>\$ 18.06</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	CD Music - Juvenile	97753311	1-4554-26	\$ 61.16
	CD Music - Juvenile	97726923	1-4554-26	44.22
	CD Music - Juvenile	97722912	1-4554-26	11.99
	CD Music - Juvenile	97858970	1-4554-26	11.24
	Audiobooks - Young Adult	97852229	1-4555-26	35.29
	DVD - Adult	97753857	1-4557-26	144.81
	DVD - Adult	97753941	1-4557-26	14.54
	DVD - Adult	97753942	1-4557-26	22.04
	DVD - Adult	97753943	1-4557-26	18.29
	DVD - Adult	97753947	1-4557-26	71.66
	DVD - Adult	97753313	1-4557-26	54.87
	DVD - Adult	97753314	1-4557-26	48.18
	DVD - Adult	97753316	1-4557-26	116.49
	DVD - Adult	97753320	1-4557-26	22.79
	DVD - Adult	97753321	1-4557-26	36.58
	DVD - Adult	97753325	1-4557-26	207.34
	DVD - Adult	97753318	1-4557-26	335.40
	DVD - Adult	97753319	1-4557-26	257.90
	DVD - Adult	97727034	1-4557-26	23.64
	DVD - Adult	97727904	1-4557-26	41.54
	DVD - Adult	97728872	1-4557-26	33.58
	DVD - Adult	97725101	1-4557-26	14.54
	DVD - Adult	97725100	1-4557-26	88.62
	DVD - Adult	97725096	1-4557-26	51.58
	DVD - Adult	97722923	1-4557-26	274.06
	DVD - Adult	97722928	1-4557-26	182.90
	DVD - Adult	97722919	1-4557-26	61.62
	DVD - Adult	97722925	1-4557-26	19.04
	DVD - Adult	97722922	1-4557-26	97.97
	DVD - Adult	97722913	1-4557-26	47.08
	DVD - Adult	97722839	1-4557-26	22.04
	DVD - Adult	97722916	1-4557-26	56.37
	DVD - Adult	97722920	1-4557-26	283.69
	DVD - Adult	97722914	1-4557-26	79.16
	DVD - Adult	97722921	1-4557-26	229.88
	DVD - Adult	97722803	1-4557-26	49.89
	DVD - Adult	97725099	1-4557-26	25.79
	DVD - Adult	97725098	1-4557-26	25.79

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97725097	1-4557-26	\$ 29.54
	DVD - Adult	97815073	1-4557-26	23.64
	DVD - Adult	97820655	1-4557-26	62.28
	DVD - Adult	97821311	1-4557-26	54.87
	DVD - Adult	97821310	1-4557-26	257.90
	DVD - Adult	97821313	1-4557-26	29.09
	DVD - Adult	97821308	1-4557-26	22.04
	DVD - Adult	97821306	1-4557-26	22.79
	DVD - Adult	97820708	1-4557-26	182.95
	DVD - Adult	97820709	1-4557-26	44.08
	DVD - Adult	97820705	1-4557-26	18.29
	DVD - Adult	97820707	1-4557-26	35.29
	DVD - Adult	97794791	1-4557-26	206.32
	DVD - Adult	97794792	1-4557-26	164.20
	DVD - Adult	97794793	1-4557-26	257.90
	DVD - Adult	97794794	1-4557-26	61.62
	DVD - Adult	97794797	1-4557-26	36.58
	DVD - Adult	97794795	1-4557-26	18.29
	DVD - Adult	97794790	1-4557-26	25.79
	DVD - Adult	97794545	1-4557-26	85.91
	DVD - Adult	97794544	1-4557-26	80.66
	DVD - Adult	97815142	1-4557-26	25.79
	DVD - Adult	97758280	1-4557-26	65.68
	DVD - Adult	97758279	1-4557-26	32.84
	DVD - Adult	97758278	1-4557-26	79.62
	DVD - Adult	97758284	1-4557-26	44.08
	DVD - Adult	97758275	1-4557-26	18.29
	DVD - Adult	97758277	1-4557-26	66.12
	DVD - Adult	97758282	1-4557-26	29.08
	DVD - Adult	97784197	1-4557-26	36.58
	DVD - Adult	97784192	1-4557-26	164.32
	DVD - Adult	97784195	1-4557-26	76.37
	DVD - Adult	97784200	1-4557-26	77.37
	DVD - Adult	97784193	1-4557-26	253.90
	DVD - Adult	97784196	1-4557-26	33.59
	DVD - Adult	97784191	1-4557-26	96.07
	DVD - Adult	97784215	1-4557-26	167.95
	DVD - Adult	97783652	1-4557-26	45.39

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97844812	1-4557-26	\$ 23.64
	DVD - Adult	97852341	1-4557-26	42.39
	DVD - Adult	97852223	1-4557-26	36.58
	DVD - Adult	97852224	1-4557-26	257.90
	DVD - Adult	97852225	1-4557-26	164.20
	DVD - Adult	97852228	1-4557-26	29.54
	DVD - Adult	97852255	1-4557-26	138.10
	DVD - Adult	97852256	1-4557-26	89.95
	DVD - Adult	97852251	1-4557-26	51.58
	DVD - Adult	97852252	1-4557-26	59.08
	DVD - Adult	97852254	1-4557-26	29.54
	DVD - Adult	97852227	1-4557-26	164.20
	DVD - Adult	97852226	1-4557-26	265.40
	DVD - Adult	97824543	1-4557-26	40.33
	DVD - Adult	97824544	1-4557-26	32.83
	DVD - Adult	97824546	1-4557-26	28.89
	DVD - Adult	97824548	1-4557-26	25.79
	DVD - Adult	97825150	1-4557-26	135.36
	DVD - Adult	97860390	1-4557-26	22.04
	DVD - Adult	97858873	1-4557-26	730.80
	DVD - Adult	97858871	1-4557-26	21.39
	DVD - Adult	97858974	1-4557-26	102.70
	DVD - Adult	97858966	1-4557-26	66.12
	DVD - Adult	97858965	1-4557-26	22.04
	DVD - Adult	97858962	1-4557-26	18.29
	DVD - Adult	97858975	1-4557-26	335.40
	DVD - Adult	97858976	1-4557-26	257.90
	DVD - Juvenile	97753944	1-4558-26	153.36
	DVD - Juvenile	97753945	1-4558-26	89.50
	DVD - Juvenile	97753323	1-4558-26	18.29
	DVD - Juvenile	97728870	1-4558-26	92.73
	DVD - Juvenile	97725091	1-4558-26	73.42
	DVD - Juvenile	97725094	1-4558-26	69.78
	DVD - Juvenile	97725095	1-4558-26	96.58
	DVD - Juvenile	97722927	1-4558-26	77.66
	DVD - Juvenile	97722924	1-4558-26	50.37
	DVD - Juvenile	97722836	1-4558-26	44.08
	DVD - Juvenile	97722910	1-4558-26	22.04

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	97725103	1-4558-26	\$ 279.69
	DVD - Juvenile	97725102	1-4558-26	167.95
	DVD - Juvenile	97821312	1-4558-26	128.95
	DVD - Juvenile	97821309	1-4558-26	18.29
	DVD - Juvenile	97821305	1-4558-26	121.01
	DVD - Juvenile	97821250	1-4558-26	164.20
	DVD - Juvenile	97820706	1-4558-26	27.39
	DVD - Juvenile	97821252	1-4558-26	98.52
	DVD - Juvenile	97794549	1-4558-26	57.87
	DVD - Juvenile	97794796	1-4558-26	14.89
	DVD - Juvenile	97794548	1-4558-26	96.58
	DVD - Juvenile	97794547	1-4558-26	116.04
	DVD - Juvenile	97758283	1-4558-26	44.08
	DVD - Juvenile	97784148	1-4558-26	137.95
	DVD - Juvenile	97784149	1-4558-26	17.89
	DVD - Juvenile	97784190	1-4558-26	158.76
	DVD - Juvenile	97784194	1-4558-26	30.58
	DVD - Juvenile	97784199	1-4558-26	36.59
	DVD - Juvenile	97860392	1-4558-26	106.12
	DVD - Juvenile	97844810	1-4558-26	61.18
	DVD - Juvenile	97844813	1-4558-26	48.87
	DVD - Juvenile	97852257	1-4558-26	65.68
	DVD - Juvenile	97852250	1-4558-26	18.29
	DVD - Juvenile	97824549	1-4558-26	91.45
	DVD - Juvenile	97858972	1-4558-26	73.16
	DVD - Juvenile	97858967	1-4558-26	180.53
	DVD - Juvenile	97858969	1-4558-26	73.18
	DVD - Juvenile	97858973	1-4558-26	73.18
	DVD - Juvenile	97858968	1-4558-26	109.77
	DVD - Juvenile	97858971	1-4558-26	73.18
	Audiobooks - Adult	97753315	1-4551-26	221.45
	Audiobooks - Adult	97753016	1-4551-26	9.99
	Audiobooks - Adult	97722911	1-4551-26	45.29
	Audiobooks - Adult	97722918	1-4551-26	43.29
	Audiobooks - Adult	97722917	1-4551-26	259.74
	Audiobooks - Adult	97725092	1-4551-26	176.16
	Audiobooks - Adult	97725090	1-4551-26	63.29
	Audiobooks - Adult	97821251	1-4551-26	95.58

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Audiobooks - Adult	97758281	1-4551-26	\$ 45.29
	Audiobooks - Adult	97784145	1-4551-26	40.29
	Audiobooks - Adult	97784198	1-4551-26	45.29
	Audiobooks - Adult	97852253	1-4551-26	50.29
	Audiobooks - Adult	97824545	1-4551-26	70.58
	Audiobooks - Adult	97824547	1-4551-26	45.29
	Audiobooks - Juvenile	97753322	1-4553-26	75.58
	Audiobooks - Juvenile	97794546	1-4553-26	47.58
	Audiobooks - Juvenile	97758276	1-4553-26	124.45
	Audiobooks - Juvenile	97784146	1-4553-26	204.74
	CD Music - Adult	97753324	1-4550-26	14.84
	CD Music - Adult	97722837	1-4550-26	12.74
	CD Music - Adult	97722915	1-4550-26	14.99
	CD Music - Adult	97824541	1-4550-26	11.24
	CD Music - Adult	97858963	1-4550-26	56.96
	CD Music - Juvenile	97794798	1-4554-29	17.24
	CD Music - Juvenile	97758287	1-4554-29	13.94
	Books - Juvenile World Languages	97753317	1-4526-26	32.98
	Books - Juvenile World Languages	97722926	1-4526-26	52.62
	Books - Juvenile World Languages	97760729	1-4526-26	13.49
	Audiobooks - Adult	97753326	1-4551-29	85.58
	Audiobooks - Adult	97725106	1-4551-29	45.29
	Audiobooks - Adult	97821253	1-4551-29	70.58
	Audiobooks - Adult	97758286	1-4551-29	45.29
	Audiobooks - Adult	97783890	1-4551-29	85.58
	Audiobooks - Adult	97852270	1-4551-29	85.58
	Audiobooks - Adult	97858977	1-4551-29	45.29
	DVD - Adult	97753948	1-4557-29	62.37
	DVD - Adult	97725105	1-4557-29	176.78
	DVD - Adult	97722931	1-4557-29	51.58
	DVD - Adult	97821314	1-4557-29	22.04
	DVD - Adult	97821315	1-4557-29	25.79
	DVD - Adult	97821316	1-4557-29	18.29
	DVD - Adult	97794800	1-4557-29	25.79
	DVD - Adult	97794801	1-4557-29	25.79
	DVD - Adult	97815144	1-4557-29	16.04
	DVD - Adult	97758285	1-4557-29	18.29
	DVD - Adult	97783894	1-4557-29	20.54

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97783895	1-4557-29	\$ 25.39
	DVD - Adult	97852259	1-4557-29	26.54
	DVD - Adult	97851646	1-4557-29	25.79
	DVD - Juvenile	97725104	1-4558-29	25.39
	DVD - Juvenile	97722929	1-4558-29	22.04
	DVD - Juvenile	97722930	1-4558-29	22.04
	DVD - Juvenile	97821317	1-4558-29	25.79
	DVD - Juvenile	97783893	1-4558-29	32.54
	DVD - Juvenile	97783892	1-4558-29	72.87
	DVD - Juvenile	97852258	1-4558-29	32.54
	DVD - Juvenile	97858978	1-4558-29	14.54
	DVD - Juvenile	97858979	1-4558-29	25.79
	Books - Juvenile World Languages	97761341	1-4526-29	13.49
	<i>Totals for Midwest Tape</i>			\$ 16,124.70
Mohammad A. Nabizada				
	Refund - Don't Let the Pigeon Drive the Bus!	MN1340-01	1-3310-10	15.59
	<i>Totals for Mohammad A. Nabizada</i>			\$ 15.59
Nicole Borsellino				
	Refund - Patron I. Borsellino - I See Ovals	NB8644-01	1-3310-10	19.21
	<i>Totals for Nicole Borsellino</i>			\$ 19.21
Patrick Clemens				
	Mileage & Parking - Play Make Learn - 8/7/19-8/9/19	PC090619	1-4171-10	215.50
	<i>Totals for Patrick Clemens</i>			\$ 215.50
Paul Mills				
	Mileage - ILA 2019 Orientation Meeting - 07/24/2019	PM081919	1-4171-10	131.08
	Reimbursement - Donuts w/Director Meeting 08/21/19 - Donuts	PM082119	1-4715-10	21.00
	<i>Totals for Paul Mills</i>			\$ 152.08
PeopleFacts				
	New Hire Background Checks - August 2019	33754-082019	1-4253-10	136.06
	<i>Totals for PeopleFacts</i>			\$ 136.06
Pinnacle Library Cooperative				
	e-Payments Reimbursement	20-007	1-3310-10	97.90
	<i>Totals for Pinnacle Library Cooperative</i>			\$ 97.90

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

<u>General Fund</u>				Page 24
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Pitney Bowes	Equipment Lease - 6/30/19-9/29/19	3103364215	1-4231-10	\$ 639.51
	<i>Totals for Pitney Bowes</i>			<u>\$ 639.51</u>
Recorded Books, Inc.	Audiobooks - Adult	76501979	1-4551-26	13.90
	Audiobooks - Adult	76453203	1-4551-26	7.95
	Electronic Audiobooks & Books	76498684	1-4520-26	7.38
	<i>Totals for Recorded Books, Inc.</i>			<u>\$ 29.23</u>
Rendel's Inc.	Bkm Patch Panel, Battery & Converter, Rivets & Shop Material	61302	1-4235-29	812.88
	<i>Totals for Rendel's Inc.</i>			<u>\$ 812.88</u>
Robert Pennor	Program - Watercolor Pencil Drawing - 10/15/19	RP101519	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<u>\$ 60.00</u>
Ronald Goldie	Program - Monthly Dungeons & Dragons Nights - 10/15/19	RG101519	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			<u>\$ 60.00</u>
S & S Worldwide, Inc.	CSD - Program Supplies	IN100232286	1-4353-20	329.33
	<i>Totals for S & S Worldwide, Inc.</i>			<u>\$ 329.33</u>
Sebert Landscaping Inc.	Lawn Maintenance - September 2019	189186	1-4392-30	1,436.00
	Cinderella Swamp Milkweed & Mulch	S500879	1-4392-30	1,125.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 2,561.00</u>
Sheehan Nagle Hartay Architects, Ltd.	Interior Remodeling	333.01.05	1-4651-30	251.60
	<i>Totals for Sheehan Nagle Hartay Architects, Ltd.</i>			<u>\$ 251.60</u>
Showcases	CMTSD - One Time Security DVD Single Case - Clear	313456	1-4371-12	429.84
	CMTSD - DVD Single Poly Black, Prem Vinyl Album 2 Bkwells	313358	1-4371-12	471.58
	<i>Totals for Showcases</i>			<u>\$ 901.42</u>
Stefanie Rock	Program - Improving Joint Health - 9/30/19	SR093019	1-4571-24	100.00
	<i>Totals for Stefanie Rock</i>			<u>\$ 100.00</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

<u>General Fund</u>				Page 25
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Suburban Life Media	Periodicals	130814-2019	1-4511-26	\$ 156.00
		<i>Totals for Suburban Life Media</i>		<u>\$ 156.00</u>
Susan K. Maddox	Program - Cooking Demonstration w/Chef Maddox - 10/17/19	SM101719	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 300.00</u>
Taste of Home	Books - Adult Non-Fiction	01048	1-4541-26	34.98
		<i>Totals for Taste of Home</i>		<u>\$ 34.98</u>
The Herald-News	Periodicals	40027466	1-4511-26	260.00
		<i>Totals for The Herald-News</i>		<u>\$ 260.00</u>
Theatre-on-the-Hill	Full Pg Ads - Legally Blonde 7/5-7/14 & Seussical Jr 7/19-21	190711	1-4731-10	600.00
	Full Pg Ads - Aladdin Jr 2/1-2/3 & Merch of Venice 2/8-2/25	190128	1-4731-10	600.00
		<i>Totals for Theatre-on-the-Hill</i>		<u>\$ 1,200.00</u>
Toni Greathouse	Program - Tuesdays w/Toni Book Club - 10/15/19	TG101519	1-4571-24	75.00
		<i>Totals for Toni Greathouse</i>		<u>\$ 75.00</u>
Tressler LLP	Legal Expense - Attorney - August 2019	407447	1-4241-10	3,173.00
	Legal Expense - Attorney - Tax Objection - August 2019	407448	1-4241-10	171.00
		<i>Totals for Tressler LLP</i>		<u>\$ 3,344.00</u>
Tria Architecture, Inc.	Schematic Design - Professional Services Through 7/31/19	3080	1-4253-10	1,500.00
	Pre-Design - Professional Services Through 7/31/19	3079	1-4253-10	150.66
		<i>Totals for Tria Architecture, Inc.</i>		<u>\$ 1,650.66</u>
Tumbleweed Press, Inc.	Electronic Audiobooks & Books	96191	1-4520-26	1,435.33
		<i>Totals for Tumbleweed Press, Inc.</i>		<u>\$ 1,435.33</u>
Unique Management Services, Inc.	Collection Expense - August 2019	558048	1-4245-10	268.50
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 268.50</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

General Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
UPS				
	Shipping - Account Refillment	0000603951359	1-4382-10	\$ 1,500.00
	<i>Totals for UPS</i>			\$ 1,500.00
Valley View School District				
	Bkm & Van Fuel - 7/1/19-7/31/19	VVSD081219	1-4359-29	204.95
	<i>Totals for Valley View School District</i>			\$ 204.95
Value Line Publishing, LLC				
	Online Databases	KF-693858-198	1-4521-26	6,100.00
	<i>Totals for Value Line Publishing, LLC</i>			\$ 6,100.00
Vanessa Benitez				
	Refund - The Secret of Fortune Wookie: Origami Yoda Book	VB9122-01	1-3310-10	10.95
	<i>Totals for Vanessa Benitez</i>			\$ 10.95
Vanguard Energy Services, LLC				
	Gas Service - 8/1/19-8/31/19	G404408090519	1-4322-30	495.00
	<i>Totals for Vanguard Energy Services, LLC</i>			\$ 495.00
Verizon Wireless				
	Telephone Service - 7/17/19-8/16/19	9836269620	1-4311-14	547.67
	<i>Totals for Verizon Wireless</i>			\$ 547.67
Warehouse Direct				
	Finance - Calculator Ink Roller	4409583-0	1-4351-10	5.19
	Finance - Expandable Manila & Hanging Folders	4397283-0	1-4351-10	90.69
	District Closet Restock	4393001-0	1-4351-10	51.38
	Damaged Replacement Planner	4408982-0	1-4351-10	29.49
	CSD & Outreach Planners/Calendars	4395945-0	1-4351-10	382.95
	Atsd/CMTSD Calendars	4409166-0	1-4351-10	17.39
	Admin/BO/IT/Studio 300 Planner	4395948-1	1-4351-10	17.49
	Admin/BO/IT/Studio 300 Calendars & Planners	4395948-0	1-4351-10	405.65
	District Supply Restock	4373481-0	1-4351-10	658.31
	Coffee & District Supply Restock	4373490-0	1-4351-10	35.12
	District Supply Restock	4373481-0	1-4371-10	8.46
	Board Supplies - Maroon Binders	4374375-0	1-4355-16	106.08
	ATSD - Spring Water	4397280-0	1-4353-24	87.90
	<i>Totals for Warehouse Direct</i>			\$ 1,896.10

**Fountaindale Public Library District
Bills Payable Report
September 19, 2019**

General Fund

Page 27

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
World Book, Inc.				
	Books - Juvenile Non-Fiction	0001598212	1-4545-26	\$ 300.00
	Books - Juvenile Non-Fiction	0001597890	1-4545-26	868.00
	Books - Juvenile World Languages	0001597889	1-4526-26	650.00
		<i>Totals for World Book, Inc.</i>		<u>\$ 1,818.00</u>
		Total for Fund 1		<u>\$ 194,923.20</u>

**Fountaindale Public Library District
Bills Payable Report
September 19, 2019**

Audit Fund

Page 28

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lauterbach & Amen, LLP	Audit Expense FY 2019	39063	2-4251-10	\$ 6,800.00
		<i>Totals for Lauterbach & Amen, LLP</i>		<u>\$ 6,800.00</u>
		Total for Fund 2		<u>\$ 6,800.00</u>

Fountaindale Public Library District
Bills Payable Report
September 19, 2019

Maintenance Fund

Page 29

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	District Coffee & Closet Restock	A10-1920	8-4357-30	\$ 39.55
	<i>Totals for Amazon</i>			\$ 39.55
Best Quality Cleaning, Inc.				
	Cleaning Service - September 2019	30315	8-4215-30	6,921.00
	Special Clean 3rd Fl Men's Washroom - 8/16/19	30425	8-4211-30	75.00
	Special Clean Children's Areas - 8/7/19	30082	8-4211-30	150.00
	Special Clean 1st Fl Wmn's Washroom - 8/22/19	30427	8-4211-30	75.00
	Special Clean 2nd Fl Men's Washroom - 8/26/19	30426	8-4211-30	75.00
	Special Clean 1st Fl Wmn's Washroom - 7/31/19	30081	8-4211-30	75.00
	Special Clean 3rd Fl Wmn's Washroom - 8/13/19	30112	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,446.00
Chase Card Services				
	StageLightStore - Studio A Ceiling Pipe Mounting System Part	P3672-SEPT19	8-4211-30	129.42
	Pureland Supply - Meeting Room A Projector Bulb	P3672-SEPT19	8-4211-30	249.50
	<i>Totals for Chase Card Services</i>			\$ 378.92
Cintas Corporation				
	First Aid Restock - September 2019	8404280912	8-4215-30	488.90
	<i>Totals for Cintas Corporation</i>			\$ 488.90
Cintas Corporation #344				
	Weekly Mat Service - 7/11/19	344204983	8-4215-30	30.00
	Weekly Mat Service - 7/18/19	344208354	8-4215-30	30.00
	Weekly Mat Service - 8/8/19	344218406	8-4215-30	30.00
	Weekly Mat Service - 8/15/19	344221785	8-4215-30	30.00
	Weekly Mat Service - 8/22/19	344225163	8-4215-30	30.00
	Weekly Mat Service - 8/29/19	4028878997	8-4215-30	30.00
	Weekly Mat Service - 9/5/19	4029507933	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 210.00
Cutting Edge Document Destruction, LLC				
	Records Shred - 8/28/19	81575	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			\$ 30.00
Groot Industries, Inc.				
	Garbage & Recycling - 9/1/19-9/30/19	3847384	8-4215-30	357.70
	<i>Totals for Groot Industries, Inc.</i>			\$ 357.70

**Fountaindale Public Library District
Bills Payable Report
September 19, 2019**

Maintenance Fund

Page 30

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Hansen Services, Inc.	Monthly Pest Control - August 2019	3911247	8-4215-30	\$ 103.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 103.00</u>
Heartland Cabinet Supply, Inc.	Modify 6 Drawers to Accomodate New Locks	8023	8-4211-30	1,250.00
		<i>Totals for Heartland Cabinet Supply, Inc.</i>		<u>\$ 1,250.00</u>
Intrinsic Landscaping, Inc.	Green Roof Maintenance - July 2019	19-0313	8-4215-30	545.05
		<i>Totals for Intrinsic Landscaping, Inc.</i>		<u>\$ 545.05</u>
Pace Systems, Inc.	Admin Conference Room Install	208736	8-4211-30	600.00
		<i>Totals for Pace Systems, Inc.</i>		<u>\$ 600.00</u>
Vidabox	10 - iPad Holders & 10 - Wall Mounts	1100014653	8-4211-30	1,166.26
		<i>Totals for Vidabox</i>		<u>\$ 1,166.26</u>
Warehouse Direct	District Supply Restock	4373481-0	8-4357-30	257.02
	Coffee & District Supply Restock	4373490-0	8-4357-30	89.35
	Building Cleaning Supply Restock	4409310-0	8-4357-30	710.46
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,056.83</u>
		Total for Fund 8		<u>\$ 13,672.21</u>
		Grand Total		<u><u>\$ 215,395.41</u></u>

Jennie Nguyen/Finance Manager

September 2019 Monthly Board Report
Paul Mills

Director

Summer Adventure Note

Another Summer Adventure has come and gone — but before we say goodbye to our 2019 edition I wanted to share this note from one of our patrons —

"... I'm a teacher in a local school and always encourage my students to read over the summer and enjoy their library. So as not to be a hypocrite, I decided to participate as well. What a bonus to win the Target gift card on top of all that wonderful reading!

So thank you, and thanks to the entire library staff, for doing such a wonderful job of getting books into the hands of children and adults and inspiring readers of all ages during the summer as well as throughout the year!"

This was such a wonderful compliment for our staff who provided another tremendous Summer Adventure program.

Online Auction

Our first online auction with Obenauf concluded and it went well! We are still awaiting the pickup of equipment from the winning bidders and the check from Obenauf. We do anticipate further auctions of equipment from both our Building Operations and IT Departments that is no longer needed.

Deputy Director (Nancy Korczak)

August brought the end of our Summer Lunch Program. VVSD has been a great partner and thanks to their amazing staff we were able to hand out a total of 6,929 lunches this summer. A big thank you to our Building Ops staff for handling the setup and cleanup and to our Circulation and CSD staff for being great handling the extra patron traffic.

In August we also welcomed new staff to our Public Services departments including our Children's Services Assistant Manager, Melisa M. Melisa comes to us with great experience in public libraries and great enthusiasm for the position. Adriana A. also started her new role as Assistant Manager of Studio 300. Adriana has been in our Studio since the beginning and has gained amazing experience helping our patrons and getting to know our community.

This month we also begin hosting tours for Brooks Middle School students. This is the third year we do this and it has worked out very well. Students and their teachers get to visit the library, learn about the Vortex and Studio and get the opportunity to update their accounts.

From Amina Ali's report

Circulation Services Department Report

PIRC Meeting Updates @ White Oak Crest Hill, August 28, 2019

- With a lengthy agenda, FDPL discussed IPO Passes, the Library Road Trip, and Replacement Library Cards and Merging OverDrive Holds.
 - Replacement Library Cards and Merging OverDrive Holds
 - This was brought to attention by FDPL Deputy Director, Nancy Korczak. All Pinnacle libraries (with the exception of FDPL) refer patrons who replace library cards to Reference to merge their OverDrive account to the new card number. Nancy and Amina will work with Christina to see how we can best serve patrons who need to merge their accounts.
 - Library Road Trip
 - In PIRC, Circ Managers discussed prizes, procedures, rules, and other details.
 - Customizable Email Notices
 - Matt H presented new formatting for XYZ patron emails. Each branch can customize emails to suit their needs. Amina is working with Melissa and Steven in Comm to create a unique format for FDPL XYZ patrons.

Circulation Updates

- We had two new Circulation Aides that started August 12, 2019: Matthew C. and Aman G.

Circulation Statistics

New Patrons Registered	369
Holds Pulled From Shelves	7,734
Incoming Rails Bins	250

Drive Up Statistics Summary

- We had **751** visits (pick-ups) at the drive through this August, which is down from **756** in July.
 - This amounts to a **.66 percent decrease** from last month.
 - Also, total visits were **down 11.95 percent decrease** from August of last year (853 last year).
 - And we had an average of **28.3 visits per day** this month, down from last month (30.6).
- The busiest day of **August** was Monday the 19th with **39 total visits**.
- The busiest time period was 3-6, with **304 total visits** throughout the month.

From Marianne Thompson's report

Outreach Services

Friends:

Friends received from the preparing for the fall October 10-13,

Adult Volunteers:

12 volunteers time. This included volunteer work.



many donations this month community. They are book sale, which will be 2019.

provided 14 hours of volunteer the summer lunches, and other

**Children's Grand Prize Winner – MOPs show & pizza party**

Josh Duncan, who is 3 years old, won the MOPs prize show this year – our youngest winner! Cindy, Laura, and Melissa provided the MOPs show.

From Melissa: "His mom was so thrilled that he had won. She

even got her son a new library card after the MOPs show. I pulled together a variety of prizes for the kids. They loved coming on the Bookmobile and getting their goodies. Josh got a special copy of *Zar and the Broken Spaceship*. One of the parents said this was the coolest thing ever!"

On August 7th, I attended the meet and greet at Brooks Middle School with Randi. I was there to sign patrons up for library cards. Randi was there to promote the Vortex and our school visits. I signed several people up for library cards. I saw many former elementary school students that would visit us on the Bookmobile. I joked with them and told them that they couldn't get rid of us and we would be at their school during their lunch period.



On August 8th, I went to Atria for my programming. I read the book called, *Tarra & Bella: The Elephant and Dog Who Became Best Friends* by Carol Buckley. The residents thought this was a sweet story. We discussed unlikely animal friendships. I told them about my cat who hangs out with my dogs and how she will sleep on the same bed as my dog. After our discussion I used one of my reference quiz books for seniors. They really enjoy answering the questions. I had a great time with the residents.

**Laura: Bolingbrook Museum ST - Robots**

Again, all new families attended so I had the opportunity to talk up our community storytimes and generally what I do every month. It was a very young crowd (except for one school ager) so I had to pick different books than I normally would use. They all enjoyed playing with the robot though and I also had them put a felt robot on the board which they all thought was super cool!

IKEA - Robots



I guess I shouldn't have been surprised by the fact that my audience was entirely age 4 and below (since all the others have gone back to school) but I was a little unprepared for zero interactivensess from such a large crowd. I worked hard to get them excited about the stories and keep them engaged. But ultimately, it was my robot that did it for them! They loved playing with it...to the point that we didn't even do our final song. I got great use of a silly homemade robot and am keeping it for another round sometime.

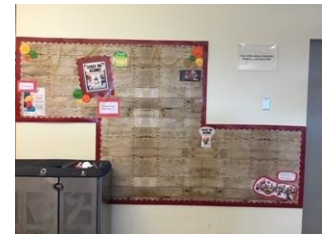
Cindy: A blog post in Spanish was posted on our Fountaindale Facebook page. The article was viewed 71 times, other posts were around five or less! (see chart attached) It got 17 likes including one

from ILA!



Created a decorated a bulletin board in conjunction with CSD (Kathy and Deb who put up the backdrop paper and border) to feature my first puppet show. Children will have the opportunity to color an open ended coloring page of a sweater to add to the bulletin board. I will give the teachers some coloring pages and the kids can also get them at CSD service desk.

Sarah: Heritage Woods Book Club 8/20/2019. Three residents attended the book club this month. We discussed the book Honolulu by Alan Brennert. Attendees enjoyed the book. One of the members was so intrigued she wanted more information about Hawaii and Polynesian people. This book was about how some Korean females immigrated to



Hawaii as "picture brides." They wanted to leave Korea for a better life in Hawaii so they would end up marrying a guy who was already living in Hawaii.



Tools 4 School - Marleigha and I arrived with the Bookmobile and setup by 9am. We left just before 2pm since the vendors were leaving and the park district. There were a variety of vendors such as a face painter, DJ, the Pack drumline & dance, Bolingbrook Fire & Police, and food vendors. This event is to help prepare kids in the community for the new school year. Attendees received haircuts,

positive encouragement, book bags, and other school supplies. This picture is from the DuPage Township Facebook page who captured this event in full swing with the drumline performing with our Bookmobile in the background providing library service.

Dennis:

On August 17th, Marleigha and I took the Bookmobile to the Masjid Al Jumu'as Eid Fest. This is our first year at the event so we weren't quite sure what to expect. Despite the rainy weather, the event still had a big turnout. People seemed to really appreciate us being there and helped us safely maneuver into and out of the parking lot.



I assisted with the Brooks Middle School walking tours at Fountaindale. Essentially, we were there to waive fines, update cards, replace missing cards, and answer any questions they had about the library. The walking tours went well and I think the kids really appreciated the fines coming off their accounts!

Marleigha:

We went to the MAB Eid Fest. From researching "Eid" I learned this is a Muslim celebration that happens a couple times a year once after Ramadan and then there is another Eid celebration after a traditional period of fasting. I was able to ask an event organizer more about the celebration, and he informed me that this Eid celebration was the one that occurs after sacrifice and fasting. He also informed me that MAB is the Muslim Association of Bolingbrook and they were hosting this event. Overall, I enjoyed this event, we had a few checkouts and the festival participants were happy that we were there.



I went to the school registration at Wood View. I enjoy going to Wood View the staff are always so friendly and Mr. Soto always extends a helping hand whenever needed. While visiting Wood View, I saw over 100 people at the table, and I made about 30 library cards at this visit. Overall, I rate this event extremely successful and I was able to promote the library and Bookmobile services while there. At this event, I was seated by Board President Peggy Danhof's daughter who

was there to promote Girl Scouts, but she also helped promote the library to parents and students as they walked by.

Carolyn:

- Developed a home delivery intro script and FAQ sheet for staff to use when inquiring about the possibility of starting the service for members of churches, non-profits, etc.
- Became part of the PIC rotation this month
- Worked on setting up schedules with Marianne for the 10 schools we bring the Bookmobile to visit. Emailed school staff and included possible schedule.
- Updated individualized calendars for school staff and started preparing folders with Outreach staff for all elementary school teachers who signed up for Bookmobile visits.
- Brooks Walking Tour-Helped make library cards, waive fines, reset passwords, and
- Registration night at St. Dominic's School: It was my first time at St. Dominic's School. Their registration setup was very organized by arranging various tables in a large square around the gym. I was placed next to the Girl Scout table, which was staffed by a mom/Resource Assistant for the school. She was friendly and introduced me to a couple people. I was able to meet 105 people who were registering that night and helped many families with library cards and questions about the library. I also loved hearing from families that already had cards because they would almost always say "We love the library"!

Marianne:

- Arranged for Carolyn to begin driver training with Eagle Training Services on Monday September 9, 2019.
- Provided bookmobile repairs vendors' information we use, for the new Outreach Manager at Tinley Park Public Library
- Trained Carolyn on the work we do to prepare for school visits, scheduling class visits on the vehicle

- Assisted with Brooks Walking tours with Outreach staff; we waived fines, reset pins, and provided applications for new library cards
- Requested cleaning of both vehicles from Elite Detailing
- Interviewed adult volunteer candidates
- Contacted schools to receive new teacher lists in order to update & create new accounts for teachers at the elementary, middle, & high schools in Bolingbrook.
- Preparing my ABOS presentation with past presidents on Outreach Advocacy.
- Worked at Brooks Walking Tour days

Repairs & Maintenance of Outreach Vehicles:

8/14 to Rendels for repair of rusted compartment floor repair (back on 8/15)

From Jeffrey Fisher's report

Studio 300

Here are the Studio 300 August 2019 stats:

- 840 patrons actively used our spaces.
- 3044 items were checked out.
 - 93 of that total circulated out of the lab.
- 153 total patrons attended our 29 Orientations, Adult/T(w)een programs, tours, and offsite events.
 - Total programming hours came to 28.5.
- 19 Non-FPLD people used Studio 300.
- And there were about 2050 blog page views.

At the August *Open Mic Showcase* five musical performers shared their music including a couple of vigorous sing-a-longs and impromptu jams. **Justin C.** guided the ship on a splendid journey for both the artists and the audience.



Studio 300, in conjunction with ATSD-Teens, finished helping with the 8-week *Coding: Game Design* course. We are indebted to outside presenter and library supporter, Ryan H., who led our young patrons for the second summer in a row.



Calvary Children's Center brought 22 youths and 3 adults for a tour of Studio 300 as part of their filmmaking module. **Sarah D.** from CSD led the tour, **Randi C.** showed how Foley sound recording worked and the kids made sounds for a movie segment. **Anna G.** supervised hands-on animation

training, and Jeffrey let the attendees explore our TV studio.

Adriana A. and **Patrick C.** attended the two-day *Play, Make, Learn* conference in Madison, WI and will be presenting their findings to Studio 300 staff and the Tinker Technology Troupe in the new future.

Nikki S. took photos of older, retired equipment for the upcoming equipment auction being led by Tasos P.

Late August, Studio 300 once again teamed up with ATSD-Teens, Building Ops, and Outreach for our annual tours by *Brooks Middle School* students. These tours continue in September. Once again, Jeffrey prepared a webpage listing Studio 300-like resources these VVSD students can access with their Chromebooks. Find the page here: bit.ly/VVSD300.

We're pleased to announce the promotion of **Adriana A.** to the position of Assistant Manager, and she began her new duties the week of August 11. As one of the original members of the Studio 300 team, she's been able to start right away on her new work load. We expect many positive additions to our efforts from her.

Adriana's promotion means Studio Services has an open F/T position, and we've already advertised and will begin interviews in early September.

Jeffrey attended a virtual STBF meeting and assisted with making sure our judges had access to the semi-finalists books and judging materials. He led an extensive tour with Reed M. from Vernon Hills PL as they prepare their own DML/Makerspace. He helped Building with an interview. And he attended his usual meetings including Manager's, PIC, Programming, and Summer Adventure, and served his PIC duties, too.

From Debra Dudek's Report

Adult and Teen Services

General Comments on the Month

Recruitment was a top priority of the month in the Adult and Teen Services department. Our staff conducted interviews for several vacant positions, which included specialists and a new Readers Services librarian. Two specialists – Rebecca and Jenna, transitioned into programming roles under Maureen and Randi. This left Christopher to fill two vacant specialist positions in his group. After a series of interviews, our department promoted Nelly from a computer aide position to a specialist role, recruited Roy, an outside candidate who works part time at the Bolingbrook Park District. Our librarians are currently training staff to be successful in their new roles. The staff in-service day on October 4 will be a great opportunity to discuss library services as a team.

I have begun drafting the request for a Gilder Lerhman Traveling Exhibit 'Freedom: A History of US' which will be on display on the 3d floor in October/November 2020. This exhibit should be a great addition to our early voting services which begin Wednesday, October 14, 2020. We should be notified of the results of our ALA Traveling Exhibit Grant application for 'Americans and the Holocaust' which was submitted Friday, August 3, a full week before the deadline. I will have additional details as to the status of our application when the grant awards are released later in September.

Programming (includes):

YA Programs:

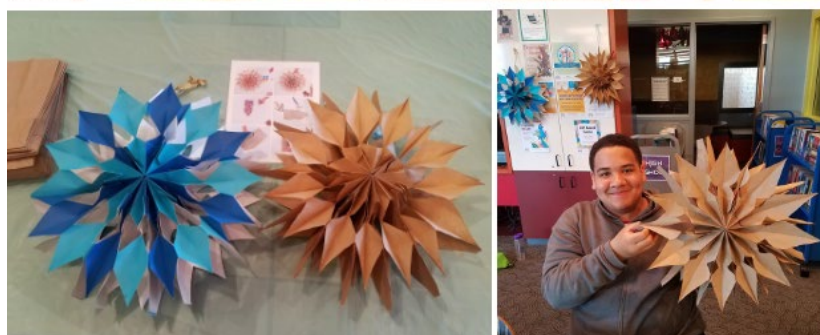
Randi's Observations: The Great Page Race is turning 10! I met with Melissa and Sabrina to discuss a logo redesign for the program. I also met with Steven to discuss program details so that he could get the online program ready. I created program badges for Beanstack, updated

the materials I send to the teachers and added the program to our September teen calendar. I also reviewed the GPR website information. We seem to be all set. I will be sending all the info to teachers on September 1.

- Craft-on-the-Go was very popular this month. We put out three different projects - Scratch Art, Charm Bracelets and Bottle Cap Charms. All were space themed to coincide with our Summer Adventure program. Teens made 70 scratch art ornaments which included moons, spaceships, planets and stars. They also made charm bracelets featuring a moon & star charm and star pony beads. Teens made over 170 bottle cap charms.
- Ashe hosted several programs in August including Anime Night, Fun with Fandoms and Dungeons & Dragons. For Anime Night, she had 15 teens who watched My Roommate is a Cat! They all seemed to like it, even regulars who normally aren't into watching anime. It's a super sweet but chill show, so she was happy they all enjoyed it. Fun with Fandoms runs during the summer so that group had its last meeting in August. Ashe had two teens attend and even though it was pretty quiet, it was still very enjoyable. Per usual, Michaela got to show Ashe all the different things she's working on! Dungeons & Dragons is still going strong. Ashe had eight teens attending in August, both regular and new members!
- Cathryn Stanek-Whisler taught our teens how to make Paper Bag Stars. Teens used brown paper lunch bags and glue sticks to complete this simple project. The bags are glued together and shaped using a pattern and scissors. The teens experimented with this project, creating their own designs and playing with sizing. Check out the results.



- The Last start



Vortex held Summer's Bash just before the of the school year.

We watched Alita: Battle Angel as the kids colored and worked on several crafts including foam emoji pins, bookmarks and buttons. IT also helped out by setting up eight laptop computers. We had a full house in our computer lab and on the laptop with most teens playing PC games like Fortnite, Roblox and Minecraft. As a special treat, we made popcorn for teens to eat while participating in the program. All in all, a fun program.

Teen Summer Adventure:

Here are the grand prize winners for the 2019 Teen Summer Adventure.



Career Online High School:

Currently Enrolled: 4

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 1

Graduate: 21

Adult Programming:

Maureen's Observations: This month we hosted the 2nd session of Paint on Pine and Galaxy Wine Glasses (we opened up second sessions because of the lengthy wait list). Unfortunately Paint on Pine had only 7 out of 15 attendees while all 15 attendees showed up for Galaxy Wine Glasses. I found this interesting because the same mode of communication (email and phone) was used to contact waitlisted patrons about both programs.

As of September 1, Jenna DiSandro will be reporting to Randi as the new ATSD Specialist in the Vortex, filling Britta's vacancy and Becca Falasz will be joining my team to fill Jenna's spot. I'm very excited to have her on board.

Programs

- **8/20/19 - Coffee and Conversation Book Club** - Twelve member showed up to discuss *An American Marriage* by Tayari Jones. This book sparked a wonderful discussion about a young marriage with one of the spouses being incarcerated--the situations they were both put through and the consequences of having a partner that isn't around or that doesn't visit. Everyone contributed to this discussion and felt that it was well written, the characters were real and of course some things were a bit farfetched but that it was an interesting read.

Here's an excerpt of Becca's Report

This month I did help a few patrons with their e-readers and accessing digital media on their devices. Two patrons specifically had difficulty accessing e-books on their kindle e-readers. I was able to walk them through the process of checking items out through overdrive and then having them sent to their kindle. I also helped a patron download an e-book to their phone through cloud library.

From Tony Nguyen's Report

I oversaw three programs on the week of the 11th. These were Robert Pennor's drawing with charcoal class, the second round of the DIY Galaxy Wine Glasses, and of course the Cooking Demo with Chef Maddox. All three programs had amazing turnouts. I took some pictures of each program and posted them on the library's Instagram page as well. I also had a couple of emails regarding a few more details for next month's programs so we should be looking good there. And I'm pretty excited about both of them!

DIY Galaxy Wine Glasses

Cooking Demo

Specialist Highlight



Agnes Babinski

The Statistics workbook was updated for the new fiscal year. I adjusted the new monthly sheets to reflect the new format of stats being pulled from the new Study Room & Materials logs which replaced the 3rd Floor binder.

From Joyce Arellano's report

Children's Services

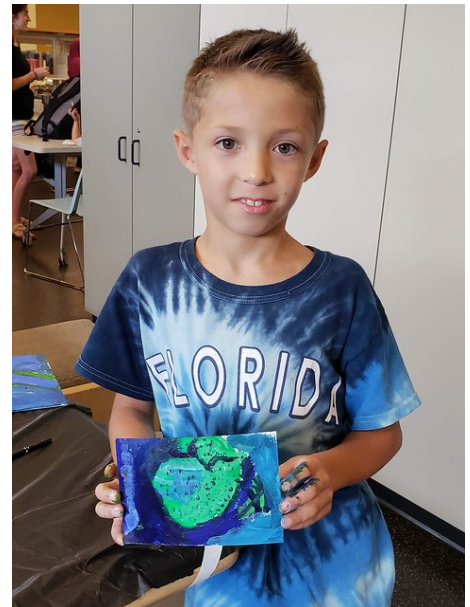
Monthly Overview of Children's Services: Weekly storytimes are on break until September to allow staff members to plan and prepare for the fall. We awarded Summer Adventure grand prizes to several happy children. We welcomed Melisa Martinez to our team as Children's Services Assistant Manager.

Programming

Program	Number of Programs	Attendance/Participants
Active	13	497
Passive	104	331
Total	117	828

ARTS & CRAFTS

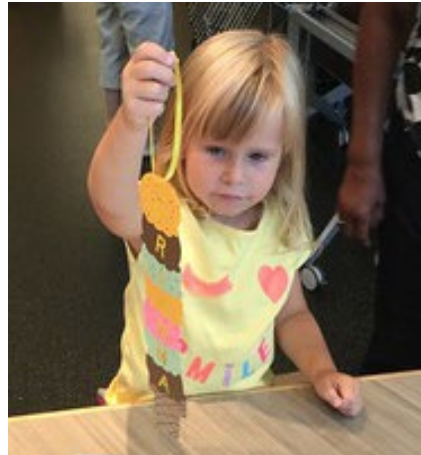
Let's Create: Summer Artist: Fireflies (75) "A big group again. They loved painting the fireflies. Some did very literal paintings and some went with abstract. My regulars continue to surprise and inspire me with their creativity."
Chris Z.



Arts & Fables: *Elephant & Piggie* (2 programs, 70 attendance)

- "Deb and I had fun role playing Elephant and Piggie. I played "reserved" Gerald, and Debbie played "crazy" Piggie. It was so fun and the audience responded in turn."

Laughter was rampant as we danced and flew around the room. Because Elephant and Piggie are friends, we tapped sticks to *You've Got a Friend in Me* from Toy Story. It was magical; a grandma was in tears at how lovely the experience was for her." *Kathy B.*



READING & WRITING

S'mores Book Club: Reader's Choice! (6) A few of our friends have moved on to middle school, so we had 1 returning member and 5 new kids joining us this month. All of them recorded a book review in Studio 300's television studio, and the group was so full of energy



that there are many edits to make on the videos before they can be published! Another big thank you to Studio 300 and Jeffrey, for his patience with this very energetic group.

MOVIES, MUSIC & ENTERTAINMENT

Noche de la Familia: *El Regreso de Mary Poppins* (13) "Our young audience enjoyed the movie propped on comfy Fat-boys and

machine. We had 13 people in the audience. I set up the movie in Spanish with English subtitles at our patrons' request." *Andreea D.*

Mini Movin' and Groovin' (3 programs, 138 attendance) "Mini Movin' & Groovin celebrated August as "back to school" month. We ambled through a day starting with getting up in the morning, wheels on the bus to school, bean bag alphabet, jumping and counting, lunch, recess, science and fun times together. Participating guests enjoyed singing and dancing with all their friends." *Kathy B.*





STEAM & LEARNING FUN

Welcome Back to Homeschool Party (2

programs, 103 attendance) "The AM party was full and fabulous. Children of all ages and personalities came together to chat, race, make music and craft together. A post-it note relay built team spirit, the beat of a drum ensemble brought us all together and the crafts and games allowed us to be ourselves."

Kathy B.

GAMING & PLAY

Build It! (11) "One little boy was on a mission to build the Sears Tower with the Duplo's. He kept adding more and more blocks to make the tower as tall as possible. At one point, he got up on the chair with mom's help to make the tower even taller. Once he was done, he was very proud of his work and called me over to show me how tall his tower is. At another table, two friends were working together to make a house. At first, each boy was making his own house. Then the boys decided to team up and build the house together, because "It will be much quicker" they said. The boys worked really well together and made a very nice house." *Marta M.*



STORYTIMES

Weekly storytimes will begin again during the week of September 9.



Sensory Storytime (8) "My theme this month was back to school. For the sensory portion, I



had planned five fun activities around letters and letter recognition. On the easel with the dry erase board side, the children played around with magnetic letters. We practiced identifying the letters and their sounds. On small trays, the children practiced writing their names in shaving cream. The children enjoyed playing with the shaving cream and getting messy. At first, they were a little cautious of touching the shaving cream, but once I showed them how to smooth the shaving cream and write letters in it they did not want to leave. The magnetic letters on the easel were a big hit too."

Marta M.

Back to School Storytime (2 programs, 83 attendance) Intended to help younger children adjust to their older siblings going back to school, we've discovered this annual program also

helps parents after they've dropped off their little ones for the first day of kindergarten. "Back to School storytime was full of magical forest fairies and gnomes. After H and Mom and Dad dropped off P, they came in for a little distraction. H was fine; mom, however, needed cheering up. She could not stop crying but she did enjoy our time." *Kathy B.*

Public Service

CSD Blog: 10 posts, 265 views, 163 visitors, 3 likes.

Date	Title	Views/Likes
August 1	As the Die Cuts - August edition	25 views (also shared on Facebook)
August 4	Enjoy a little more summer	0 views
August 11	Movin' back	0 views
August 14	Weekly storytimes for fall	3 views
August 16	Sign up for these programs	2 views
August 17	Fun with space suits!	10 views (also shared on Facebook)
August 18	Migrate back to the library	1 view
August 21	African American cowboy stories	2 views/1 like (also shared on Facebook)
August 25	Time for s'more books	1 view
August 28	New in our collection (Blair)	1 view/1 like

Ellison Dies: We filled 2 Ellison usage requests this month.

1000 Books Before Kindergarten - 15 new children signed up in August, and 1 child finished the program this month! There are 331 active participants in the program.

Stories of the Month: "Five years ago, the Illinois Department of Natural Resources mailed our library milkweed seeds as part of a statewide effort to increase butterfly habitat. At the time, we were not able to plant them at the library and ended up giving them to the Bolingbrook Park District. Cindy Hennessy, who has been bringing us caterpillars and chrysalises, insisted on finding out who was in charge of building operations and then giving a butterfly kit to Tasos. The middle of this month Tasos sent a message saying that milkweed had been planted at the library!" *Sarah D.*

Creativity Park Bulletin Board

We are teaming up with Outreach Services on the smaller board this school year. The theme of the board is knitting, based on Vera Brosgol's picture book *Leave Me Alone!* Cindy C. will be

sharing this book in her school visits and offering students a paper cutout of a sweater to color, decorate, and return to the library for display on the bulletin board. We can't wait to see this board fill up with all the different color sweaters!



DIY Storytime Kits

11 kits were checked out this month.

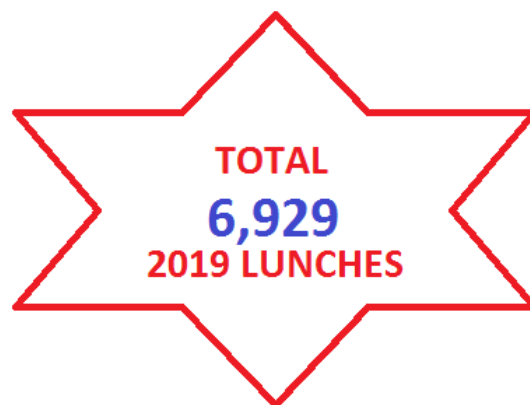
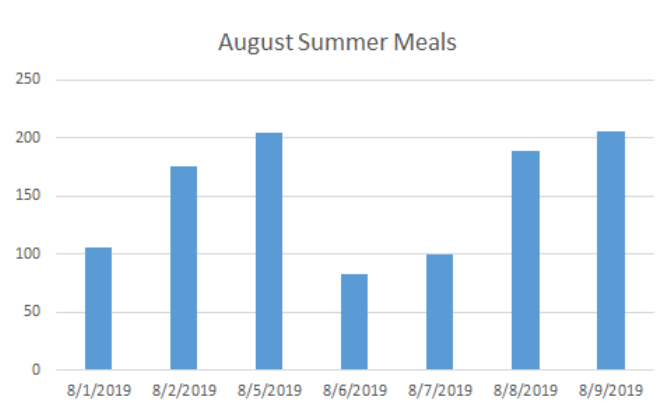
Dolls

There were **68** doll checkouts this month, including Luciana's space suit, which circulated 3 times. 2019 American Girl of the Year Blaire also made her debut this month. A big thank you to Communications for sharing some fun posts on social media promoting the new doll and to CMTSD for preparing Blaire for checkout!

Building Operations (Tasos Priovolos)

We had an extremely successful VVSD Summer Mobile Meal Program in 2019. A total of 6,929 lunches were served during the 2019 program. A total of 544 lunches were served during the seven last days of the season. Below is a chart detailing the number of lunches served in August.

We are currently accepting applications for a Building Security Monitor position.





Interviews started for the new Building Security Supervisor position. We've had some strong candidates for this position.

Blacktop patching was completed on the north end of the parking lot. This is part of the ongoing maintenance required to properly maintain the blacktop. Crack filling and re-stripping has been scheduled for the second week of September.

The irrigation drip-lines in the shrub area in front of the building have been replaced with sprayers. The drip-lines were not providing adequate irrigation to this area.

Created descriptions for the old a/v equipment from the meeting rooms and created descriptions for the online auction which is being held the first week of September. Studio 300 took professional pictures of this equipment which was a great help!!

Construction started on the new 2nd Floor meeting room. Demolition and barricades were completed and the construction phase has begun. Daily construction management has been required by our department in order to keep the project moving forward.



We recently installed milkweed plants on the west side of our building per the request of several patrons and staff members.



Milkweed plants are the only plants on which the Monarch butterflies lay eggs.

A few days after we planted the milkweed, a Monarch butterfly was found on one of the plants.

ZENDESK -

In August, 55 new maintenance tickets were created, and 60 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

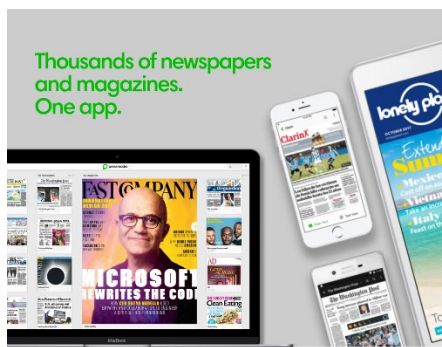
New Digital Content

We acquired and launched two new digital resources in August. Both platforms offer unique streaming and downloadable content for our patrons. The first is called **PressReader**, which is an app and website that offers access to viewing and downloading full digital newspapers and magazines. Patrons inside the building can access PressReader and all of its content without having to log in. We also offer remote access from home; in this case, patrons just need to create an account and link it to their library card number.

The second newest digital resource is **RBdigital Entertainment**, which provides streaming access to a suite of television shows, indie movies, documentaries, full concerts and educational/health and wellness videos. This streaming video service is integrated with our current RBdigital platform and app, where we also offer eAudiobooks, eMagazines and eComics. Unlike Hoopla and Kanopy, our patrons are not limited per video plays. RBdigital has implemented a 7-Day Access Pass, where patrons can request a pass for 7 Days to receive all access and have unlimited video play. After their pass expires, they just have to go back to the app/website and request another pass. This is a great lending model for our patrons that like to binge watch TV shows and other videos.

PressReader Top Titles

- Chicago Tribune
- Chicago Sun-Times
- Red Eye Chicago
- Daily Southtown
- Us Weekly
- Newsweek
- Rolling Stone



RBdigital Entertainment Content

- Acorn TV (British TV and movie programming)
- IndieFlix (movies, indie films, documentaries and shorts)
- Pongalo (Spanish language TV and videos)
- Stingray Qello (concerts and music documentaries)
- The Great Courses
- Method Test Prep
- Learn It Live



Library Field Trips and Networking Meetings

August was an active month for CMTSD staff attending networking meetings and library field trips. My staff and I attended the RAILS Collection Development Networking Group Meeting

and toured the Skokie Public Library, as well as the RAILS Technical Services Networking Meeting at the Arlington Heights Memorial Library. Additionally, we participated in the first ever Pinnacle Collection Development Forum, now dubbed PinCollect. CMTSD staff also attended the T.O.Y.S., PinTech and PinKids meetings this month. We gained a lot of insight and brought back a plethora of ideas we hope to implement here at Fountaindale.



Brett Luminais pondering the slanted shelves at Skokie Public Library



Chris Castle with the famous ram statue at Arlington Heights Memorial Library



Summer Reading participants add cotton balls to this "planet"



Arlington Heights' Library of Things

Comparison of Physical Collection Circulation August 2018 to August 2019

Collection Categories	Aug 2018 Circs	Aug 2019 Circs	Change	% Change
-----------------------	-------------------	-------------------	--------	----------

Adult Audiobooks	1171	906	-265	-23%
Adult Bookmobile Collection	265	298	33	12%
Adult Fiction	5492	4875	-617	-11%
Adult Non-Fiction	5140	4918	-222	-4%
Foreign Language Adult	175	136	-39	-22%
Foreign Language Juvenile	505	408	-97	-19%
Foreign Language Young Adult	35	12	-23	-66%
Graphic Novels	2905	2900	-5	0%
Interlibrary Loan	390	324	-66	-17%
Juvenile Audiobooks	386	484	98	25%
Juvenile Bookmobile Collection	488	268	-220	-45%
Juvenile Fiction	4822	4564	-258	-5%
Juvenile Non-Fiction	3346	3219	-127	-4%
Large Print	876	861	-15	-2%
Local Author Collection	3	8	5	167%
Magazines	919	803	-116	-13%
Movies	12637	11921	-716	-6%
Movies - Juvenile	6008	5456	-552	-9%
Music CDs	2170	1576	-594	-27%
On-The-Fly	15	20	5	33%
Picture Books	9930	9333	-597	-6%
Reference	15	13	-2	-13%
STEAMboxes	37	44	7	19%
Studio 300 Collection	3191	3035	-156	-5%
Technology & Equipment	1109	1034	-75	-7%
Technology & Equipment - Juvenile	233	188	-45	-19%
Toys	156	81	-75	-48%
Videogames	2200	1968	-232	-11%
Young Adult Audiobooks	139	88	-51	-37%
Young Adult Bookmobile Collection	7	4	-3	-43%
Young Adult Fiction	1550	1327	-223	-14%
Young Adult Non-Fiction	372	433	61	16%
TOTALS	66687	61505	-5182	-7.7%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,628	vs.	DVD	14,074
CD Audiobook	1,005	vs.	Playaway Audiobook	498

Special Collections

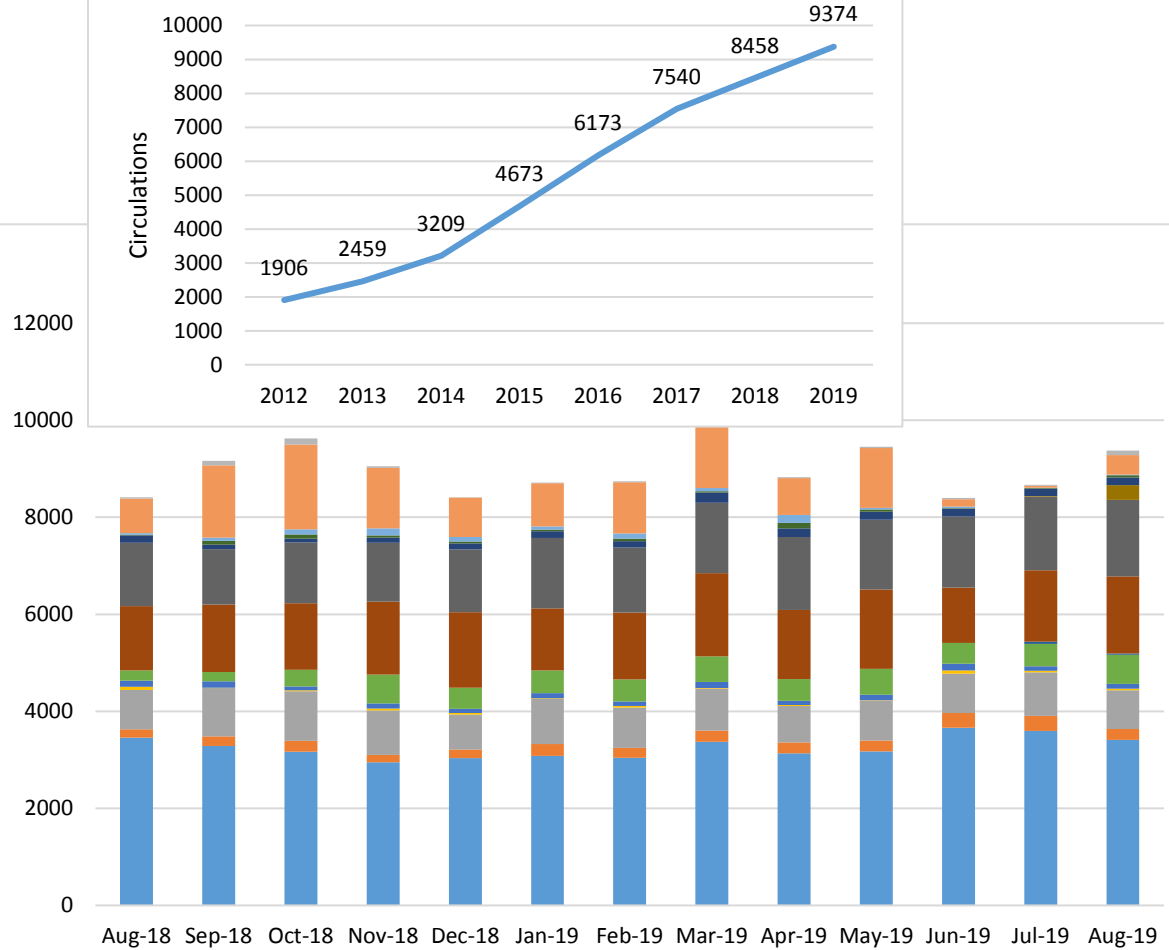
Collection	Circs
Mobile Hotspots	45
Dolls	68
STEAMboxes	44

Comparison of Digital Collection Usage - August 2018 to August 2019

Digital Platform	Aug 2018	Aug 2019	Change	% Changed
Rbdigital eMags	211	599	388	183.89%
PressReader	0	307	307	
Hoopla	1307	1573	266	20.35%
Freegal Music Streaming	1061	1212	151	14.23%
Freegal Music Downloads	259	379	120	46.33%
BookFlix	27	89	62	229.63%
eRead Illinois eBooks	99	145	46	46.46%
GVRL eBooks	9	45	36	400.00%
cloudLibrary eAudio	104	139	35	33.65%
Rbdigital Entertainment	0	27	27	
cloudLibrary Shared	380	397	17	4.47%
eRead Illinois eAudio	71	78	7	9.86%
Kanopy	156	154	-2	0.00%
OverDrive eAudio	1449	1439	-10	-0.69%
World Book eBooks	34	17	-17	-50.00%
Rbdigital eAudio	125	98	-27	-21.60%
Biblioboard	67	34	-33	-49.25%
OverDrive eBooks	2010	1974	-36	-1.79%
cloudLibrary eBooks	330	264	-66	-20.00%
Tumblebooks	711	404	-307	-43.18%
Totals	8410	9374	964	11.46%

For **August 2019**, digital circulation was **13%** of the library's total circulation.

August Digital Circulation from Year to Year



	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
Book Flix	27	91	128	31	2	14	23	11	21	29	30	26	89
Tumble Books	711	1494	1748	1251	813	893	1052	1687	762	1231	146	39	404
World Book eBooks	34	64	108	140	94	63	106	71	160	36	33	7	17
Gale Virtual Ref Library	9	80	82	52	39	33	55	25	117	44	13	12	45
Kanopy	156	91	83	101	121	139	134	212	172	164	159	153	154
PressReader												8	307
Hoopla	1307	1145	1248	1218	1296	1454	1339	1449	1506	1440	1467	1520	1573
Freegal Music	1320	1389	1372	1500	1553	1277	1377	1712	1423	1636	1140	1469	1591
RBDigital Entertainment												49	27
RBdigital eMags	211	192	344	596	438	469	456	529	449	533	432	460	599
RB Digital eAudio	125	131	78	105	89	106	91	126	86	112	137	91	98
Biblioboard	67	5	23	41	33	12	32	14	22	5	62	36	34
Cloud Library	814	998	1024	916	713	933	830	865	752	825	811	893	800
eRead Illinois	170	196	223	152	184	241	207	231	223	224	306	311	223
OverDrive	3459	3288	3167	2949	3033	3083	3041	3371	3136	3175	3663	3598	3413

Digital Content Fast Facts - August 2019

Overdrive

- There were **4,786 unique users**, which is a **13.3% growth** from last August.
- **eBooks** accounted for **59%** of checkouts, while **eAudio** accounted for **41%**.
- **88.1%** of checkouts were for **Adult** titles, **7.3%** were for **Young Adult** titles, and **4.6 %** made up **Juvenile** titles.
- During the month, Pinnacle had **9,564 active holds** and **22,433 titles checked out**.

cloudLibrary

- There were **187 active users** in the month. **Of those, 12 are new patrons**.
- **eBooks** accounted for **85%** of the month's checkouts; **eAudio** accounted for **15%**
- **Pay Per Use** program yielded **29 circs** from FPLD and **53 circs** from LMPL

eRead Illinois/Axis 360

- There were **97 active users**, **25** of which are **new users**.
- The top circulating audiences/subjects were **Adult Fiction, Young Adult Fiction, Juvenile Fiction** and **Biographies**.

Hoopla

- There were **1,573 total circs** borrowed by **373 patrons**. The **average number of circs was 4.20 circs** per patron, with 55 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **49%** of all circs, followed by **eBooks with 22%**, **Movies/TV** with 14%, and **Music with 6%** 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 15%.

Kanopy

- The **most popular videos** were: *The Bookshop*, *My Old Lady*, *Zodiac*, and *Room*.
- Our patrons played **154 distinct video titles** and **342 video plays**.
- The site was **visited 1,137 times** and received **1,519 page hits**.
- There were **40 active users**, of which 3 used all 10 video plays.

Freegal

- This month yielded **379 music downloads** and **1,212 songs streamed**.
- The top **streaming music genres**: Pop, Soundtracks, Rock, Country, Classical, Blues
- The month's top **downloaded music genres**: Classical, Rock, Pop, Country, Alternative

RBdigital Magazines

- The top magazines: *Us Weekly*, *Woman's World*, *Newsweek*, and *National Enquirer*

Physical Items Added and Withdrawn

Physical Items	Aug 2019 Added	Aug 2019 Withdrawn
Adult Audiobooks	65	2
Adult Bookmobile Collection	85	55
Adult Fiction	369	403
Adult Non-Fiction	414	816
Foreign Language Adult	4	2
Foreign Language Juvenile	9	7
Foreign Language Young Adult	0	0
Graphic Novels	197	36
Juvenile Audiobooks	55	145
Juvenile Bookmobile Collection	19	2
Juvenile Fiction	148	36
Juvenile Non-Fiction	170	600
Large Print	157	7
Local Author Collection	1	0
Magazines	266	3
Movies	402	2
Movies - Juvenile	185	614
Music CDs	18	719
Picture Books	273	58
Reference	3	0
STEAMboxes	0	0
Studio 300 Collection	1	0
Technology & Equipment	20	5
Technology & Equipment - Juvenile	16	2
Toys	0	0
Videogames	93	96
Young Adult Audiobooks	10	0
Young Adult Bookmobile Collection	0	0
Young Adult Fiction	28	20
Young Adult Non-Fiction	33	355
TOTALS	3041	3985

Acquisitions

- Purchase Orders created and released: 29
- Purchase Orders closed out and received: 98
- Invoices Paid: 168

Processing & Repair

- New cases: 207
- RFIDs/Stingrays: 24
- Repairs: 80
- New artwork: 26
- Stolen: 12 reports
- Disc repairs: 15* (Disc machine needs repair)
- Processed (spine & pocket): 2201 (AG-2081 DT-120)
- New stickers: 638
- Discard & de-processing: 3432 (LC-165 DT-3267)**
- Playaway battery covers: 2
- Call no. changes: 120

Interlibrary Loan

324	Items Received for our patrons <ul style="list-style-type: none"> • 261 items from IL libraries • 63 items from out of state libraries
207	Items Sent out to other libraries <ul style="list-style-type: none"> • 85 to IL libraries • 119 to out of state libraries • 3 to XYZ libraries
418	Items requested by our patrons this month <ul style="list-style-type: none"> • 382 submitted in OCLC • 12 items were too new to request • 7 were available in Pinnacle • 17 were out of country only • 1 eBook by our patron
430	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 225 from IL libraries • 204 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>	10,950 Up 955 items 9.62%	4,234 Down 115 items 21.57%	15,010 Up 56 items 13.65%	30,250 Up 896 items 11.34%
Collection Check - <i>Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%</i>	222 Down 22 items 2.03%	876 Up 129 items 20.69%	977 Up 32 items 6.48%	2,075 Up 401 items 6.86%
Grubby - Items that have circulated <u>75</u> times or more <i>CHQ Recommendation: less than 10%</i>	10,329 Up 151 items 9.08%	887 Up 13 items 4.52%	12,199 Down 1,312 items 11.05%	24,761 Down 1,346 items 9.6%
DOA <i>Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months. US average 16%</i>	2,333 Down 18 items 15.60%	641 Down 26 items 31.31%	1,458 Down 15 items 18.3%	4,489 Down 57 items 17.75%
Turnover <i>August 21, 2018 to August 26, 2019</i>	2.19 Turnover	1.80 Turnover	2.69 Turnover	2.39 Turnover

NextReads Newsletters

Subscribers	23 New	1 Unsubscribed	0 Bounced
Newsletters	<ul style="list-style-type: none"> 394 Items clicked open August & September 2019 New Movies highest clicks 296 Clicks 	28.57% Mobile Views	71.43% Desktop Views
Emails	<ul style="list-style-type: none"> 1,019 Sent 37.78% opened 	Highest Subscribers - New York Times Fiction Bestsellers (89)	Highest Unique Opens – Mystery 30 opens

Displays

Lobby Tree

- Staff Picks (81)

Lobby Display

- Healthy You (159)
- Popular Picks (399)
- Welcome to the Dungeon (44)

2nd Floor

- My Kind of Town (123)
- Agatha Christie (16)

3rd floor self-check

- Believe It or Not! (14)
- Toni Morrison (19)
- Dog Days of Summer (15)

Holiday

- Back to School (59)
- 1000 Books Before Kindergarten (317)
- Reptiles (20)
- Dragons (14)
- Fantastic Creatures (46)
- Ninjas vs. Pirates (46)
- When I Grow Up (40)

Yellow Wall

- Step Into Reading (177)

Lobby Popup

- Dora The Explorer (124)
- Library Card Sign-Up (39)





Communications (Melissa Bradley)

Communications General Updates

- The I Spy the Bookmobile photo contest ended on August 31. We had 35 entries over three months.



- Melissa finalized the details and digital submission platform for the Library Card Design Contest that starts September 1.
- Sabrina and Steven worked with Randi to redesign The Great Page Race collateral and to set up the program in Beanstack.
- Melissa, Sabrina and Steven met with Joyce to discuss how we can support CSD in the coming months.

- Steven worked with Matt Hammermeister and Christina to adjust Communico's API access point in Polaris so that more of our digital collection materials appear in the app.
- Melissa and Steven scheduled headshot photo shoots for our bloggers and worked on best practices and a style guide for the universal blog.
- Melissa met with Emily from Addison PL and Andrea from Palatine PL to develop our program for the ILA Annual Conference.
- Steven participated in Beanstack's Client User Group Chair meeting.
- Sabrina designed beautiful graphics for The Great Page Race and completed Library Card Design Contest, Artist in Residence and Lucky Day materials.



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 3,403 completed surveys.
 - The most frequent way people hear about our programs is via the website (45.41%) and *The Fountain* newsletter (34.87%).

Social Media Paid Ads

- The My Library Rewards paid ad ended. The ad ran August 21–31. We spent \$10, which reached 1,055 people and had 34 post engagements.
- The I Spy the Bookmobile photo contest paid ad ended. The ad ran June 5–August 31. We spent \$87, which reached 1,950 people and had 396 post engagements.

Social Media Metrics

- Facebook Metrics
 - 16 new people liked our page
 - 1,061 people viewed our page
 - 42,190 people saw our content
 - 9,550 people saw our content because a friend shared, liked or engaged with it
 - 2,694 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 6 new followers
 - 178 page views
 - 11,400 tweet impressions
- Instagram Metrics
 - 19 new followers
 - 373 post likes

Email Marketing Metrics

- 8 emails sent
- 97 new subscribers
- Average open rate: 29.81% (industry average is 19.85%)
- Average click rate: 11.14%

Finance (Jennie Nguyen)

Annual Audit

The official annual audit of the financial statement took place this month. I prepared some additional schedules and provided supporting documents needed for the audit. The preliminary fieldwork has been completed. The auditors are still working on the audit and the final report should be available in a few months. I would like to extend my thanks to my staff for all of their hard work in keeping great records, which helped to make the fieldwork segment of the audit a smooth process.

Budget & Appropriation Ordinance

The final document is being prepared to be presented to the Board for approval at the September Board meeting.

Bank RFP Selection:

The bank selected for the Library's bank services was approved at the August 15th board meeting. I was at the board meeting to discuss the bank selection and service analysis. Congratulations to Bolingbrook Bank & Trust.

Bank Services:

The Executive Director and I spent time this month meeting with the representatives from Bolingbrook Bank & Trust to discuss the Library's bank services requirements and to put a plan into place to transition the Library's funds over to the new bank. The bank sent four of their key team members to be a part of our transition team to guide us through the process. It was greatly appreciated.

Bond Refunding: Spent time providing information, completing forms and reviewing documents for the General Obligation Library Refunding Bonds.

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

Finance Team: Allyse continues to train the new Finance Specialist on the many duties of the position. Adam is now able to assist in coding invoices, enter bills into the financial system, process purchase orders, and much more. His progress is moving along well.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult Services Computer Aide
- Building Security Monitor
- Building Security Supervisor
- Studio Services Specialist

New Employees:

- Matthew Cummins, Circulation Services Aide, 8/12
- Aman Gadri, Circulation Services Aide, 8/12
- Roy Herman, Adult and Teen Services Specialist, 8/19
- Melisa Martinez, Children's Services Assistant Manager, 8/26

Promotion:

- Adriana Alvarez, Studio Services Specialist, promoted to Studio Services Assistant Manager, 8/11
- Nelly Ambriz, Adult Computer Aide, promoted to Adult and Teen Services Specialist, 8/19
- Randy Hildebrandt, Support Administrator, promoted to Information Technology Supervisor, 8/25

Departures:

- Lauren Jagiel, Collection Development Aide, 8/29

Training and Development;

- WebTime Scheduler Training-Paylocity; Noey
- Employment Practice Liability, LIRA Webinar; Lea
- Getting to the Heart of the Community Through Discovery-Webinar; Lea
- Strategic Planning in a Deeply Weird World- Webinar; Lea
- Benefit Design and Strategy- Ameriflex Webinar; Lea
- Mental Health and Well Being in the Workplace- BCBS Webinar; Lea

Misc;

- Audit Field work; Lea and Noey assisted the Finance department with preliminary audit work. Provided payroll/personnel documents as requested.
- Participated in Building Security Supervisor and Building Security Monitor interviews; Lea

Information Technology (John Matysek)

- During the month of August 105 new help desk tickets were created by FPLD staff, and 104 new or existing tickets were solved by IT staff.
- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.
- Along with Tasos Priovalos, met with vendor Bibliotecha to discuss available options for replacement RFID security gates at the main entrance.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, met with vendor ITsavvy for system administration training on the new paging server addition to the library phone system.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked to resolve an issue with one of the library network appliances that was causing issues with the loading of various websites.
- Worked with Pinnacle ILS Manager Matt Hammermeister on the DNS (domain name service) changes needed to resolve an issue where reports from Polaris, the library's ILS (integrated library system), were being marked as SPAM by Google's Gmail.
- Met with vendor ITsavvy for the documentation review and closeout for the recently completed paging server addition to the library phone system.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began troubleshooting a connectivity issue with one of the wireless AP's (access points) on the first floor.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, coordinated and provided laptops for staff usage during the multiple Brooks Middle School Walking Tours of the library.
- Met with vendor Faronics to discuss the latest product offerings and future plans.
- Met with vendor ITsavvy to discuss upgrading the library's Windows servers, VMware environment, and firmware on the server hardware itself.
- Along with Nathan Peddicord, worked with vendor FatPipe to troubleshoot and resolve an issue with the library's WARP network appliance that was preventing all Internet access.

August 2019 District Statistics						Population Total		67683	
Total Circulation Statistics	70,879	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	59,539	Reading Programs Offered	0	0	1	0	1	27,798	4,252
Bookmobile	1,966	Reading Members	0	0	331	0	331	Proctoring	Total Twitter Followers
Digital	9,374	Summer Reading	0	0	0	0	0	2	804
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	666	910
Interlibrary Loan Requests		New Physical Items	3,041	Total Visits	35,511	352	36,614	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	324	New Digital Items	6,473	New Cardholders	369	0	369	4,035	4,532
Items Sent to other Libraries	207	Collection Total	433,031	Active Cardholders	24,043	117	24,160	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	48,807	Drive through visits	751	23,522	4
In-house checkins (Not part of total circ)	1878	Active cardholders	35.70%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	72.11%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				126	1,361	589	4,382	6,458	20,251
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	184	43	27	47	452	Building Front	Building Rear	Church	Ashbury's
Attendance	286	95	48	681	733	4,868	3,723	1,669	431
Programs	Programs Adults				Programs Teens				Mobile App Downloads
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,686
Numbered offered	34	4	28	66	35	0	0	35	Android: 893
Attendance	395	18	128	541	538	0	0	538	
Programming hours	45	4	27	76	40	0	0	40	
Programs	Programs Children				Passive Programs for Teens				Total Offered
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	154
Numbered offered	13	15	1	29	10	0	0	10	Total Attendance
Attendance	497	807	25	1329	275	0	0	275	5,286
Programming Hours	13.75	39	1.5	54.25	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				219
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	104	0	0	104	24	0	0	24	
Attendance	331	0	0	331	1,134	0	1,744	2,878	
Programming hours	X	X	X	X	26	0	23	49	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	147	191	2,941	1,193	1,354	8	103	5,937	
Directional	15	671	1,596	12	2,021	0	0	4,315	
One on One Assistance	20	71	34	0	24	0	0	149	
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	70,879	75,097	-5.62%	Reference Questions	5,937	3,198	85.65%		
Visitors	36,614	38,360	-4.55%	Computer Usage	6,458	7,050	-8.40%		
Card Holders	24,160	25,625	-5.72%	Wireless Sessions	20,251	17,480	15.85%		
Room Bookings	754	670	12.54%	Program Attendance*	5,286	7,958	-33.58%		