

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

August 20, 2020 | 7 p.m.

300 West Briarcliff Road | Bolingbrook | Meeting Room A (1<sup>st</sup> Floor)  
and

Zoom Online Meeting

<https://us02web.zoom.us/j/86724381201>

Phone Number: 1 312 626 6799    Meeting ID: 867 2438 1201

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually.

Public comment may be emailed to Executive Director Paul Mills ([pmills@fountaindale.org](mailto:pmills@fountaindale.org)) at least two hours prior to the scheduled meeting. Said email will be read by a representative of the Board at said meeting or otherwise placed into the record.

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – July 16, 2020
  - b. Executive Session – July 16, 2020
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Intergovernmental Agreement Between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site
  - b. Approval of Memorandum of Agreement among Valley View School District, Fountaindale Public Library District and White Oak Library District
  - c. Approval of Resolution 2020-3 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2020/2021
  - d. Approval of Resolution 2020-4 – Resolution Designating Open Meetings Act Officers
  - e. Approval of Resolution 2020-5 – Resolution Designating Freedom of Information Act Officers
  - f. Approval of Resolution 2020-6 – Resolution Authorizing Intervention in Certain Tax Appeal Cases
  - g. Approval of 2020 Illinois Public Library Annual Report (IPLAR)
  - h. Approval of Revised Studio 300 Policy
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – Post July, 2020
  - b. Bills Paid Report – August, 2020
  - c. Bills Payable Report – August, 2020
12. Director's Report – July, 2020
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
15. Announcements
16. Adjournment

For further information regarding this meeting agenda, please contact:

Paul Mills, Executive Director | Fountaindale Public Library District | 630.685.4157 | [pmills@fountaindale.org](mailto:pmills@fountaindale.org)

## August 2020 Agenda Background

Paul Mills

### 7. New Business – Action Items

- a. Approval of Intergovernmental Agreement Between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site

Will County approached the District and asked us if the County could place a ballot collection box at the library. This intergovernmental agreement would provide space for Will County to place a mail-in ballot collection box at the library. This agreement was drafted by the District, reviewed and modified by District's attorney, and reviewed by Will County as well.

*Suggested Motion: Motion to approve Intergovernmental Agreement Between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site.*

- b. Approval of Memorandum of Agreement among Valley View School District, Fountaindale Public Library District and White Oak Library District

This memorandum of understanding would facilitate the issuance of library cards to students in the Valley View School District from the appropriate library – either the Fountaindale Public Library District or the White Oak Library District.

Our attorney has reviewed it as well.

*Suggested Motion: Motion to approve Memorandum of Agreement among Valley View School District, Fountaindale Public Library District and White Oak Library District.*

- c. Approval of Resolution 2020-3 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2020/2021

This resolution represents the next step in our budget cycle and restates the levy amount identified in our Tentative Budget and Appropriation of \$9,293,144 passed last month.

*Suggested Motion: Motion to approve Resolution 2020-3 – Resolution to determine the amount needed to be levied in taxes for fiscal year 2020/2021.*

- d. Approval of Resolution 2020-4 – Resolution Designating Open Meetings Act Officers

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

*Suggested Motion: Motion to approve Resolution 2020-4 – Resolution Designating Open Meetings Act Officers.*

- e. Approval of Resolution 2020-5 – Resolution Designating Freedom of Information Act Officers

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

*Suggested Motion: Motion to approve Resolution 2020-5 – Resolution Designating Freedom of Information Act Officers.*

- f. Approval of Resolution 2020-6 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

In order for our attorneys, Tressler LLP, to continue to represent us in tax appeal cases, Resolution 2020-6 needs to be approved by the Board.

*Suggested Motion: Motion to approve Resolution 2020-6 – Resolution Authorizing Intervention in Certain Tax Appeal Cases.*

- g. Approval of 2020 Illinois Public Library Annual Report (IPLAR)

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

*Suggested Motion: Motion to approve the 2020 Illinois Public Library Annual Report.*

- h. Approval of Revised Studio 300 Policy

This draft revision of our Studio 300 Policy features the following suggested changes:

- Revising the Credit Card Section to reflect our return to Authorizations (like a hotel/rental car does) from our previous charge/refund approach.
- Adding 90-minutes Mon-Fri for our non-district users (NDUs) to have additional opportunities to use the lab in person.
- Extending the monthly reservation limit from 8 hours to 12 per 30-day cycle.
- Clarifying the orientation requirement and including an online version.

Our attorney has reviewed it as well.

*Suggested Motion: Motion to repeal the existing Studio 300 Policy and to approve the revised Studio 300 Policy.*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD JULY 16, 2020  
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, July 16, 2020 at 7 p.m.

Pursuant to the Governor's Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually.

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, Kathryn Spindel, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

Trustee Ruth Newell was present online via Zoom.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

Jeffrey Fisher was present online via Zoom.

## PUBLIC PRESENT

The following public was present: Jody Hargett, Jennie Mills and Steve Saylor.

## AGENDA APPROVAL

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

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

## MINUTES OF THE BOARD MEETING – June 18, 2020

The minutes of the board meeting held June 18, 2020 were presented. A motion to approve the minutes was made by Newell, seconded by Spindel. Minutes were approved as read.

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

## COMMENTS FROM THE PUBLIC

Steve Saylor commented that Sebert Landscaping does landscaping working too early in the morning. Executive Director Mills responded that he would check with Building Operations Manager Tasos Priovolos.

## FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends Nook sales are slow. The Friends Fall Booksale is tentatively scheduled for the first week of October.

## NEW BUSINESS

### Approval of Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2020 through June 30, 2021

A motion to approve the tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2020 through June 30, 2021 was made by Spindel, seconded by Kalnicky.

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

### Approval of Notice of Public Hearing for Budget and Appropriation Ordinance – September 17, 2020 at 6:30 p.m.

A motion to approve the Notice of Public Hearing for the Budget and Appropriation Ordinance on September 17, 2020 at 6:30 p.m. was made by Newell, seconded by Bermejo.

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

### Approval of Library Closing for Pathways Parade on Sunday, September 13, 2020

A motion to approve the library closing for the Pathways Parade on Sunday, September 13, 2020 if the parade is held was made by Valencia, seconded by Newell.

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

## LIBRARY PROJECTS

The library has now been open for a month. Meeting Room A and study rooms will be open for reservations soon. Mills spoke with Jan Peterson from Brooks Café and at this time the café will not be re-opening. Mills will check in with Peterson later this month.

## CORRESPONDENCE

The library received correspondence from the Village of Bolingbrook regarding a Public Hearing for two annexations into the Village.

## TREASURER'S REPORT

The Treasurer's Report for June, 2020 was presented by Treasurer Spindel and will be filed for audit.

## BILLS FOR APPROVAL

### Bills Paid Report – Post June, 2020

Bills paid for the month June in the amount of \$2,950 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

### Bills Paid Report – July, 2020

Bills paid for the month of July in the amount of \$61,522.55 was presented for approval. Motion to approve was made by Kalnicky, seconded by Valencia.

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

### Bills Payable Report – July, 2020

Bills payable for the month of July in the amount of \$957,056.55 was presented for approval. Motion to approve was made by Newell, seconded by Prodehl.

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

## DIRECTOR'S REPORT – June, 2020

Mills discussed that the Pinnacle Library Cooperative will be exploring options for delivery services.

Mills reported that the Libraries of Illinois Risk Agency are projecting a 30% to 40% increase in premiums because of weather modeling by the insurance carriers and other factors.

Prodehl asked if the library was one of the first to reopen, and Mills reported that it was.

Prodehl asked about the Summer Adventure sponsorships. Deputy Director Korczak responded that Melissa Bradley Communications Manager solicits Summer Adventure donations in February.



## UNFINISHED BUSINESS

Trustee Newell reported that the Secretary Audit has been completed.

## REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

Trustee Kalnicky reported that Community Service Council is partnering with the Red Cross for blood donation drives. There are still openings for August 28.

President Danhof received an email from the American Library Association regarding the Library Stabilization Fund Act, which would help libraries to retain staff and maintain library services.

Danhof also commented that the American Library Association Virtual Conference was good. Newell mentioned that the Coretta Scott King Awards Presentation was good as well.

President Danhof invited the Board to attend the United for Libraries Virtual Conference, August 4–6. There is no cost for members to attend.

## EXECUTIVE SESSION

A motion was made by Spindel, seconded by Kalnicky, to enter Executive Session at 7:40 p.m. for 5 ILCS 120/2 (c) (21) “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”

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

A motion was made by Kalnicky, seconded by Newell, to return to Open Session at 7:45 p.m.

## OPEN SESSION

### Approval of Report on Review of Closed Meeting Minutes

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

A motion to approve the report on review of closed Executive Session Meeting Minutes was made by Newell, seconded by Bermejo.

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

## ADJOURNMENT

A motion to adjourn the meeting at 7:50 p.m. was made by Kalnicky, seconded by Valencia.

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

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

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

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT AND WILL COUNTY**

THIS AGREEMENT made and entered into this 20<sup>th</sup> day of August, 2020 between the Fountaindale Public Library District (the "Library District"), and Will County (the "County"). The Library District and the County are at times referred to herein individually as a "Party" and collectively as the "Parties."

WITNESSETH:

WHEREAS, the Library District is a duly organized unit of local government organized and operating under the Constitution and laws of the State of Illinois; and

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

WHEREAS, the County is a local government duly organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the County derives its rights, power and authority from the various sections of the Counties Code; and

WHEREAS, the Library District agrees to host a Ballot Collection Box for the upcoming election in November, 2020 to assist the County; and

WHEREAS, the Parties find and hereby declare that it is in the best interests of the Library District to assist the County with the collection of ballots for the upcoming election in November, 2020.

NOW, THEREFORE, pursuant to statutory authority and their powers of intergovernmental cooperation, and in consideration of the mutual promises and covenants and conditions hereinafter set forth, it is agreed by and between the Parties hereto as follows:

1. Ballot Collection Box Drop-Off Site: The Library District agrees to serve as a Ballot Collection Box Drop-Off Site for the upcoming election in November, 2020. The Ballot Collection Box Site will be located inside the Fountaindale Public Library located at 300 W. Briarcliff Rd., Bolingbrook, IL 60440 (the "Site Location").
2. Description of the Ballot Collection Box:  
Make and Model: \_\_\_\_\_  
Serial No: \_\_\_\_\_  
No of Keys: \_\_\_\_\_  
Additional Description: \_\_\_\_\_

3. Set Up and Removal of Ballot Collection Box: The Library District agrees that the Ballot Collection Box is the property of the County. The Ballot Collection Box shall be set up by the County during the week of September 21, 2020 prior to September 24, 2020 and removed by the County after November 3, 2020 and prior to the end of business November 6, 2020.
4. Use of the Ballot Collection Box: The Library District agrees that the Ballot Collection Box is to be used solely for election purposes.
5. Reporting Obligations: The Library District agrees to report problems and/or damage to the Ballot Collection Box immediately to the Will County Clerk's Office via email.
6. Purchase and Maintenance of the Ballot Collection Box: The County agrees that the Ballot Collection Box will be purchased and maintained by the County. County agrees that the Ballot Collection Box will be emptied on a daily basis by the County during normal business hours of the Library District and at the close of business of the County election authority.
7. Indemnification of the Library District: The County agrees to absolve the Library District of any liability regarding the Ballot Collection Box at the Site Location, including, but not limited to, the use, maintenance, set-up, removal, supervision, and security of the Ballot Collection Box. Further, to the fullest extent permitted by law, the County shall indemnify, defend, and hold harmless the Library District, and its respective governing board, board members individually, officers, officials, administrators, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorneys' fees and other litigation expenses), to the extent arising from: (i) the negligence or the willful or intentional conduct of the County; (ii) a breach of this Agreement by the County; (iii) any injuries caused to invitees in connection with the Ballot Collection Box. For purposes of clarification and not by way of limitation, the County's indemnification obligation under this Section shall specifically extend to tort claims made by third parties alleging injury to persons or property.
8. Limitation of Liability: In no event shall Library District be liable to the County for any incidental, consequential, indirect, or punitive damages (including without limitation lost profits) regardless of whether such liability is based on breach of contract, tort, strict liability, breach of warranties, failure of essential purpose or otherwise and even if advised of the possibility of such damages.
9. Term and Termination: Subject to the terms and conditions herein, this Agreement shall commence upon execution of both parties (the "Effective Date") and shall expire within one year of the Effective Date. Either Party may terminate this Agreement

immediately upon written notice to the other Party in the event the other Party breaches any of the provisions of this Agreement.

10. Notices: Notice or other writings which either Party is required to, or may wish to, serve upon the other Party in connection with this Agreement shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

**If to the Library District:**

Fountaindale Public Library District  
Attn: Paul Mills, Executive Director  
300 W. Briarcliff Road  
Bolingbrook, IL 60440

**If to the County:**

Will County  
Attn: \_\_\_\_\_  
302 N. Chicago Street  
Joliet, IL 60432

or to such other address, or additional parties, as either Party may from time to time designate in a written notice to the other Party. Service by certified mail shall be deemed given on the third day following the mailing of said notice, and service by personal delivery shall be deemed given upon actual delivery.

11. No Waiver of Tort Immunity Defenses: Nothing contained in this Agreement shall constitute a waiver by the Library District of any right, privilege or defense available to the Library District under statutory or common law, including, but not limited to, the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*, as amended.
12. Governing Law; Jurisdiction; Venue: This Agreement shall be governed and interpreted in accordance with the laws of the State of Illinois without regard to its conflict of laws principles. Any litigation arising out of or relating to this Agreement may be brought in the state courts of Will County, Illinois or, if it has or can acquire jurisdiction, in the United States District Court for the Northern District of Illinois, and each of the parties irrevocably submits to the exclusive jurisdiction of each such court in any such litigation, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the litigation shall be heard and determined only in any such court, and agrees not to bring any litigation arising out of or relating to this Agreement in any other court.

13. Survivorship: The indemnifications, representations, warranties, remedies, covenants and agreements contained herein shall survive the termination or expiration of this Agreement and it is hereby understood and agreed between the Parties that said indemnifications, warranties, remedies, covenants and agreements shall not cease to be in full force and effect upon the termination or expiration of this Agreement but shall survive and be contractually enforceable between the Parties hereto, their grantees, nominees, successors in interest, assignees, heirs, executors or lessors, at all times for a period of two (2) years from the date of termination or expiration of this Agreement.
14. Counterparts; Entire Agreement: This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them regarding the within subject matter. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.
15. Authority; Compliance with Laws: The individual officers of the Library District and County who have executed this Agreement represent and warrant that they have the full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards. The Parties shall comply with all applicable federal, state, county, and local statutes, ordinances, rules, regulations, and codes.
16. Amendments; Assignment: Any modifications of or amendments to this Agreement must be in writing, signed by both Parties, and dated on or subsequent to the date hereof. This Agreement may not be assigned, in whole or in part, by either Party without the prior written consent of the other Party.
17. No Third-Party Beneficiaries: Notwithstanding any provision herein to the contrary, this Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a Party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against County and/or the Library District.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their respective officers pursuant to the express authorization of their respective boards, as of the date first above written.

[Signature page to follow]

Fountaindale Public Library District:

By: \_\_\_\_\_

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

Attest: \_\_\_\_\_

Steven J. Prodehl  
Secretary, Board of Library Trustees

Will County

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk, Will County

# Memorandum of Agreement among Valley View School District, Fountaindale Public Library District, and White Oak Library District

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This MEMORANDUM OF AGREEMENT ("MOA") is entered into by and among the Fountaindale Public Library District acting by and through its Library Board of Trustees (LIBRARIES) and the White Oak Library District acting by and through its Library Board of Trustees (LIBRARIES) and the Valley View School District (SCHOOL DISTRICT) for the purpose of providing Library Cards to SCHOOL DISTRICT students.

LIBRARIES and SCHOOL DISTRICT may be referred to herein individually as a "PARTY" and collectively as the "PARTIES".

WHEREAS, the mission of the LIBRARIES is to provide free and easy access to information, ideas, books and technology that can help to enrich, educate and empower the lives of every individual within the various and diverse communities within the Library District boundaries.

WHEREAS, the vision of the SCHOOL DISTRICT is for every student to gain a quality education in a safe, caring environment.

WHEREAS, the LIBRARIES and the SCHOOL DISTRICT are partners in education for the students attending the SCHOOL DISTRICT and have a long tradition of collaborating to meet the needs of students in achieving their academic goals.

WHEREAS, the DuPage Township Supervisor Felix George, the Lockport Township Supervisor Ron Alberico, the Village of Bolingbrook Mayor Mary Alexander-Basta, and the Village of Romeoville Mayor John Noak have made it a priority of their administrations to ensure that every student in the greater Bolingbrook and Romeoville communities receives a library card.

WHEREAS, President Obama's 2013 ConnectED initiative strives to enrich the education and opportunities of every K-12 student through partnerships and cooperation; and,

WHEREAS, in April 2015 the White House launched the ConnectED Library Challenge, in which libraries and schools are encouraged to build partnerships to ensure that every child receives a library card.

NOW THEREFORE, in consideration of the terms, covenants and conditions hereinafter contained to be kept and performed by the respective PARTIES, the PARTIES agree to collaborate on connecting every SCHOOL DISTRICT student with a Student Success Library Card issued by the LIBRARIES as follows:

## SECTION 1 - TERM

The Term of this MOA shall commence on the last date all required signatures are obtained and shall not exceed a period of three (3) years. This MOA shall terminate



# Memorandum of Agreement among Valley View School District, Fountaindale Public Library District, and White Oak Library District

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without cause upon thirty (30) days written notice from either PARTY to the other PARTY stating that PARTY's intent to terminate this MOA.

## SECTION 2 – PURPOSE

The LIBRARIES and the SCHOOL DISTRICT agree to work collaboratively as outlined in this MOA to issue a Library Card to all students in the SCHOOL DISTRICT during School Year 2020/2021.

## SECTION 3 – STUDENT SUCCESS LIBRARY CARD

3.1 The Student Success Library Card will use either the student's SCHOOL DISTRICT identification number or another unique number identifier as the Student Success Library Card account number.

3.2 The Student Success Library Card will provide access to all materials and electronic resources offered by the LIBRARIES, including research and homework databases and downloadable e-books and e-audiobooks. Parents will have the opportunity to opt out of allowing their children access to the Internet both during the initial enrollment as well as at any time during the Student Success Library Card's term.

3.3 The Student Success Library Card will offer the same borrowing privileges that a Fountaindale Public Library District or White Oak Library District card provides.

3.4 Overdue fines or other fees will not be charged on any White Oak Library District Juvenile print materials checked out with the Student Success Library Card. Regular fines may be accrued for White Oak Library District audio visual and other non-print materials checked out with the Student Success Library Card. Overdue fines will not be charged on any Fountaindale Public Library District items.

## SECTION 4 – OPERATING RESPONSIBILITIES

All PARTIES agree that all registration and circulation records of the LIBRARIES pertaining to the Student Success Library Cards will remain confidential in accordance with the Library Records Confidentiality Act and any other applicable statutes and will not be disclosed except in accordance with the Illinois Freedom of Information Act. Both PARTIES agree to work together to ensure compliance with all applicable laws and statutes.

## SECTION 5 – LIBRARY OPERATING RESPONSIBILITIES

5.1 Design, create and issue Student Success Library Cards, including assuming all costs of printing and distribution to SCHOOL DISTRICT students and their families.

5.2 Work jointly with the SCHOOL DISTRICT to develop information that describes the Student Success Library Card program to parents or legal guardians.

# Memorandum of Agreement among Valley View School District, Fountaindale Public Library District, and White Oak Library District

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5.3 Work jointly with the SCHOOL DISTRICT to provide training and information to teachers and administrators regarding the Student Success Library Card program.

5.4 Provide sufficient time for LIBRARIES staff to visit Valley View Schools to build and strengthen local partnerships and provide information on the Student Success Library Card program.

5.5 Replace lost, stolen, or damaged Student Success Library Cards at any of the four LIBRARY locations in Bolingbrook, Crest Hill, Lockport, and Romeoville at no charge to students or their parents/guardians.

## SECTION 6 – SCHOOL DISTRICT OPERATING RESPONSIBILITIES

6.1 Distribute pertinent information about the Student Success Library Card program to parents or legal guardians.

6.2 Provide SCHOOL DISTRICT student data to the LIBRARIES' integrated library system via a secure electronic delivery method at the initial enrollment and periodically as agreed upon, but no less than every six months for the purpose of updating Library records with current enrollment data.

6.3 Work jointly with the LIBRARIES to develop and distribute handouts and website information to create awareness of the Student Success Library Card program.

6.4 Work jointly with the LIBRARIES to provide training and information to SCHOOL DISTRICT teachers and administrators regarding the Student Success Library Card program.

6.6 Provide evaluation and feedback to the LIBRARIES and assist with obtaining feedback from SCHOOL DISTRICT teachers, administrators, students and their families or legal guardians.

6.7 Ensure promotional materials include language that states "Valley View School District in collaboration with the Fountaindale Public Library District and White Oak Library District and Lockport Township.

## SECTION 7 - NOTIFICATION TO PARTIES

7.1 The representative of the PARTIES who are authorized to administer this MOA and to who formal notices, demands, and written communications shall be given are as follows:

White Oak Library District

Memorandum of Agreement among  
Valley View School District, Fountaindale Public Library District, and  
White Oak Library District

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201 W. Normantown Road  
Romeoville, IL 60446  
Attention: Scott Pointon, Director  
815-552-4226  
[spointon@whiteoaklibrary.org](mailto:spointon@whiteoaklibrary.org)

Fountaindale Public Library District  
300 West Briarcliff Road  
Bolingbrook, IL 60440  
Attention: Paul Mills, Executive Director  
630-685-4157  
[pmills@fountaindale.org](mailto:pmills@fountaindale.org)

Valley View School District  
Address  
Address  
Attention:  
Phone  
Email

IN WITNESS WHEREOF, the PARTIES have caused this MOA to be executed by their duly authorized representatives as of the dates indicated below:

**White Oak Library District**

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Valley View School District**

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Fountaindale Public Library District**

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Library Attorney

RESOLUTION 2020-3  
RESOLUTION TO DETERMINE ESTIMATE OF  
FUNDS NEEDED FOR 2020 - 2021 FISCAL YEAR

WHEREAS, the Fountaindale Public Library District must file on or before December 21, 2020 its Levy Ordinance for the 2020/2021 fiscal year; and

WHEREAS, pursuant to the "Truth in Taxation Act" (35 ILCS 200/18-55 et.seq.), the Fountaindale Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money to be raised by taxation for the 2020/2021 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Fountaindale Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2020/2021 fiscal year upon the taxable property in said Library District is \$9,293,144.

FURTHER RESOLVED that a public hearing pursuant to the Truth in Taxation Act shall be held on the 19<sup>th</sup> day of November, 2020 at 6:30 p.m. at the Fountaindale Public Library, 300 W. Briarcliff Road, Bolingbrook, IL 60440.

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

Adopted this 20<sup>th</sup> day of August, 2020.

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

Attest:

\_\_\_\_\_  
Steven J. Prodehl  
Secretary

**RESOLUTION 2020-4**

**RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS**

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

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

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

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

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

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

PASSED THIS 20<sup>th</sup> day of August, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 20<sup>th</sup> day of August, 2020.

ATTEST:

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

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Steven J. Prodehl  
Secretary, Board of Library Trustees

## **RESOLUTION 2020-5**

### **RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS**

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

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

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

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

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

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

PASSED THIS 20<sup>th</sup> day of August, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 20<sup>th</sup> day of August, 2020.

ATTEST:

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

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Steven J. Prodehl  
Secretary, Board of Library Trustees

## **RESOLUTION 2020-6**

### **RESOLUTION AUTHORIZING INTERVENTION IN CERTAIN TAX APPEAL CASES**

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

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

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

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

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

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

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

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

SECTION TWO: The law firm of Tressler LLP (“Library Attorney”) is hereby authorized to file interventions in real property tax assessment proceedings on behalf of Fountaindale Public Library District. Fountaindale Public Library District shall only authorize intervention if (1) the taxpayer is seeking a reduction in the assessment of property equal to or greater than \$100,000 and (2) Fountaindale Public Library District, after consultation with the Library Attorney, determines that intervention is warranted in a particular case.

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

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

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

PASSED THIS 20<sup>h</sup> day of August, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 20<sup>th</sup> day of August, 2020.

ATTEST:

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

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Steven J. Prodehl  
Secretary, Board of Library Trustees



## ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020

## FOUNTAINDALE PUBLIC LIBRARY DISTRICT

**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

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

**Library Director's Information**

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

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

**Library Information**

Please provide the requested information about the library type.

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

No

**Contract for Services**

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

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

**Administrative Information**

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

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

**Federal Public Library Criteria**

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

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

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

**SERVICE OUTLETS (2.1 - 2.14)**

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

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

**Service Outlet Name**

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

**ISL Control Number**

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

**Street Address**

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

**Address**

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

**County & Phone**

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

**Square Feet**

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

	<b>Outlet [PLSC 711]</b>		
FOUNTAINDALE P.L.D. BOOKMOBILE	<b>176</b>		
FOUNTAINDALE P.L.D.	<b>111,000</b>		

**IDs****Hours and Attendance**

Location	<b>2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]</b>	<b>2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]</b>	<b>2.14 Total annual attendance/visits in the outlet</b>
FOUNTAINDALE P.L.D. BOOKMOBILE	<b>1,179</b>	<b>34</b>	<b>9,754</b>
FOUNTAINDALE P.L.D.	<b>2,748</b>	<b>39</b>	<b>285,838</b>

**ANNUAL REPORT DATA (3.1 - 3.7)**

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

<b>3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]</b>	<b>7/1/2019</b>
<b>3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]</b>	<b>6/30/2020</b>
<b>3.3 Number of months in this fiscal year</b>	<b>12</b>
<b>3.4 Name of person preparing this annual report</b>	<b>Nancy Korczak</b>
<b>3.5 Telephone Number of Person Preparing Report</b>	<b>630-685-4216</b>
<b>3.6 FAX Number</b>	<b>630-759-6180</b>
<b>3.7 E-Mail Address</b>	<b>nkorczak@fountaindale.org</b>

**REFERENDA (4.1 - 4.11)**

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

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

**Referendum 1**

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

**Referendum 2**

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

**Referendum 3**

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

**Referendum 4**

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

**Referendum 5**

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

**Board Action and Backdoor Referenda**

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

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

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

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

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

Report the most current information available.

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

**First Member**

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

<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60440</b>

**Second member**

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

**Third member**

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

**Fourth member**

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

**Fifth member**

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

<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60440</b>

**Sixth member**

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

**Seventh member**

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

**Eighth member**

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

**Ninth member**

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

5.12 State

5.13 Zip Code

**FACILITY/FACILITIES (6.1-6.4)**

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

6.1a Total square footage of the main library building [PLSC 711]	111,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	8
6.3b Total number of times meeting room(s) used by the public during the fiscal year	975
6.4a Total Number of Study Rooms	16
6.4b Total number of times study room(s) used by the public during the fiscal year	5,429

**ASSETS AND LIABILITIES (7.1 - 7.13)**

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

**Property**

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$32,072,520
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

**Fiscal Accumulations**

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Fountaindale Public Library District accumulates funds in a Special Reserve Fund created in 1981 for the purpose of improving the facilities, furniture, and equipment of the District. Unexpended funds at the end of the fiscal year are transferred to the Special Reserve Fund. The fund totals \$17,551,830 dollars as of June 30, 2020 and has supported major projects including roof replacement, landscaping,



building improvements, building repairs, and a long term capital replacement plan.

### Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$31,740,800
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	The outstanding liability is bonds. The outstanding amount for the bonds is \$31,740,800.00

### OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

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

**NOTE:** Round answers to the nearest whole dollar.

### Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$9,256,425
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$11,155,740

### State Government

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

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

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

8.2 Per capita grant	\$84,603
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<b>8.3 Equalization aid grant</b>	<b>\$0</b>
<b>8.4 Personal property replacement tax</b>	<b>\$142,720</b>
<b>8.5 Other State Government funds received</b>	<b>\$0</b>
<b>8.6 If Other, please specify</b>	
<b>8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]</b>	<b>\$227,323</b>

### Federal Government

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

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

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

### Other Income

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

<b>8.13 Monetary Gifts and Donations</b>	<b>\$10,620</b>
<b>8.14 Other receipts intended to be used for operating expenditures</b>	<b>\$2,494,522</b>
<b>8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]</b>	<b>\$2,505,142</b>
<b>8.16 Other non-capital receipts placed in reserve funds</b>	<b>\$0</b>

### Total Operating Receipts

<b>8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]</b>	<b>\$11,988,890</b>
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### Safeguarding of Library Funds

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

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

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

<b>8.18a The library safeguards its funds using which option?</b>	<b>Surety Bond</b>
<b>8.18b Proof of Certificate of Insurance for Library Funds</b>	<b>-1 Have Surety Bond</b>
<b>8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?</b>	<b>\$6,200,000</b>

**8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?**

Yes

**8.21 The designated custodian of the library's funds is:**

Library Treasurer

### **OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)**

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

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

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

**NOTE:** Round answers to the nearest whole dollar.

### **STAFF EXPENDITURES (9.1-9.3)**

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

**NOTE:** Round answers to the nearest whole dollar.

<b>9.1 Salaries and wages for all library staff [PLSC 350]</b>	<b>\$3,863,529</b>
<b>9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]</b>	<b>\$1,075,312</b>
<b>9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.</b>	
<b>9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]</b>	<b>\$4,938,841</b>

### **COLLECTION EXPENDITURES (10.1 - 10.4)**

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

**NOTE:** Round answers to the nearest whole dollar.

<b>10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]</b>	<b>\$302,200</b>
<b>10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]</b>	<b>\$281,762</b>
<b>10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]</b>	<b>\$176,009</b>
<b>10.3b Please provide an explanation of the other types of material expenditures.</b>	<b>Audiovisual material and software</b>
<b>10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]</b>	<b>\$759,971</b>

### **OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

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

**NOTE:** Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$6,035,701
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$11,734,513

### CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

#### Capital Revenue

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

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

**NOTE: Round answers to the nearest whole dollar.**

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

#### Capital Expenditures

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

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

**NOTE: Round answers to the nearest whole dollar.**

12.7 Total Capital Expenditures [PLSC 405]	\$690,378
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**PERSONNEL (13.1 - 13.46)**

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

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

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

**Group A**

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

Summary	16	16	\$543.10	600.00
	<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>
	Executive Director	Library Director	\$70.25	37.50
	Deputy Director	Assistant Library Director	\$49.68	37.50
	Adult Services Librarian	Adult Services	\$26.88	37.50
	Teen Services Librarian	Adult Services	\$30.96	37.50
	Adult and Teen Services Assistant Manager	Adult Services	\$34.09	37.50
	Adult Services Librarian	Adult Services	\$24.85	37.50
	Readers' Services Librarian	Adult Services	\$25.64	37.50
	Adult Services Programming Librarian	Adult Services	\$25.64	37.50
	Adult and Teen Services Manager	Adult Services	\$38.31	37.50
	Children's Collection Development Librarian	Collection Development Acquisitions	\$25.22	37.50
	Adult Collection Development Librarian	Collection Development Acquisitions	\$31.35	37.50
	Collection Management and Technical Services Manager	Collection Development Acquisitions	\$34.51	37.50
	Children's Services Librarian	Children's Services	\$30.19	37.50
	Children's Services Assistant Manager	Children's Services	\$28.21	37.50
	Children's Services Manager	Children's Services	\$33.99	37.50
	Outreach Services Manager	Bookmobile	\$33.33	37.50

**Group A Total**

<b>13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]</b>	<b>15.00</b>
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**Group A hidden group hours****Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work

that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

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

#### Group B Total

<b>13.11 Total Group B: FTE Other Librarians (13.10/40)</b>	
<b>13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]</b>	<b>15.00</b>

#### Group C

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

<b>13.13 Total hours worked in a typical week by all Group C employees</b>	<b>2,313.50</b>
<b>13.14 Minimum hourly rate actually paid</b>	<b>\$11.00</b>
<b>13.15 Maximum hourly rate actually paid</b>	<b>\$42.59</b>
<b>13.16 Total FTE Group C employees (13.13 / 40)</b>	<b>57.84</b>

#### Group D

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

<b>13.17 Total hours worked in a typical week by all Group D employees</b>	<b>253.00</b>
<b>13.18 Minimum hourly rate actually paid</b>	<b>\$10.35</b>
<b>13.19 Maximum hourly rate actually paid</b>	<b>\$15.64</b>
<b>13.20 Total FTE Group D employees (13.17 / 40)</b>	<b>6.33</b>

#### Group E

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

<b>13.21 Total hours worked in a typical week by all Group E employees</b>	<b>250.00</b>
<b>13.22 Minimum hourly rate actually paid</b>	<b>\$13.50</b>
<b>13.23 Maximum hourly rate actually paid</b>	<b>\$36.39</b>
<b>13.24 Total FTE Group E employees (13.21 / 40)</b>	<b>6.25</b>
<b>13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]</b>	<b>70.41</b>
<b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]</b>	<b>85.41</b>

#### Librarian Vacancies

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

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

**Newly Created Librarian Positions**

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

Summary	1	1	1	37.50	1	1
	<b>13.34 Position Title</b>	<b>13.35 Primary Work Area</b>	<b>13.36 Education Level</b>	<b>13.37 Total Hours/Week</b>	<b>13.38 Current Status: Filled or Unfilled</b>	<b>13.39 Date Filled (mm/year, if applicable)</b>
	Readers' Advisory Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	Filled	9/30/2019

**Eliminated Librarian Positions**

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

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

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

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

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

<b>14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]</b>	<b>2,748</b>
<b>14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES &amp; BOOKMOBILES</b>	<b>9,754</b>
<b>14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]</b>	<b>12,502</b>
<b>14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]</b>	<b>39</b>
<b>14.3 Total annual visits/attendance in the library [PLSC 501]</b>	<b>295,592</b>



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

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

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

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

**Passive Programs:**

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

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

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	1,478	48,262	1,333	11,538
Young Adult	319	13,117	167	5,408
Other	726	14,193	109	6,684
Total	2,523	75,572	1,609	23,630
<u>15.17a</u> Did the library provide any special programming for patrons on the autism spectrum?	No			
<u>15.17b</u> Please describe the programming provided.				

**REGISTERED USERS (16.1 - 16.4)**

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

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

16.1 Total Number of Unexpired Resident Users Cards	25,727
16.2a Total Number of Unexpired Non-resident Users Cards	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	25,727
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes



**RESOURCES OWNED (17.1 - 17.9)**

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

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

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

17.1 Print Materials [PLSC 450]	200,880
17.2 Current Print Serial Subscriptions [PLSC 460]	303
17.3 Total Print Materials (17.1+17.2)	201,183
17.4 E-books Held at end of the fiscal year [PLSC 451]	74,214
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	22,606
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	72,854
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	45,912
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	6,151

**Electronic Collections**

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

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	61
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	74

**USE OF RESOURCES (18.1 - 18.17)**

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

18.1 Number of adult materials loaned	368,338
18.2 Number of young adult materials loaned	29,949
18.3 Number of children's materials loaned [PLSC 551]	259,219
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	657,506

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

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

18.5 Books- Physical	322,353
18.6 Videos/DVDs- Physical	180,373
18.7 Audios (include music)- Physical	28,548
18.8 Magazines/Periodicals- Physical	7,070
18.9 Other Items- Physical	37,488
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	575,832
18.11 Use of Electronic Materials [PLSC 552]	81,674
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	657,506
18.13 Successful Retrieval of Electronic Information [PLSC 554]	84,162
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	165,836
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	741,668
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	68,949
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	51,902

**PATRON SERVICES (19.1-19.2)**

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

**Reference Transactions**

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	41,005
---	--------

**One-on-One Tutorials**

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

<b>19.2 Total Annual One-on-One Tutorials</b>	<b>1,756</b>
---	--------------

**AUTOMATION (20.1 - 20.5)**

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

<b>20.1 Total number of ALL computers in the library</b>	<b>285</b>
<b>20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)</b>	<b>164</b>
<b>20.3 Is your library's catalog automated?</b>	Yes
<b>20.4 Is your library's catalog accessible via the web?</b>	Yes
<b>20.5 Does your library have a telecommunications messaging device for the hearing impaired?</b>	Yes

**INTERNET (21.1 - 21.9)**

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

<b>21.1 Does your library have Internet access?</b>	Yes
<b>21.2a What is the maximum speed of your library's Internet connection? (Select one)</b>	Other (specify)
<b>21.2b If Other, please specify</b>	<b>1gb</b>
<b>21.3 What is the monthly cost of the library's internet access?</b>	<b>\$3,333</b>
<b>21.4 Number of Internet Computers Available for Public Use [PLSC 650]</b>	<b>139</b>
<b>21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]</b>	<b>47,245</b>
<b>21.6 Wireless Sessions Per Year [PLSC 652]</b>	<b>184,357</b>
<b>21.7 Does your library utilize Internet filters on some or all of the public access computers?</b>	No
<b>21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?</b>	Yes
<b>21.9 Number of website visits or sessions to your library website [PLSC 653]</b>	<b>298,619 --Select--</b>

**E-RATE (22.1 - 22.3)**

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

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

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$13,464
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,322.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Our building was closed from March 17-June 15, 2020 due to a stay at home ordered issued by the Governor of Illinois to mitigate the spread of COVID-19. During that time the library continued to offer virtual reference services and programs. Our drive-thru re-opened on May 4, 2020.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We debuted an Artist in residence program in April 2020.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

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

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

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

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

**IPLAR CERTIFICATION**

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

**IPLAR SUBMISSION REMINDERS**

**Follow these steps for IPLAR submission:**

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

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

## **FOUNTAINDALE PUBLIC LIBRARY DISTRICT STUDIO 300 POLICY**

Studio 300, Fountaindale Public Library District's digital media creation center, offers dedicated equipment, computers, software, production spaces and collaboration rooms. Use of Studio 300 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 Studio 300 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.

### **PRIORITY FOR USE**

Studio 300 is intended for small groups or individuals who seek to create media projects involving, but not limited to, video, audio, music, photography, graphic design, digitization, coding, desktop fabrication (e.g. 3D printing) and illustration.

Studio 300 computers are available for patrons working on digital media and maker projects. General computing activities such as word processing, web browsing, email, social networking or gaming are not priorities in Studio 300.

Group collaboration rooms are designed for patrons to host or participate in videoconferences, virtual meetings or trainings, or for media project development.

### **LIMITS OF USE**

Priority for reserving the use of Studio 300 audio/video production spaces and group collaboration rooms is given in accordance with Fountaindale Public Library District's Meeting Room Policy. Studio 300 computers and audiovisual equipment are available to Fountaindale library cardholders and access cardholders in good standing on a first come, first served basis.

For non-resident library cardholders who have not purchased an access card, but who are Reciprocal Borrowers as outlined in the Fountaindale Public Library District Circulation Policy, Studio 300 Studio Use Only resources, computers and spaces are available for limited use Monday–Friday from 10 a.m.–5:30 p.m. Circulating resources are available for general check out during Studio 300 open hours. Studio 300 reserves the right to prioritize Fountaindale Public Library District cardholders.

All use of the audio/video production spaces and group collaboration rooms must be in compliance with the Fountaindale Public Library District Library Conduct Policy, the Fountaindale Public Library District Unattended Child Policy, and other applicable policies.

A person's own valid public library card or access card is required to use and reserve Studio 300 computers, spaces and equipment. Additional photo identification will be sought in accordance with the Library's Circulation Policy, and as an identity theft precaution, the Library will photograph cardholders for the sole purpose of including the photo as an identifying piece in our cardholder database.

The library requires that all persons completing orientation provide a valid email address for the purpose of notifications for reservations, equipment due dates and overdue items.

With the exception of the computers, all library cardholders and access cardholders in good standing who wish to use Studio 300 equipment and production spaces must attend an orientation. Upon completion of the orientation, cardholders will be required to complete an acknowledgement form signifying their understanding of the Studio 300 policy and procedures.

Children ages 17 and younger may attend Studio 300 orientations. Parents or guardians who, along with their children ages 12–17, have completed Studio 300 orientation may elect a parental waiver for their 12–17 year old to use Studio 300 without an adult present. Children under the age of 12 or younger than 6th grade must be accompanied by an adult, guardian, or caregiver 14 years or older who has completed the orientation.

## **GUIDELINES FOR STUDIO 300 COMPUTER ACCESS**

Studio 300 computer use is governed by Fountaindale Public Library District's Computer Use Policy.

## **USE OF STUDIO 300 SPACES**

Reservations are encouraged for library cardholders and access cardholders, and required for non-resident cardholders, for the use of Studio 300's production spaces and group collaboration rooms up to 90 days from the current date in session lengths of up to four hours, with a maximum of twelve hours per month per cardholder depending on room and equipment availability. A cardholder is only allowed one room per day whether or not they use their entire four hour session. Individual members of a group may not ask for use of the room as a new group to gain extra time when the group is substantially the same as the original group.

A patron booking a Studio 300 production space or collaboration room must present his or her own library card or access card in order to sign into the reserved room. The library card or access card presented upon check-in must match the account which was initially used to book the room, or must be produced within ten minutes of the reservation start time to avoid a forfeited reservation.

Fountaindale library cardholders and access cardholders are also invited to contact or visit Studio 300 to request drop in use of dedicated equipment, computers, production spaces and collaboration rooms, where availability will be reviewed. Non-resident cardholders are not permitted drop in use of Studio 300 spaces and must reserve spaces a minimum of 24 hours in advance.

Rooms may not be left unattended while reserved and in use. If the responsible cardholder leaves a reserved space unattended without notifying Studio 300 staff (even if others are present in their group), the reservation will be immediately forfeited and future reservations may be denied.



Once a room has been vacated for more than ten minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the room to an available status.

Reservations must be cancelled at least 24 hours prior to the scheduled use. Failure to provide 24 hours notice of a cancellation, or regularly cancelling room reservation requests, will be grounds for suspension of privileges. Patrons who have not arrived within 10 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.

Depending on the circumstances, individuals or groups who do not cancel appointments may receive one warning. A second occurrence will result in a 1 month suspension of Studio 300 collaboration room and space reservations. Repeated violations may result in a longer suspension.

## **USE OF STUDIO 300 EQUIPMENT**

An extensive collection of digital media equipment is available for use by all library cardholders and access cardholders. Some hardware must remain in Studio 300, designated as Studio Use Only items, while other hardware items are intended for use off site, designated as circulating equipment.

A credit card authorization will be required for circulating equipment checkouts totaling \$750.00 or more. Upon return of all equipment in good condition the authorization will be released. Studio 300 will accept the use of debit cards but cannot guarantee immediate release of funds once materials are returned. Patrons are responsible for returning all equipment directly to Studio 300 staff on time and in good condition. Items will be checked in after a thorough inspection for condition; patrons are required to be present during this evaluation.

Certain advanced equipment and software will require additional training and practical demonstration by the patron before it will be checked out.

Equipment intended for use within Studio 300 is loaned for a period of 4 hours. Equipment intended for checkout and use outside of Studio 300 is loaned for a period of 5 days. In all cases, grace periods and renewals are not allowed on any equipment loaned by Studio 300.

Individual library cardholders and access cardholders will be limited to seven pieces of circulating equipment at any one time.

The cardholder will be asked to sign a checkout form upon each individual use of circulating equipment.

Availability of equipment is not guaranteed and reservations are encouraged. Reserved items will be placed on 24-hour hold only and returned to general availability if not checked out during this hold period. Availability is contingent on patrons returning equipment in a timely manner.

## **USE OF STUDIO 300 MAKER EQUIPMENT**

The guidelines detailed in this policy also fully apply to equipment and resources designated as Maker items (3D printing/cutting, Vinyl cutting, CNC desktop fabrication, etc.) with the following additions:

- The maker space is intended to be a DIY space where patrons are trained to use the various machines and software available on their own.
- Cardholders must participate in mandatory safety and machine use training in order to use certain tools and machinery and may not use these tools unsupervised until training has been completed, as confirmed by Fountaindale staff. This training is in addition to the Studio 300 orientation.
- Only certain materials supplied by and purchased from Studio 300 may be used on the maker machinery and must be paid for when the item is completed. Costs for these materials are detailed on the Fountaindale Public Library District website.
- The Library reserves the right to refuse access to Maker equipment at the discretion of library staff. Staff does not create, modify, or correct designs for cardholders.
- The Library is not responsible for machine accuracy or errors and cannot guarantee quality or stability or viability of any item.

- Cardholders must be able to complete jobs before lab closing time and are responsible for cleaning up after each equipment use.
- For 3D printing, patrons must deliver their completed, machine-ready files in person and be prepared to start the machine process. However, due to the lengthy duration of 3D print jobs, Studio 300 staff will inform the patron when the job completes for later pickup.
- In the event of any injury, cardholders need to report it to staff immediately.

## **STUDIO 300 INSTRUCTION**

Studio Services staff are available during all hours of operation and will attempt to assist patrons at the point of need as time and staff knowledge permits. Studio 300 offers many classes that cover the computer software, production equipment, and project workflow techniques used in the lab. Comprehensive online training, eBook and book resources are available.

Advance scheduled one-on-one training sessions with the Studio 300 staff are highly encouraged for assistance with Studio 300 supported software and equipment. Non-resident library cardholders may schedule one-on-one training Mondays–Fridays from 10 a.m.–5:30 p.m. only.

Appointments will not be accepted for extensive artistic or graphic design consultation or general computing questions.

## **GENERAL STUDIO 300 GUIDELINES**

**Food and Drink:** Food is not allowed in Studio 300, and drinks are not allowed in audio booths. Covered drinks are allowed in the computer lab, video studios and collaboration spaces.

**Noise:** Due to the creative and collaborative nature of Studio 300, there is no guarantee of a silent atmosphere. All Studio 300 visitors are asked to be respectful of each other and of the Library's Conduct Policy regarding noise. Studios are intended to be actively used with doors shut.

**Conduct:** The Library Conduct Policy applies to activities in the Studio. Any violations of this policy may result in loss of Studio privileges and/or full library privileges. Treat your group, our staff, and other artists respectfully.

**Personal Belongings:** Your personal items are your responsibility to monitor. Other people's personal items are to be respected.

**Content Creation and Copyright:** Studio 300 and Maker Lab created content must conform to acceptable community and legal standards.

**Collaboration:** Media computers in Studio 300 are designed for collaboration. There is a maximum of two people at any single computer station and three people at a dual monitor station. There are group collaboration rooms available for small groups up to six to collaborate. Studio staff will determine the maximum number of people allowed in audio and video production spaces. The cardholder who signed out the space, equipment or computer, must be present at all times. Actions of each individual in the cardholder's group will be viewed as actions performed by the whole group. Any patron who is not an active part of the creative process may enjoy another area of the library. Loitering is not permitted in Studio 300.

**Free access:** Library personnel must have free access to the Studio 300 production spaces at all times. The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations.

**Privacy:** The Library cannot guarantee complete patron privacy while using Studio 300 equipment and creative spaces as projects may be done in a public space.

**Media Conversion:** Studio 300 staff will not convert media or finalize projects in the absence of the content owner. Studio 300 patrons must be present at all times while projects are digitizing and/or rendering. Exceptions may be made at the Studio Services Manager's discretion.

Use of Personal Devices: Studio 300 visitors are encouraged to connect personal devices to Studio 300 equipment; however, support for such equipment may not necessarily be available. Library staff may disconnect personal devices which interfere with the operation of Library equipment or ability of other users to complete projects. Compatibility of personal devices with Studio 300 hardware and software is never guaranteed.

Content ownership: The Library reserves the right to erase user files left on Library owned hard drives, flash drives, and SD cards without prior notice.

Printing: A color laser printer, 3D printing and 3D cutting/vinyl cutting machines are available. Costs can be found on the Library's website. Studio 300 will not 3D print or 3D cut sharp edged items or individual pieces which could be used for, or assembled as, a dangerous object, such as weapon.

## **DAMAGES AND LIABILITY**

The library cardholder or access cardholder who reserves the production spaces or collaboration rooms and their dedicated equipment will be considered the main user and will bear responsibility for any damage or misuse of the equipment. It is the user's responsibility to report any and all faulty equipment or room concerns immediately. Cardholders are responsible for returning and restoring all rooms and equipment to their originally checked out condition.

Equipment may not be returned to the library drive-up, automatic returns, or book drops; it must be brought directly to the Studio 300 service desk with no exceptions. Items returned through Automated Material Handlers, book drops or to another library will be subject to a processing charge (or fee).

Circulating equipment that is checked out for more than 9 days (held overdue for four days) or is returned damaged will be either billed to the cardholder for the full replacement cost or charged to the patron's credit card. Damaged items will not be discharged from the cardholder's account.

Cardholders who have outstanding charges for lost or damaged equipment will be denied Studio 300 privileges and other library privileges until the charges are reconciled.

The Library does not assume responsibility for personal items or personal equipment left behind or checked out to cardholders. Equipment usage privileges will be revoked due to careless handling of library owned equipment, repeated overdue or damaged returns of library owned equipment. Please note that unattended library equipment is considered careless handling.

## **FAIR USE AND COPYRIGHT**

Fair Use: U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in digital media and maker projects. Numerous resources exist for fair use media materials.

Illegal downloading, file sharing and duplication: Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial products is not permitted.

Scanning, digitization and media conversion: Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using equipment in the library.

Copyright and Maker Equipment: Objects created using equipment designated as Maker must not infringe upon any third party's intellectual property rights. These objects must not be illegal nor can they be construed as having the intent to harm.

## **PROPER USE OF SHARED NETWORK ENVIRONMENT**

Anyone who uses the Library's computing and information resources must adhere to the Library's Computer Use Policy.

For security and privacy, all computer storage is regularly erased and cannot be recovered. Equipment that uses removable media storage cards or has hard drives for media storage will be erased upon return and cannot be recovered. Patrons are encouraged to use personal external storage such as flash drives and/or cloud-based options to back-up their projects.

The Library and its staff are not liable for any loss, damage or expense sustained by any user due to or as the result of the utilization of services, equipment, software, advice, or information.

## **APPEAL AND REVIEW**

The Board of Trustees of the Fountaindale Public Library District will review the Studio 300 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 study rooms. The Executive Director has delegated authority to approve Studio 300 usage to the Studio 300 staff.

Any appeals for changes to, or exceptions to, any portion of the Studio 300 Policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing. The Executive Director will respond in writing.

DRAFT JULY 20, 2020



**PAT MCGUIRE**  
STATE SENATOR • DISTRICT 43

July 24, 2020

To my friends, the Trustees  
and Staff of the Fountaindale  
Public Library District —

Thank you for your service  
to our community, state  
and nation.

Sincerely,

Pat McGuire



# Illinois State Senate

## Certificate of Recognition



THE ILLINOIS SENATE  
OF THE 101ST GENERAL ASSEMBLY OF  
THE STATE OF ILLINOIS ACKNOWLEDGES

**Fountaindale Public Library District**

IN RECOGNITION OF  
ITS 50TH ANNIVERSARY,  
CELEBRATING A HALF CENTURY OF SERVICE,  
1970 - 2020,  
AND EXTENDS ITS CONGRATULATIONS AND BEST WISHES  
TO THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
ADMINISTRATION, STAFF, AND PATRONS,  
ON THIS MOMENTOUS OCCASION.

OFFERED BY: SENATOR PAT MCGUIRE

*Pat McGuire*

STATE SENATOR

*Don Harmon*

DON HARMON  
SENATE PRESIDENT

*Tim Anderson*

TIM ANDERSON  
SECRETARY OF THE SENATE

# Fountaindale Public Library District

## Cash and Investment

July 31 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$660,935.04	\$660,935.04
Cash Checking/BMO Operating	\$783,397.51	(\$390,206.04)	\$393,191.47
Cash Checking/Payroll	\$186,644.40	\$37,635.35	\$224,279.75
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	\$308,667.19	\$1,281,138.35
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	(\$1,010,634.83)	\$5,666,753.77
Investment - IL Funds/General	\$70,052.78	\$1,129.77	\$71,182.55
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$6,069.26	\$63,815.57
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$34,987.37	\$2,077,395.96
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,947.52)	\$1,071,721.93
Investment - Special Reserve/PMA	\$15,260,952.35	\$236,913.47	\$15,497,865.82
Total Investments	\$25,183,218.08	(\$734,482.48)	\$24,448,735.60
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	(\$268,137.74)	\$1,179,459.30
Total Bond Fund	\$1,447,597.04	(\$268,137.74)	\$1,179,459.30
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,469.83)	\$143.19
Total Building Project Fund	\$10,613.02	(\$10,469.83)	\$143.19
Total Cash and Investments	\$27,613,899.30	(\$704,422.86)	\$26,909,476.44

Special Res. PMA - 2.11 %  
General - IL Fund - 0.248%  
Money Market Wintrust - 0.230%

# Fountaindale Public Library District

## Revenue Report

July 31, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020 Est.	\$0.00	\$0.00	0.00 %	\$4,371,495.00	\$4,371,495.00
Property Tax Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$89,214.00	\$89,214.00
Property Tax Will - 2019	\$154,551.49	\$154,551.49	3.50 %	\$4,420,765.00	\$4,266,213.51
Property Tax Dupage - 2019	\$4,078.49	\$4,078.49	4.52 %	\$90,220.00	\$86,141.51
Other Tax	\$20,241.37	\$20,241.37	40.47 %	\$50,020.00	\$29,778.63
Interest	\$25,275.11	\$25,275.11	29.05 %	\$87,010.00	\$61,734.89
Circulation Fees	\$1,179.20	\$1,179.20	0.00 %	\$0.00	(\$1,179.20)
Copy Machines	\$462.53	\$462.53	23.13 %	\$2,000.00	\$1,537.47
Fax Machine	\$433.70	\$433.70	43.37 %	\$1,000.00	\$566.30
Printing	\$1,269.09	\$1,269.09	63.45 %	\$2,000.00	\$730.91
Miscellaneous	\$1,592.10	\$1,592.10	0.00 %	\$0.00	(\$1,592.10)
Reimbursements	\$659.84	\$659.84	0.00 %	\$0.00	(\$659.84)
Board Reimbursements	\$80.00	\$80.00	0.00 %	\$0.00	(\$80.00)
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Total Operating Funds	\$209,822.92	\$209,822.92	2.30 %	\$9,114,024.00	\$8,904,201.08
Building Project Fund Revenue					
Interest Building Project Fund	\$0.03	\$0.03	0.00 %	\$0.00	(\$0.03)
Total Building Project Fund	\$0.03	\$0.03	0.00 %	\$0.00	(\$0.03)
Bond Fund					
Property Tax - Will 2020 Est.	\$0.00	\$0.00	0.00 %	\$1,907,637.00	\$1,907,637.00
Property Tax - Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$38,931.00	\$38,931.00
Property Tax - Will 2019	\$50,247.14	\$50,247.14	2.63 %	\$1,907,636.64	\$1,857,389.50
Property Tax - Dupage 2019	\$1,338.94	\$1,338.94	7.36 %	\$18,190.00	\$16,851.06
Interest Bond Fund	\$293.29	\$293.29	2.93 %	\$10,000.00	\$9,706.71
Total Bond Fund	\$51,879.37	\$51,879.37	1.34 %	\$3,882,394.64	\$3,830,515.27
Total Revenue	\$261,702.32	\$261,702.32	2.01 %	\$12,996,418.64	\$12,734,716.32

# Fountaindale Public Library District

## Expenditure Report

July 31, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$478,529.02	\$478,529.02	10.43 %	\$4,588,300.00	\$4,109,770.98
Contractual Services	\$76,339.40	\$76,339.40	13.25 %	\$576,000.00	\$499,660.60
Supplies & Utilities	\$3,366.84	\$3,366.84	0.51 %	\$659,650.00	\$656,283.16
Library Materials	\$13,140.30	\$13,140.30	1.01 %	\$1,297,500.00	\$1,284,359.70
Capital Expenditures	\$1,920.00	\$1,920.00	0.26 %	\$744,360.00	\$742,440.00
Miscellaneous	\$259.00	\$259.00	0.35 %	\$75,000.00	\$74,741.00
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$573,554.56	\$573,554.56	7.15 %	\$8,025,414.00	\$7,451,859.44
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00 %	\$12,100.00	\$12,100.00
Liability Insurance Fund Expenditures	\$0.00	\$0.00	0.00 %	\$127,500.00	\$127,500.00
Soc Sec/IMRF Fund Expenditures	\$62,849.93	\$62,849.93	8.26 %	\$760,550.00	\$697,700.07
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$7,789.41	\$7,789.41	2.39 %	\$326,000.00	\$318,210.59
Total Other Fund Expenditures	\$70,639.34	\$70,639.34	5.76 %	\$1,226,190.00	\$1,155,550.66
Total Expenditures - Operating Funds	\$644,193.90	\$644,193.90	6.96 %	\$9,251,604.00	\$8,607,410.10
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 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$890,000.00	\$890,000.00
Interest Payment - 2016A	\$93,800.00	\$93,800.00	50.00 %	\$187,600.00	\$93,800.00
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$1,050,000.00	\$1,050,000.00
Interest Payment - 2018	\$220,125.00	\$220,125.00	91.62 %	\$240,250.00	\$20,125.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$20,000.00	\$20,000.00
Interest Payment - 2019	\$145,800.00	\$145,800.00	50.00 %	\$291,600.00	\$145,800.00
Total Bond Fund Expenditures	\$459,725.00	\$459,725.00	17.16 %	\$2,679,450.00	\$2,219,725.00
Total	\$459,725.00	\$459,725.00	17.09 %	\$2,690,063.00	\$2,230,338.00
Total Expenditures - All Funds	\$1,103,918.90	\$1,103,918.90	9.24 %	\$11,941,667.00	\$10,837,748.10

Kathryn J. Spindel/Treasurer

# Fountaindale Public Library District

## Bills Paid - Operating Account

July 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Baker & Taylor	DVD Leased Materials - June 2020 - May 2021	7/17/2020	54132	1-4529-26	\$46,884.67
Midwest Tape	Advance Digital Payment	7/17/2020	54133	1-4523-26	\$20,000.00
					<u>\$66,884.67</u>



Jennie Nguyen, Finance Manager

# Fountaindale Public Library District

## Bills Paid - Operating Account

August 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - August 2020	8/1/2020	54135	1-4192-10	\$26,800.51
Dearborn National Life Insurance Company	Employer Insurance Contribution - August 2020	8/1/2020	54136	1-4192-10	\$567.00
Home Depot	Building Supplies	8/1/2020	54137	8-4211-30	\$41.92
	Building Maintenance	8/1/2020		8-4357-30	\$34.91
Illinois Municipal Retirement Fund	Employer Insurance Contribution - July 2020	8/1/2020	821	5-4142-10	\$44,622.00
LIMRiCC Unemployment Compensation	Unemployment Insurance - 2nd Qtr Ending 06/30/2020	8/1/2020	54138	3-4143-10	\$1,323.80
					<b>\$73,390.14</b>

  
 Jennie Nguyen, Finance Manager

*Gross Payroll & FICA Expense - July 2020*  
 Gross Payroll \$448,638.16  
 FICA \$32,735.55  
 Total Gross Payroll & FICA **\$481,373.71**

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>4 Kids Sake, Inc.</b>				
	2020 Summer Adventure Grand Prize Winner Donation	6467-2021	1-4575-10	\$ 300.00
	<i>Totals for 4 Kids Sake, Inc.</i>			<u>\$ 300.00</u>
<b>Adela Reynoso</b>				
	Refund - DVD: Knives Out	AR3443	1-3310-10	22.49
	Refund - DVD: Breaking In	AR3443	1-3310-10	22.99
	Refund - DVD: The Good Liar	AR3443	1-3310-10	35.00
	<i>Totals for Adela Reynoso</i>			<u>\$ 80.48</u>
<b>Allyse Schiller</b>				
	Mileage - 7/10/2020-7/31/2020	AS080320	1-4171-10	3.45
	Reimbursement - Certified Mail: BMO, Worldpay, Zions, Ehlers	AS071720	1-4381-10	16.40
	<i>Totals for Allyse Schiller</i>			<u>\$ 19.85</u>
<b>Amazon</b>				
	ATSD 2020 Summer Adventure Prizes	0660346-AUG20	1-4575-10	206.54
	Books - Adult Non-Fiction	0660346-AUG20	1-4541-26	163.75
	Books - Juvenile Storytime & Professional Reference	0660346-AUG20	1-4547-26	31.32
	District Restock - Tape Dispensers & Staplers	A2-2021	1-4351-10	31.15
	Outreach - Essential Supplies: Disposable Ponchos	A3-2021	1-4351-10	11.98
	Outreach - Program Supplies	A3-2021	1-4353-28	25.99
	Electronic Devices & Equipment	0660346-AUG20	1-4527-26	928.53
	<i>Totals for Amazon</i>			<u>\$ 1,399.26</u>
<b>American Library Association</b>				
	Korczak Membership - 9/1/2020-8/31/2021	M1214724	1-4161-10	148.00
	Newell Membership - 9/1/2020-8/31/2021	0082163	1-4161-16	142.00
	<i>Totals for American Library Association</i>			<u>\$ 290.00</u>
<b>AmeriFlex Business Solutions</b>				
	Benefit/Cobra Administration Fees - August 2020	INV351402	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			<u>\$ 189.55</u>
<b>Andre Breaux</b>				
	Refund - PS4 Game: Overwatch	AB8885	1-3310-30	60.00
	Refund - PS4 Game: Amazing Spiderman 2	AB8885	1-3310-30	60.00
	<i>Totals for Andre Breaux</i>			<u>\$ 120.00</u>
<b>ArchiveSocial, Inc.</b>				
	1 Month ArchiveSocial Economy Package	11646	1-4631-14	2,388.00
	<i>Totals for ArchiveSocial, Inc.</i>			<u>\$ 2,388.00</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>AT &amp; T</b>	Internet - July 2020	5405206500	1-4314-14	\$ 1,369.14
		<i>Totals for AT &amp; T</i>		<u>\$ 1,369.14</u>
<b>B&amp;H Photo-Video</b>	Studio - Cases and Tripods	174674865	1-4568-27	737.70
		<i>Totals for B&amp;H Photo-Video</i>		<u>\$ 737.70</u>
<b>Baker &amp; Taylor</b>	Catalog Management 6/1/2020-5/31/2020	NS20060257	1-4272-12	1,695.00
		<i>Totals for Baker &amp; Taylor</i>		<u>\$ 1,695.00</u>
<b>Baker &amp; Taylor - C009233</b>	Books - Adult Non-Fiction	5016278622	1-4541-26	407.63
	Books - Adult Non-Fiction	5016251655	1-4541-26	8.67
	Library Materials - Processing Costs	5016251655	1-4518-26	1.15
	Library Materials - Processing Costs	5016278622	1-4518-26	12.65
	Library Materials - Shipping Costs	5016251655	1-4519-26	0.04
	Library Materials - Shipping Costs	5016278622	1-4519-26	2.04
		<i>Totals for Baker &amp; Taylor - C009233</i>		<u>\$ 432.18</u>



# Fountaindale Public Library District

## Bills Payable Report

### August 20, 2020

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>				
	Library Materials - Processing Costs	2035295223	1-4518-29	\$ 1.80
	Library Materials - Processing Costs	2035289728	1-4518-29	9.95
	Library Materials - Processing Costs	2035289849	1-4518-29	3.10
	Library Materials - Processing Costs	2035340734	1-4518-29	3.75
	Library Materials - Processing Costs	2035358298	1-4518-29	1.15
	Library Materials - Processing Costs	2035328536	1-4518-29	11.45
	Library Materials - Processing Costs	2035354419	1-4518-29	3.10
	Library Materials - Processing Costs	2035316494	1-4518-29	8.35
	Library Materials - Processing Costs	2035362615	1-4518-29	6.50
	Library Materials - Shipping Costs	2035295223	1-4519-29	1.12
	Library Materials - Shipping Costs	2035289728	1-4519-29	1.54
	Library Materials - Shipping Costs	2035289849	1-4519-29	1.13
	Library Materials - Shipping Costs	2035340734	1-4519-29	0.42
	Library Materials - Shipping Costs	2035358298	1-4519-29	0.24
	Library Materials - Shipping Costs	2035328536	1-4519-29	1.38
	Library Materials - Shipping Costs	2035354419	1-4519-29	0.56
	Library Materials - Shipping Costs	2035316494	1-4519-29	1.07
	Library Materials - Shipping Costs	2035362615	1-4519-29	1.48
	Books - Adult Fiction	2035289728	1-4540-29	76.50
	Books - Adult Fiction	2035289849	1-4540-29	16.10
	Books - Adult Fiction	2035340734	1-4540-29	33.35
	Books - Adult Fiction	2035328536	1-4540-29	63.80
	Books - Adult Fiction	2035354419	1-4540-29	46.54
	Books - Adult Fiction	2035316494	1-4540-29	87.28
	Books - Adult Fiction	2035362615	1-4540-29	33.34
	Books - Adult Non-Fiction	2035289728	1-4541-29	34.83
	Books - Adult Non-Fiction	2035340734	1-4541-29	32.23
	Books - Adult Non-Fiction	2035328536	1-4541-29	17.22
	Books - Adult Non-Fiction	2035316494	1-4541-29	33.73
	Books - Adult Large Print	2035295223	1-4543-29	17.99
	Books - Adult Large Print	2035289728	1-4543-29	56.40
	Books - Adult Large Print	2035289849	1-4543-29	18.00
	Books - Adult Large Print	2035328536	1-4543-29	137.96
	Books - Adult Large Print	2035354419	1-4543-29	26.99
	Books - Adult Large Print	2035316494	1-4543-29	19.20
	Books - Adult Large Print	2035362615	1-4543-29	62.98
	Books - Juvenile Fiction	2035295223	1-4544-29	80.88
	Books - Juvenile Fiction	2035289728	1-4544-29	10.34

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>	(Cont'd)			
	Books - Juvenile Fiction	2035289849	1-4544-29	\$ 34.97
	Books - Juvenile Fiction	2035340734	1-4544-29	5.74
	Books - Juvenile Fiction	2035358298	1-4544-29	47.47
	Books - Juvenile Fiction	2035328536	1-4544-29	33.12
	Books - Juvenile Fiction	2035354419	1-4544-29	16.99
	Books - Juvenile Fiction	2035316494	1-4544-29	13.21
	Books - Juvenile Fiction	2035362615	1-4544-29	8.62
	Books - Juvenile Non-Fiction	2035295223	1-4545-29	51.19
	Books - Juvenile Non-Fiction	2035289728	1-4545-29	76.39
	Books - Juvenile Non-Fiction	2035289849	1-4545-29	20.99
	Books - Juvenile Non-Fiction	2035354419	1-4545-29	14.99
	Books - Juvenile Non-Fiction	2035316494	1-4545-29	19.97
	Books - Juvenile Easy	2035295223	1-4546-29	13.99
	Books - Juvenile Easy	2035289728	1-4546-29	22.34
	Books - Juvenile Easy	2035289849	1-4546-29	97.26
	Books - Juvenile Easy	2035340734	1-4546-29	11.89
	Books - Juvenile Easy	2035328536	1-4546-29	22.93
	Books - Juvenile Easy	2035354419	1-4546-29	6.29
	Books - Juvenile Easy	2035316494	1-4546-29	41.16
	Books - Juvenile Easy	2035362615	1-4546-29	191.81
	Books - Juvenile Fiction	2035295223	1-4544-26	58.97
	Books - Juvenile Fiction	2035289728	1-4544-26	31.04
	Books - Juvenile Fiction	2035289849	1-4544-26	38.36
<i>Totals for Baker &amp; Taylor - L420685</i>				<u>\$ 1,843.44</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Juvenile Fiction	2035296313	1-4544-26	\$ 117.99
	Books - Juvenile Fiction	2035296201	1-4544-26	30.45
	Books - Juvenile Fiction	2035296262	1-4544-26	55.75
	Books - Juvenile Fiction	2035296399	1-4544-26	132.76
	Books - Juvenile Fiction	2035296250	1-4544-26	19.54
	Books - Juvenile Fiction	2035296389	1-4544-26	132.08
	Books - Juvenile Fiction	2035295235	1-4544-26	118.77
	Books - Juvenile Fiction	2035296352	1-4544-26	24.71
	Books - Juvenile Fiction	2035296215	1-4544-26	85.33
	Books - Juvenile Fiction	2035296229	1-4544-26	27.01
	Books - Juvenile Fiction	2035289580	1-4544-26	294.14
	Books - Juvenile Fiction	2035289869	1-4544-26	103.43
	Books - Juvenile Fiction	2035289952	1-4544-26	297.95
	Books - Juvenile Fiction	2035289883	1-4544-26	14.37
	Books - Juvenile Fiction	2035289863	1-4544-26	94.51
	Books - Juvenile Fiction	2035289852	1-4544-26	149.35
	Books - Juvenile Fiction	2035289914	1-4544-26	79.13
	Books - Juvenile Fiction	2035321565	1-4544-26	337.84
	Books - Juvenile Fiction	2035304585	1-4544-26	100.01
	Books - Juvenile Fiction	2035311052	1-4544-26	1,330.73
	Books - Juvenile Fiction	2035360428	1-4544-26	22.93
	Books - Juvenile Fiction	2035331731	1-4544-26	207.13
	Books - Adult Non-Fiction	2035358380	1-4541-26	3,165.23
	Books - Adult Non-Fiction	2035387018	1-4541-26	262.30
	Books - Adult Large Print	2035296250	1-4543-26	17.83
	Books - Adult Large Print	2035295235	1-4543-26	17.99
	Books - Adult Large Print	2035296215	1-4543-26	36.00
	Books - Adult Large Print	2035296229	1-4543-26	18.00
	Books - Adult Large Print	2035289580	1-4543-26	131.39
	Books - Adult Large Print	2035289869	1-4543-26	11.99
	Books - Adult Large Print	2035289863	1-4543-26	18.00
	Books - Adult Large Print	2035289852	1-4543-26	18.00
	Books - Adult Large Print	2035289914	1-4543-26	31.75
	Books - Adult Large Print	2035321565	1-4543-26	281.72
	Books - Adult Fiction	2035296313	1-4540-26	194.05
	Books - Adult Fiction	2035296201	1-4540-26	293.55
	Books - Adult Fiction	2035296262	1-4540-26	172.41
	Books - Adult Fiction	2035296399	1-4540-26	177.98

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Adult Fiction	2035296250	1-4540-26	\$ 149.54
	Books - Adult Fiction	2035296389	1-4540-26	233.98
	Books - Adult Fiction	2035295235	1-4540-26	219.02
	Books - Adult Fiction	2035296352	1-4540-26	144.27
	Books - Adult Fiction	2035296215	1-4540-26	230.80
	Books - Adult Fiction	2035296229	1-4540-26	115.87
	Books - Adult Fiction	2035289580	1-4540-26	505.34
	Books - Adult Fiction	2035289869	1-4540-26	204.56
	Books - Adult Fiction	2035289952	1-4540-26	331.94
	Books - Adult Fiction	2035289883	1-4540-26	216.70
	Books - Adult Fiction	2035289863	1-4540-26	135.70
	Books - Adult Fiction	2035289852	1-4540-26	575.20
	Books - Adult Fiction	2035289914	1-4540-26	93.12
	Books - Adult Fiction	2035321565	1-4540-26	575.86
	Books - Adult Fiction	2035304585	1-4540-26	268.00
	Books - Adult Fiction	2035311052	1-4540-26	4,316.64
	Books - Adult Fiction	2035360428	1-4540-26	455.33
	Books - Adult Fiction	2035331731	1-4540-26	713.28
	Books - Adult Fiction	2035360970	1-4540-26	684.29
	Books - Adult Fiction	2035358380	1-4540-26	1,793.64
	Books - Adult Fiction	2035387018	1-4540-26	689.27
	Books - Adult Non-Fiction	2035296313	1-4541-26	278.90
	Books - Adult Non-Fiction	2035296201	1-4541-26	95.53
	Books - Adult Non-Fiction	2035296262	1-4541-26	137.17
	Books - Adult Non-Fiction	2035296399	1-4541-26	189.73
	Books - Adult Non-Fiction	2035296250	1-4541-26	92.47
	Books - Adult Non-Fiction	2035296389	1-4541-26	163.66
	Books - Adult Non-Fiction	2035295235	1-4541-26	284.87
	Books - Adult Non-Fiction	2035296352	1-4541-26	113.60
	Books - Adult Non-Fiction	2035296215	1-4541-26	222.04
	Books - Adult Non-Fiction	2035296229	1-4541-26	110.85
	Books - Adult Non-Fiction	2035289580	1-4541-26	240.95
	Books - Adult Non-Fiction	2035289869	1-4541-26	44.55
	Books - Adult Non-Fiction	2035289952	1-4541-26	101.70
	Books - Adult Non-Fiction	2035289883	1-4541-26	92.38
	Books - Adult Non-Fiction	2035289863	1-4541-26	92.36
	Books - Adult Non-Fiction	2035289852	1-4541-26	340.15
	Books - Adult Non-Fiction	2035289914	1-4541-26	111.92

# Fountaindale Public Library District

## Bills Payable Report

### August 20, 2020

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2035321565	1-4541-26	\$ 615.42
	Books - Adult Non-Fiction	2035304585	1-4541-26	184.50
	Books - Adult Large Print	2035331731	1-4543-26	18.00
	Books - Adult Large Print	2035360970	1-4543-26	416.35
	Books - Adult Non-Fiction	2035311052	1-4541-26	3,451.35
	Books - Adult Non-Fiction	2035360428	1-4541-26	380.75
	Books - Adult Non-Fiction	2035331731	1-4541-26	242.33
	Books - Adult Large Print	2035358380	1-4543-26	82.45
	Books - Adult Large Print	2035387018	1-4543-26	66.64
	Books - Juvenile Easy	2035311052	1-4546-26	1,988.65
	Books - Juvenile Easy	2035331731	1-4546-26	231.21
	Books - Juvenile Storytime & Professional Reference	2035289580	1-4547-26	11.89
	Books - Juvenile Storytime & Professional Reference	2035321565	1-4547-26	11.89
	Books - Juvenile Storytime & Professional Reference	2035304585	1-4547-26	35.47
	Books - Juvenile Storytime & Professional Reference	2035311052	1-4547-26	23.04
	Books - Juvenile Storytime & Professional Reference	2035331731	1-4547-26	24.48
	Books - Young Adult Fiction	2035296313	1-4548-26	95.22
	Books - Young Adult Fiction	2035296201	1-4548-26	10.92
	Books - Young Adult Fiction	2035296262	1-4548-26	10.34
	Books - Young Adult Fiction	2035296399	1-4548-26	39.37
	Books - Young Adult Fiction	2035296250	1-4548-26	11.49
	Books - Young Adult Fiction	2035296389	1-4548-26	54.59
	Books - Young Adult Fiction	2035295235	1-4548-26	61.54
	Books - Young Adult Fiction	2035296352	1-4548-26	21.75
	Books - Young Adult Fiction	2035296229	1-4548-26	32.18
	Books - Young Adult Fiction	2035289580	1-4548-26	247.02
	Books - Young Adult Fiction	2035289869	1-4548-26	63.20
	Books - Young Adult Fiction	2035289952	1-4548-26	16.91
	Books - Young Adult Fiction	2035289883	1-4548-26	32.76
	Books - Young Adult Fiction	2035289863	1-4548-26	20.69
	Books - Young Adult Fiction	2035289852	1-4548-26	33.33
	Books - Young Adult Fiction	2035289914	1-4548-26	30.45
	Books - Young Adult Fiction	2035321565	1-4548-26	53.88
	Books - Young Adult Fiction	2035304585	1-4548-26	62.12
	Books - Juvenile Fiction	2035358380	1-4544-26	499.25
	Books - Juvenile Fiction	2035387018	1-4544-26	296.87
	Books - Juvenile Non-Fiction	2035296201	1-4545-26	38.32
	Books - Juvenile Non-Fiction	2035296399	1-4545-26	9.77

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Non-Fiction	2035296250	1-4545-26	\$ 15.52
	Books - Juvenile Non-Fiction	2035296389	1-4545-26	15.39
	Books - Juvenile Non-Fiction	2035295235	1-4545-26	125.89
	Books - Juvenile Non-Fiction	2035296352	1-4545-26	9.75
	Books - Juvenile Non-Fiction	2035296229	1-4545-26	7.79
	Books - Juvenile Non-Fiction	2035289580	1-4545-26	203.47
	Books - Juvenile Non-Fiction	2035289952	1-4545-26	38.58
	Books - Juvenile Non-Fiction	2035289852	1-4545-26	75.72
	Books - Juvenile Non-Fiction	2035289914	1-4545-26	11.47
	Books - Juvenile Non-Fiction	2035321565	1-4545-26	83.27
	Books - Juvenile Non-Fiction	2035304585	1-4545-26	39.84
	Books - Juvenile Non-Fiction	2035311052	1-4545-26	19.54
	Books - Juvenile Non-Fiction	2035331731	1-4545-26	19.17
	Books - Juvenile Non-Fiction	2035358380	1-4545-26	40.30
	Books - Juvenile Non-Fiction	2035387018	1-4545-26	74.08
	Books - Juvenile Easy	2035296313	1-4546-26	183.23
	Books - Juvenile Easy	2035296201	1-4546-26	45.86
	Books - Juvenile Easy	2035296262	1-4546-26	26.58
	Books - Juvenile Easy	2035296399	1-4546-26	99.04
	Books - Juvenile Easy	2035296250	1-4546-26	42.22
	Books - Juvenile Easy	2035296389	1-4546-26	85.51
	Books - Juvenile Easy	2035295235	1-4546-26	289.43
	Books - Juvenile Easy	2035296352	1-4546-26	21.89
	Books - Juvenile Easy	2035296215	1-4546-26	58.45
	Books - Juvenile Easy	2035296229	1-4546-26	20.11
	Books - Juvenile Easy	2035289580	1-4546-26	368.81
	Books - Juvenile Easy	2035289869	1-4546-26	141.26
	Books - Juvenile Easy	2035289952	1-4546-26	69.77
	Books - Juvenile Easy	2035289883	1-4546-26	82.73
	Books - Juvenile Easy	2035289863	1-4546-26	108.85
	Books - Juvenile Easy	2035289852	1-4546-26	48.11
	Books - Juvenile Easy	2035289914	1-4546-26	43.31
	Books - Juvenile Easy	2035321565	1-4546-26	285.97
	Books - Juvenile Easy	2035304585	1-4546-26	78.97
	Books - Juvenile Easy	2035358380	1-4546-26	1,341.64
	Books - Juvenile Easy	2035387018	1-4546-26	73.09
	Books - Young Adult Fiction	2035311052	1-4548-26	76.97
	Books - Young Adult Fiction	2035360428	1-4548-26	7.80

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Young Adult Fiction	2035331731	1-4548-26	\$ 104.13
	Books - Young Adult Fiction	2035358380	1-4548-26	61.70
	Books - Young Adult Non-Fiction	2035296201	1-4549-26	11.49
	Books - Young Adult Non-Fiction	2035289580	1-4549-26	24.71
	Books - Young Adult Non-Fiction	2035321565	1-4549-26	47.71
	Books - Young Adult Non-Fiction	2035304585	1-4549-26	60.12
	Books - Young Adult Non-Fiction	2035311052	1-4549-26	47.14
	Books - Young Adult Non-Fiction	2035331731	1-4549-26	54.66
	Books - Young Adult Non-Fiction	2035358380	1-4549-26	53.70
	Books - Juvenile World Languages	2035387018	1-4526-26	17.99
	Library Materials - Shipping Costs	2035296313	1-4519-26	4.35
	Library Materials - Shipping Costs	2035296201	1-4519-26	2.63
	Library Materials - Shipping Costs	2035296262	1-4519-26	2.07
	Library Materials - Shipping Costs	2035296399	1-4519-26	3.24
	Library Materials - Shipping Costs	2035296250	1-4519-26	1.74
	Library Materials - Shipping Costs	2035296389	1-4519-26	3.43
	Library Materials - Shipping Costs	2035295235	1-4519-26	5.63
	Library Materials - Shipping Costs	2035296352	1-4519-26	1.68
	Library Materials - Shipping Costs	2035296215	1-4519-26	3.16
	Library Materials - Shipping Costs	2035296229	1-4519-26	1.66
	Library Materials - Shipping Costs	2035289580	1-4519-26	10.47
	Library Materials - Shipping Costs	2035289869	1-4519-26	2.84
	Library Materials - Shipping Costs	2035289952	1-4519-26	4.28
	Library Materials - Shipping Costs	2035289883	1-4519-26	2.19
	Library Materials - Shipping Costs	2035289863	1-4519-26	2.35
	Library Materials - Shipping Costs	2035289852	1-4519-26	6.56
	Library Materials - Shipping Costs	2035289914	1-4519-26	2.01
	Library Materials - Shipping Costs	2035321565	1-4519-26	12.11
	Library Materials - Shipping Costs	2035304585	1-4519-26	4.45
	Library Materials - Processing Costs	2035296313	1-4518-29	50.95
	Library Materials - Processing Costs	2035296201	1-4518-29	24.60
	Library Materials - Processing Costs	2035296262	1-4518-29	20.40
	Library Materials - Processing Costs	2035296399	1-4518-29	26.40
	Library Materials - Processing Costs	2035296250	1-4518-29	14.00
	Library Materials - Processing Costs	2035296215	1-4518-29	36.60
	Library Materials - Processing Costs	2035296229	1-4518-29	18.45
	Library Materials - Processing Costs	2035289580	1-4518-29	132.50
	Library Materials - Processing Costs	2035321565	1-4518-29	136.35

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Library Materials - Processing Costs	2035304585	1-4518-29	\$ 69.00
	Library Materials - Shipping Costs	2035311052	1-4519-26	25.00
	Library Materials - Shipping Costs	2035360428	1-4519-26	4.48
	Library Materials - Shipping Costs	2035331731	1-4519-26	8.39
	Library Materials - Shipping Costs	2035360970	1-4519-26	5.50
	Library Materials - Shipping Costs	2035358380	1-4519-26	25.00
	Library Materials - Shipping Costs	2035387018	1-4519-26	7.40
	Library Materials - Processing Costs	2035311052	1-4518-26	481.25
	Library Materials - Processing Costs	2035360428	1-4518-26	48.70
	Library Materials - Processing Costs	2035331731	1-4518-26	105.00
	Library Materials - Processing Costs	2035360970	1-4518-26	62.75
	Library Materials - Processing Costs	2035358380	1-4518-26	314.10
	Library Materials - Processing Costs	2035387018	1-4518-26	59.90
	Library Materials - Processing Costs	2035296389	1-4518-26	34.85
	Library Materials - Processing Costs	2035295235	1-4518-26	52.60
	Library Materials - Processing Costs	2035296352	1-4518-26	17.80
	Library Materials - Processing Costs	2035289869	1-4518-26	24.25
	Library Materials - Processing Costs	2035289952	1-4518-26	52.70
	Library Materials - Processing Costs	2035289883	1-4518-26	17.90
	Library Materials - Processing Costs	2035289863	1-4518-26	25.30
	Library Materials - Processing Costs	2035289852	1-4518-26	63.35
	Library Materials - Processing Costs	2035289914	1-4518-26	15.65
	Books - Adult World Languages	2035295235	1-4525-26	7.77
	Books - Adult World Languages	2035289580	1-4525-26	20.46
	Books - Adult World Languages	2035321565	1-4525-26	128.80
	Books - Adult World Languages	2035304585	1-4525-26	20.36
	Books - Adult World Languages	2035311052	1-4525-26	9.77
	Books - Adult World Languages	2035360428	1-4525-26	29.94
	Books - Adult World Languages	2035331731	1-4525-26	20.56
	Books - Juvenile World Languages	2035296262	1-4526-26	11.92
	Books - Juvenile World Languages	2035289580	1-4526-26	44.82
	Books - Juvenile World Languages	2035289852	1-4526-26	72.56
	Books - Juvenile World Languages	2035304585	1-4526-26	41.47
	Books - Juvenile World Languages	2035311052	1-4526-26	25.82
	Books - Juvenile World Languages	2035331731	1-4526-26	42.11
<i>Totals for Baker &amp; Taylor - L420686</i>				<b>\$ 40,912.73</b>



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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Belynda Head</b>	Program - R&B Line Dancing - 9/6/2020	BH090620	1-4571-24	\$ 125.00
	<i>Totals for Belynda Head</i>			<u>\$ 125.00</u>
<b>Bethalto Public Library District</b>	Lost/Damage Item - Creature from Jekyll Island	202009717	1-3310-30	24.50
	<i>Totals for Bethalto Public Library District</i>			<u>\$ 24.50</u>
<b>Bibliotheca, LLC</b>	Electronic Audiobooks & Books	INV-US34465	1-4520-26	500.00
	Prepaid Cloud Balance - 6/1/2020-6/30/2020	INV-US34117	1-4520-26	420.85
	<i>Totals for Bibliotheca, LLC</i>			<u>\$ 920.85</u>
<b>Blackstone Publishing</b>	Audiobooks - Adult	1175866	1-4551-26	360.00
	<i>Totals for Blackstone Publishing</i>			<u>\$ 360.00</u>
<b>Bolingbrook Rotary Club</b>	Mills Membership - First Quarter Dues 2020-2021	996-1477	1-4161-10	57.00
	<i>Totals for Bolingbrook Rotary Club</i>			<u>\$ 57.00</u>
<b>BookPage</b>	Periodicals	S48493	1-4511-26	1,980.00
	<i>Totals for BookPage</i>			<u>\$ 1,980.00</u>
<b>Call One</b>	Telephone & Internet - 7/15/2020-8/14/2020	302147	1-4312-14	1,069.39
	Telephone & Internet - 8/15/2020-9/14/2020	313149	1-4312-14	1,070.24
	Telephone & Internet - 7/15/2020-8/14/2020	302147	1-4314-14	1,968.00
	Telephone & Internet - 8/15/2020-9/14/2020	313149	1-4314-14	1,968.00
	<i>Totals for Call One</i>			<u>\$ 6,075.63</u>
<b>Cathryn Stanek-Whisler</b>	Program - Nail Polish Marbling - 8/24/2020-9/6/2020	CSW082420	1-4573-24	100.00
	Program - Nail Polish Marbling - 8/24/2020-9/6/2020	CSW082420	1-4571-24	100.00
	<i>Totals for Cathryn Stanek-Whisler</i>			<u>\$ 200.00</u>
<b>Center Point Large Print</b>	Books - Adult Large Print	1776765	1-4543-26	44.34
	Books - Adult Large Print	1775410	1-4543-26	1,265.49
	Books - Adult Large Print	1775828	1-4543-26	16.49
	<i>Totals for Center Point Large Print</i>			<u>\$ 1,326.32</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Children's Plus Inc.</b>				
	Juvenile 2020 Summer Adventure Prize Books	187155	1-4353-20	\$ 424.80
	Juvenile 2020 Summer Adventure Prize Books	187157	1-4575-10	106.20
	<i>Totals for Children's Plus Inc.</i>			<u>\$ 531.00</u>
<b>Comcast Cable</b>				
	Cable - 8/3/2020-9/2/2020	0367494-AUG20	1-4316-14	124.17
	<i>Totals for Comcast Cable</i>			<u>\$ 124.17</u>
<b>Constellation NewEnergy, Inc.</b>				
	Electricity - 6/29/2020-7/29/2020	17999585501	1-4321-30	18,795.21
	<i>Totals for Constellation NewEnergy, Inc.</i>			<u>\$ 18,795.21</u>
<b>Diesel Service Center</b>				
	Bkm Van - Oil, Prevent Maint., Wiper Replacements - 7/9/2020	D066651	1-4235-29	326.40
	Bkm - Stanadyne Performance Formula	D066656	1-4235-29	317.13
	<i>Totals for Diesel Service Center</i>			<u>\$ 643.53</u>
<b>Donna Herula</b>				
	Program - Roots of Chicago Blues - 9/12/2020	DH091220	1-4571-24	250.00
	Program - Roots of Chicago Blues - 9/12/2020	DH091220	1-4571-27	250.00
	<i>Totals for Donna Herula</i>			<u>\$ 500.00</u>
<b>Eagle Training Services Inc.</b>				
	Petrov - Bookmobile Driver Training - April-August 2020	3207	1-4151-10	1,500.00
	<i>Totals for Eagle Training Services Inc.</i>			<u>\$ 1,500.00</u>
<b>EBSCO Subscription Services</b>				
	MyHeritage Library Subscription - 8/1/2020-7/31/2021	1000134262-1	1-4521-26	1,764.00
	<i>Totals for EBSCO Subscription Services</i>			<u>\$ 1,764.00</u>
<b>Elite Detailing Services, Inc.</b>				
	Bkm & Van Exterior Wash - 7/17/2020	V14RDVLOI	1-4235-29	195.00
	<i>Totals for Elite Detailing Services, Inc.</i>			<u>\$ 195.00</u>
<b>Enoch Pratt Free Library of Baltimore City Inc.</b>				
	Lost/Damage Item - When God Sent My Husband	202086422	1-3310-30	20.95
	<i>Totals for Enoch Pratt Free Library of Baltimore City Inc.</i>			<u>\$ 20.95</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Findaway World, LLC				
	Audiobooks - Adult	325542	1-4551-26	\$ 20.98
	Audiobooks - Adult	324504	1-4551-26	482.34
	Audiobooks - Juvenile	322713	1-4553-26	354.59
	Audiobooks - Adult	322707	1-4551-26	485.69
	Playaway - Juvenile	322572	1-4562-29	489.54
	Playaway - Juvenile	324419	1-4562-29	958.93
	Launchpads - Juvenile	325543	1-4566-26	69.99
	Launchpads - Juvenile	2035362615	1-4566-26	799.95
	Audiobooks - Juvenile	324421	1-4553-26	445.17
<i>Totals for Findaway World, LLC</i>				<u>\$ 4,107.18</u>

# Fountaindale Public Library District

## Bills Payable Report

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Vendor name	Invoice Description	Invoice #	Account #	Amount
First Bankcard				
	Panera - July 2020 Board Dinner	N7231-AUG20	1-4355-16	\$ 86.57
	Kahoot - Nonprofit Subscription - 7/7/2020-7/7/2021	N7231-AUG20	1-4353-24	120.00
	MCPProHosting - Minecraft Club Server - 8/20/2020-8/20/2021	N7231-AUG20	1-4353-24	50.95
	MCPProHosting - Minecraft Club Server - 8/20/2020-8/20/2021	N7231-AUG20	1-4572-20	50.95
	Cricut - CSD Cricut Maker Software	N7231-AUG20	1-4371-20	127.37
	Michaels - CSD Cricut Maker Machine	N7231-AUG20	1-4371-20	329.00
	Lib. of Congress - Cataloger's Desktop Renew Thru 9/5/2021	T7780-AUG20	1-4272-12	525.00
	ClassMarker - COHS ClassMarker Credits	N7231-AUG20	1-4631-14	25.00
	GoDaddy.com - Studio 300 Domain Transfer	N7231-AUG20	1-4631-14	32.34
	TechSoup - 11 Patron Usage Hotspots	N7231-AUG20	1-4348-14	165.00
	Mobile Beacon - 11 Patron Usage Hotspots Service	N7231-AUG20	1-4348-14	1,375.00
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-AUG20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-AUG20	1-4523-26	15.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-AUG20	1-4523-26	15.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-AUG20	1-4523-26	14.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-AUG20	1-4523-26	14.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-AUG20	1-4523-26	14.99
	HBOMax - 3/12 Roku Monthly Subscriptions	T7780-AUG20	1-4523-26	14.99
	Panera - July 2020 PLC Governing Board Lunch	N7231-AUG20	1-4715-10	74.83
	Form Approval - Google Form Approval 7/10/2020-7/10/2021	N7231-AUG20	1-4522-14	72.00
	PayPal - Google Form Publisher 7/10/2020-7/10/2021	N7231-AUG20	1-4522-14	79.00
	DocuSign - Program Contract Subscript. - 7/15/2020-7/15/2021	N7231-AUG20	1-4522-14	270.00
	Jewel - Tuitman Retirement Cake	N7231-AUG20	1-4711-10	38.99
	Shutterstock - 5 Promo Images	N7231-AUG20	1-4731-10	49.00
	Facebook - Monthly Ads	M4566-AUG20	1-4731-10	29.40
	Mailchimp - Monthly Subscription	M4566-AUG20	1-4731-10	84.99
	Woobox - Monthly Subscription	M4566-AUG20	1-4731-10	29.00
	Paddle.net - Yearly Subscription	M4566-AUG20	1-4731-10	158.31
	Meetup.org - Semi-Annual Subscription	M4566-AUG20	1-4731-10	98.94
	Am. Assoc. Notaries - Mitchel - Notary Bond & Supplies	N7231-AUG20	1-4253-10	49.90
	Am. Assoc. Notaries - Schaefflein - Notary Bond & Supplies	N7231-AUG20	1-4253-10	49.90
	Beggars Pizza - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	25.00
	Michaels - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	100.00
	IKEA - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	100.00
	Target - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	175.00
	Best Buy - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	249.99
	Beggars Pizza - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	25.00
	Dannys Pizza & Burger - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	25.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>First Bankcard</b>		(Cont'd)		
	Best Buy - 2020 Summer Adventure Prizes	N7231-AUG20	1-4575-10	\$ 119.97
		<i>Totals for First Bankcard</i>		<u>\$ 4,899.33</u>
<b>Gale/Cengage Learning</b>				
	Books - Adult Large Print	70912117	1-4543-26	28.49
	Books - Adult Large Print	70912400	1-4543-26	49.48
	Books - Adult Large Print	70912590	1-4543-26	83.97
	Books - Adult Large Print	70316484	1-4543-26	84.72
	Electronic Audiobooks & Books	70791620	1-4520-26	271.70
		<i>Totals for Gale/Cengage Learning</i>		<u>\$ 518.36</u>
<b>Gilder Lehrman Institute of American History</b>				
	Traveling Exhibit Rental - 10/12/2020-11/11/2020	112219.3	1-4571-24	900.00
		<i>Totals for Gilder Lehrman Institute of American History</i>		<u>\$ 900.00</u>
<b>Gladiator Brazilian Jiu Jitsu Academy</b>				
	Program - Jiu Jitsu The Gentle Art - 9/12/2020	GBJJA091220	1-4571-24	125.00
		<i>Totals for Gladiator Brazilian Jiu Jitsu Academy</i>		<u>\$ 125.00</u>
<b>Government Finance Office Association</b>				
	GAAFR 2020 Edition Book	2973175	1-4351-10	159.00
		<i>Totals for Government Finance Office Association</i>		<u>\$ 159.00</u>
<b>Homer Tree Care, Inc.</b>				
	Dead Oak Tree Removal	41092	1-4392-30	300.00
		<i>Totals for Homer Tree Care, Inc.</i>		<u>\$ 300.00</u>
<b>HR Source</b>				
	2020 Public Library Supplemental Report - Library Survey	11859	1-4151-10	150.00
		<i>Totals for HR Source</i>		<u>\$ 150.00</u>
<b>IHLS-OCLC</b>				
	Catalog Management	22258	1-4272-12	3,059.10
	Catalog Management	22100	1-4272-12	5,135.85
		<i>Totals for IHLS-OCLC</i>		<u>\$ 8,194.95</u>
<b>Illinois American Water</b>				
	Fire Protection - 7/21/2020-8/19/2020	1025-210003089465	1-4331-30	43.96
	Irrigation - 6/18/2020-7/18/2020	1025-210003089915	1-4331-30	3,451.07
		<i>Totals for Illinois American Water</i>		<u>\$ 3,495.03</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 6/18/2020-7/18/2020	1025-210003088318	1-4331-30	\$ 622.87
		<i>Totals for Illinois American Water/Bolingbrook</i>		<u>\$ 622.87</u>
<b>Illinois Library Association</b>				
	Arellano Membership - 9/29/2020-9/30/2021	180331	1-4161-10	100.00
	Bradley Membership - 5/30/2020-5/31/2021	176661	1-4161-10	100.00
	Korczak Membership - 7/30/2020-7/31/2021	180486	1-4161-10	200.00
	Mills Membership - 7/30/2020-7/31/2021	180510	1-4161-10	250.00
		<i>Totals for Illinois Library Association</i>		<u>\$ 650.00</u>
<b>Ilya Kabirot</b>				
	Program - Great Reads Book Club - 8/26/2020	IK082620	1-4571-24	75.00
		<i>Totals for Ilya Kabirot</i>		<u>\$ 75.00</u>
<b>Information Today, Inc.</b>				
	Periodicals	3912470-R2	1-4511-26	99.95
		<i>Totals for Information Today, Inc.</i>		<u>\$ 99.95</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Young Adult 2020 Summer Adventure Prizes	46922638	1-4353-24	\$ 4.79
	Young Adult 2020 Summer Adventure Prizes	46587615	1-4353-24	81.44
	Juvenile 2020 Summer Adventure Prizes	46922637	1-4353-20	410.38
	Books - Juvenile Fiction	46957371	1-4544-26	14.40
	Video Games - Juvenile	46734654	1-4564-26	189.94
	Video Games - Juvenile	46734656	1-4564-26	75.98
	Video Games - Juvenile	46957373	1-4564-26	75.97
	Video Games - Juvenile	47256234	1-4564-26	132.95
	Video Games - Juvenile	47256236	1-4564-26	132.96
	Video Games - Adult	46734652	1-4565-26	37.99
	Video Games - Adult	46734659	1-4565-26	227.96
	Video Games - Adult	46957370	1-4565-26	113.98
	Video Games - Adult	46957377	1-4565-26	550.87
	Video Games - Adult	47256238	1-4565-26	303.94
	Juvenile 2020 Summer Adventure Prizes	47231186	1-4575-10	158.06
	Books - Juvenile Fiction	46922640	1-4544-29	3.59
	Books - Juvenile Fiction	46957374	1-4544-29	15.12
	Books - Juvenile Easy	46922639	1-4546-26	19.76
	Books - Juvenile Storytime & Professional Reference	46636586	1-4547-26	84.75
	Books - Adult Non-Fiction	46587616	1-4541-26	76.30
	Books - Young Adult Fiction	46587614	1-4548-26	9.60
	Books - Juvenile Easy	46636585	1-4546-26	10.14
	Books - Juvenile Easy	46734655	1-4546-26	9.89
	Juvenile 2020 Summer Adventure Prizes	46636584	1-4575-10	40.64
	Juvenile 2020 Summer Adventure Prizes	46587617	1-4575-10	144.00
	Juvenile 2020 Summer Adventure Prizes	46587618	1-4575-10	132.08
	Books - Juvenile Easy	47231187	1-4546-26	5.08
	Video Games - YA	46734651	1-4563-26	28.49
	Video Games - YA	46734653	1-4563-26	66.48
	Video Games - YA	46734657	1-4563-26	1,291.54
	Video Games - YA	46734658	1-4563-26	408.37
	Video Games - YA	76957372	1-4563-26	56.99
	Video Games - YA	46957375	1-4563-26	636.32
	Video Games - YA	46957376	1-4563-26	132.96
	Video Games - YA	47256235	1-4563-26	227.96
	Video Games - YA	47256237	1-4563-26	147.17
<i>Totals for Ingram Library Services</i>				<u>\$ 6,058.84</u>

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<b>ITsavvy LLC</b>				
	IT - Adobe Licenses & Subscriptions	01201279	1-4631-14	\$ 14,060.00
		<i>Totals for ITsavvy LLC</i>		<u>\$ 14,060.00</u>
<b>Jayne Washburn</b>				
	Refund - What Santa Can't Do	JW5807	1-3310-10	19.00
		<i>Totals for Jayne Washburn</i>		<u>\$ 19.00</u>
<b>Jonathon Demczewski</b>				
	Refund - Blu-Ray: James & Giant Peach	JD8002	1-3310-10	35.00
	Refund - DVD: Geronimo Stilton: Intrigue Rodent Express	JD8002	1-3310-10	13.00
		<i>Totals for Jonathon Demczewski</i>		<u>\$ 48.00</u>
<b>Kanopy</b>				
	Electronic Audio Visual	207193-PPU	1-4523-26	432.00
	Electronic Audio Visual	203730-PPU	1-4523-26	466.00
		<i>Totals for Kanopy</i>		<u>\$ 898.00</u>
<b>Kellie Chase</b>				
	Program - 5 Sewing Classes - 8/26/2020	KC082620	1-4571-24	175.00
		<i>Totals for Kellie Chase</i>		<u>\$ 175.00</u>
<b>Kendra Fitzer</b>				
	Mileage - 1/11/2020-2/22/2020	KF081220	1-4171-10	17.08
		<i>Totals for Kendra Fitzer</i>		<u>\$ 17.08</u>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	Copy Overage - 6/15/2020-7/14/2020	9006953003	1-4234-14	191.26
	Copy Overage - 6/15/2020-7/14/2020	9006948236	1-4234-14	4.15
	Copy Overage - 6/15/2020-7/13/2020	9006950929	1-4234-14	329.34
	Copy Overage - 7/15/2020-7/15/2020	9006953008	1-4234-14	92.18
	Copy Overage - 7/15/2020-7/15/2020	9006953007	1-4234-14	2.63
	Maintenance - 6/15/2020-7/13/2020	9006962703	1-4234-14	348.53
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		<u>\$ 968.09</u>
<b>Konica Minolta Premier Finance</b>				
	Leased Equipment - July 2020	418567012	1-4234-14	1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		<u>\$ 1,616.00</u>
<b>Lands' End Business Outfitters</b>				
	Staff Polo Shirts	SIN8519940	1-4711-10	122.85
	Staff Polo Shirts	SIN8522788	1-4711-10	122.85
		<i>Totals for Lands' End Business Outfitters</i>		<u>\$ 245.70</u>



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<b>Leah D. Moon</b>				
	Program - Drawing Basics - 9/11/2020-9/24/2020	LDM091120	1-4573-24	\$ 165.00
		<i>Totals for Leah D. Moon</i>		<u>\$ 165.00</u>
<b>Matthew Bender &amp; Co., Inc.</b>				
	Books - Adult Non-Fiction	19593848	1-4541-26	159.43
		<i>Totals for Matthew Bender &amp; Co., Inc.</i>		<u>\$ 159.43</u>
<b>Michael Karsen</b>				
	Program - Virt. Gen. Club - Intro to Jewish Gen. - 8/26/2020	MK082620	1-4571-24	150.00
		<i>Totals for Michael Karsen</i>		<u>\$ 150.00</u>

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Midwest Tape				
	Playaway - Juvenile	99189020	1-4562-29	\$ 93.49
	CD Music - Juvenile	99118914	1-4554-29	15.83
	CD Music - Juvenile	99133398	1-4554-29	27.91
	CD Music - Adult	99088424	1-4550-26	21.83
	CD Music - Adult	99120099	1-4550-26	255.08
	CD Music - Adult	99133542	1-4550-26	107.27
	CD Music - Adult	99163945	1-4550-26	45.80
	CD Music - Adult	99189005	1-4550-26	24.07
	CD Music - Adult	99209812	1-4550-26	46.74
	CD Music - Adult	99209818	1-4550-26	28.16
	Audiobooks - Adult	99088434	1-4551-29	85.58
	Audiobooks - Adult	99061866	1-4551-29	199.45
	Audiobooks - Adult	99132917	1-4551-29	45.29
	Audiobooks - Adult	99163363	1-4551-29	44.29
	Audiobooks - Adult	99163956	1-4551-29	40.29
	DVD - Adult	99088433	1-4557-29	9.74
	DVD - Adult	99118912	1-4557-29	75.69
	DVD - Adult	99133521	1-4557-29	53.06
	DVD - Adult	99163955	1-4557-29	108.92
	DVD - Adult	99189021	1-4557-29	15.98
	DVD - Juvenile	99061865	1-4558-29	19.73
	DVD - Juvenile	99061864	1-4558-29	60.19
	DVD - Juvenile	99088432	1-4558-29	23.48
	DVD - Juvenile	99118913	1-4558-29	86.42
	DVD - Juvenile	99118911	1-4558-29	42.22
	DVD - Juvenile	99133397	1-4558-29	16.08
	DVD - Juvenile	99133520	1-4558-29	173.82
	DVD - Juvenile	99163957	1-4558-29	13.98
	DVD - Juvenile	99163959	1-4558-29	22.72
	DVD - Juvenile	99189022	1-4558-29	116.88
	DVD - Juvenile	99209826	1-4558-29	112.38
	DVD - Juvenile	99209827	1-4558-29	18.74
	Audiobooks - Adult	99200299	1-4551-26	35.29
	Audiobooks - Adult	99209817	1-4551-26	76.58
	Audiobooks - Adult	99061855	1-4551-26	302.32
	Audiobooks - Adult	99061851	1-4551-26	1,186.54
	Audiobooks - Adult	99061847	1-4551-26	201.45
	Audiobooks - Adult	99061845	1-4551-26	292.03

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Midwest Tape	(Cont'd)			
	Audiobooks - Adult	99088002	1-4551-26	\$ 45.29
	Audiobooks - Adult	99088007	1-4551-26	135.87
	Audiobooks - Adult	99088420	1-4551-26	135.87
	Audiobooks - Adult	99088423	1-4551-26	90.58
	Audiobooks - Adult	99120104	1-4551-26	35.29
	Audiobooks - Adult	99120096	1-4551-26	125.87
	Audiobooks - Adult	99120093	1-4551-26	145.87
	Audiobooks - Adult	99120085	1-4551-26	106.87
	Audiobooks - Adult	99119973	1-4551-26	35.29
	Audiobooks - Adult	99129919	1-4551-26	119.87
	Audiobooks - Adult	99133099	1-4551-26	45.29
	Audiobooks - Adult	99133098	1-4551-26	40.29
	Audiobooks - Juvenile	99061843	1-4553-26	53.58
	Audiobooks - Juvenile	99088003	1-4553-26	570.90
	Audiobooks - Juvenile	99120082	1-4553-26	281.45
	Audiobooks - Juvenile	99120081	1-4553-26	131.16
	Audiobooks - Juvenile	99133545	1-4553-26	12.74
	Audiobooks - Juvenile	99129915	1-4553-26	93.49
	Audiobooks - Juvenile	99129917	1-4553-26	45.29
	Audiobooks - Adult	99163361	1-4551-26	44.29
	Audiobooks - Adult	99163940	1-4551-26	35.29
	Audiobooks - Adult	99163948	1-4551-26	40.29
	Audiobooks - Adult	99187438	1-4551-26	94.58
	Audiobooks - Adult	99189004	1-4551-26	39.29
	Audiobooks - Adult	99189001	1-4551-26	75.58
	Audiobooks - Adult	99189014	1-4551-26	61.29
	Audiobooks - Juvenile	99163937	1-4553-26	26.29
	Audiobooks - Juvenile	99189000	1-4553-26	25.29
	Audiobooks - Juvenile	99187439	1-4553-26	234.47
	Audiobooks - Juvenile	99200297	1-4553-26	38.29
	CD Music - Juvenile	99061849	1-4554-26	18.08
	CD Music - Juvenile	99088005	1-4554-26	64.42
	CD Music - Juvenile	99120098	1-4554-26	82.90
	CD Music - Juvenile	99120088	1-4554-26	57.24
	CD Music - Juvenile	99120083	1-4554-26	124.60
	CD Music - Juvenile	99129918	1-4554-26	15.83
	CD Music - Juvenile	99133541	1-4554-26	13.73
	CD Music - Juvenile	99133096	1-4554-26	13.58

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Midwest Tape	(Cont'd)			
	CD Music - Juvenile	99163938	1-4554-26	\$ 15.08
	CD Music - Juvenile	99209819	1-4554-26	57.82
	Audiobooks - Young Adult	99061035	1-4555-26	45.29
	Audiobooks - Young Adult	99060659	1-4555-26	206.45
	Audiobooks - Young Adult	99061853	1-4555-26	563.06
	Audiobooks - Young Adult	99088004	1-4555-26	875.84
	Audiobooks - Young Adult	99088421	1-4555-26	45.29
	Audiobooks - Young Adult	99088425	1-4555-26	50.29
	Audiobooks - Young Adult	99120094	1-4555-26	80.58
	Audiobooks - Young Adult	99120092	1-4555-26	40.29
	Audiobooks - Young Adult	99120089	1-4555-26	40.29
	Audiobooks - Young Adult	99120087	1-4555-26	1,038.82
	Audiobooks - Young Adult	99118407	1-4555-26	243.45
	Audiobooks - Young Adult	99133544	1-4555-26	45.29
	Audiobooks - Young Adult	99129916	1-4555-26	328.94
	Audiobooks - Young Adult	99133540	1-4555-26	67.49
	Audiobooks - Young Adult	99163943	1-4555-26	40.29
	Audiobooks - Young Adult	99189007	1-4555-26	45.29
	Audiobooks - Young Adult	99209811	1-4555-26	56.29
	DVD - Adult	99088437	1-4557-26	154.56
	DVD - Adult	99088436	1-4557-26	222.12
	DVD - Adult	99088435	1-4557-26	75.78
	DVD - Adult	99088433	1-4557-26	4.74
	DVD - Adult	99061840	1-4557-26	17.48
	DVD - Adult	99061869	1-4557-26	486.57
	DVD - Adult	99061868	1-4557-26	47.28
	DVD - Adult	99061867	1-4557-26	516.71
	DVD - Adult	99061863	1-4557-26	26.71
	DVD - Adult	99061857	1-4557-26	102.91
	DVD - Adult	99061856	1-4557-26	17.48
	DVD - Adult	99061854	1-4557-26	59.19
	DVD - Adult	99061848	1-4557-26	33.46
	DVD - Adult	99061842	1-4557-26	81.66
	DVD - Adult	99061841	1-4557-26	62.42
	DVD - Adult	99085363	1-4557-26	29.99
	DVD - Adult	99085365	1-4557-26	22.49
	DVD - Adult	99085366	1-4557-26	22.49
	DVD - Adult	99088008	1-4557-26	92.37

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Midwest Tape	(Cont'd)			
	DVD - Adult	99088422	1-4557-26	\$ 32.47
	DVD - Adult	99088426	1-4557-26	18.74
	DVD - Adult	99088427	1-4557-26	14.99
	DVD - Adult	99088428	1-4557-26	18.74
	DVD - Adult	99118878	1-4557-26	43.53
	DVD - Adult	99118877	1-4557-26	120.36
	DVD - Adult	99120107	1-4557-26	22.98
	DVD - Adult	99120102	1-4557-26	139.60
	DVD - Adult	99120101	1-4557-26	201.59
	DVD - Adult	99120097	1-4557-26	39.56
	DVD - Adult	99120095	1-4557-26	259.59
	DVD - Adult	99120086	1-4557-26	87.92
	DVD - Adult	99120080	1-4557-26	95.91
	DVD - Adult	99118409	1-4557-26	59.19
	DVD - Adult	99118408	1-4557-26	30.08
	DVD - Adult	99118406	1-4557-26	217.92
	DVD - Adult	99133550	1-4557-26	135.54
	DVD - Adult	99129911	1-4557-26	74.27
	DVD - Adult	99129913	1-4557-26	41.28
	DVD - Adult	99134026	1-4557-26	255.68
	DVD - Adult	99134025	1-4557-26	24.48
	DVD - Adult	99134024	1-4557-26	24.23
	DVD - Adult	99134020	1-4557-26	12.74
	DVD - Adult	99134021	1-4557-26	18.74
	DVD - Adult	99130358	1-4557-26	257.75
	DVD - Adult	99130357	1-4557-26	23.48
	DVD - Adult	99134028	1-4557-26	31.31
	DVD - Adult	99163362	1-4557-26	20.24
	DVD - Adult	99163960	1-4557-26	19.89
	DVD - Adult	99163961	1-4557-26	91.12
	DVD - Adult	99163962	1-4557-26	21.43
	DVD - Adult	99163936	1-4557-26	128.13
	DVD - Adult	99163941	1-4557-26	38.47
	DVD - Adult	99163942	1-4557-26	40.96
	DVD - Adult	99163944	1-4557-26	197.66
	DVD - Adult	99163947	1-4557-26	20.48
	DVD - Adult	99163949	1-4557-26	22.49
	DVD - Adult	99163951	1-4557-26	109.38

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Midwest Tape					
	DVD - Adult		99189017	1-4557-26	\$ 23.48
	DVD - Adult		99189019	1-4557-26	15.48
	DVD - Adult		99189023	1-4557-26	57.09
	DVD - Adult		99189003	1-4557-26	68.28
	DVD - Adult		99189008	1-4557-26	18.74
	DVD - Adult		99189010	1-4557-26	758.70
	DVD - Adult		99189011	1-4557-26	66.69
	DVD - Adult		99189012	1-4557-26	98.02
	DVD - Adult		99189013	1-4557-26	31.98
	DVD - Adult		99200298	1-4557-26	99.67
	DVD - Adult		99209816	1-4557-26	139.06
	DVD - Adult		99209830	1-4557-26	683.59
	DVD - Adult		99209829	1-4557-26	131.20
	DVD - Adult		99209828	1-4557-26	24.39
	DVD - Adult		99200296	1-4557-26	23.48
	DVD - Adult		99209825	1-4557-26	24.48
	DVD - Adult		99209823	1-4557-26	84.71
	DVD - Adult		99209821	1-4557-26	12.74
	DVD - Adult		99209815	1-4557-26	118.65
	DVD - Adult		99209814	1-4557-26	1,462.02
	DVD - Juvenile		99061860	1-4558-26	75.02
	DVD - Juvenile		99061859	1-4558-26	16.48
	DVD - Juvenile		99061858	1-4558-26	19.23
	DVD - Juvenile		99061861	1-4558-26	142.35
	DVD - Juvenile		99061846	1-4558-26	134.69
	DVD - Juvenile		99061844	1-4558-26	139.12
	DVD - Juvenile		99088009	1-4558-26	23.48
	DVD - Juvenile		99088429	1-4558-26	38.91
	DVD - Juvenile		99088430	1-4558-26	23.48
	DVD - Juvenile		99088431	1-4558-26	44.90
	DVD - Juvenile		99120109	1-4558-26	63.34
	DVD - Juvenile		99120108	1-4558-26	61.46
	DVD - Juvenile		99120106	1-4558-26	89.97
	DVD - Juvenile		99120105	1-4558-26	78.72
	DVD - Juvenile		99120103	1-4558-26	73.65
	DVD - Juvenile		99120091	1-4558-26	58.21
	DVD - Juvenile		99120090	1-4558-26	140.22
	DVD - Juvenile		99120084	1-4558-26	192.90

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<b>Midwest Tape</b>	(Cont'd)			
	DVD - Juvenile	99134023	1-4558-26	\$ 23.48
	DVD - Juvenile	99134022	1-4558-26	166.81
	DVD - Juvenile	99130359	1-4558-26	83.02
	DVD - Juvenile	99130356	1-4558-26	176.11
	DVD - Juvenile	99130355	1-4558-26	194.53
	DVD - Juvenile	99130354	1-4558-26	16.08
	DVD - Juvenile	99163939	1-4558-26	121.88
	DVD - Juvenile	99163950	1-4558-26	27.96
	DVD - Juvenile	99163953	1-4558-26	119.49
	DVD - Juvenile	99163952	1-4558-26	35.91
	DVD - Juvenile	99163954	1-4558-26	86.10
	DVD - Juvenile	99189015	1-4558-26	19.73
	DVD - Juvenile	99189018	1-4558-26	45.44
	DVD - Juvenile	99189002	1-4558-26	59.19
	DVD - Juvenile	99189009	1-4558-26	208.05
	DVD - Juvenile	99209813	1-4558-26	358.62
	DVD - Juvenile	99209810	1-4558-26	93.68
	DVD - Juvenile	99209822	1-4558-26	19.83
	Books - Juvenile World Languages	99189016	1-4526-26	112.43
	Books - Juvenile World Languages	99133315	1-4526-26	30.98
	Books - Juvenile World Languages	99134029	1-4526-26	14.24
	Books - Juvenile World Languages	99061862	1-4526-26	30.98
	Books - Juvenile World Languages	99061852	1-4526-26	33.98
	Books - Juvenile World Languages	99209824	1-4526-26	55.96
	Books - Juvenile World Languages	99163958	1-4526-29	27.98
	<i>Totals for Midwest Tape</i>			<b>\$ 23,998.02</b>
<b>Nancy Korczak</b>				
	Reimbursement - 2020 Summer Adventure Prize Baskets	NK071420	1-4575-10	19.53
	<i>Totals for Nancy Korczak</i>			<b>\$ 19.53</b>
<b>Noelia Frias</b>				
	Mileage - 1/16/2020-7/10/2020	NF071320	1-4171-10	25.36
	<i>Totals for Noelia Frias</i>			<b>\$ 25.36</b>
<b>NTT Cloud Communications U.S.</b>				
	Conference Calls - 7/1/2020-7/31/2020	C243674-07312020	1-4311-14	16.58
	<i>Totals for NTT Cloud Communications U.S.</i>			<b>\$ 16.58</b>

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<b>Promevo, LLC</b>				
	gPanel Licenses - 8/23/2020-8/23/2021	149824	1-4631-14	\$ 350.00
		<i>Totals for Promevo, LLC</i>		<u>\$ 350.00</u>
<b>Reaching Across Illinois Library System (RAILS)</b>				
	Electronic Periodicals	7073	1-4513-26	7,392.00
	eRead Illinois Membership - 7/1/2020-6/30/2021	6809	1-4520-26	5,973.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		<u>\$ 13,365.00</u>
<b>Robert Pennor</b>				
	Program - Drawing with Pencil and Charcoals - 9/1/2020	RP090120	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 9/8/2020	RP090820	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 9/15/2020	RP091520	1-4571-24	60.00
		<i>Totals for Robert Pennor</i>		<u>\$ 180.00</u>
<b>S &amp; S Worldwide, Inc.</b>				
	CSD - Program and Library Supplies	IN100549259	1-4371-20	92.70
	CSD - Program and Library Supplies	IN100549259	1-4353-20	218.15
		<i>Totals for S &amp; S Worldwide, Inc.</i>		<u>\$ 310.85</u>
<b>Scholastic Inc.</b>				
	ATSD - Backordered Teen Summer Adventure Prize Books	23260439	1-4353-24	15.30
		<i>Totals for Scholastic Inc.</i>		<u>\$ 15.30</u>
<b>Sebert Landscaping Inc.</b>				
	Install Northern Red Oak Tree	S520053	1-4392-30	976.00
	Install Linden Tree	S521824	1-4392-30	708.00
	Lawn Maintenance - August 2020	205325	1-4392-30	1,580.00
		<i>Totals for Sebert Landscaping Inc.</i>		<u>\$ 3,264.00</u>
<b>Skokie Public Library</b>				
	Lost/Damage Item - True to the Game II	201911609	1-3310-30	10.00
		<i>Totals for Skokie Public Library</i>		<u>\$ 10.00</u>
<b>Suburban Life Media</b>				
	Periodicals	130814	1-4511-26	156.00
		<i>Totals for Suburban Life Media</i>		<u>\$ 156.00</u>
<b>Susan K. Maddox</b>				
	Program - Cooking Demonstrations w/Chef Maddox - 9/17/2020	SKM091720	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 300.00</u>



**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Suzan J Bates</b>				
	Program - Gen. - Use Ancestry Trees Safe & Effect - 9/9/2020	SB090920	1-4571-24	\$ 150.00
	<i>Totals for Suzan J Bates</i>			<u>\$ 150.00</u>
<b>Taste of Home</b>				
	Books - Adult Fiction	1051	1-4540-26	37.17
	<i>Totals for Taste of Home</i>			<u>\$ 37.17</u>
<b>The Bugle Newspapers</b>				
	Legal Notice - Budget & Appropriation - 7/22/2020	1191636	1-4243-10	66.50
	<i>Totals for The Bugle Newspapers</i>			<u>\$ 66.50</u>
<b>Theodore Tam</b>				
	Refund - Healthy College Cookbook: Quick, Cheap, Easy	TT9558	1-3310-10	14.95
	<i>Totals for Theodore Tam</i>			<u>\$ 14.95</u>
<b>Tressler LLP</b>				
	Legal Expense - Attorney - July 2020	419797	1-4241-10	988.00
	Legal Expense - Attorney - Tax Objection - July 2020	419800	1-4241-10	114.00
	<i>Totals for Tressler LLP</i>			<u>\$ 1,102.00</u>
<b>ULINE</b>				
	Essential Supplies: Green Vinyl Basket Trucks	121907684	1-4351-10	849.05
	<i>Totals for ULINE</i>			<u>\$ 849.05</u>
<b>Valante Grant</b>				
	Program - Artist in Residence - Sept.-Oct. 2020	VG090220	1-4575-10	500.00
	Program - Artist in Residence - Sept.-Oct. 2020	VG090220	1-4571-27	125.00
	<i>Totals for Valante Grant</i>			<u>\$ 625.00</u>
<b>Valley View School District</b>				
	Bkm & Van Fuel - July 2020	VVSD080520	1-4359-29	29.84
	<i>Totals for Valley View School District</i>			<u>\$ 29.84</u>
<b>Value Line Publishing, LLC</b>				
	Value Line Library Research Center - 8/2020-8/2021	KF-963858-208	1-4521-26	6,100.00
	<i>Totals for Value Line Publishing, LLC</i>			<u>\$ 6,100.00</u>
<b>Vanguard Energy Services, LLC</b>				
	Gas Service - 7/1/2020-7/31/2020	G404408080620	1-4322-30	431.11
	<i>Totals for Vanguard Energy Services, LLC</i>			<u>\$ 431.11</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Verizon Wireless</b>				
	Telephone - 6/17/2020-7/16/2020	9858892870	1-4311-14	\$ 547.58
		<i>Totals for Verizon Wireless</i>		<u>\$ 547.58</u>
<b>Warehouse Direct</b>				
	Finance - Manila Legal Folders	4708793-0	1-4351-10	69.09
	Essential Supplies - Disinfect Wipe Bucket Program July 2020	4725192-0	1-4351-10	919.80
	Essential Supplies - Disinfect Wipe Bucket Program Aug. 2020	4736105-0	1-4351-10	919.80
	District Restock - Ajax Detergent	4707901-0	1-4371-10	43.76
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,952.45</u>
<b>Will County Historical Society</b>				
	Periodicals	2020	1-4511-26	50.00
		<i>Totals for Will County Historical Society</i>		<u>\$ 50.00</u>
		<b>Total for Fund 1</b>		<u><b>\$ 189,763.59</b></u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

**Maintenance Fund**

Page 29

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Al Warren Oil Co., Inc.</b>				
	Kohler Generator Diesel Fuel	W1308450	8-4357-30	\$ 346.64
		<i>Totals for Al Warren Oil Co., Inc.</i>		<u>\$ 346.64</u>
<b>Amazon</b>				
	Building - Circular Saw	A1-2021	8-4357-30	128.92
		<i>Totals for Amazon</i>		<u>\$ 128.92</u>
<b>American Building Services, LLC</b>				
	Building - Trim Pack Inside Adapter & Outside Trim	4035851	8-4211-30	1,397.48
		<i>Totals for American Building Services, LLC</i>		<u>\$ 1,397.48</u>
<b>American Floor Mats</b>				
	CMTSD Cubicle Floor Mats	1136709	8-4211-30	604.08
		<i>Totals for American Floor Mats</i>		<u>\$ 604.08</u>
<b>Best Quality Cleaning, Inc.</b>				
	Cleaning Service - August 2020	34152	8-4215-30	6,921.00
	Sunday Porter Service - July 2020	34257	8-4215-30	475.00
	Saturday Porter Service - July 2020	34258	8-4215-30	475.00
	Special Clean - 1st Fl. Men's - 7/11/2020	33956	8-4211-30	75.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		<u>\$ 7,946.00</u>
<b>Cintas Corporation</b>				
	First Aid Restock - August 2020	8404743792	8-4215-30	295.47
		<i>Totals for Cintas Corporation</i>		<u>\$ 295.47</u>
<b>Cintas Corporation #344</b>				
	Weekly Mat Service - 8/6/2020	4057993897	8-4215-30	30.00
	Weekly Mat Service - 7/9/2020	4055557846	8-4215-30	30.00
	Weekly Mat Service - 7/16/2020	4056070739	8-4215-30	30.00
	Weekly Mat Service - 7/23/2020	4056767349	8-4215-30	30.00
	Weekly Mat Service - 7/30/2020	4057367410	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		<u>\$ 150.00</u>
<b>First Bankcard</b>				
	Daktronics - Replace Damaged Monument LED Sign Module	P7810-AUG20	8-4211-30	582.81
	Shure - Drive-Thru Drawer Parts	P7810-AUG20	8-4211-30	157.60
		<i>Totals for First Bankcard</i>		<u>\$ 740.41</u>
<b>Forward Space</b>				
	Outreach Temporary Top Brackets	789266	8-4211-30	15.49
		<i>Totals for Forward Space</i>		<u>\$ 15.49</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**August 20, 2020**

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Graybar</b>				
	Building - Light Fixture Lens	9316794968	8-4357-30	\$ 374.40
	Building - Light Bulb Supplies	9316955726	8-4357-30	88.89
	<i>Totals for Graybar</i>			<u>\$ 463.29</u>
<b>Groot Industries, Inc.</b>				
	Garbage & Recycling - 8/1/2020-8/31/2020	5872767	8-4215-30	393.47
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 393.47</u>
<b>Hansen Services, Inc.</b>				
	Monthly Pest Control - August 2020	3923484	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 103.00</u>
<b>H-O-H Water Technology</b>				
	Quarterly Water Treatment - July, Aug., Sept. 2020	583948	8-4215-30	250.00
	<i>Totals for H-O-H Water Technology</i>			<u>\$ 250.00</u>
<b>Intrinsic Landscaping, Inc.</b>				
	Green Roof Maintenance - July 2020	20-0212	8-4215-30	630.23
	<i>Totals for Intrinsic Landscaping, Inc.</i>			<u>\$ 630.23</u>
<b>Stat Pads, LLC</b>				
	AED 3-Year Renewal - Sept. 2020 - Aug. 2023	1187370	8-4215-30	297.00
	<i>Totals for Stat Pads, LLC</i>			<u>\$ 297.00</u>
<b>Steiner Electric Company</b>				
	Generator Repair Service Call - 7/7/2020	S006677767.001	8-4211-30	548.75
	<i>Totals for Steiner Electric Company</i>			<u>\$ 548.75</u>
	<b>Total for Fund 8</b>			<u>\$ 14,310.23</u>
	<b>Grand Total</b>			<u><u>\$ 204,073.82</u></u>

Jennie Nguyen/Finance Manager

**Fountaindale Public Library District**  
**Board Reimbursements**

July 2020

<b>Payee Name</b>	<b>Description</b>	<b>Payment Date</b>	<b>Account Number</b>	<b>Payment Amount</b>
Margaret Danhof	2020 ALA Midwinter Transportation Reimb.	7/10/2020	1-3616-10	\$80.00
				<b>\$80.00</b>

## **Director**

### **Physical Re-Opening Update**

Meeting Room A is now open for patron reservations. Group size is limited to 10 with tables and chairs or 15 with just chairs. Cleaning protocols have been established and we have several reservations already.

We have also secured a supply of disinfecting wipes through Warehouse Direct for the next 14 months. Having a guaranteed supply is very helpful as we move forward. Many thanks to our Building Operations and Finance Teams for putting this much need deal together.

### **HR Manager**

I am happy to report that Lea Pottle has returned to us in a full time capacity. We are very happy that things worked out for her to join us as our full time HR Manager again.

## **Deputy Director (Nancy Korczak)**

Summer adventure came to an end on July 31st and we had a total of 1011 patrons register for the program. Although our numbers went down this year, our completion rate (patrons who finished the program) went up by 12%, this was interesting to see since anecdotally staff had noticed an increase in patron engagement in the program. We did learn the importance of in person advertisement for our Summer Adventure programs, many patrons either learn about the program or are encouraged to sign up by our staff when they visit the library. Overall the Summer Adventure committee has been very happy to see that even with all the uncertainty the pandemic is bringing to patron's lives, they still enjoyed participating in our Summer Adventure program.

Staff continue to adapt and offer dynamic programming online. Staff have been experimenting with holding Facebook live events which turned out to be very popular and hosting hybrid book clubs which allow patrons to attend in person or from home. Although our large format programs had to be canceled such as the annual Ice Cream social, we were still able to partner with the Park District on the day our Ice Cream Social would have taken place and distribute ice cream bars at their drive-in movie.

Staff have also been staying up to date on the latest updates from the Valley View School District and are working together to reach out to teachers and students to offer resources they can use to supplement their remote learning. Our Studio staff has upcoming webinars scheduled aimed at parents and teachers on how they can use the technology provided by the school district to access our resources.

## From Amina Ali's report

### Circulation Services Department Summary

Since the library reopened its doors to the public June 15, 2020, Circulation has seen a steady increase of items checked out and returned. Circulation continues to follow the RAILS recommendation of quarantining returned items for three days. Circulation Specialist staff are working hard to catch up on keeping our patron database up to date with several ongoing projects.

Circulation Aide staff has continued to work very hard on keeping the collection looking neat and organized. Specialist staff will target working on claims returned items and Aides will continue to catch up on shelving 1000+ materials everyday.

All of our notifications that were turned off in March are back online. Collections have resumed for delinquent accounts. Circulation will be working in the next months to address library cards and access for students returning to school as Valley View District plans to begin school on August 26, 2020.

### Circulation Statistics

<b>New Patrons Registered</b>	<b>99</b>
<b>Holds Pulled From Shelves</b>	<b>10,370</b>

<b>Drive Up Statistics</b>	
<b>Total Visits (July 2020) 1,375</b>	<b>Previous Month (June 2020) 2,690</b>

### Drive Up Statistics Summary

- Total visits were up 73.46 percent from July of last year (765 last year).
- And we had an average of 43 visits per day this month, down from last month (90).
- The busiest day of July was tied between Wednesday the 1st and Wednesday the 29th with 67 total visits.
- The busiest time period was 3-6, with 483 total visits throughout the month.

## From Tana Petrov's report

### Outreach Services

### General Updates

- During the month of July, we served our home delivery patrons with delivery and pick-ups of their materials, answered reference questions and provided reader's advisory, signed up patrons for Summer Adventure Program, promoted library services and offerings, withdrew materials from the Outreach collection to free up space for new materials, placed holds in LEAP and through Interlibrary loan, and worked on our annual goals.

- We researched and discussed several ideas for new outreach programs to potentially implement during the upcoming months: Pen Pal with a Librarian, Bookmobile Passport/Road Trip, Memory Kits for Seniors, 2021 Fall Reading Program (to replace the current Rockin' Reading Race program), National Cheese Pizza Day (giveaway coupons while on Bookmobile), Storytime to Go, Virtual Bookmobile Parade, Early Literacy Kits, as well as how to further promote Home Delivery Service.
- Starting July 2020, we are able to fuel the outreach vehicles at the Village's public works.
- Applied to be on the Bluestem Reading Committee (Carolyn)
- Submitted 3 new staff pick forms to Communications: *Amelie* (movie), *The Word Collector* (picture book) by Peter Reynolds, and *Becoming* by Michelle Obama (Carolyn)
- Added and verified all possible school bookmobile dates and tentative middle schools dates for 2020-2021 in spreadsheets and calendar to be ready, if circumstances allow later in the year (Carolyn)
- Created bookmarks in Publisher and LibraryAware for "Genre Project" to use as reader's advisory (Carolyn and Sarah)
- Made a "due by" schedule for virtual program videos for Outreach staff and submitted videos to Basecamp (Carolyn)
- Reviewed Virtual Programming Calendar, Communico, Graphics, etc for Outreach content (Tana, Carolyn and Marleigha)
- Completed August Outreach staff schedule (Carolyn)
- Pinterest Summer Adventure Adult & Kids (Marleigha)
- Vehicle Print Calendar for August (Tana, Carolyn, Marleigha)
- Cleared out old messages from the Outreach extension that have been answered (Sarah)
- Instagram posts (Dennis)

### **Services for Schools**

- Continued to research and find materials to use in booktalks throughout the school year (Cindy)
- Proposed making a series of instructional videos that teachers and students could use, such as: How to write a report using the library's databases in a more relatable approach (Cindy)
- Continued to plan and prepare for weekly Wednesday Zoom meetings in the summer (Cindy)
- Reached out to LMC directors for booktalks, Bookmobile stops, teacher cards (Tana and Cindy)
- Continued to promote library's resources, such as our [Virtual Make-A-Mess Fest](#) and our new database [Scholastic Teachables](#), to schools (Tana)

### **Services for Preschools**

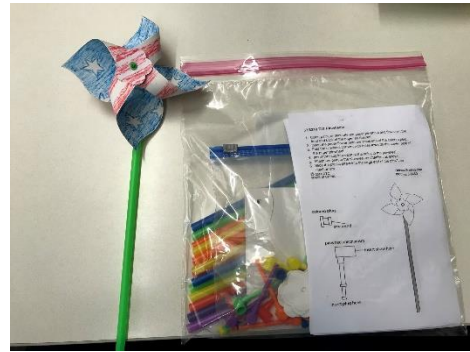
- Interactive storytime visit with Camp Kata Kani with an audience of 14 (Laura)
- Recorded a short intro video for upcoming Mini-Adventures Around the World (homeschool) storytimes which will be included in the Homeschool Welcome Back video in August (Laura)
- Story Strolls at Bulldog Park (Laura) - they were a huge success among our littlest patrons and their families

### **Services for Seniors**

- Home Delivery Service
- Deliveries and pick-ups of materials at senior facilities
- Sarah and Tana created a plan and timeline for a new book club for our patrons at Heritage Woods. Sarah picked out the books, created promotional bookmarks and discussion materials, and delivered them to Heritage Woods. The Activities Coordinator will then facilitate the book club with the participating residents.



- Laura wrote a blog post in celebration of World Senior Citizen's Day (August 21st) that will be accompanied by a Movie Memories video Laura and Melissa filmed together to be presented to our patrons in August.
- We donated large print books, weeded from the collection, to Heritage Woods and Meadowbrook Manor facilities to refresh their libraries.
- Craft kit for the memory care residents at Revere Court (Melissa)



## Bookmobile and Library Express Van Community Visits and Events

- We are excited to share that we will be adding two additional Bookmobile stops during the month of August: IKEA and Best Buy. Tana has been in communication with the store managers and reports that they have expressed excitement about our future partnership. In addition to the usual activities of checking out materials on the Bookmobile, we plan to make our visits a bit more special by offering giveaways to visitors
- We continued our [Library Express Van monthly visits](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, and Kindercare Seneca
- We continued our [Bookmobile monthly visits](#) to First Presbyterian Church, Target, MacKenzie Falls, RiverStone Apartments, Promenade Apartments, Beconridge, and Annerino Community Center
- During the month of July, on Wednesdays, as in past years, in partnerships with the Park District, we went to Winston Woods with the Bookmobile where we were able to serve families and promote Summer Adventure Program and other library happenings
- Tana, Carolyn and Marleigha joined Nancy for "Ice Cream Social" with the Park District event of "Drive In Movie". From Marleigha's report: *"We wore gloves, masks and handed the people ice-cream using a tray to avoid hand to hand contact. My favorite moment of this event was when two little kids yelled 'Ice cream! Our favorite! Thank you library lady!' it was the cutest thing! Overall, the event was good, we had good weather and a good time."*

Pictures from Winston Woods and Ice-Cream Social  
(photo credit: Marleigha and Sarah)





## Virtual Outreach

- Tana was approached by RAILS Communications team to write an article about providing virtual outreach in the time of COVID-19. The article was published on RAILS' [My Library Is...campaign](#) website. Tana shared the creative ways Fountaindale's Outreach team uses to stay connected with our patrons in the time of social distancing.
- Marleigha and Dennis filmed a video *"Does this make you uncomfortable"* to reflect on recent events. The video received positive feedback from our community. From Marleigha's report: *"I believe the video went over very well, and it currently has 420 views. Overall, I am very satisfied with the positive feedback both Dennis and I have received from this video and it is my hope that it sparked meaningful conversations and will evoke feelings of empathy. I also wanted to thank many of my coworkers for coming up to me and telling me how much they enjoyed the video, it truly made me smile to know that the good work we did was not in vain."*
- Dennis, Melissa, Laura and Cindy continued to provide virtual booktalks, database reviews, puppet shows and story times for patrons of all ages.

Every Tuesday a new Video was dropped on our website. These included:

- 7th Swarm of Bees book read by Lemony Snicket
- 14<sup>th</sup> Puppet show - Prince and the Pea
- 21<sup>st</sup> – Booktalk The Night Diary
- 28<sup>th</sup>- The Miraculous Journey of Edward Tulane

## Dennis' Weekly Videos:

- 07.02.2020 Does this Make You Uncomfortable: A Conversation about Race
- 07.16.2020 Movie Review: The Network
- 07.23.2020 Movie Review: The Rear Window
- 07.30.2020 Virtual TV Series Review: Community

Examples of outreach team's virtual programs:

[Mrs C's Book Talk: Swarm of Bees by Lemony Snicket](#)

[Dennis' TV Show Review: Community](#)

[Miss Laura's Puppet Show: The Three Sons](#)

[Melissa's Virtual Book Talk: The Making It Guide to Crafting](#)

[Does this Make You Uncomfortable? A Conversation About Race](#)

## Special Projects

- Make-A-Mess Fest. From Melissa's report: *"On July 9, the Make-A-Mess Fest page went live. The Tinker Troupe compiled a list of resources and created videos for different messy activities that our patrons could do at home. I made two videos on silly putty and play dough. Dennis helped me record both of these."*
- The Outreach team partnered with the Southwest Suburban Immigrant Project who joined us at a few of our community stops (Winston Woods, Riverstone Apts, and 1st Presbyterian Church) to promote the census. They will continue to join us in August at select stops.
- Sarah and Marleigha went through and listed all the adult and juvenile subscriptions we have in the Outreach department. They recommended which subscriptions we should keep and consider not keeping and created Outreach Magazine Procedures for the department. In September, we will be discussing our magazine subscription with CMTSD. Our goal is to create more space in our magazine section on the Bookmobile.
- Outreach also had Bilingual Super Stolie Guacamole perform virtually for patrons via Facebook link to YouTube. The presenter contacted Tana to thank her for the opportunity.
- Tana was able to secure a [virtual step-by-step tutorial](#) presented by Svetlana Sotak, author of the book *"That Handmade Touch: 20 Simple Sewing Projects for You and Your Home"*. Sotak demonstrated how to sew a sleek foldover pouch - a project from her book. This virtual presentation has been very well received by our patrons (close to 100 views in less than two weeks). In addition, four copies of the book are currently checked out from our library:

## Vehicles Maintenance

- 07.07.2020 Van Wrap Repair (Applied Graphics)
- 07.09.2020 Van Oil Change (Diesel Services)
- 07.10.2020 Bookmobile Oil Change (Diesel Services)
- 07.17.2020 Cleaning of vehicles (Elite Detailing Services)



## Community Comments and Interaction

**From Cindy's report:** "Kathy Bennet from CSD shared a great story with me on 7/2. A grandmother and her 4 year old granddaughter were in library and saw her and she overheard the grandma asking the granddaughter if she recognized Mrs. C from the YouTube videos? They started a conversation and the grandma explained that they have been watching all of our YouTube videos at home and that the granddaughter now "knows" Mrs C, Miss Kathy, Miss Laura, etc."

**From Melissa's report:** "One of our new outreach patrons from Heritage Woods called to inquire about some books she requested. I asked her if she would like me to start a reading history on her account. She said, "That would be wonderful!" She said she has been so thrilled with the service that we are providing to her and thanked us for all that we do."

Laura received a nice email from the Camp Fire Illinois Program Coordinator:

Hello Laura,

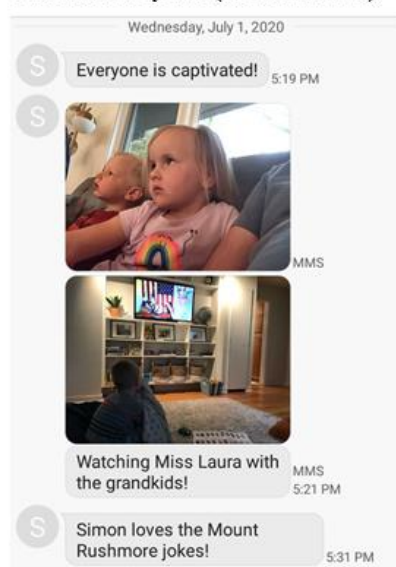
Thank you very much for sharing the fun of stories at Adventure Day Camp this week! We genuinely appreciate your passion for sharing the benefits of reading and creativity with our group. We are grateful that you put a lot of work into making this great event happen, and all the exciting color you brought to life at Camp with your incredible joy and gifts with people! I attached a video of your fun puppet show you led with our kids this week. You may also see our Facebook post of you and our kids at <https://www.facebook.com/CampFireIllinoisPrairie>.

Thank you for everything and have a great day!

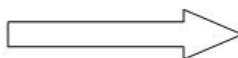
**From Laura's Report:**

### Service Stories for the Month (patron comments, compliments, suggestions):

1) Some FB compliments on my programs:  
**Patriotic Storytime (first aired 6/30)**



Miss Laura on the big screen!



## From Jeffrey Fisher's report

### Studio Services

July 2020 was our first full-month open following our revised operating procedures requiring patron appointments (and minding CDC/Illinois Guidelines). These are the stats from our endeavors:

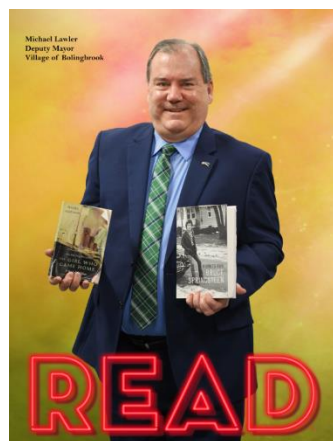
- 389 patrons actively used our spaces.
- 629 items were checked out.
  - 68 of that total circulated out of the lab.
- 21 patrons attended our 6 virtual programs.
  - Total programming hours came to 6.
- 28 Non-FPLD people used Studio 300.
- And views of Studio 300-specific videos posted in July were:
  - *Podcasting with Online Tools* = 17
  - *Legends of Sun Records* = 13
  - *Teen & Tween Ready, Set, Tech Bootcamp: Be Your Own DJ* = 26



An important development this month saw the launch of our online, **Virtual Orientation**. Built by Studio 300 staff, the course uses the Niche Academy platform and allows patrons to view videos, read information, and take short quizzes on key Studio 300 Policy and Procedures. Upon successful completion of the course and verification by Studio 300 staff, the patron has full access to Studio 300. Initial efforts have been promising, and we do plan to tweak and augment the course based on patron feedback. Comments from patron Joe: "The video is awesome. I had *no idea* how much stuff Studio 360 has, or how many different things can be done." and Patron Patrick: "Excellent work on the virtual orientation. It was clear and concise." The Virtual Orientation is available 24/7 at [fountaindale.org/orientation](http://fountaindale.org/orientation).

*The following details the work accomplished by Studio Services this July:*

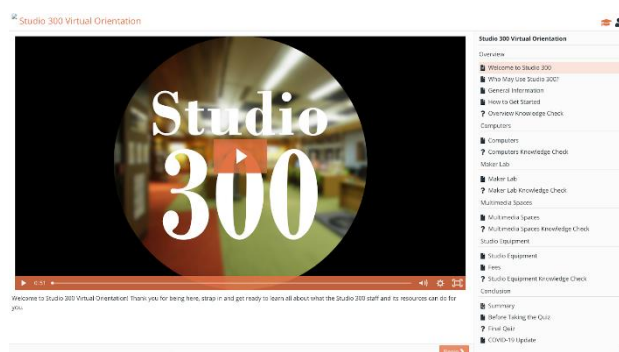
### Adriana



Adriana was able to manage several projects staff were working on. The main project in the month of July was to launch the virtual Studio 300 Orientation. Adriana and Jeffrey oversaw the project and we went live mid-July. Patrons are now able to complete the Orientation 24/7 to gain access to Studio 300. Adriana was also able to teach *Photography Basics* early in July, though attendance was low, the material was well received. She also spent time on professional development both in multimedia and customer service. Later in the month Adriana was able to work on several projects including: August *Pillars* poster, second draft of *Pathfinders*, beta testing for new MacPros, promotional slides for September programs and completing the Roku Spanish Guide.

### Justin

Justin helped with another Tricaster session for Kellie Chase (outside presenter), which involved making additional virtual sewing videos. Justin created another quick start guide using Illustrator for the Maschine Studio setup to help with social distancing when patrons need initial assistance. Justin was also able to test the Maschine 2 software as well as additional recording software and hardware on the



new Macbook which was a success. Finally, Monica, Nikki, and Justin updated the information for the Virtual Orientation for Niche Academy by adding videos for the updated policies in regards to COVID-19. Justin was also able to include links to the Studio 300 landing page as well as more detailed info about completing the tutorials, quiz, and the process in general. Justin's YouTube video presentation on how to *Be Your Own DJ* also went live this month for our Tween and Teen patrons. [Check out his work here.](#)

### Patrick

Patrick is pleased with how the custom Room Calculator is working so far regarding the current demands and limits Phase 4 have put on the Studio. He continues putting together a list of updates for the Studio 300 website. Patrick and Jeffrey will be reviewing these in early August before the changes are made. In addition, Patrick has provided feedback to numerous documents and projects from other studio staff, including quick start guides on the GoPro and Audio setup as well as the Virtual Orientation. The Studio received the new Apple Macbook Pro and Patrick has conducted some testing, including using Ultimaker Cura and installing the Rodecaster Companion App on the computer. Patrick helped put together a Machine Training Request spreadsheet to track patrons interested in learning one or more of the maker machines and/or specialized equipment. Many patrons have already been added to the list, and virtual training for each of the machines is being developed. Patrick is preparing the course on Cura/3D printing that will follow his general training course.

### Anna



Anna taught the *Adult DIY Makers* class where she showed Tie-Dying with household items. She also ordered supplies for the next few DIY Makers classes and for our first Take it-Make it where patrons can pick up supplies before joining her for the virtual Zoom for guidance on making the project. Anna finished another Teen Crafternoon where she demonstrated how to make a No-Sew Fleece Pillow. Thanks to a generous idea from CSD, Studio 300 now manages the Ellison Die Cutter for patron use

### Nikki

Finishing up the online Virtual Orientation was a huge task for this month, especially at the beginning. After finalizing the videos and quizzes, staff beta testing helped us with final fixes or issues. From the staff feedback, Nikki had to adjust the different quizzes and also add another video due to Covid-19 procedures and updates. Thankfully, we finally launched the Virtual Orientation online for our patrons to use and have been getting a lot of great feedback! There are still issues that have arisen, however, Nikki and the team have been collaborating with each other and figuring out the kinks. Overall, feedback has been great and new patrons are now able to come into the Studio to utilize all we have to offer. Nikki also taught the virtual *Lightroom Basics* class and worked virtually two times with an extensive patron 1 on 1 consultation.

### Monica

This July marked the end of my first year in Studio 300! It's been a very exciting and gratifying time. I have been participating in a lot of new training, including how to post to the library's blog, learning to input programs in Communico and reviewing Jeffrey's Powerpoints on using the new credit card terminal and OWL camera. In a joint effort with McKayla and Adriana, I entered this year's Fall programs into Communico and reviewed some of the drafts for errors. I have continued to help staff the Studio 300 lobby table and have seen improvement in my ability to answer reference questions for patrons. I participated in continuing to improve the Studio 300 virtual orientation. I am continuing to help with Randi's Teen Crafternoon program and have

agreed to make two videos, one for September and one for October. I helped to test our new Macbook and made suggestions in the spreadsheet. I started and am currently working on a virtual version of the Embroidery machine training for Niche Academy. Finally, I watched a video from the library staff about difficult conversations around race. It was called, "*Does this Make You Uncomfortable? A Conversation About Race*" and was made by Marleigha and Dennis at FPLD. <https://www.youtube.com/watch?v=xj9hRV7oASI>

### **McKayla**

I created promotional posters for our August virtual programs. I attended training for Communico programming, and assisted with entering programs for the Fall. I also continued blocking off our quarantined audio rooms on Communico to ensure that we are booking the proper rooms. I attended blogger training and learned about procedures and how to write an engaging blog post. I also got trained on the Elision Die Cutter and am excited to offer patrons another unique way to create crafts.

### **Jeffrey**

Our *Virtual Make-A Mess Fest* came together into a comprehensive webpage chock full of videos and other content put together by the Tinker Technology Troupe team of Anna, Randi, Patrick, Melissa, Susan, Andreea, Brett, and Nathan. The web resources featured 12 videos, links to many messy projects from around the web, links to FPLD Maker resources, and more. [Check it out here.](#)

Virtual programming continued to grow and, once again, Jeffrey supported ATSD, ATSD-Teens, CSD, Outreach, and Studio 300 efforts through troubleshooting Zoom and video recording issues, editing many, many videos, and posting them for our community via the FPLD YouTube channel. July's YouTube Statistics:

- 98 new videos posted
- 5252 unique views
- 330.2 hours viewed
- 32 new subscribers (465 overall)

Studio 300 webinars included: *Adult Makers DIY*, *Photography Basics*, *Legends of Sun Records*, *Podcasting with Online Tools*, *Lightroom Basics*, *Teen & Tween Ready, Set, Tech Bootcamp: Be Your Own DJ*, and the monthly *Nameless Writer's Group* meeting. The *Legends of Sun Records* was a virtual performance of a program canceled in March. The presenter, Randy Walker, shared history and music in the hour-long event. [The video is available until August 13.](#)

Jeffrey also edited this month's *Pillars of the Community* video with Bolingbrook Deputy Mayor Michael Lawler. [See the video here.](#) And, once again, he helped with the tech for the Monthly Board meeting.

Along with the Soon To Be Famous (STBF) team, he presented a webinar with award-winning author Ran Walker called: *A Candid Discussion - Race and Writing with Ran Walker*. The video is available on [YouTube](#) and the STBF website.

Also of significant note, Studio Staff received several lovely comment cards from patron's this month. We continue to strive to assist and work with our patrons everyday.



## From Debra Dudek's report

### Adult and Teen Services

#### General Comments on the Month

During the month of July, our library services focused upon welcoming patrons back into the facility, delivering a high caliber of patron assistance at our service points, and continuing our virtual services, online content production, and recorded/streaming programming. Our department completed all the scheduling and content copy for the Fountain newsletter, and are working on a database video orientation project which will begin next month.

Registration and logging for Summer Adventure was steady, as we assisted several patrons with the Beanstack app and online web portal.

Our department staff compiled a wide range of blog posts and resources to anticipate the needs of the patrons in our community. Here is a highlight of what our staff published this month:

Patron feedback for our programming has continued to be very positive. The big hit of the month was our "Flickering Empire: History of Silent Film in Chicago" program, which was broadcast through Facebook Live. We had a high volume of in-person viewers and recorded playback. Really looking forward to hosting the speaker for another program in the near future.

All our programmers have worked diligently to create a fantastic lineup of programs for the remainder of the year. The virtual Yule Ball @ Home scheduled for December 12, 2020 has its own Basecamp Project Page, and tasks have been allocated to the ATSD committee members. Our committee is busy planning blog posts, crafts, and other surprises for our attendees. This is shaping up to be a really great event, and I will provide more information as it develops.

#### Programming (includes):

##### YA Programs:

##### **Randi's Observations:**

Jenna and I continued to stock the teen display that is housed right outside the Vortex. This display includes new teen materials, popular picks and graphic novels. This is housed right outside the Vortex. There were 112 items checked out in July.

I also met with Debra, Paul, Nancy, Tasos and Christina to discuss access to Vortex materials as our space remains closed to the public. Plans are in place to move the Vortex collection to the main area of the 2nd floor. I will continue to work with Christina and her team to make sure that teens have access to our collection.

#### ***Virtual Arts & Crafts***

We continue to schedule virtual arts & crafts programs with our core group of presenters. This includes Christine Thornton, Cathryn Stanek-Whisler of Plentiful Programs and Leah Moon. Each month, they provide a private link and/or video that is posted on our YouTube channel. We market all of these to both teen and adult audiences. In July, Christine presented her popular art tutorial, **How to Draw Dragons**. She reported that the video (private YouTube link) had 30 views in five days. This is fantastic as most of our in-person events typically see between 8–12 teens. Leah Moon's **Teen Watercolor Basics** was a big hit this month, garnering 47 views in two weeks. Our patrons really seem to enjoy her easy art tutorials. Cathryn Stanek-Whisler transitioned her popular in-person program, **Food for Your Face**, into a virtual video. This video was watched 19 times in two weeks.



## ***Teen Crafternoons***

Anna G. (Studio 300), Jenna and I recorded Teen Crafternoons for our July program offerings. My video, **Watercolor Tape Resist Art**, was up first. The video was posted on July 10 and has been watched a total of 31 times. Jenna's **Easy Dip-Dye T-Shirts** video was posted on July 24. In the video, Jenna shows our patrons how to create a cool ombre pattern on a cotton t-shirt. Anna's video, **No Sew Pillows**, premiered on July 31 and so far seems to be doing well as it has already been watched nine times. Other crafternoon videos continue to get views. We are hoping teens will start sharing their own completed projects with the addition of a monthly gift card drawing. The gift card drawing starts in September.

## ***Photography Scavenger Hunt***

Our Teen Photography Scavenger Hunt drew to a close in July. Each week, we shared a photo prompt on our blog and in Communico, and whether it's taken from the comfort of their own home, backyard or the greater Bolingbrook community, they take a photo that they think best represents that prompt.

43 photos were submitted in July for a grand total of 72 submissions! Our most popular contest to date.

## ***Teen Book Babble***

Kelsey, Jenna and I filmed a third episode of our book talk series, Teen Book Babble. Each staff member takes turns talking about one of their most recent reads. Episode 3 debuted on July 29 and has had 18 views. We will continue to film these videos and post them once a month.

## Career Online High School:

### Statistics

Currently Enrolled: 4

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 0

Graduate: 24

## **Programming:**

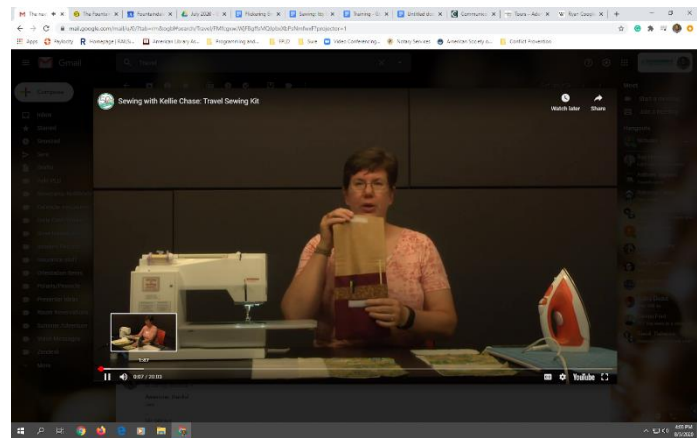
### **From Nic's Report**

Throughout the month, I have been working on Gale Courses' Fundamentals Supervisor and Manager class. I have four more lessons before I complete the class. Each class introduced a different aspect of supervision and management that I really enjoyed and found helpful.

With Summer Adventure set to be in full swing in July, we had planned larger events, like the Ice Cream Social, for the month. Unfortunately, we never had the chance to execute that due to the ongoing pandemic. But we still had events and programs to keep our patrons engaged and continued to show exemplary service to the community. Even after a full month of being open, I have heard from patrons that they are grateful for the library to be open again.

<b>Sewing: Itty Bitty Bag</b>	<b>7/6 (4 attendees),</b>
<b>Sewing: Travel Sewing Kit</b>	<b>7/13 (9 Attendees)</b>
<b>Sewing: Fabric Storage Bucket</b>	<b>7/28 (6 Attendees)</b>

We continued working with Kellie Chase to continue doing the Sewing classes. There has been growth with the program and I believe that the patrons are comfortable with using the classes to walk them through the project, despite truly wishing to be in house with Kellie. Working with Kellie on the classes has been really helpful too.

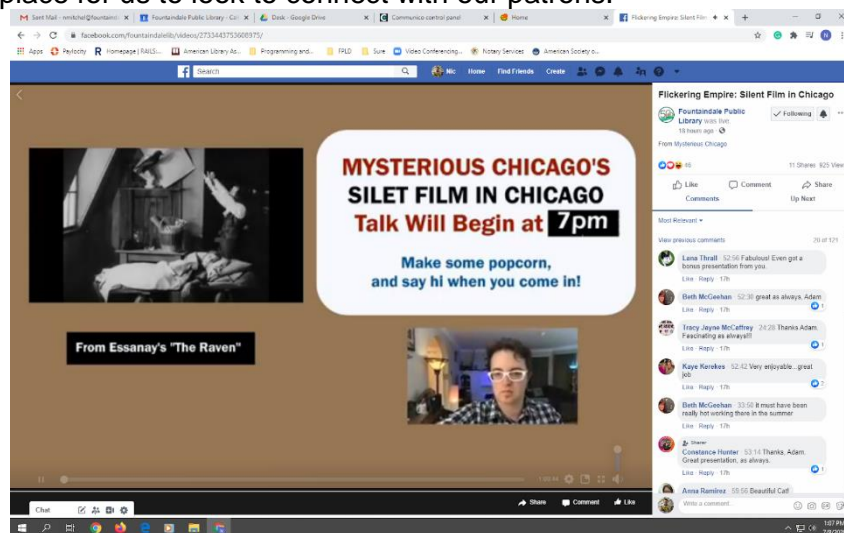


Now that there is more of a consistency as to what the classes and the recordings would need, the overall program has gone smoothly. I know that discussions have happened of perhaps having this be one of the programs that make the leap back to in person, but that is still in the discussion stage. I think that the current iteration of the program is sustainable as the numbers continue to grow.

### **Flickering Empire: Silent Film in Chicago ~925 views in 48 hours)**

**7/7 (123 attended on Facebook Live,**

This was a fantastic program. Adam Selzer presented his “Flickering Empire” tour virtually through Facebook Live. Adam was great to work with to get the program set for our patrons. I know that this was the first time I had set up a Facebook Live event, but I think that that avenue may be a new place for us to look to connect with our patrons.



In the hour or so long program, we had 123 people watch the program live. Adam was gracious enough to let us hold onto the recording that automatically happens when hosting an event for an additional 48 hours. In that time, the recording racked up 925 views at the time I grabbed the screen shots of Adam's presentation. It was because of the success of this particular program that the Yuleball committee felt Facebook Live would be a better avenue to reach out to any and all patrons that would be interested and who also aren't the most familiar with applications like Zoom. Facebook Live gives us a unique opportunity of putting library materials onto a medium that is very regularly used and more familiar to people overall. Zoom, while very helpful, does have a bit of a learning curve that might not be as intimidating as Facebook would be for people.

### From Tony Report

For me, the biggest stand out about July was the Summer Reading Adventure. It's a great way for patrons to stay engaged with the library, even during the pandemic. By far, the Summer Reading Adventure was the most asked thing from patrons in my experience.

For programming, I hosted two programs directly, "Overcoming Stress and Anxiety During These Challenging Times" on July 8 and the Virtual Cooking Demo with Chef Maddox on July 16. The former program was presented by Andrew Vidich, PhD, who discussed the history and purpose of meditation before moving onto how certain techniques could be applied today to improve one's mental wellbeing.

Lastly, the Virtual R&B Line Dancing program on July 12 has been doing well like it has been during the start of virtual programming. Belynda Head has been totally comfortable with continuing this particular arrangement until it is safe to resume face to face programming in the future. Even though people have to participate behind their computer screens, they have been eager to get up and dance with Belynda with 28 attending the virtual dance program.

### **From Brian's Report**

Great Reads Book Club & Native American Flute Circle

Ilya has continued to do a great job leading the Great Reads Book Club through the Zoom software. Our club members really enjoy coming together each month to discuss their book and connect through their love of reading. The Native American Flute Circle continues to have consistent attendance. Here are a few screenshots of their meetings.

#### **Great Reads Book Club**



#### **Native American Flute Circle**

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

We hosted 4 sessions this month.



**7/7 – 3 Registrants, 2 attendees**  
**7/14 – 4 Registrants, 3 attendees**  
**7/21 – 3 Registrants, 3 attendees**  
**7/28 – 7 Registrants! 4 attendees.**

We have updated the server to the latest 1.16.1 version, and updated all the Communico program descriptions to reflect this.

While the groups aren't large, the same kids are coming back each week. They've been working together to conquer the new Nether update, take down the ender dragon, and just general base building. It's been great to see them getting along so well!

### Assistant Manager

#### Christopher Halvorsen

This month I asked dozens of people to pull the mask up over their nose. In some cases I think people didn't realize that it had fallen down, but in other cases they pulled it down. I see it a lot more with people who are sitting down than walking. So far, everyone has been respectful about pulling it back up.

This month I also helped a patron by scanning an entire year of yearbook photos for the senior class of 1978 at Bolingbrook High School. Scanners are a great thing.

### Librarian Highlight

#### Jay



I completed two blog posts this month, **"Pinching Pennies: Five Books to Help You Budget and Save"** and **"¿Necesita Ayuda con la Tarea? Brainfuse HelpNow! Tutores en Espanol"** for Brainfuse tutoring services in Spanish with the assistance of Jose Robles. I have started offering Resume and Cover Letter revisions to patrons. One was a referral from Studio 300 staff, and two were the result of making the service known while working with patrons in the Computer Lab. My goal for next

month is to "up-sell" this service in my reference interview if a patron brings up any hint about needing employment assistance.

A craft video was filmed and posted in place of my **"Paper Dahlia Wreath"** program that was scheduled for this month. Jeffery did a great job editing the near hour of craft time down to something reasonable. It has received over 50 views. It was a fun experiment and I hope to post more video content in the future.

In spite of many community organizations either being closed or only partially open, I was able to attend and give a library presence at several events with the Chamber and other organizations.

- On the 8<sup>th</sup>, Chamber held their Annual Meeting with an overview of services and support of local businesses for the coming months.
- While Debra has long been our liaison with the Bolingbrook Historical Preservation Commission, I attended a meeting on the 13<sup>th</sup>. This was to directly meet with the members who have answered many of our local history questions that would have been impossible otherwise without their work to safeguard the history of the community and build a better working relationship (instead of just asking Debra to ask them).
- The first meeting of the Young and New Professionals networking group since quarantine was held at Mago in the Promenade on the 14<sup>th</sup>. Of all the groups the chamber organizes, this could be where I can make the most headway in promoting library services to individual members of our business community and I look forward to attending future events.
- Chamber staff Grace Tucker gave me an overview of the Workforce Academy work/study program on the 23<sup>rd</sup>. Aimed primarily at teens not planning to attend college or university, but with some work experience, the goal is to keep them from working food services jobs and to find real careers. I offered to help teach some sections of the curriculum when the program restarts.

I also spoke with Paul about his work with the Rotary group in Bolingbrook, the library's history with the group, and about attending next month.

Something I learned (or figured out) that I didn't know before:

After writing a blog post on personal budgeting, I downloaded the Mint app from Intuit (the same company that provides Quickbooks). It was suggested by several authors as a great way to keep track of expenses and income, find investment options, and view credit and loan opportunities. It has some bugs and does not provide as much control as Quickbooks, but I would recommend it to patrons.

While helping a patron requesting academic articles through ILL, I discovered the popular database JSTOR is now offering 100 free article views for non-academic library account users until the end of the year. This will be a huge help to anyone trying to do research on history, art, cultural topics, or who likes to read journal articles for fun (like I do).

## Librarian Highlight

### Erica

#### Book Talks

I filmed, edited, and uploaded 1 book talk video for patrons to enjoy! This month, I highlighted *The Nickel Boys* by Colson Whitehead. I chose this book for multiple reasons. One being the fact that it recently won the Pulitzer Prize for Fiction. Another reason being that this is a story about a young black boy that is written by a black author. Many themes of the book are centered around racism and the struggles of young black boys who find themselves part of the justice system. I believe that this book is a great way to have difficult conversations in our current climate and it's one that I think will resonate with a lot of people. You can find the video here: <https://www.youtube.com/user/FPLStudio300/videos>

In other exciting news about my book talk videos, I received a call this month from the marketing director of Library Ideas (they are part of our Online Book Club)! She called me to tell me how much she loved my video about our Online Book Club! She told me that she's watched many videos from libraries and that mine was by far the best that she's seen! She asked if she could share it with other libraries to give them an idea on how they can further promote their book clubs! I was really flattered and thankful that she reached out to me about this and that she wants to use my video as an example! I think it shows that our hard work is paying off and that we are really setting a great example for others to follow! I also heard from Paul that some folks at Shorewood-Troy are going to use my video too because they enjoyed it so much! The video can be found here: [https://www.youtube.com/watch?v=frMw6qaA3f4&feature=emb\\_title](https://www.youtube.com/watch?v=frMw6qaA3f4&feature=emb_title)

#### Book Clubs/Programming

The Chills & Thrills Book Club met on July 1st to discuss *The Gatekeeper* by Charles Todd. The group did a hybrid meeting in person and via Zoom. We had 9 people in total which was a great turnout! Everybody really enjoyed this month's book and there was some great discussion. Next month we will be doing another hybrid meeting but this time some of the group will be meeting in Meeting Room A!

My Coffee and Conversations Book Club met via Zoom on July 21st! We read "*Daisy Jones & The Six*" by Taylor Jenkins Reid. We had another strong turnout with 9 people. It's been wonderful that our numbers haven't really changed since pre-COVID, we still get around the same number of attendees! We have also had a new member consistently show up which has been great.



I am still acting as an Admin in our new Online Book Club which launched in May! This month we started a new book! Our new book is "I'll be Gone in the Dark" by Michelle McNamara. I'm particularly excited about this book because it coincides with the HBO show based on the book! I think that this will draw more interest and attention to the book club which is great!

### Readers Advisory:

By far the most exciting reader's advisory news of the month has been the fact that my Personalized Recommendation Form went live on our website!! This was part of a task force through the Collection Usage Committee. I was the head of this task force and worked with other departments to get this form on our website. It went live on July 8th! The form can be found on our website, under Books & More, Personalized Recommendations. Linked [here](#). I am incredibly excited about this form and the service that we will be providing to patrons. We offer personalized recommendations to all ages (kids, teens, and adults) for both reading and movie/tv recommendations. Promotion for this form will start this fall with the Newsletter and then Communications will do a social media push as well. We are also planning on making a paper form so that folks who don't use the internet can still participate, this will be especially helpful for our outreach patrons.



This month it dawned on me that we should start putting books on display at the 2nd and 3rd floor desks! We have a table in the middle of the desk to prevent patrons from coming too close. This is the perfect spot for a display! The displays have been incredibly popular, too. The 3rd floor desk doesn't have a particular theme, I have just been choosing books that I think our community will like. I put out about 8 books at a time. In the 3 weeks that the 3rd floor display has been up, we have had 25 total checkouts! The 2nd floor display is a themed display. It's book and movie pairings! I put approximately 8-12 books/dvd's at a time. So far the 2nd floor display has 10

checkouts in just 2 weeks! I have received a lot of positive feedback from these displays. A patron told a coworker that it was such a clever idea to have the book and DVD pairings and that she had no idea that some of the movies were based on books! I am going to continue to innovate with these displays going forward.

### Specialist Highlight

#### Rebecca

I have definitely noticed a decrease in patrons coming in, compared to our usual numbers. But, even with the decrease in patrons we are still helping them out a lot! I have helped a few people sign up for the summer reading program, which they seem very excited about! Many patrons have also been stopping by to pick up their summer reading prizes. I have also helped a few people sign up for overdrive so they can access materials from home.

### Specialist Highlight

#### Roy

I received a customer feedback comment card stating the following:

*We want to Hear from You! We hope you enjoyed your visit with us. To help us better serve your needs, please take a moment to give us your valuable input. Thank you!*

Date : 7/29/2020

### *My Comment:*

*Came in today didn't know What to do, I was trying to Fax and Roy on the 2nd Floor helped me, he is a very wonderful person and he helped me so much, Every time I come here it's so nice and everyone is Friendly. I Love this Library!*

I also have been notarising and have completed seven so far. I use an email from Erica Edwards on the 5 step process of notarizing and also refer to the fountaindale website on our guidelines. I always show the customer a copy of the guidelines to set expectations of what we can do before asking to see their documents.

### Specialist Highlight

#### Jason

Two projects are in the pipeline for next month: A major video game release that I've almost completed will be reviewed, time permitting- this is in the library collection already. Additionally, I will work on writing another scenario or scenarios for Dyrkoth's Tower, offering different narrative and gameplay experiences. I'm pretty excited about both of these- the game in question is a real gem that had the misfortune of launching in an incredibly crowded release window, which has unfairly limited its audience, and design work for Dyrkoth's Tower is only ever a blast.

### Specialist Highlight

#### Nelly

The computer lab is busy most of the day. More of our regular patrons are coming back to the library now and our computers fill up fast. Many patrons have been coming in to look for employment due to the pandemic but also we have patrons that are just now finishing projects and other things they did not get a chance to do while we were closed.

One thing that has been common with patrons is trying to file for unemployment. I can definitely understand the frustration with that because I've helped quite a few patrons on this and there are so many issues. The site sometimes crashes and you can forget about trying to contact their help line. I had an elderly patron come in trying to check their status but forgot their log in information. No matter what we tried, we could not retrieve his account. I told him his next option was to call the number or try to visit one of the offices. He came back a day later saying that when he called he got a voicemail that said they would return his call in 2-3 days! I know the website and call line are overwhelmed with everything but hopefully soon things will get better.

### From Joyce Arellano's report

#### Children's Services

#### Monthly Overview of Children's Services:



Summer Adventure ended on July 31! We were very excited to see more name cupcakes added to our Creativity Park bulletin board to show how many children achieved 50 points. Patrons are slowly beginning to add the library back into their regular routines as we helped patrons log in to Think Park, answered readers' advisory questions, awarded Summer Adventure prizes and more. We continued to offer virtual programming via YouTube and Zoom and came up with some original programming ideas to try that can remain on our YouTube channel permanently. The Take-it

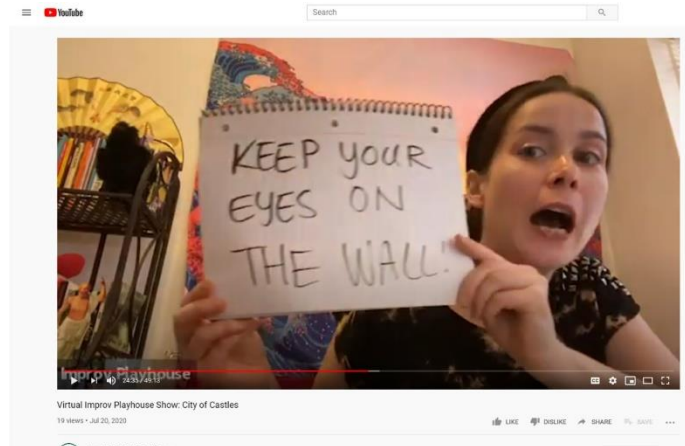
Make-it kits that our department launched in June have been a huge success, and this month we made more craft kits to meet the demand.

## PROGRAMMING

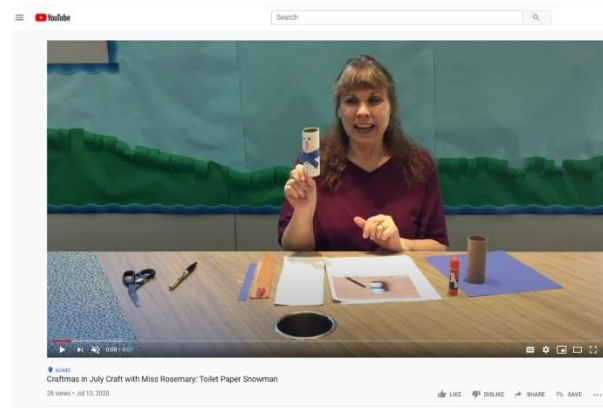
### SPECIAL PROGRAMS

#### VIRTUAL IMPROV PLAYHOUSE SHOW: City of Castles (YouTube)

In place of their in-person show, 2 actors from Improv Playhouse Theatre for Young Audiences created a 45-minute virtual adventure that encouraged the audience to use their imaginations.



### ARTS & CRAFTS



#### CHRISTMAS IN JULY CRAFT W/ MISS ROSEMARY: Toilet Paper Tube Snowman (YouTube)

<https://youtu.be/w0v-mJTk9s8>

Since we had plenty of leftovers from our Winter Break craft programs, Rosemary coordinated a Christmas in July craft series. "The original plan was to have CSD Staff do Make-it Take-it crafts each day for 12 days in July. This is now a program for three Saturdays in July with videos that show the craft being made. Two of these Saturdays are also a Take-It Make-It craft." *Rosemary B. Jen and Marta*

contributed to the series and packaged their ideas into Take-it Make-it kits for children to bring home.

#### SHARK WEEK CRAFT (YouTube)

<https://youtu.be/xNADpuUHoRU>

Our in-person Shark Week Celebration was transitioned to several virtual events throughout the week. In this video, Rosemary showed children how to make a paper shark puppet.

#### TAKE-IT MAKE-IT (391)

Take-it Make-it is one of our most successful post-COVID programs. We encountered excited children looking for what they have dubbed "the craft of the day." One family shared a photo of their finished tissue paper flowers.



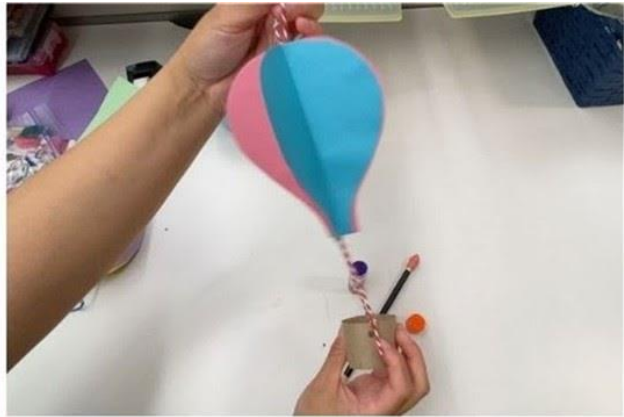


“One mom said she really appreciated us doing these kits. Her kids ‘just love them, and they really look forward to getting them when they come in.’ People have been really appreciative of being able to get them at the drive-thru window also!” *Debbie S.* After running out of kits each week in June, we increased the amount of kits made in July to meet the demand.

### **VIRTUAL CRAFTING WITH MISS MELISA (YouTube)**

After receiving requests for “Miss Melisa’s cute craft videos,” Melisa M. resumed filming her weekly craft series.

- **Popsicle Stick Cat** <https://youtu.be/OK9YbjsizDI>
- **Paper Parrot** <https://youtu.be/wpxXe7PpOJg>
- **Paper Hot Air Balloon** <https://youtu.be/RcOV1CPkzMA>
- **Summer Paper Fans** [https://youtu.be/7s8M953sv\\_M](https://youtu.be/7s8M953sv_M)



### **VIRTUAL CRAFTING WITH MISS MARTA: Seashell Collage (YouTube)**

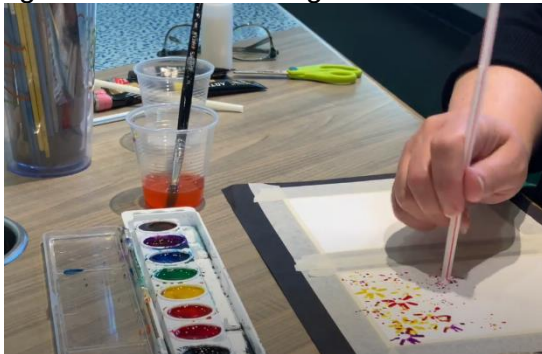
<https://youtu.be/jpx1XQjto7s>

“Evie and Jillie came into the library with their mom to give me a very precious present. They mentioned that they really enjoyed the Seashell Collage video that I recorded, and they made their own seashell collage just for me. So I received a beautiful collage from each of the girls, which was very heartwarming. The mom asked me to thank all of the CSD staff for all of the amazing videos that we are recording and all that we are doing for our community.” *Marta M.*

### **VIRTUAL LET’S CREATE: Fireworks (YouTube)**

[https://youtu.be/mL6RRD\\_ZbiE](https://youtu.be/mL6RRD_ZbiE)

“I had a lot of fun creating this video with the help of Rosemary and Melisa. One of the easiest painting techniques for kids is splatter and cut straw painting. I’m sure the kids will have fun making a mess! It is so much easier in the library to get the right zoom angle for closeups of the painting. I did talk to a few regulars from Let’s Create that said they enjoyed it.” *Chris Z.*



## MOVIES, MUSIC & ENTERTAINMENT

### MINI MOVIN' & GROOVIN' (YouTube)

<https://youtu.be/vxZBRszVGi8>

Kathy B. presented more of her favorite songs and things she likes in this energetic movement program.

## STEAM & LEARNING FUN

### SCIENCEFLIX DEMO (YouTube)

<https://youtu.be/5WVsmYSyqnA>

"Melisa helped me record the ScienceFlix Database Video. We met on Google Hangouts and she recorded me as I shared my screen and described the different features of the database."  
*Marta M.*

### MAKE-A-MESS FEST (Blog post)

<https://www.fountaindale.org/2020/07/09/2020-virtual-make-a-mess-fest/>



Andreea D. and Susan F. contributed to this year's virtual event. "I produced 3 videos; a paper mache, rain cloud in a jar and a crystal making demonstration. I had a lot of fun coming up with ideas and doing the projects." *Susan F.*

"A girl said that she watched the video I made for Make-a-Mess Fest. She said 'I watched your video about how to make green popcorn, and I made it with my mom. We made both the green and orange popcorn.' She said she liked it a lot." *Andreea D.*

### LIVE ROOTS: James Baldwin & Ava Duvernay (Zoom Webinar, 2 attendees)

We encountered an issue in Zoom resulting in Joyce and Sarah creating a new webinar link. Fortunately, we were able to record the program, and thanks to Jeffrey's help, the video was published on YouTube for patrons who missed the live event. Judith and Ernie presented on writer and playwright, James Baldwin and film director, Ava Duvernay.



### LET'S GET READY FOR KINDERGARTEN (YouTube)

- **Self-Help Skills** <https://youtu.be/FmfrU5P-Yls>
- **Writing & Recognizing Your Name** <https://youtu.be/Zxwe4sdOfu8>
- **Literacy Development** <https://youtu.be/NKV57pVxVNU>
- **Math Skills** <https://youtu.be/K4ViH7boyIq>

Marta M. and Jen F. presented weekly videos for incoming kindergarten students on a variety of topics to help them get ready for the first day of school.

## GAMING & PLAY

### AMERICAN GIRL 1970'S FUN (Blog post)

<https://www.fountaindale.org/2020/07/02/american-girl-1970s-fun/>

We had originally planned an in-person American Girl party. We wanted to tie in the library's 50th Anniversary by highlighting Julie, whose books take place in 1970's San Francisco. Sarah D. transitioned the program to a blog post full of books and ideas for activities that families can enjoy at home including eating fondue, making friendship bracelets and trying a new hairstyle.

## STORYTIMES

This month we offered shorter, virtual versions of our regular storytimes in addition to a few general storytime videos. Sarah D. continued to maintain a shared document listing information on permissions from authors and artists for virtual storytimes. For the July 3 All Together Storytime, Jen "took viewers on a virtual scavenger hunt throughout Bolingbrook, looking for words that started with each letter of the alphabet. This was so much fun to record and put together." *Jen F.*



"I decided to record my Bouncy Babies Storytime in Baby Park. At first I was a little leery, but I really pushed myself to try something new. I actually recorded the storytime inside of the Baby House. I absolutely love the way that the storytime came out. I really love the way the background of Baby House looks in the video, it's just so colorful and pleasing to look at." *Marta M.*

### LIVE VIRTUAL STORYTIME WITH MISS ANDREEA (Zoom Webinar, 15 attendees)

"For this program I prepared books, songs and activities related to summer vacation. We started 5 minutes before the program. This way I make sure I connect with each child and family individually. We opened the program with lots of enthusiasm and used a dolphin puppet to make the program more interactive. A family came to the library later to pick up prizes. The girl recognized me from Live Storytime and said to her mom 'Look, she is the lady that we were watching this morning!' The mom said that they logged in to Zoom Storytime for the first time, and they liked it a lot." *Andreea D.*

### LIVE VIRTUAL STORYTIME WITH MISS KATHY (Zoom Webinar, 3 attendees)

"First Zoom Storytime with one family. L. melted down and wouldn't come to the screen so mom was on with the baby. I presented for mom and baby, and right when I was ready to wrap up, L. came in so we started over and ended up blowing kisses and having so much fun. I could tell mom was exasperated from being at home and worried her daughter was losing social interaction, so just encouraging mom through this time was also valuable. We ended on such a high note, I'm so excited about how it turned out." *Kathy B.*

## READING PROGRAMS

### 1000 BOOKS BEFORE KINDERGARTEN (358)

5 children joined the program in July. Two children finished the program this month!



### SUMMER ADVENTURE: 50 Years of Fountaindale (364)

Summer Adventure ended on July 31. As expected, the number of registered readers is significantly lower this year. However, we were pleasantly surprised to see the children's completion rate is higher this year. In 2019, 43% of participants finished the program. This year, 53% of participants finished the program!

<b>Total Readers</b>	364
<b>Total Minutes Read</b>	187,482
<b>Activities Completed</b>	5,374
<b>Completions</b>	194

A big thank you to Melissa B. in Communications for highlighting Summer Adventure sponsor, The Third Institute, in a video interview and blog post. The Third Institute donated a wonderful selection of prize books featuring African American heroes and sheroes. Also, a big thank you to Brett, Jake and the CMTSD team for their help in acquiring these books.



### PUBLIC SERVICE

This month we answered **1,061** reference questions and **654** directional questions, up 37% and 53% respectively, from last month. We also assisted with 11 one-on-one interactions and 1 teacher request. A few days this month we also helped Circulation Services pull items for the pick list.

"A mom came in to use the computer with her daughter. At the time she was getting her guest pass she complimented the way we managed the Think Park the day before. Some older children were here and, per normal, we had to ask them to settle down a few times. Her compliment was that we 'kept the department in check, while giving the boys a little room to navigate this new normal that is awkward for all of us.'" *Kathy B.*

"As Andreea was signing off from Live Storytime, I'm sure I heard one of the little ones in the audience wail 'Don't go!' I think her regulars really miss her. But after Kathy's Live Storytime, I started to realize that little kids are having a lot of strong emotions about doing storytime this way. I think, like some children visiting the library in person, they are feeling the tension between being a little bit back to normal but not fully back to normal yet. We're trying to do what we can to still make visits special (inviting people to take crafts home, offering stickers, etc.) to raise their spirits a little." *Sarah D.*

### STORY OF THE MONTH:

"As I was going out for lunch outside in the parking lot, a van full of kids started to scream 'Mrs. Andreea!!!' Mom honked the horn. I looked more closely, and there were 4 kids in the van and they said, 'we watched your live program this morning, and we had a lot of fun!' I said hello to everybody and then I moved out of the way because drivers in other cars were wondering what's going on with all the noise." *Andreea D.*

## **DISPLAYS**

### **CREATIVITY PARK BULLETIN BOARD**

"The cupcakes with the names of our patrons who completed Summer Adventure have been filling up the bulletin board. We have almost gone through all of the pre-made [paper] cupcakes that we had on hand. I created and put together another 55 using the Cricut. Let's hope I have to make more!" *Debbie S.*

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

Security continues to monitor patron counts at the front door to assure we stay below the threshold recommended by the state for our size building.

Door handles and high touch areas continuing to be disinfected multiple times throughout the day per the recommendations provided to us. Security has done a tremendous job in assuring we schedule and complete the disinfecting tasks in a timely fashion.

Along with several staff, discussed the options of moving the collection out of the Vortex to the open area on the 2<sup>nd</sup> floor. This will provide full access to the collection while the Vortex is closed due to the pandemic.

We recently replaced a tree at the east end of our property and added a tree to the northwest end of our property.

Worked with the vendor and manufacturer of our door locksets to fabricate and identify the needed parts for the studio sound booth doors. These doors are extremely thick and heavy which required replacement parts which are custom made to order.

Met with a sewer vendor to discuss repairing the damaged storm sewer manhole close to the drive-thru. Soil has been washed away due to a failed seal on the manhole cover and caused a sink-hole. We are scheduling repairs for this area.

We have begun interviewing for the open Building Security Monitor position.

### **Security Report From John Hopkins (Security Supervisor)**

Security staff has been effectively enforcing the face covering requirement on a daily basis; Reminders are frequent, challenges are minimal. One member of the Security of Building Operations staff has still been posted at the front entrance at all times to track patron occupancy with a handheld tally counter.

Supervisor Hopkins presented the PIC group some distinctions to the ILDPH requirements, mainly medical exemptions from face coverings. The goal was to prepare the PIC group for possible issues with patrons unwilling or unable to comply with the requirement to be resolved effectively and meet both legal requirements and good customer service.

Daily patron occupancy numbers are trending slightly up, with averages in the upper-30s. Typical peak occupancy was around 55-60 patrons during July, though still well below the maximum occupancy of 197 patrons.

The Building Operations team is prepared for the reopening of Meeting Room A on Saturday, August 1st. New guidelines have been established, and communicated to the security staff. The three layouts for patron use comply with mandated distancing requirements, and security is prepared to offer a welcoming, unintrusive environment for groups to return to the space within these limitations.

Building Security Monitor Andre Burton resigned in June and his last day was in mid-July. He will be missed, and would certainly be welcomed back again in the future if the situation should arise. The application and interviewing process is underway as we look to fill the vacant part-time position. The entire Building Ops team has pitched in to cover gaps in scheduled coverage left by Andre's departure.

### **ZENDESK -**

In July, 50 new maintenance tickets were created, and 51 new or existing tickets were completed.

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

### **CMTSD July 2020 Snapshot**



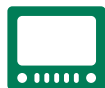
**3,761** new materials made available



**48,900** checkouts



**14.6 %** increase in digital usage



**Frozen II (DVD)** was the most popular title



**309** interlibrary loans for our patrons



**99** shipments received



## Staff Updates

Dawne Tuitman, Processing Supervisor & Cataloger, retired this month after 38 years of dedicated service to the Fountaindale Library. We wish Dawne the very best as she embarks on the next chapter in her life!



## Adjustments and Trainings

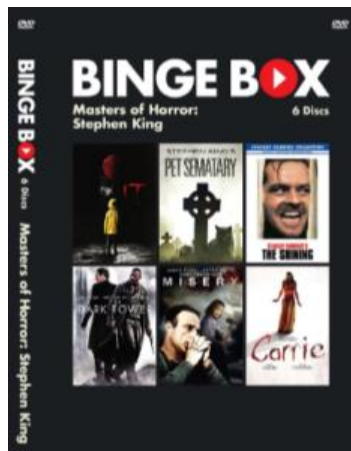
In the wake of Dawne's retirement, CMTSD staff have been working together to provide cross training in cataloging, processing and repair of library materials. Staff in my department have done a wonderful job filling in when needed and covering key functions to ensure our operations continue. Chris Castle, Cataloger, and Jake Luce, Acquisitions Supervisor, have especially helped train and provide coverage during this transitory time. Our Pinnacle ILS Manager, Matt Hammermiester, has been hired temporarily to help catalog our backlog and maintain a steady output of new library materials. Additionally, staff are adjusting well to the new socially-distanced staggered work schedule and temporary workstations in Meeting Room C.

## Bluestem Nomination Committee

Brett Luminais, Children's Collection Librarian, has been accepted into the Bluestem Nomination Committee! This committee reviews book nominations and selects one winner every year to be awarded the Bluestem Award, designed to honor books that fall within grades 3-5. Participating is an honor for Brett and our library and will help Brett in his collection development and selection duties.

## Movie Binge Boxes

We debuted a new movie collection this month called Binge Boxes! Binge Boxes are multiple disc DVD sets of movies with a clever common theme. We'll be continuing to develop and add to this collection frequently. A select number of titles has also been added to the Outreach collection. Binge Boxes were just launched at the end of July and **over half of the collection has already been checked out or on hold for our patrons!**







### Physical Collection Circulation

*\*Sorted Alphabetically by Collection*

Collections	Jul 2019 Circs	Jul 2020 Circs	Change	% Change
Adult Audiobooks	971	589	-382	-39%
Adult Fiction	5784	4759	-1025	-18%
Adult Graphic Novels	674	557	-117	-17%
Adult Nonfiction	4885	4796	-89	-2%
Adult Video Games	340	353	13	4%
Beginning Readers	1591	1699	108	7%
Interlibrary Loan	278	273	-5	-2%
Juvenile Audiobooks	597	580	-17	-3%
Juvenile Fiction	6185	4805	-1380	-22%
Juvenile Graphic Novels	1868	1647	-221	-12%
Juvenile Kits	142	8	-134	-94%
Juvenile Movies & TV	6362	3232	-3130	-49%



Juvenile Nonfiction	3604	2656	-948	-26%
Juvenile Technology & Equipment	316	105	-211	-67%
Juvenile Video Games	1057	810	-247	-23%
Large Print	712	649	-63	-9%
Local Authors	4	6	2	50%
Magazines	788	844	56	7%
Movies & TV	12222	9696	-2526	-21%
Music	1705	1329	-376	-22%
On-the-Fly	17	10	-7	-41%
Picture Books	8084	5626	-2458	-30%
Studio 300	2840	626	-2214	-78%
Technology & Equipment	1173	161	-1012	-86%
World Languages Adult	212	114	-98	-46%
World Languages Juvenile	512	303	-209	-41%
World Languages Young Adult	10	14	4	40%
Young Adult Audiobooks	99	70	-29	-29%
Young Adult Fiction	1983	1164	-819	-41%
Young Adult Graphic Novels	1198	476	-722	-60%
Young Adult Kits	8	1	-7	-88%
Young Adult Nonfiction	508	257	-251	-49%
Young Adult Technology & Equipment	0	4	4	
Young Adult Video Games	1111	681	-430	-39%
<b>TOTALS</b>	<b>67840</b>	<b>48900</b>	<b>-18940</b>	<b>-28%</b>

### Circulation by Branch

Branch	2019	2020	Change	% Change
Building	63,510	47540	-15970	-25.15%
Outreach	1583	731	-852	-53.82%
Studio 300	2841	629	-2212	-77.86%
Digital	8672	9940	1268	14.62%
<b>Totals</b>	<b>76606</b>	<b>58840</b>	<b>-17766</b>	<b>-23.19%</b>

### Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2,792	<b>vs.</b>	DVD	10,275
CD Audiobook	646	<b>vs.</b>	Playaway Audiobook	427

### Special Collections

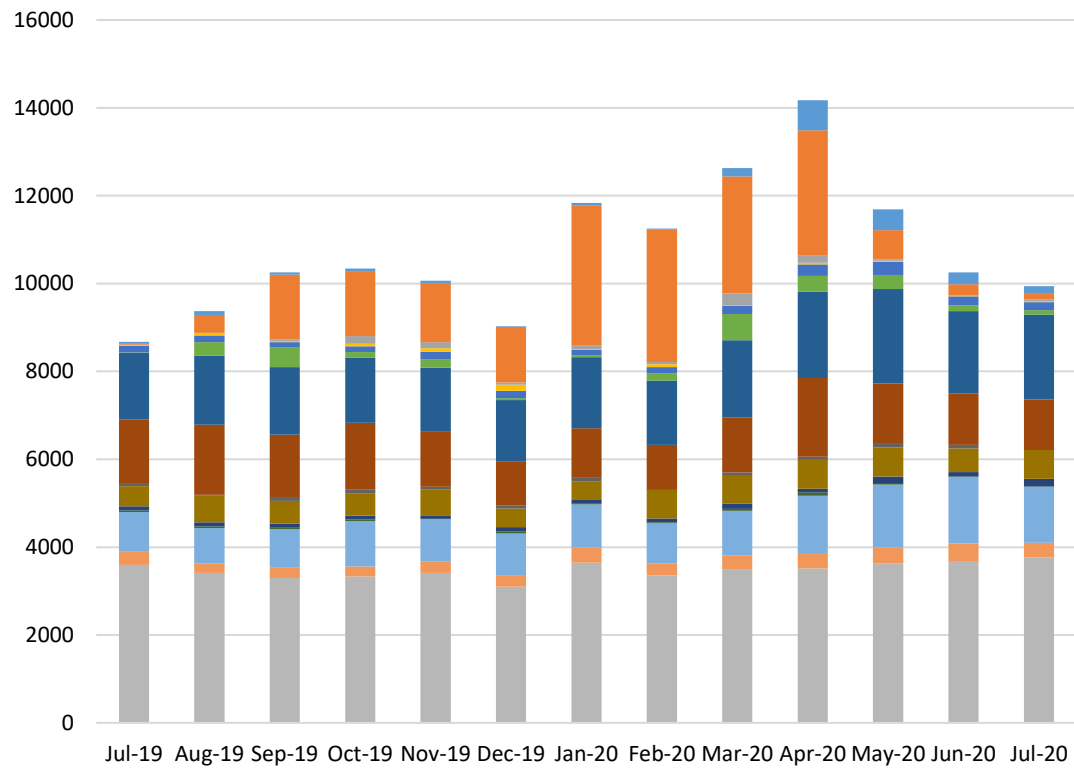
Collection	Circs
Lucky Day	1,451
Mobile Hotspots	29
Roku Media Players	24
Dolls	2
STEAMboxes	5

### Digital Collection Usage

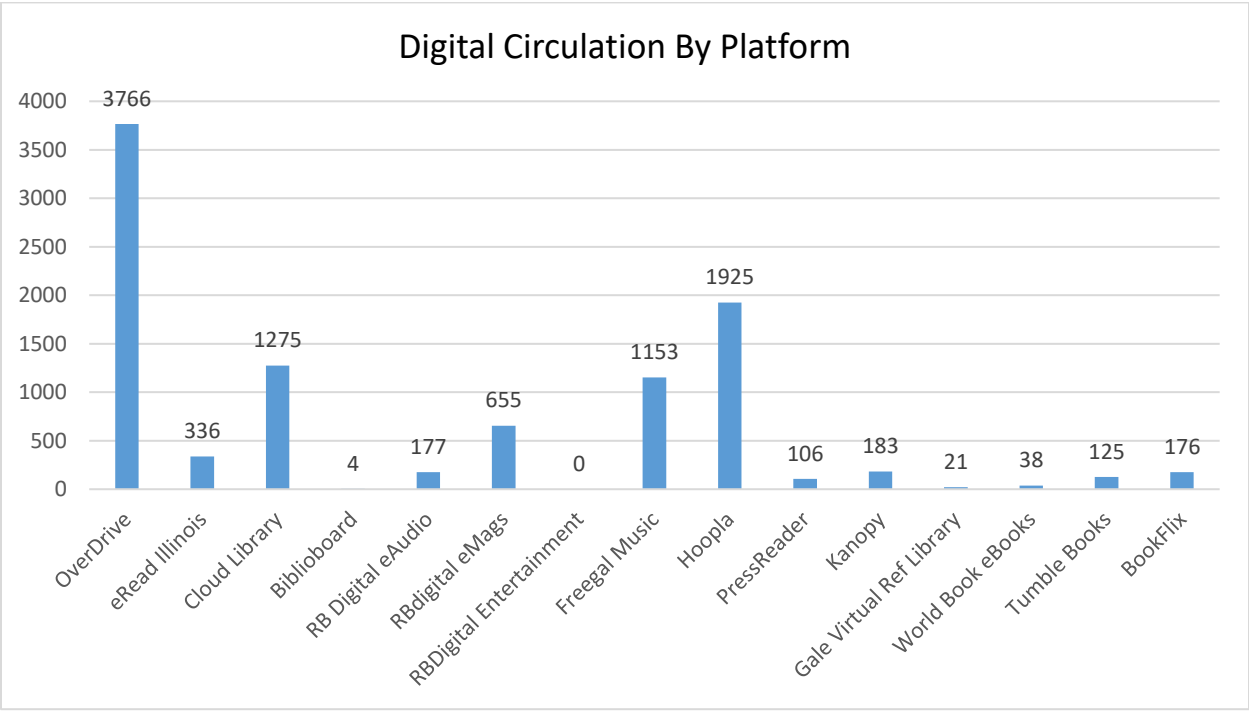
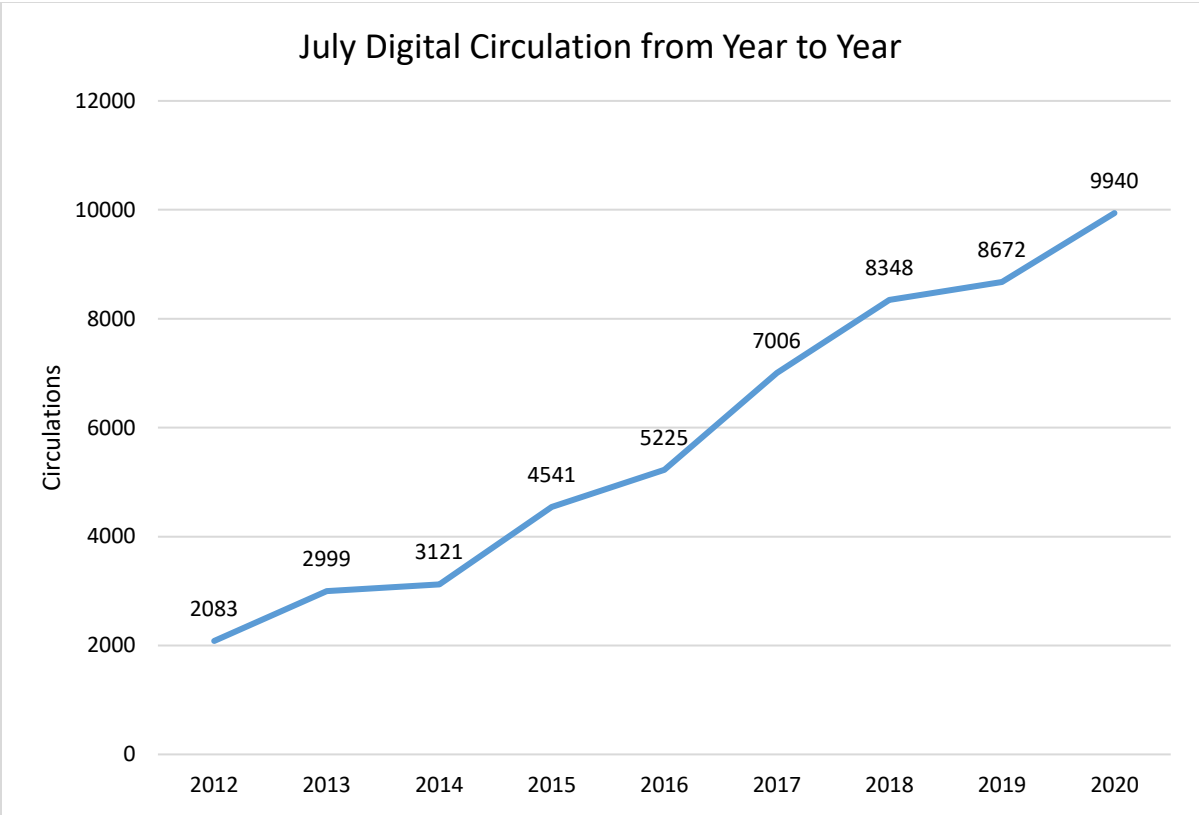
Digital Platform	Jul 2019	Jul 2020	Change	% Changed
Hoopla	1520	1925	405	26.64%
cloudLibrary Shared	408	717	309	75.74%
Rbdigital eMags	460	655	195	42.39%
BookFlix	26	176	150	576.92%
OverDrive eBooks	2148	2265	117	5.45%
PressReader	8	106	98	
Rbdigital eAudio	91	177	86	94.51%
Tumblebooks	39	125	86	220.51%
cloudLibrary eBooks	333	418	85	25.53%
OverDrive eAudio	1450	1501	51	3.52%
eRead Illinois eAudio	96	138	42	43.75%
World Book eBooks	7	38	31	442.86%
Kanopy	153	183	30	19.61%
GVRL eBooks	12	21	9	75.00%
cloudLibrary eAudio	152	140	-12	-7.89%
eRead Illinois eBooks	215	198	-17	-7.91%
Biblioboards	36	4	-32	-88.89%
Rbdigital Entertainment	49	0	-49	
Freegal Music Downloads	387	253	-134	-34.63%
Freegal Music Streaming	1082	900	-182	-16.82%
<b>Totals</b>	<b>8672</b>	<b>9940</b>	<b>1268</b>	<b>14.62%</b>

For **July 2020**, digital circulation was **16.9%** of the library's total circulation.

## Digital Collection Circulation



	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
Book Flix	26	89	49	61	54	15	54	15	189	685	473	265	176
Tumble Books	39	404	1474	1477	1345	1270	3196	3023	2669	2838	670	257	125
World Book eBooks	7	17	39	174	143	54	80	47	268	177	35	18	38
Gale Virtual Ref Library	12	45	21	60	78	132	11	66	10	38	21	5	21
Kanopy	153	154	128	132	168	173	136	142	185	261	297	203	183
PressReader	8	307	443	129	196	44	34	167	596	354	318	127	106
Hoopla	1520	1573	1536	1478	1444	1390	1620	1459	1766	1969	2147	1886	1925
Freegal Music	1469	1591	1421	1523	1268	1010	1126	1008	1247	1789	1377	1162	1153
RBDigital Entertainment	49	27	88	78	67	70	85	20	82	77	83	82	0
RBDigital eMags	460	599	517	515	594	416	401	653	632	652	661	535	655
RB Digital eAudio	91	98	98	82	62	98	107	86	115	92	169	106	177
Biblioboard	36	34	22	41	4	49	11	17	43	71	17	8	4
Cloud Library	893	800	882	1033	978	950	977	918	1017	1301	1429	1511	1275
eRead Illinois	311	223	235	222	252	261	350	270	322	348	364	400	336
OverDrive	3598	3413	3299	3338	3415	3101	3647	3359	3489	3520	3630	3686	3766



## Digital Content Fast Facts – July 2020

### Overdrive

- There were **5,428 unique users**, which is a **13.9% growth** from last July.
- **eBooks** accounted for **64.1%** of checkouts, while **eAudio** accounted for **35.9%**.
- Checkouts by Audience: Adults: 84.7%; Young Adults: 8.4%; Juvenile: 6.9%
- During the month, PLC yielded **11,928 active holds** and **25,472 total checkouts**.

### cloudLibrary

- There were **203 active users** in the month. **Of those, 16 are new users**.
- **Pay Per Use eAudio** program yielded **46 circs** from FPLD and **38 circs** from LMPL, totaling **84 circs**.

### eRead Illinois/Axis 360

- There were **127 active users** for the month, **31** of which are **new users**.
- **eBooks** accounted for **59%** of checkouts, while **eAudio** accounted for **41%**.

### Hoopla

- The top titles in July were *Hamilton* (Original Broadway Cast Recording) soundtrack, *The Ballad of Songbirds and Snakes* children's audiobook
- There were **1,925 total circs** borrowed by **408 patrons**. The **average number of circs was 4.7 circs** per patron, with 40 patrons using all 15 circs.
- **Audiobooks** were the most borrowed format, accounting for **41%** of all circs, followed by **eBooks with 28%**, **Movies/TV with 17%**
- **Adult Fiction** was the most borrowed category, accounting for **52%** of all circs, followed by **Adult Non-Fiction with 22%** and **Juvenile Fiction with 16%**.

### Kanopy

- The **most popular videos** in July were: *Upside Down*, *Umbrellas of Cherbourg*, *Rashomon*, *Disobedience*, and *Capone*.
- Patrons played **183 distinct video titles** and **372 video plays**.
- The site was **visited 1,768 times** and received **2,258 page hits**.
- There were **67 active users**, of which 2 used the maximum play credits.

### Freegal

- This month yielded **900 songs streamed** and **253 music downloads**.
- Top **streaming music genres**: Pop, Rock, Spoken Word, Country, Jazz, Classic Rock
- Top **downloaded music genres**: Pop, Rock, R&B, Jazz, Country

## Physical Items Added and Withdrawn

Physical Items	Jul 2020 Added	Jul 2020 Withdrawn
Adult Audiobooks	81	250
Adult Fiction	693	123
Adult Graphic Novels	104	7
Adult Nonfiction	434	1224
Adult Video Games	26	2

Beginning Readers	98	120
Juvenile Audiobooks	5	1
Juvenile Fiction	281	199
Juvenile Graphic Novels	146	33
Juvenile Kits	0	1
Juvenile Movies & TV	90	11
Juvenile Nonfiction	220	919
Juvenile Technology & Equipment	0	1
Juvenile Video Games	51	1
Large Print	149	94
Local Authors	0	0
Local History & Genealogy	9	0
Magazines	271	449
Movies & TV	397	186
Music	22	448
Picture Books	386	1135
Studio 300	0	0
Technology & Equipment	11	33
World Languages Adult	2	71
World Languages Juvenile	5	68
World Languages Young Adult	0	5
Young Adult Audiobooks	12	41
Young Adult Fiction	90	153
Young Adult Nonfiction	10	69
Young Adult Technology & Equipment	0	0
Young Adult Video Games	80	1
<b>TOTALS</b>	<b>3761</b>	<b>5912</b>

### Acquisitions

- Purchase Orders created and released: 42
- Invoices Paid: 222
- Boxes Received and Opened: 99
- Magazines and Periodicals Processed: 268

### Processing & Repair

- Disc Repairs: 233
- New Cases: 129
- New Artwork: 22
- RFID Repairs: 107
- Misc. Repairs: 5

### Interlibrary Loan

<b>309</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 251 items from IL libraries</li> <li>• 58 items from out of state libraries</li> </ul>
<b>164</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 87 to IL libraries</li> <li>• 75 to out of state libraries</li> <li>• 2 to XYZ libraries</li> </ul>
<b>345</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 317 submitted in OCLC</li> <li>• 13 items were too new to request</li> <li>• 3 were available in Pinnacle</li> <li>• 12 were out of country only</li> </ul>
<b>256</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 133 from IL libraries (by phone call)</li> <li>• 123 from out of state libraries</li> </ul>

### CHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
<b>Dead</b> - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	9,737 Up 400 Items 7.87%	871 Up 56 Items 5.18%	10,724 Up 404 Items 10.11%	20,932 Up 860 Items 8.74%
<b>Collection Check</b> - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	132 Down 14 Items 1.36%	48 Down 15 Items 5.18%	936 Down 340 Items 8.41%	1,116 Down 369 Items 5.12%
<b>Grubby</b> - Items that have circulated <u>75 times</u> or more <i>CHQ Recommendation: less than 10%</i>	10,439 Up 112 Items 8.44%	633 Down 4 Items 4.06%	10,647 Down 28 Items 9.67%	21,638 Up 82 Items 8.71%
<b>DOA</b> 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. <i>US average 16%</i>	6,482 Up 966 Items 27.55%	879 Up 5 Items 40.60%	3,606 Down 312 Items 24.78%	9,450 Up 971 Items 27.39%
<b>Turnover</b> July 23, 2019 to July 20, 2020	1.57	1.39	1.89	1.70

## NextReads Newsletters

<b>Subscribers</b>	0 New Subscribers	0 Unsubscribed	20 Bounced
<b>Newsletters</b>	<ul style="list-style-type: none"> <li>358 Items Clicked Open</li> <li>New York Times Fiction Bestsellers 7.26.2020 issue had the highest Total clicks (33)</li> </ul>	27.75% Mobile Views	72.25% Desktop Views
<b>Emails</b>	<ul style="list-style-type: none"> <li>1,009 Sent</li> <li>34.29% opened</li> </ul>	Highest Subscribers - New York Times Fiction Bestsellers (70)	Highest Unique Opens – Mystery (31)

## Displays

<p><b>Lobby Tree</b></p> <ul style="list-style-type: none"> <li>Staff Picks – 13</li> </ul> <p><b>Lobby Tree</b></p> <ul style="list-style-type: none"> <li>Beach Reads (60)</li> <li>Road Trip (40)</li> <li>Conversations About Race &amp; Racism (141)</li> </ul> <p><b>2<sup>nd</sup> Floor</b></p> <ul style="list-style-type: none"> <li>Armchair Traveler (154)</li> <li>Hallmark (31)</li> <li>Christmas in July (34)</li> <li>Job Hunting (16)</li> </ul> <p><b>3<sup>rd</sup> floor self-check</b></p> <ul style="list-style-type: none"> <li>Conversations About Race &amp; Racism (66)</li> <li>Who's Your Hero (24)</li> <li>Beach Reads (35)</li> </ul>	<p><b>Children's</b></p> <ul style="list-style-type: none"> <li>Stuff to do at home (11)</li> <li>Summer (13)</li> <li>We need diverse books (32)</li> <li>Celebrating Family (10)</li> <li>1,000 Diverse Books before Kindergarten (8)</li> <li>Books to tickle your funny bone (4)</li> <li>Diverse Graphic Novels (12)</li> <li>Sci-Fi Graphic Novels (6)</li> <li>Outdoor Adventures (9)</li> <li>Easy Graphic Novels (9)</li> <li>Superheroes (9)</li> <li>1,000 Books Before Kindergarten (17)</li> </ul>
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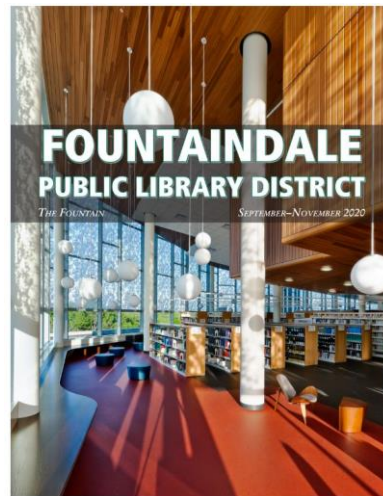


## **Communications (Melissa Bradley)**

### **Communications Highlights**

- During the month of June, our collection-focused Google Ads had 17,494 impressions and 2,181 clicks to our collection subpages.
- We released our July Pillar of the Community [interview](#) and READ poster featuring author and entrepreneur Toni Greathouse.
- Melissa and Steven scheduled, wrote/edited and published 21 blog posts.
- Melissa wrote titles, descriptions and tags for 98 YouTube videos.
  - Our YouTube channel gained 32 followers this month.
- Melissa and Sabrina write and design weekly virtual programming social media images. Steven then creates and sends this information in a new weekly email.
- Melissa interviewed Dr. Judith Davis and Chinyere Amaefule of The Third Institute for a [Sponsor Spotlight](#) to highlight the work they do via their monthly Roots program and how their sponsorship is putting much needed Black literature in the hands of children in our community.
- Steven provided blogger training for several staff members.

- Steven helped set up the virtual Studio 300 orientation on our website as well as updated our Niche Academy tutorial widget and our web forms, media folders and galleries plugins.
- Sabrina and Melissa completed work on the fall issue of *The Fountain*.
- Sabrina designed the new Tween Book Box which will debut in November.



## Media

- Valley View included our reopening and Summer Adventure information in their weekly media releases.
- [Chicago Parent](#) mentioned us as one of their *Big Book of Schools Magazine* distribution sites.
- Tana wrote a fantastic article for the [RAILS My Library Is... blog](#) about how Outreach can stay relative in the time of social distancing.

## Social Media Ads

- Our Summer Adventure TV Giveaway paid ad ended. We spent \$10 on the ad which ran June 29–July 6. It reached 1,084 people and had 115 engagements.
- Our Summer Adventure paid ad ended. We spent \$60 on the ad which ran June 5–July 26. It reached 6,010 people and had 141 link clicks.

## Social Media Metrics

- Facebook Metrics
  - 15 new people liked our page
  - 1,672 people viewed our page
  - 39,842 people viewed our content (reach)
    - 7,095 people saw our content because a friend shared, liked or engaged with it
  - 2,179 people engaged with our content (clicked, liked, commented or shared)

- Twitter Metrics
  - 11 new followers
  - 45 page views
  - 9,196 tweet impressions
- Instagram Metrics
  - 21 new followers
  - 432 post likes
  - 7,496 people viewed our content (reach)

### **Email Marketing Metrics**

- 39 emails sent (This includes weekly blog roundup emails)
- 122 new subscribers (This includes blog subscribers)
- Average open rate: 27.65% (industry average is 21.33%)
- Average click rate: 4.40% (industry average is 2.62%)

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

- **Audit:** Most of this month was dedicated to making sure that everything was in place for the scheduled annual audit of the financial statements. It has been our practice to keep good and organized documentations all year round so that all files are easily accessible. I drafted the accrued schedules, capital asset depreciation schedule, prepared bank and legal confirmations, and prepared final financial reports and other documents for the fiscal year end. Having the records ready and available can reduce the amount of time, money, and stress spent on the audit. Also, this allows the audit to be done efficiently without surprises.
- **Budget:** All of the budget numbers were completed and updated into the new budget. I prepared the Tentative Budget Ordinance document for the new fiscal year. Tentative Budget Ordinance document was presented at the July Board meeting for approval.  
Updated the Working Budget in the financial software for the new fiscal year.
- **IPLAR:** Completed the financial section of the Illinois Public Library Annual Report (IPLAR). All Illinois public libraries are required by statute to prepare and submit an annual report to the State Library.
- **Unclaimed Properties** - Spent time making preparations for the report filing for unclaimed property held by the Library.
- **Appraisal Report** - Compiled reports of our fixed assets to be submitted to our appraisal company for our annual appraisal report. This report is used to determine the amount of insurance coverage the Library District would require.
- **Merchant Service Agreement** - As part of the continued process of finalizing the closing of the remaining bank account with BMO Harris Bank, I had contacted Worldpay Merchant Services and submitted a service cancellation notification for credit card processing for the Studio 300 department.
- **Legal Publication** - The public hearing notice was submitted to the Bugle to be published in their legal notice section of the July 22nd newspaper edition.

- **Bulk Wipes Purchase Agreement** - The Library has reviewed and approved the purchase agreement with Warehouse Direct for a 14 month continuous bulk wipe supply. This will ensure the Library will have sufficient supplies to maintain a safe environment for the patrons and staff members.
- **Accounting/Reports:** Completed regular monthly financial reports and reconciliations.
- **Finance Team:** This month, the Finance staff had their hands full with assisting in the fiscal year end close activities.

The Finance Team came in on the weekend to shift all of the Finance files to create room for the new fiscal year information.

### *Allyse Schiller's Report*

- **Bills Payable Report** - The payable report for July has taken extra-long to prepare due to the two different fiscal years. July is normally the last opportunity for the department to submit final payment requests for the previous fiscal year which had ended on June 30th. The invoice payment for the new fiscal year is processed during the same time line. There were more payments issued than normal due to the additional purchasing of essential items and services.
- **Blackbaud Bank Default Issue** - I had been working with Blackbaud to figure out why some of the vendors and invoices were converting back to BMO after I changed them to Wintrust. This month I had taken screenshots and kept a list of the vendors and invoices I changed. None of them reverted back. I realized that in the past few months, some had been entered while remote working and I wonder if that had anything to do with the issues at all. I also was able to do a global change so that all vendors that currently had a default of BMO would now default to Wintrust. There were 2095 that were updated on 7/14. I let Blackbaud know that it appeared the issue might be fixed, but if we have another problem in the future, I would contact them again.
- **Anti-Fog Disposable Masks** - I followed up with a seller on Amazon about the anti-fog disposable face masks that Paul and I had ordered back in April. These were supposed to be for staff if they forgot theirs at home and were being sent to Paul's house. Amazon was going to cancel them if we didn't issue payment, so we had already paid for these, but the tracking simply said, "On the way, but it's running late." I contacted the seller about the status of these masks and was told that they tracked the package and it was still in transit due to the delay in shipping from COVID.

### *Training*

- Program form training from Nancy - 07/15/2020 -Allyse and Jennie

### *Marlen Soto's Report*

- **Disinfecting Product Expiration** - In order to determine the expiration date for all of the Library's essential products, I had sent an email to Clorox and Lysol to find out how long their disinfecting wipes last for. Both companies said their products last for one year from the date of manufacture. With this information, Finance could determine the expiration date for each group of products and distribute them to different departments accordingly.

- **S&S Worldwide Shipment Delay** - I called S&S WorldWide to find out when we would be receiving our missing 6 27 quart tubs. The tubs are part of a purchase order that Debra ordered for the children's service department. The representative mentioned they don't have an estimated shipped date but that they will update us when they have one.
- **Board Report Packets** - I scanned all the board packets from June 2019 to up to this current month to our Finance Drive.

**Other:** July Board stats (1<sup>st</sup> payments and Board payments):

- 7 Bank Drafts for \$76,436.52 total
- 167 Checks for \$1,031,464.12 total
- 763 total invoices entered

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

- During the month of July, 77 new help desk tickets were created by FPLD staff, and 82 new or existing tickets were solved by IT staff.
- Attended a webinar by vendor bibliotheca on how their various products could be used during the pandemic to safely enhance library interactions with patrons and staff.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendors Konica Minolta and Today's Business Solutions (TBS) to configure and deploy new replacement printer/copiers for all existing units throughout the library with minimal disruption for patrons and staff.
- Attended a Q&A webinar by vendor PDQ.com on their software programs, PDQ Deploy and PDQ Inventory.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began configuration of a new replacement Mac Pro computer for the Communications department.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new small black and white printer to the Information Desk.
- Worked with vendor Konica Minolta to install a server based utility program to monitor all Konica Minolta printer/copiers for automated supplies and service related issues.
- Met with vendor Konica Minolta for a post installation review of the process and provide feedback on what worked and what could be improved upon.
- Met with vendor Netrix to discuss their initial recommendations for replacing the library's aging network server and network storage appliances.
- Worked with vendor Today's Business Solutions (TBS) to install the latest version of the PaperCut print management software on the new staff print server for statistical purposes.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a repurposed black and white printer in the Deputy Director's office.



July 2020 District Statistics					Population Total		67683		
Total Circulation Statistics	58,840	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	48,169	Reading Programs Offered	0	0	2	0	2	22,861	4,578
Bookmobile	731	Reading Members	0	0	358	0	358	Proctoring	Total Twitter Followers
Digital	9,940	Summer Reading	1	1	1	0	3	0	862
		Summer Reading Members	402	246	363	0	1011	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	436	1,146
Interlibrary Loan Requests		New Physical Items	3,761	Total Visits	9,205	220	10,752	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	309			New Cardholders	99	1	100	3,374	6,235
Items Sent to other Libraries	164			Active Cardholders	25,625	110	25,735	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	45,934	Drive through visits	1327	14,201	4
In-house checkins (Not part of total circ)	N/A	Active cardholders	38.02%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	67.87%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				31	438	0	2,045	2,514	15,932
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	36	12	19	0	0	Building Front	Building Rear	Church	Ashbury's
Attendance	39	17	25	0	0	45,323	0	715	262
	Programs Adults				Programs Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,164
Numbered offered	16	0	6	22	9	0	0	9	Android: 1,162
Attendance	358	0	21	379	99	0	0	99	
Programming hours	33	0	6	39	12	0	0	12	
	Programs Children				Passive Programs for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	149
Numbered offered	7	11	0	18	3	0	0	3	Total Attendance
Attendance	42	91	0	133	52	0	0	52	7,462
Programming Hours	8	11.5	0	19.5	X	0	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				511
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	34	0	0	34	0	0	100	100	
Attendance	391	0	0	391	0	0	6,851	6,851	
Programming hours	X	0	X	X	0	0	440	440	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	210	62	1,178	282	1,061	0	132	2,925	
Directional	41	181	1,134	0	654	0	0	2,010	
One on One Assistance	7	240	16	0	11	0	0	274	
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	58,840	76,606	-23.19%	Reference Questions	2,925	3,821	-23.45%		
Visitors	10,752	41,180	-73.89%	Computer Usage	2,514	7,114	-64.66%		
Card Holders	25,625	24,470	4.72%	Wireless Sessions	15,932	20,879	-23.69%		
Room Bookings	67	660	-89.85%	Program Attendance*	7,440	10,329	-27.97%		