

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
October 15, 2020 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/84207717928>
Phone Number: 1 312 626 6799 Meeting ID: 842 0771 7928

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) 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. Public Hearing – September 17, 2020
 - b. Board Meeting – September 17, 2020
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Acceptance of Financial Report for Fiscal Year 2019/2020
 - b. Approval of Resolution 2020-7 – Truth in Taxation Law Resolution
 - c. Approval of Ordinance 2020-2 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2021/2022
 - d. Approval of 2021 Fountaindale Public Library District Closing Schedule
 - e. Approval of 2021 Staff Supplemental Floating Holidays
 - f. Approval of 2021 Fountaindale Public Library District Board Meeting Schedule
 - g. Approval of Library Closing for Election Day on Tuesday, November 3, 2020
 - h. Review of Serving Our Public 4.0
 - i. Approval of Request for Trustees to Attend 2021 American Library Association Midwinter Meeting Virtual Conference – January 22-26, 2021
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – October, 2020
 - b. Bills Payable Report – October, 2020
12. Director's Report – September, 2020
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

October 2020 Agenda Background

Paul Mills

7. New Business – Action Items

a. Acceptance of Financial Report for Fiscal Year 2019/2020

The Financial Report is prepared and presented by our auditing firm, Brian Zabel & Associates, PC.

Suggested Motion: Motion to accept the Financial Report for Fiscal Year 2019/2020.

b. Approval of Resolution 2020-7 – Truth in Taxation Law Resolution

This resolution represents a 4.9% increase request from the previous year's levy. This request will not be funded in full as our District, like other library districts and some other units of local government, is limited by the property tax extension limitation law.

Suggested Motion: Motion to approve Resolution 2020-7 – Truth in Taxation Law Resolution.

c. Approval of Ordinance 2020-2 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2021/2022

This ordinance represents funds we request every year and the funds are used to maintain our building.

Suggested Motion: Motion to approve Ordinance 2020-2 – Ordinance to Levy an Additional tax of .02% for Fiscal Year 2021/2022.

d. Approval of 2021 Fountaindale Public Library District Closing Schedule

The draft 2021 library closing schedule features a standard schedule of closed days for us.

Suggested Motion: Motion to approve the 2021 Fountaindale Public Library District Closing Schedule.

e. Approval of 2021 Staff Supplemental Floating Holidays

If the Board approves the draft library closing schedule, we will have two holidays that falls on a weekend day – the Fourth of July and Christmas. Per our Employee Handbook the Board determines whether a holiday that falls on a weekend will be observed on a different day or whether a supplemental floating holiday will be granted. The Board may also choose neither option and have the calendar stand as is.

It is my recommendation that each staff member be given two Supplemental Floating Holiday to be used by December 31, 2021 in place of the Fourth of July and Christmas. Each full time staff member would receive two 7.5 hour Supplemental Floating Holidays and each part time staff member would receive two 4 hour Supplemental Floating Holiday. Fourth of July and Christmas would be Administrative Days in this scenario. An Administrative Day is a day in which the library is closed but there is no paid holiday for our staff.

Suggested Motion: Motion to approve two 7.5 hour Supplemental Floating Holidays for full time staff and two 4 hour Supplemental Floating Holidays for part time staff which must be used by December 31, 2021 with implementation rules to be created by the Executive Director.

f. Approval of 2021 Fountaindale Public Library District Board Meeting Schedule

The Board meeting schedule for 2021 is a standard one with every meeting on the third Thursday of the month.

Suggested Motion: Motion to approve the 2021 Fountaindale Public Library District Board Meeting Schedule.

g. Approval of Library Closing for Election Day on Tuesday, November 3, 2020

It is unclear as of this writing whether units of local government are required to be closed on Election Day. It is my recommendation that the library be closed on Tuesday, November 3rd if it is determined that the State of Illinois requires the library to be closed.

Suggested Motion: Motion to approve closing the library on Tuesday, November 3, 2020 for Election Day if required to be closed by the State of Illinois.

h. Review of Serving Our Public 4.0

The 2021 Illinois Per Capita Grant requires that every public library board review Serving Our Public 4.0. The complete electronic version has been included in the packet and will also be sent under separate cover.

The management team is reviewing the checklists at the end of each chapter and we will have a report next month on the results of our checklist review.

Suggested Motion: No action required at this time.

i. Approval of Request for Trustees to Attend 2021 American Library Association Midwinter Meeting Virtual Conference – January 22-26, 2021

The American Library Association's Midwinter Conference will be virtual this year.

Suggested Motion: Motion to approve Request for Trustees to Attend 2021 American Library Association Midwinter Meeting Virtual Conference – January 22-26, 2021.

MINUTES OF A PUBLIC HEARING
OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD SEPTEMBER 17, 2020
BOLINGBROOK, ILLINOIS

A Public Hearing to review the Budget and Appropriation Ordinance Fiscal Year 2020/2021 of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, was held pursuant to notice at the Bolingbrook Library, 300 W. Briarcliff Road, Bolingbrook, Illinois on Thursday, September 17, 2020 at 6:30 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 Public Hearing was called to order at 6:30 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: Jennie Mills.

President Danhof reviewed the Budget and Appropriation Ordinance for Fiscal Year 2020/2021.

Trustee Prodehl and Director Mills discussed the working budget, the ordinance, and the tax levy.

COMMENTS FROM THE PUBLIC

No comments were made.

ADJOURNMENT

A motion to adjourn the hearing at 6:59 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) J. Danhof, President

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD SEPTEMBER 17, 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, September 17, 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, Nancy Korczak, Christina Theobald, Jacob Luce, Melissa Luce and Monica Stamper.

Jeffrey Fisher was present online via Zoom.

PUBLIC PRESENT

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

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – August 20, 2020

The minutes of the board meeting held August 20, 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

EMPLOYEE RECOGNITION

President Danhof recognized Jacob Luce for his 15 years of service and presented him with an award and keychain.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends have officially canceled the Fall Book Sale. The Friends hope to hold the Spring Book Sale next year. The Friends Nook has been reorganized with more popular genres including a shelf dedicated to classic novels.

NEW BUSINESS

Approval of Ordinance 2020-1 – Budget & Appropriation Ordinance Fiscal Year 2020/2021

A motion to approve Ordinance 2020-1 Budget & Appropriation Ordinance Fiscal Year 2020/2021 was made by Spindel, seconded by Newell.

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

Approval of Chief Fiscal Officer's Certificate of Revenues by Source

A motion to approve the Chief Fiscal Officer's Certificate of Revenues by Source was made by Kalnicky, seconded by Spindel.

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

Approval of Appointment of Local Election Official and Deputy Local Election Official

A motion to approve the appointment of Robert Kalnicky as the Local Election Official and Juanita Lennon as the Deputy Local Election Official for the April 6, 2021 Consolidated General Election was made by Spindel, seconded by Valencia.

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

Approval of Display Case Policy

The Display Case Policy provides a guide for patrons to create their own displays in two small display cases in Children's Services.

A motion to approve the Display Case Policy was made by Spindel, seconded by Valencia.

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

Approval of Privacy Policy

Mills discussed what data the library collects and does not collect in the Privacy Policy.

A motion to approve the Privacy Policy was made by Kalnicky, seconded by Valencia.

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

Approval of Request for Trustees to Attend 2020 Illinois Library Association Annual Virtual Conference – October 20-22, 2020

A motion to approve the request for Trustees to attend the 2020 Illinois Library Association Annual Virtual Conference, October 20-22, 2020 was made by Spindel, seconded by Newell.

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

LIBRARY PROJECTS

Mills updated the Board on the repairs to the holds shelves.

Mills also mentioned that the library placed a new plaque on the 1st floor commending the work of the Art Committee for the new building.

CORRESPONDENCE

None.

TREASURER'S REPORT

Mills noted the Expenditure Report Memo from Finance Manager, Jennie Nguyen.

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

BILLS FOR APPROVAL

Bills Paid Report – September, 2020

Bills paid for the month of September in the amount of \$59,499.97 was presented for approval. Motion to approve was made by Spindel, seconded by Kalnicky.

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

Bills Payable Report – September, 2020

Bills payable for the month of September in the amount of \$184,194.90 was presented for approval. Motion to approve was made by Prodehl, seconded by Spindel.

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

DIRECTOR'S REPORT – August, 2020

Mills discussed the time capsule opening ceremony on October 9, 2020. This is a time capsule sealed in 1995. Mills also discussed a new 25 Year time capsule to be opened in 2045.

Mills discussed the latest revision of the new Bookmobile wrap.

Mills noted that the Valley View School District Board approved the library card memorandum of agreement between our library and the White Oak Library District.

Mills reported that the library received the Fiscal Year 2019 Per Capita Grant.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

President Danhof informed the Board that the American Library Association confirmed that the 2021 ALA Midwinter Meeting will be virtual. The Annual Conference for 2021 may be virtual as well.

Trustee Newell invited the Board to attend the Thanksgiving Prayer Service on Tuesday, November 24 at 7 p.m. at the Community Center.

Trustee Newell noted that she will not be available to attend the time capsule opening ceremony and upcoming board meeting in person due to an upcoming surgery.

The Bolingbrook Lions Club Annual Golf Outing is on Thursday, October 1. The dinner will be held in an outside tent.

The Bolingbrook Rotary Club is hosting a Mini Golf event at Wilderness Falls on Thursday, October 24. Mills also noted that the Rotary Club of Bolingbrook and the Rotary Club of Romeoville have partnered to write a grant for lap pads for early learners in the Valley View School District.

ADJOURNMENT

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

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOLINGBROOK, ILLINOIS**

ANNUAL FINANCIAL REPORT

**For the Year Ended
June 30, 2020**

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

TABLE OF CONTENTS

	<u>Page(s)</u>
INTRODUCTORY SECTION	
Principal Officials	i.
FINANCIAL SECTION	
INDEPENDENT AUDITOR'S REPORT	1-2
MANAGEMENT'S DISCUSSION AND ANALYSIS	MD&A 1-7
BASIC FINANCIAL STATEMENTS	
Government-Wide Financial Statements	
Statement of Net Position	3-4
Statement of Activities	5
Fund Financial Statements	
Balance Sheet	6
Reconciliation of Fund Balances of Governmental Funds to the Governmental Activities in the Statement of Net Position	7
Statement of Revenues, Expenditures, and Changes in Fund Balances	8
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Governmental Activities in the Statement of Activities	9
Notes to Financial Statements	10-33
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	34-36
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Debt Service Fund	37
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Special Reserve Fund	38
Schedule of Employer Contributions - Illinois Municipal Retirement Fund	39
Schedule of Changes in the Employer's Net Pension Liability and Related Ratios- Illinois Municipal Retirement Fund	40-41
Schedule of Changes in the Employer's Total OPEB Liability and Related Ratios- Retiree Benefit Plan	42
Notes to Required Supplementary Information	43

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
TABLE OF CONTENTS

	<u>Page(s)</u>
FINANCIAL SECTION (Continued)	
COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES	
Combining Balance Sheet - Nonmajor Governmental Funds	44-45
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds	46
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual Special Revenue Funds	
Audit Fund	47
Liability Insurance Fund	48
Illinois Municipal Retirement Fund	49
Social Security Fund	50
Equipping and Maintenance Fund	51
SUPPLEMENTARY INFORMATION	
Long-term Debt Requirements	
General Obligation Library Building Bonds of 2016A	52
General Obligation Library Building Bonds of 2018	53
General Obligation Library Building Bonds of 2019	54
Property Tax Assessed Valuations, Rates, Extensions, and Collections	55
STATISTICAL SECTION	
General Governmental Revenues by Source - Last Ten Fiscal Years	56
General Governmental Expenditures by Source - Last Ten Fiscal Years	57
Working Cash Fund Interest Transfer to General Fund	58
Property Tax Levies and Collections - Last Ten Tax Levy Years	59
Equalized Assessed Valuations - Last Ten Tax Levy Years	60
Ratio of Annual Debt Service Expenditures to Total Governmental Expenditures - Last Ten Fiscal Years	61
Miscellaneous Statistics	62

INTRODUCTORY SECTION

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

LIST OF PRINCIPAL OFFICIALS

June 30, 2020

BOARD OF TRUSTEES

Margaret J. (Peggy) Danhof

Robert Kalnicky

Steven Prodehl

Kathryn Spindel

Celeste Bermejo

Ruth Newell

Marcelo Valencia

ADMINISTRATION

Paul Mills, Executive Director



1040 West Route 6 • Morris, IL 60450

Phone: (815) 941-9833

Fax: (815) 941-9835

INDEPENDENT AUDITOR'S REPORT

To the President and Board of Trustees
Fountaindale Public Library District
Bolingbrook, Illinois

We have audited the accompanying financial statements of governmental activities, each major fund, and the aggregate remaining fund information of the Fountaindale Public Library District, Illinois (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Fountaindale Public Library District, as of June 30, 2020, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

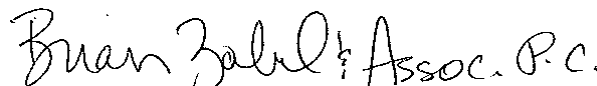
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Fountaindale Public Library District's basic financial statements. The combining fund financial statements and supplementary information are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining fund financial statements, supplementary information, and statistical section are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated in all material respects in relation to the financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.


BRIAN ZABEL & ASSOCIATES, P.C.
Certified Public Accountants

Morris, Illinois
September 25, 2020

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2020

As management of the Fountaindale Public Library District (District), we offer readers of the District's statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the District's Financial Statements beginning on page 3.

FINANCIAL HIGHLIGHTS

- The District's total net position increased from \$20,802,373 to \$23,686,749, an increase of \$2,884,376 or 13.9%. Of this amount, \$4,995,383 (unrestricted net position) may be used to meet the District's ongoing obligations to citizens and creditors.
- The increase in net position of \$2,884,376 was a result of government-wide revenues totaling \$12,152,107 and government-wide expenses totaling \$9,267,731.
- At June 30, 2020, the District's governmental funds reported combined ending fund balances of \$28,212,815, an increase of \$1,071,757 in comparison with the prior year.

Using the Financial Section of this Annual Report

The focus of the financial statements is on both the District as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or government to government) and enhance the District's accountability.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. The focus of the Statement of Net Position presents information on all of the District's assets and liabilities and deferred inflows, with the difference reported as net position. This statement combines and consolidates governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused compensated absences).

The government-wide financial statements (see pages 3 - 5) describe functions of the District that are principally supported by taxes and charges for services revenues.

Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements to be more familiar. The focus of the presentation is on major funds rather than fund types. A fund is a grouping of

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2020

related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are in one category: governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Library maintains ten individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Debt Service Fund, and Special Reserve Fund, all of which are considered major funds. Data from the other seven governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The District adopts an annual budget for its general fund and for nonmajor funds for Audit, Liability Insurance, Illinois Municipal Retirement Fund, Social Security, Equipping and Maintenance, and Capital Projects . A budgetary comparison schedule has been provided elsewhere in this report to demonstrate compliance with the budget. The basic governmental fund financial statements are on pages 6 through 9, and each of the nonmajor governmental funds can be found on pages 44 through 51 of this report.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements. The notes to financial statements can be found on pages 10 through 33 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's I.M.R.F. employee pension obligations, District's retiree benefit plan, and budgetary comparison schedules for major funds. This information can be found on pages 34 through 43 of this report.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2020

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets/deferred outflows exceeded liabilities/deferred inflows by \$23,686,749 June 30, 2020.

Fountaindale Public Library District's Net Position at Year End

	Governmental Activities	
	FY 2020	FY 2019
Current Assets	\$ 34,108,267	\$ 32,922,742
Capital Assets	25,341,535	25,375,689
Total Assets	59,449,802	58,298,431
Deferred Outflows of Resources	3,266,618	2,891,079
Total Assets and Deferred Outflows of Resources	<u>\$ 62,716,420</u>	<u>\$ 61,189,510</u>
Current Liabilities	\$ 2,842,511	\$ 2,963,635
Noncurrent Liabilities	27,691,074	31,840,449
Total Liabilities	30,533,585	34,804,084
Deferred Inflows of Resources	8,496,086	5,583,053
Total Liabilities and Deferred Inflows of Resources	<u>39,029,671</u>	<u>40,387,137</u>
Net Position		
Net Investment in Capital Assets	(2,228,329)	(4,047,707)
Restricted	20,919,695	20,440,182
Unrestricted	4,995,383	4,409,898
Total Net Position	<u>23,686,749</u>	<u>20,802,373</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position	<u>\$ 62,716,420</u>	<u>\$ 61,189,510</u>

A portion of the District's net position (\$2,228,329) reflects investment in capital assets (e.g., land, buildings, and vehicles and equipment); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Additionally, \$20,919,695 of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining \$4,995,383 represents unrestricted net position that may be used to meet the District's ongoing obligations to citizens and creditors.

The District's net position increased by \$2,884,376,431 during the year ended June 30, 2020.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2020

Fountaindale Public Library District's Change in Net Position

	Governmental Activities	
	FY 2020	FY 2019
Revenues		
Program Revenues		
Charges for Services	\$ 58,297	\$ 73,164
Grants and Contributions	95,224	84,604
General Revenues		
Property Taxes	11,277,073	11,182,830
Replacement Taxes	142,720	130,381
Interest	568,265	610,610
Miscellaneous	10,528	226,026
Total Revenues	<u>12,152,107</u>	<u>12,307,615</u>
Expenses		
Culture and Recreation	7,866,157	8,313,631
Interest	1,401,574	1,242,491
Total Expenses	<u>9,267,731</u>	<u>9,556,122</u>
Increase in Net Position	2,884,376	2,751,493
Net Position-Beginning	<u>20,802,373</u>	<u>18,050,880</u>
Net Position-Ending	<u>\$ 23,686,749</u>	<u>\$ 20,802,373</u>

As shown above, revenues of \$12,152,107 exceeded expenses of \$9,267,731, resulting in the net position increase of \$2,884,376.

FINANCIAL OVERVIEW

The following financial overview represents normal operating income and expenditures.

Below are the percentages of income by category in relation to total income.

	Income Sources	
	FY 2020	FY 2019
Property Taxes	92.80%	88.74%
TIF Taxes	0.00%	2.13%
Replacement Taxes	1.17%	1.06%
State Grants	0.70%	0.69%
Fines and Forfeitures	0.48%	0.59%
Donations	0.09%	0.09%
Reimbursements	0.05%	0.05%
Interest	4.68%	4.96%
Miscellaneous	0.04%	1.70%
Total Income	\$ 12,152,107	\$ 12,307,615

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2020

Below are the percentages of expenditures by category in relation to total expenditures.

	Expenditures by Category	
	FY 2020	FY 2019
Culture and Recreation		
Personnel	25.20%	21.90%
Contractual Services	3.75%	2.79%
Supplies & Utilities	2.07%	3.64%
Insurance	0.41%	0.37%
Library Materials	4.50%	4.59%
State Grant & Misc	0.65%	0.63%
Capital Outlay	3.54%	1.04%
Debt Service	59.87%	65.05%
Total Expenditures	\$ 19,519,164	\$ 22,333,063

Total revenues decreased \$155,508 or 1.26%. Property taxes increased \$94,243 or 0.84% from \$11,182,830 to \$11,277,073. Replacement taxes increased \$12,339 or 9.46% from \$130,381 to \$142,720.

Total expenditures decreased \$2,813,899 or 12.60%. Personnel services increased \$29,468 or 0.60%. Debt service decreased \$2,841,693 or 19.56%.

Governmental Funds

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unrestricted, unassigned fund balance may serve as a useful measure of the District's net resources available for spending at the end of the fiscal year.

At June 30, 2020 the District's governmental funds reported combined ending fund balances of \$28,212,815, which is an increase of \$1,071,757 or 3.95% from the prior year.

The General Fund is the chief operating fund of the District. At June 30, 2020, unrestricted, unassigned fund balance of the General Fund was \$6,865,297. The fund balance of the General Fund increased by \$715,633 or 11.635 during the year ended June 30, 2020.

GENERAL FUND BUDGETARY HIGHLIGHTS

During the fiscal year ended June 30, 2020, there were no amendments to the budget of the General Fund. Significant differences between the final budget and the actual revenues and expenditures are summarized as follows:

- The difference between the estimated revenues and the actual revenues was \$310,384 (favorable).
- The difference between the estimated expenditures and the actual expenditures was \$3,557,666 (favorable).

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2020

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets – The District's investment in capital assets for its governmental activities as of June 30, 2020 amount to \$25,341,535 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and furniture, fixtures, and equipment.

The total decrease in the District's investment in capital assets for the year ended June 30, 2020 was \$34,154.

Fountaindale Public Library District's Capital Assets
(Net of Depreciation)

	Governmental Activities	
	6/30/2020	6/30/2019
Land	\$ 470,665	\$ 470,665
Building and Improvements	23,943,135	24,351,081
Vehicles	439,385	118,040
Furniture and Equipment	488,350	435,903
Total	<u>\$ 25,341,535</u>	<u>\$ 25,375,689</u>

Significant additions were made to each category of capital assets, except for land. Renovations were made to the building, computer equipment and furniture were added, and a new vehicle was purchased. Depreciation expense exceeded new additions by \$34,154.

Additional information on the District's capital assets can be found in Note 4 on page 18 of this report.

Long-Term Debt – At June 30, 2020, the District had outstanding debt of \$26,345,000. The net decrease in long-term debt was \$2,995,000.

Fountaindale Public Library District's Long-Term Debt

	Balance	Additions	Reductions	Balance
	6/30/2019			6/30/2020
General Obligation Bonds	\$ 29,340,000	\$ 7,290,000	\$ 10,285,000	\$ 26,345,000

Additional information on the District's long-term debt can be found in Note 6 on pages 19 – 21 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The District is faced with a similar economic environment as many of the other library districts are faced with. The District's elected and appointed officials considered many factors when setting the fiscal year 2021 budget, including anticipated costs for services, economy, and tax rates. The equalized assessed valuation (EAV) for the District for 2019 is \$2,162,326,042. That represents an increase in EAV of \$52,438,443 over the prior year's EAV.

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2020

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Board of Trustees, Fountaindale Public Library District, 300 W Briarcliff Rd, Bolingbrook, IL 60440.

BASIC FINANCIAL STATEMENTS

FOUNTAINDALE PUBLIC LIBRARY DISTRICT**STATEMENT OF NET POSITION**

June 30, 2020

ASSETS**Current**

Cash and Investments	\$ 28,205,253
Property Taxes Receivable	5,858,295
Prepaid Expenses	<u>44,719</u>

Total Current Assets	<u>34,108,267</u>
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Noncurrent

Land	470,665
Buildings and Improvements	29,375,038
Vehicles	522,587
Furniture and Equipment	2,281,472
Less: Accumulated Depreciation	<u>(7,308,227)</u>

Total Noncurrent Assets	<u>25,341,535</u>
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Total Assets	<u>59,449,802</u>
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DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflow, IMRF	2,685,624
Deferred Outflow, Retiree Benefit Plan	-
Loss on Refunding	<u>580,994</u>

Total Deferred Outflows of Resources	<u>3,266,618</u>
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TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u><u>\$ 62,716,420</u></u>
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See accompanying notes to financial statements.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT**STATEMENT OF NET POSITION**

June 30, 2020

LIABILITIES**Current Liabilities**

Accounts Payable	\$ 30,191
Accrued Payroll	220,212
Accrued Interest	383,104
Current Portion of Long-term Debt	<u>2,209,004</u>

Total Current Liabilities	<u>2,842,511</u>
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Noncurrent Liabilities

Compensated Absences	161,035
Net Pension Liability, IMRF	925,295
Total OPEB Liability, Retiree Benefit Plan	622,631
General Obligation Bonds	<u>25,982,113</u>

Total Noncurrent Liabilities	<u>27,691,074</u>
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Total Liabilities	<u>30,533,585</u>
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DEFERRED INFLOWS OF RESOURCES

Deferred Inflow, IMRF	2,851,037
Unearned Property Taxes	<u>5,645,049</u>

Total Deferred Inflows of Resources	<u>8,496,086</u>
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Total Liabilities and Deferred Inflows of Resources	<u>39,029,671</u>
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NET POSITION

Net Investment in Capital Assets	(2,228,329)
Restricted	20,919,695
Unrestricted	<u>4,995,383</u>

Total Net Position	<u>23,686,749</u>
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**TOTAL LIABILITIES, DEFERRED INFLOWS OF
RESOURCES, AND NET POSITION**

<u><u>\$ 62,716,420</u></u>

See accompanying notes to financial statements.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

STATEMENT OF ACTIVITIES

June 30, 2020

		Program Revenues		
		Charges for	Operating	
	Expenses	Services	Grants and	Total
			Contributions	
FUNCTIONS/PROGRAMS				
Governmental Activities				
Current				
Culture and Recreation	\$ 7,866,157	\$ 58,297	\$ 95,224	\$ (7,712,636)
Interest on Long-Term Debt	1,401,574	-	-	(1,401,574)
TOTAL PRIMARY GOVERNMENT	\$ 9,267,731	\$ 58,297	\$ 95,224	(9,114,210)
General Revenues				
Taxes				
Property Taxes				11,277,073
Personal Property Replacement Taxes				142,720
Interest Income				568,265
Miscellaneous Income				10,528
Total				11,998,586
CHANGE IN NET POSITION				2,884,376
NET POSITION, JULY 1				20,802,373
NET POSITION, JUNE 30				\$ 23,686,749

See accompanying notes to financial statements.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

**BALANCE SHEET
GOVERNMENTAL FUNDS**

June 30, 2020

	General Fund	Debt Service Fund	Special Reserve Fund	Non-Major Governmental Funds	Total Governmental Funds
ASSETS					
Cash and Investments	\$ 6,919,154	\$ 1,587,305	\$ 17,551,830	\$ 2,146,964	\$ 28,205,253
Property Taxes Receivable	4,084,135	1,437,529	-	336,631	5,858,295
Due from Other Funds	17,950	-	-	-	17,950
Prepaid Expenses	1,121	-	-	43,598	44,719
TOTAL ASSETS	\$ 11,022,360	\$ 3,024,834	\$ 17,551,830	\$ 2,527,193	\$ 34,126,217
LIABILITIES					
Accounts Payable	\$ 77	\$ -	\$ -	\$ 30,114	\$ 30,191
Accrued Payroll	220,212	-	-	-	220,212
Due to Other Funds	-	-	-	17,950	17,950
Total Liabilities	220,289	-	-	48,064	268,353
DEFERRED INFLOWS OF RESOURCES					
Unavailable Property Taxes	3,935,653	1,385,206	-	324,190	5,645,049
Total Deferred Inflows of Resources	3,935,653	1,385,206	-	324,190	5,645,049
Total Liabilities and Deferred Inflows of Resources	4,155,942	1,385,206	-	372,254	5,913,402
FUND BALANCES					
Nonspendable	1,121	-	-	43,598	44,719
Restricted	-	1,639,628	17,551,830	2,111,341	21,302,799
Unrestricted, Unassigned	6,865,297	-	-	-	6,865,297
Total Fund Balances	6,866,418	1,639,628	17,551,830	2,154,939	28,212,815
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 11,022,360	\$ 3,024,834	\$ 17,551,830	\$ 2,527,193	\$ 34,126,217

See accompanying notes to financial statements.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

**RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

June 30, 2020

FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 28,212,815
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	25,341,535
Premiums or discounts on long-term liabilities and gains and losses on debt refundings are capitalized and amortized at the government-wide level	
Premiums	(1,805,858)
Loss on refundings	580,994
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds	
General obligation bonds	(26,345,000)
Compensated absences	(201,294)
Interest payable is not due and payable in the current period and, therefore, not reported in the governmental funds	(383,104)
Net pension liability for the Illinois Municipal Retirement Fund is not a current financial resource and, therefore, is not reported in the governmental funds	(925,295)
Total OPEB liability is not a current financial resource and, therefore, is not reported in the governmental funds	(622,631)
Differences between expected and actual experiences, assumption changes, net differences between projected, and actual earnings are recognized as deferred outflows and inflows of resources on the statement of net position	(165,413)
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 23,686,749</u></u>

See accompanying notes to financial statements.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2020

	General Fund	Debt Service Fund	Capital Projects Special Reserve Fund	Nonmajor Funds	Total
REVENUES					
Property Taxes	\$ 7,755,647	\$ 2,586,664	\$ -	\$ 934,762	\$ 11,277,073
TIF Taxes	-	-	-	-	-
Replacement Taxes	142,720	-	-	-	142,720
State Grants	84,604	-	-	-	84,604
Fines and Forfeitures	58,297	-	-	-	58,297
Donations	10,620	-	-	-	10,620
Reimbursements	5,923	-	-	-	5,923
Interest	114,254	187,449	248,469	18,093	568,265
Miscellaneous	4,605	-	-	-	4,605
Total Revenues	8,176,670	2,774,113	248,469	952,855	12,152,107
EXPENDITURES					
Current					
Culture and Recreation	6,133,609	-	-	1,008,603	7,142,212
Capital Outlay	690,378	-	-	-	690,378
Debt Service					
Principal	-	10,285,000	-	-	10,285,000
Interest and Fiscal Charges	-	1,401,574	-	-	1,401,574
Total Expenditures	6,823,987	11,686,574	-	1,008,603	19,519,164
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,352,683	(8,912,461)	248,469	(55,748)	(7,367,057)
OTHER FINANCING SOURCES (USES)					
Debt Issuance	-	7,290,000	-	-	7,290,000
Premium on Issuance	-	1,148,814	-	-	1,148,814
Transfers in (out)	(637,050)	655,000	-	(17,950)	-
Total other financing sources (uses)	(637,050)	9,093,814	-	(17,950)	8,438,814
NET CHANGE IN FUND BALANCES	715,633	181,353	248,469	(73,698)	1,071,757
FUND BALANCES, JULY 1	6,150,785	1,458,275	17,303,361	2,228,637	27,141,058
FUND BALANCES, JUNE 30	\$ 6,866,418	\$ 1,639,628	\$ 17,551,830	\$ 2,154,939	\$ 28,212,815

See accompanying notes to financial statements.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUNDS BALANCES TO THE GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2020

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ 1,071,757
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlay as expenditures, however, they are capitalized and depreciated in the Statement of Activities	756,501
The issuance of long-term debt and related costs is shown on the fund financial statements as other financing sources but is recorded as a long-term liability on the government-wide statements	
General obligation bonds	(7,290,000)
Premium on issuance	(1,148,814)
The repayment of long-term debt is reported as an expenditure when due in governmental funds but as a reduction of liability in the Statement of Activities	
Principal payments on long-term debt	10,285,000
Compensated absences	(22,647)
The change in the net pension liability for the Illinois Municipal Retirement Fund is reported only in the Statement of Activities	2,035,887
The change in the total OPEB liability is reported only in the Statement of Activities	(123,327)
The change in the deferred outflow/inflow is reported as an expense on the Statement of Activities	(2,039,859)
The change in accrued interest in the Statement of Activities does not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	132,574
Some expenses in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	
Depreciation	(790,655)
Amortization of bond premiums	93,864
Amortization of loss on refunding	(75,905)
CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 2,884,376</u>

See accompanying notes to financial statements.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Fountaindale Public Library District (the District) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

a. Reporting Entity

The District primarily serves the District of Bolingbrook in Will and DuPage Counties, Illinois, with the library located in Bolingbrook. The District is a body corporate and politic established under Illinois Compiled Statutes (ILCS) governed by an elected Board of Trustees (the Board). These financial statements present the District's reporting entity as required by GAAP. The District is considered to be a primary government since the Board is separately elected and the District is fiscally independent.

Based on the criteria of GASB Statement No 61, The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34, the District does not have any component units.

b. Fund Accounting

The District uses funds to report on its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary and fiduciary. The District reports only governmental funds.

Governmental funds are used to account for all or most of the District's general activities, including the collection and disbursement of restricted, committed, or assigned funds (special revenue funds), the funds restricted, committed, or assigned for the acquisition or construction of capital assets (capital projects funds), the funds restricted, committed, or assigned for the servicing of general long-term debt (debt service funds) and management of funds held in trust that can be used for library services (permanent fund). The general fund is used to account for all activities of the District not accounted for in some other fund.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statements of net position and the statement of activities) report information on all of the activities of the District. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The District reports the following major governmental funds:

The General Fund is the District's primary operating fund. It accounts for all financial resources of the District, except those accounted for in another fund.

Debt Service Fund, a debt service fund, is used to account for the accumulation of funds for the payment of principal and interest on general long-term debt.

Special Reserve Fund, a capital projects fund, is used to account for the costs of capital as the Board designates. Funding is generally from excess fund transfers from the General Fund.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District recognizes property taxes when they become both measurable and available in accordance with GASB Codification Section P70. All other revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Property taxes, interest revenue, and charges for services are all considered to be susceptible to accrual and recognized as revenues of the current fiscal period. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

The District reports unavailable/deferred revenue and unearned revenue on its financial statements. Unearned/deferred revenues arise when a potential revenue does not meet both the measurable and available or year intended to finance criteria for recognition in the current period. Deferred revenues also arise when resources are received by the government before it has a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both the revenue recognition criteria are met, or when the government has a legal claim to the resources, the unavailable/unearned/deferred revenue is removed from the financial statements and revenue is recognized.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

e. Cash and Investments

For purpose of the Statement of Net Position, the District's cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of the Library's investments are in 2a7-like investment pools that are measured at the net asset value per share determined by the pool.

f. Prepaid Item/Expenses

Prepays are valued at cost, which approximates market. The cost of governmental fund-type prepaids are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in both the government-wide and fund financial statements.

g. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost in excess of \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. All capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	20-40
Furniture, fixtures and equipment	7

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h. Compensated Absences

The District accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulated sick leave that is estimated to be taken as “terminal leave” prior to retirement. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

i. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

j. Deferred Outflows/Inflows of Resources

Deferred outflow/inflow of resources represents an acquisition/reduction of net position that applies to a future period and therefore will not be recognized as an outflow of resources(expense)/inflow of resources (revenue) until that future time.

k. Interfund Transactions

Interfund activity is reported as loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1. Fund Balances/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. Committed fund balance is constrained by formal actions of the District's Board, which is considered the District's highest level of decision making authority. Formal actions include ordinances approved by the Board. Assigned fund balance represents amounts constrained by the District's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the District's director. Any residual fund balance of the General Fund is reported as unassigned. Deficit fund balances in any other governmental funds are also reported as unassigned.

The District's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the District considers committed funds to be expended first followed by assigned and then unassigned.

The various Special Revenue Funds supported by property taxes are restricted due to the restricted revenue streams of the fund balance. These funds also target no less than three months of operating expenditures be included in unassigned fund balance for fiscal sustainability. Other funds are restricted due to the nature of the contributions to the fund.

In the government-wide financial statements, restricted net positions are legally restricted by outside parties for a specific purpose. None of the net position is restricted as a result of enabling legislation adopted by the District. Net investment in capital assets is the book value of the capital assets less outstanding principal balances of debt issued to construct or acquire the capital assets.

m. Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditure/expenses during the reporting period. Actual results could differ from those estimates.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

2. DEPOSITS AND INVESTMENTS

The District maintains a cash and investment pool that is available for use by all funds. Each fund's portion of this pool is displayed on the statement of net position as "cash and investments."

Permitted Deposits and Investments – Statutes authorize the District to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, insured credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, and Illinois Funds.

The Illinois Public Treasurers' Investment Pool, known as The Illinois Funds, operates as a qualified external investment pool in accordance with the criteria established in GASB Statement No. 79, Certain External Investment Pools and Pool Participants, and thus, reports all investments at amortized cost rather than fair value. The investment in The Illinois Funds by participants is also reported at amortized cost. The Illinois Funds does not have any limitations or restrictions on participant withdrawals. The Illinois Treasurer's Office issues a separate financial report for The Illinois Funds which may be obtained by contacting the Administrative Office at Illinois Business Center, 400 West Monroe Street, Suite 401, Springfield, Illinois 62704.

It is the policy of the District to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio.

a. Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the District's deposits may not be returned to it. To guard against credit risk for deposits with financial institutions, the District's investment policy requires that deposits with financial institutions in excess of FDIC be collateralized with collateral of at least 110% of the deposits at institution held by an independent third party in the name of the District.

At June 30, 2020, the carrying amount of the District's deposits totaled \$28,205,253, and the bank balances totaled \$28,209,626. Additionally, at year-end, the District has \$134,587 invested in the Illinois Funds.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

2. DEPOSITS AND INVESTMENTS (Continued)

b. Investments

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the District will not be able to recover the value of its investments that are in the possession of an outside party. To limit its exposure, the District's investment policy requires that deposit with financial institutions in excess of FDIC be collateralized with collateral held by an independent third party in the name of the District. At year-end, the entire amount of the bank balance of the deposits was covered by federal depository or equivalent insurance. The Illinois Funds is not subject to custodial credit risk.

Interest rate risk is the risk that change in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the District limits its exposure to interest rate risk by investing in primarily short-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio. However, investment purchases mirror daily cash flow needs. Consequently, there is no limit attached to the maturity dates of the investment purchases as a means of managing the District's exposure to fair value losses arising from increasing interest rates.

Credit risk is the risk that the issuer of a debt security will not pay its par value upon maturity. The District's investment policy does not mitigate credit risk. At year-end, the District's investments in the Illinois Funds were rated AAAM by Standard & Poor's.

Concentration of credit risk is the risk that the District has a high percentage of its investments invested in one type of investment. The District's investment policy does not mitigate concentration of credit risk. However, at year-end, the District does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

3. RECEIVABLES – TAXES

Property taxes for 2019 attach as an enforceable lien on January 1, 2019, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Ordinance). Tax bills are prepared by the County and are collected in two installments in April and September. The County collects such taxes and remits them periodically. The allowance for uncollectible taxes has been stated at 2% of the tax levy, to reflect actual collection experience.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

4. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 470,665	\$ -	\$ -	\$ 470,665
Capital assets being depreciated				
Building and improvements	29,127,554	247,484	-	29,375,038
Vehicles	124,253	398,334	-	522,587
Furniture, fixtures, and equipment	2,170,789	110,683	-	2,281,472
Total capital assets being depreciated	<u>31,422,596</u>	<u>756,501</u>	<u>-</u>	<u>32,179,097</u>
Less accumulated depreciation for				
Building and improvements	4,776,473	655,430	-	5,431,903
Vehicles	6,213	76,989	-	83,202
Furniture, fixtures, and equipment	1,734,886	58,236	-	1,793,122
Total accumulated depreciation	<u>6,517,572</u>	<u>790,655</u>	<u>-</u>	<u>7,308,227</u>
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET	<u>\$ 25,375,689</u>	<u>\$ (34,154)</u>	<u>\$ -</u>	<u>\$ 25,341,535</u>

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES	
Culture and Recreation	<u>\$ 790,655</u>

5. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; natural disasters; and injuries to the District's employees. These risks are provided for through the District's participation in the Library Insurance Management and Risk Control Cooperative (LIMRiCC). LIMRiCC is a governmental joint venture whose members are Illinois libraries. LIMRiCC manages and funds first party property losses, third party liability claims, boiler and machinery claims, workers' compensation claims, and public official liability claims of its members. The District's participation is limited to unemployment compensation claims only. The District's payments to LIMRiCC are displayed in the financial statements as expenditures in the appropriate fund. The amount of coverage has not decreased nor have the amount of settlements exceeded coverage in the current fiscal prior or any of the past three years.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

6. LONG-TERM DEBT

a. General Obligation Bonds

The District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the District. General obligation bonds currently outstanding are as follows:

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion
General Obligation Library Building Bonds of 2008 (\$10,000,000) due in annual installments of \$800,000 to \$2,960,000 plus interest at 4.20% to 5.00% through February 1, 2020	\$ 800,000	\$ -	\$ 800,000	\$ -	\$ -
General Obligation Library Building Bonds of 2009B (\$8,750,000) due in annual installments of \$100,000 to \$3,900,000 plus interest at 1.20% to 6.00% through December 1, 2029	8,525,000	-	8,525,000	-	-
General Obligation Library Refunding Bonds of 2016A (\$9,775,000) due in annual installments of \$85,000 to \$2,900,000 plus interest at 2.00% through February 1, 2028	9,470,000	-	90,000	9,380,000	890,000
General Obligation Library Refunding Bonds of 2018 (\$10,545,000) due in annual installments of \$870,000 to \$1,625,000 plus interest at 4.00% to 5.00% through February 1, 2027	10,545,000	-	870,000	9,675,000	1,050,000
General Obligation Library Refunding Bonds of 2019 (\$7,290,000) due in annual installments of \$20,000 to \$3,125,000 plus interest at 4.00% through February 1, 2030	-	7,290,000	-	7,290,000	20,000
	<u>\$ 29,340,000</u>	<u>\$ 7,290,000</u>	<u>\$ 10,285,000</u>	<u>\$ 26,345,000</u>	<u>\$ 1,960,000</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

6. LONG-TERM DEBT (Continued)

a. General Obligation Bonds (Continued)

The annual debt service requirements to maturity, including principal and interest, are as follows:

Fiscal Year	General Obligation Bonds					
	2016A		2018		2019	
	Principal	Interest	Principal	Interest	Principal	Interest
2021	\$ 890,000	\$ 187,600	\$ 1,050,000	\$ 440,250	\$ 20,000	\$ 291,600
2022	875,000	169,800	1,240,000	387,750	25,000	290,800
2023	855,000	152,300	1,335,000	325,750	175,000	289,800
2024	940,000	135,200	1,410,000	272,350	205,000	282,800
2025	915,000	116,400	1,515,000	201,850	225,000	274,600
2026	895,000	98,100	1,625,000	141,250	225,000	265,600
2027	1,110,000	80,200	1,500,000	60,000	240,000	256,600
2028	2,900,000	58,000	-	-	45,000	247,000
2029	-	-	-	-	3,005,000	245,200
2030	-	-	-	-	3,125,000	125,000
	<u>\$ 9,380,000</u>	<u>\$ 997,600</u>	<u>\$ 9,675,000</u>	<u>\$ 1,829,200</u>	<u>\$ 7,290,000</u>	<u>\$ 2,569,000</u>

b. Long-term Liabilities

Payments on the general obligation bonds are made by the Debt Service Fund and the compensated absences, net pension liability, and total OPEB liability are generally liquidated by the General Fund. Changes in long-term liabilities during the fiscal year were as follows:

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion
GOVERNMENTAL ACTIVITIES					
Compensated Absences	\$ 178,647	\$ 71,425	\$ 48,778	\$ 201,294	\$ 40,259
Net Pension Liability	2,961,182	-	2,035,887	925,295	-
Total OPEB Liability	499,304	123,327	-	622,631	-
General Obligation Bonds	29,340,000	7,290,000	10,285,000	26,345,000	1,960,000
Premium/Discount on Issuance	750,908	1,148,814	93,864	1,805,858	208,745
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 33,730,041</u>	<u>\$ 8,633,566</u>	<u>\$ 12,463,529</u>	<u>\$ 29,900,078</u>	<u>\$ 2,209,004</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

6. LONG-TERM DEBT (Continued)

c. Legal Debt Margin

Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes provides, "...no municipality having a population of less than 500,000 shall become indebted in any manner or for any purpose, to an amount, including existing indebtedness in the aggregate exceeding 2.875% on the value of the taxable property therein, to be ascertained by the last assessment for state and county purposes, previous to the incurring of the indebtedness or, until January 1, 1983, if greater, the sum that is produced by multiplying the municipality's 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1979."

Assessed Valuation - 2019	<u>\$ 2,162,326,042</u>
Legal Debt Limit - 2.875% of Assessed Value	\$ 62,166,874
Amount of Debt Applicable to Limit	<u>26,345,000</u>
Legal Debt Margin	<u>\$ 35,821,874</u>

7. INDIVIDUAL FUND DISCLOSURES

a. Interfund Balances

Due from/to other funds at June 30, 2020 consist of the following:

<u>Receivable</u>	<u>Payable</u>	<u>Amount Due</u>
General Fund	Nonmajor Permanent Fund	<u>\$ 17,950</u>

The balance reflected above relates to interest income payable to the General Fund from the Working Cash Fund.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

7. INDIVIDUAL FUND DISCLOSURES (Continued)

b. Interfund Transfers

Interfund transfers during the year ended June 30, 2020 consist of the following:

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General Fund	\$ 17,950	\$ 655,000
Debt Service Fund	655,000	-
Nonmajor Permanent Fund	-	17,950
TOTAL	<u>\$ 672,950</u>	<u>\$ 672,950</u>

The purpose of the transfer was to help fund the payment of general obligation debt service from the general fund into the debt service fund. The transfer will not be repaid.

8. CONTINGENT LIABILITIES

a. Litigation

The District is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the District's attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the District.

b. Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures, which may be disallowed by the grantor cannot be determined at this time. The District does not expect to have any such liability if any were to arise it would be immaterial.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

9. DEFINED BENEFIT PENSION PLAN

The District's contributes to a defined benefit pension plan: the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system. The benefits, benefit levels, employee contributions, and employer contributions for all plans are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly. IMRF's plan does not issue a separate report for the plan. However, IMRF does issue a publicly available report that includes financial statements and supplementary information for the plan as a whole, but not for individual employers. That report can be obtained from IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

Illinois Municipal Retirement Fund

Plan Administration

All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

Plan Membership

At December 31, 2019, IMRF membership consisted of:

Retirees and beneficiaries	101
Inactive, non-retired members	96
Active plan members	90
TOTAL	<u>287</u>

Benefits Provided

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during one consecutive 48 months within the last 10 year of IMRF services divided by 48.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

9. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Benefits Provided (Continued)

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after 10 years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with 10 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during any consecutive 96 months within the last 10 years of IMRF service, divided by 96.

Contributions

The District employees participating in IMRF are required to contribute 4.5% of their annual eligible covered salary. The member rate is established by state statute. The District is required to contribute at an actuarially determined rate. The employer rate for calendar year 2019 was 8.59% of payroll. The District's contribution requirements are established and may be amended by the IMRF Board of Trustees.

Actuarial Assumptions

The District's net pension liability was measured as of December 31, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

9. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Actuarial Assumptions (Continued)

Actuarial valuation date	December 31, 2019
Actuarial cost method	Entry Age Normal
Assumptions	
Inflation	2.50%
Salary increases	3.35% to 14.25%
Investment rate of return	7.25%
Cost of living adjustments	2.50%
Asset valuation method	Market Value of Assets

Net Pension

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

Discount Rate

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that The District's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

9. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Discount Rate (continued)

Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability

	(a) Total Pension Liability	(b) Plan Fiduciary Net Position	(a) - (b) Net Pension Liability
Balances at January 1, 2019	\$ 22,351,188	\$ 19,390,006	\$ 2,961,182
Changes for the period			
Service cost	351,501	-	351,501
Interest	1,584,408	-	1,584,408
Difference between expected and actual experience	479,304	-	479,304
Changes in assumptions	-	-	-
Employer contributions	-	307,241	(307,241)
Employee contributions	-	160,955	(160,955)
Net investment income	-	3,743,637	(3,743,637)
Benefit payments and refunds	(1,346,078)	(1,346,078)	-
Other	-	239,267	(239,267)
Net changes	1,069,135	3,105,022	(2,035,887)
Balances at December 31, 2019	\$ 23,420,323	\$ 22,495,028	\$ 925,295

Changes in assumptions related to retirement age and mortality were made since the prior measurement date.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

9. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows or Resources

For the year ended June 30, 2020 The District recognized pension expense of \$331,836. At June 30, 2020, The District reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 497,060	\$ -
Changes in assumption	291,477	177,016
Net difference between projected and actual earnings on pension plan investments	1,701,232	2,674,021
Contributions after measurement date	195,855	-
TOTAL	<u>\$ 2,685,624</u>	<u>\$ 2,851,037</u>

\$195,855 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the reporting year ending ending June 30, 2021.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized in pension expense as follows:

Year Ending December 31	Net Deferred Outflows of Resources
2020	138,181
2021	(16,431)
2022	185,040
2023	(472,203)
2024	-
Thereafter	-
TOTAL	<u>\$ (165,413)</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

9. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of The District calculated using the discount rate of 7.25% as well as what The District's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net pension liability (asset)	\$ 3,770,307	\$ 925,295	\$ (1,416,166)

10. OTHER POSTEMPLOYMENT BENEFITS

Plan Description

In addition to providing the pension benefits described, the District provides postemployment health care benefits (OPEB) for all permanent full-time general employees of the District through a single-employer defined benefit plan administered by the District. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the Board. The plan does not issue a separate report. The activity of the plan is reported in the District's governmental activities. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Benefits Provided

The Retiree Benefits Plan provides healthcare benefits for retirees and their dependents. The benefit terms provide for the individual to pay the entire cost of health insurance premiums for non-Medicare-eligible retirees and supplemental health insurance premiums for Medicare-eligible retirees.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

10. OTHER POSTEMPLOYMENT BENEFITS (Continued)

Plan Membership

At June 30, 2020, the following were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	-
Inactive Plan Members Entitled to but not yet Receiving Benefits	-
Active plan members	57
TOTAL	<u>57</u>

Actuarial Assumptions

The District's total OPEB liability was measured as of June 30, 2020 and was determined by an actuarial valuation as of that date.

The total OPEB liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.75%
Salary increases	2.75%
Discount Rate	3.50%
Healthcare Cost Trend Rates	The initial trend rate is based on the 2018 Segal Health Plan Cost Trend Survey. The grading period and ultimate trend rates selected fall within a generally accepted range.
Retirees' Share of Benefit-Related Costs	100% of projected health insurance premium for retirees

The discount rate was based on a combination of the expected long-term rate of return on plan investments and the municipal bond rate.

Mortality rates follow the Sex Distinct Raw Rates as developed in the RP-2014 Study, with blue collar adjustments. These rates are improved generationally using MP-2016 improvement rates.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

10. OTHER POSTEMPLOYMENT BENEFITS (Continued)

Changes in Total OPEB Liability

	(a) - (b) Net Pension Liability
Balances at July 1, 2019	<u>\$ 499,304</u>
Changes for the period	
Service cost	8,641
Interest	17,727
Changes of benefit terms	-
Difference between expected and actual experience	27,238
Changes in assumptions	88,294
Benefit payments	(18,573)
Other	<u>-</u>
Net changes	<u>123,327</u>
Balances at June 30, 2020	<u><u>\$ 622,631</u></u>

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2020, the Library recognized OPEB expense of \$163,500. At June 30, 2020, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ -
Changes in assumption	-	-
Net difference between projected and actual earnings on pension plan investments	-	-
TOTAL	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

10. OTHER POSTEMPLOYMENT BENEFITS (Continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending June 30	Net Deferred Outflows of Resources
2021	\$ -
2022	-
2023	-
2024	-
2025	-
Thereafter	-
TOTAL	<u><u>\$ -</u></u>

Discount Rate Sensitivity

The following presents the total OPEB liability, calculated using a Single Discount Rate of 2.21%, as well as what the total OPEB liability would be if it were calculated using a Single Discount Rate that is one percentage point lower or one percentage point higher:

	1% Decrease (1.21%)	Current Discount Rate (2.21%)	1% Increase (3.21%)
Net pension liability (asset)	\$ 728,731	\$ 622,631	\$ 537,924

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability, calculated using a variable Healthcare Trend Rate, as well as what the total OPEB liability would be if it were calculated using a Healthcare Trend Rate that is one percentage point lower or one percentage point higher:

	1% Decrease (Varies)	Healthcare Cost Trend Rates (Varies)	1% Increase (Varies)
Net pension liability (asset)	\$ 535,536	\$ 622,631	\$ 729,799

FOUNTAINDALE PUBLIC LIBRARY DISTRICT**NOTES TO FINANCIAL STATEMENTS**

June 30, 2020

11. FUND BALANCES**a. Classifications**

Amounts for specific purposes by fund and fund balance classifications for the year ended June 30, 2020, are as follows:

Classification/Fund	Purpose	Amount
Nonspendable:		
Liability Insurance Fund	Prepaid insurance expense	43,598
General Fund	Prepaid expenses	1,121
Total Nonspendable		<u>44,719</u>
Restricted:		
Audit Fund	Annual audit costs	8,641
Liability Insurance Fund	Insurance and risk management costs	18,626
IMRF Fund	IMRF retirement costs	690,399
Social Security Fund	Social Security retirement costs	142,760
Equipping and Maintenance Fund	Building maintenance costs	197,226
Capital Projects Fund	Future construction projects	143
Working Cash Fund	Working capital requirements	1,053,546
Debt Service Fund	Payment of long-term debt	1,639,628
Special Reserve Fund	Future construction projects	17,551,830
Total Restricted		<u>21,302,799</u>
Unassigned:		
General Fund		<u>6,937,629</u>
Total Unassigned		<u>6,937,629</u>

12. RESTRICTED NET POSITION

Restricted net position represents net position whose use is subject to constraints that are either: (1) externally imposed by creditors, grantors, or laws or regulations of other governments, or (2) imposed by law through constitutional provisions or enabling legislation.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

13. SUBSEQUENT EVENTS

Management evaluated subsequent events through September 30, 2020, the date the financial statements were available to be issued.

In December 2019, a novel strain of coronavirus surfaced in Wuhan, China, and has spread around the world, with resulting business and social disruption. The coronavirus was declared a Public Health Emergency of International Concern by the World Health Organization on January 30, 2020. The operations and financial position of the District could be materially adversely affected. The extent to which the coronavirus (or any other disease or epidemic) impacts business activity or investment results will depend on future developments, which are highly uncertain and cannot be predicted, including new information which may emerge concerning the severity of the coronavirus and the actions required to contain the coronavirus or treat its impact, among others. No adjustments have been made to these financial statements as a result of this uncertainty.

REQUIRED SUPPLEMENTARY INFORMATION

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2020

	Original and Final Budget	Actual
REVENUES		
Property Taxes	\$ 7,391,886	\$ 7,755,647
TIF Taxes	-	-
Replacement Taxes	150,936	142,720
State Grants	84,604	84,604
Fines and Forfeitures	100,000	58,297
Donations	9,000	10,620
Reimbursements	-	5,923
Interest	122,020	114,254
Miscellaneous	7,840	4,605
	<hr/>	<hr/>
Total Revenues	7,866,286	8,176,670
	<hr/>	<hr/>
EXPENDITURES		
Current		
Personnel		
Salaries	5,211,600	3,860,189
Employee Hospitalization and Medical Insurance	474,000	355,311
Hiring and Placement Expenditures	960	150
Dues	13,200	8,670
Professional Development and Training	45,600	30,834
Mileage and Travel	66,000	24,889
Employee Recognition	4,800	1,638
EAP	2,400	1,766
	<hr/>	<hr/>
Total Personnel	5,818,560	4,283,447
	<hr/>	<hr/>
Contractual Services		
Equipment Rental and Maintenance	265,200	157,845
Legal Fees	69,000	29,705
Bookmobile Maintenance	25,200	11,179
Circulation Control	90,000	72,848
Payroll Services	21,600	18,287
Collection Expense	7,200	2,515
Professional Services	96,000	38,930
Communication Services	63,600	42,267
Catalog Management	30,000	26,242

(See Independent Auditor's Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2020

	Original and Final Budget	Actual
EXPENDITURES (cont.)		
Contractual Services (cont.)		
Computer Systems Maintenance	42,000	32,035
Bank Service Fees	6,048	5,268
Security	2,400	2,350
	<hr/>	<hr/>
Total Contractual Services	718,248	439,471
	<hr/>	<hr/>
Supplies and Utilities		
Telephone	21,600	19,320
Electricity	224,400	143,938
Cable TV	1,800	1,459
Internet Services	48,000	36,619
Gas	56,400	13,994
Water and Sewerage	36,000	17,410
Buildings and Grounds	78,000	70,426
Office Supplies	36,000	21,189
Library Supplies	74,640	25,455
Postage and Shipping	30,600	17,557
Computer Supplies	9,600	3,314
Program Supplies	63,840	24,432
Board Supplies	2,400	1,213
Fuel Expenditures - Bookmobile	9,000	2,169
Minor Furniture and Equipment	28,200	5,324
	<hr/>	<hr/>
Total Supplies and Utilities	720,480	403,819
	<hr/>	<hr/>
Library Materials	1,495,160	879,030
	<hr/>	<hr/>
State Grants		
Office and Library Equipment	102,125	84,604
	<hr/>	<hr/>
Miscellaneous		
Public Relations	57,600	34,533
Miscellaneous	24,000	8,705
	<hr/>	<hr/>
Total Miscellaneous	81,600	43,238
	<hr/>	<hr/>

(See Independent Auditor's Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2020

	Original and Final Budget	Actual
EXPENDITURES (cont.)		
Total Culture and Recreation	8,936,173	6,133,609
Capital Outlay		
Furniture and Equipment	888,000	393,847
Building and Grounds	470,000	234,620
Special Projects	87,480	61,911
Total Capital Outlay	1,445,480	690,378
Total Expenditures	10,381,653	6,823,987
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(2,515,367)	1,352,683
OTHER FINANCING SOURCES (USES)		
Transfers In (Out)	-	(637,050)
NET CHANGE IN FUND BALANCE	<u>\$ (2,515,367)</u>	715,633
FUND BALANCE, JULY 1		<u>6,150,785</u>
FUND BALANCE, JUNE 30		<u>\$ 6,866,418</u>

(See Independent Auditor's Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
DEBT SERVICE FUND

For the Fiscal Year Ended June 30, 2020

	<u>Actual</u>
REVENUES	
Property Taxes	\$ 2,586,664
Interest	187,449
Miscellaneous	-
Total Revenues	<u>2,774,113</u>
EXPENDITURES	
Debt Service	
Principal Payment - Bond 2008	800,000
Principal Payment - Bond 2009B	8,525,000
Principal Payment - Bond 2016A	90,000
Principal Payment - Bond 2018	870,000
Principal Payment - Bond 2019	-
Interest Payment - Bond 2008	33,600
Interest Payment - Bond 2009B	505,975
Interest Payment - Bond 2016A	189,400
Interest Payment - Bond 2018	475,050
Interest Payment - Bond 2019	53,460
Bond Issuance Costs	144,089
Total Debt Service	<u>11,686,574</u>
Total Expenditures	<u>11,686,574</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(8,912,461)
OTHER FINANCING SOURCES (USES)	
Debt Issuance	7,290,000
Premium on Issuance	1,148,814
Transfers In (Out)	655,000
NET CHANGE IN FUND BALANCE	181,353
FUND BALANCE, JULY 1	<u>1,458,275</u>
FUND BALANCE, JUNE 30	<u><u>\$ 1,639,628</u></u>

**See Notes to Required Supplementary Information,
the District does not budget for Debt Service Fund**

(See Independent Auditors' Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
CAPITAL PROJECTS FUND - SPECIAL RESERVE FUND
For the Fiscal Year Ended June 30, 2020

	<u>Actual</u>
REVENUES	
Property Taxes	\$ -
Interest	248,469
Miscellaneous	<u>-</u>
Total Revenues	<u>248,469</u>
EXPENDITURES	
Capital Outlay	<u>-</u>
Total Capital Outlay	<u>-</u>
Total Expenditures	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	248,469
OTHER FINANCING SOURCES (USES)	
Transfers In (Out)	<u>-</u>
NET CHANGE IN FUND BALANCE	248,469
FUND BALANCE, JULY 1	<u>17,303,361</u>
FUND BALANCE, JUNE 30	<u><u>\$ 17,551,830</u></u>

**See Notes to Required Supplementary Information,
the District does not budget for Special Reserve Fund**

(See Independent Auditors' Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

SCHEDULE OF EMPLOYER CONTRIBUTIONS ILLINOIS MUNICIPAL RETIREMENT FUND

December 31, 2019*

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially determined contribution	\$ 316,541	\$ 649,343	\$ 619,224	\$ 651,894	\$ 566,665	\$ 579,121
Contributions in relation to the actuarially determined contribution	<u>307,241</u>	<u>649,343</u>	<u>619,224</u>	<u>651,894</u>	<u>566,665</u>	<u>607,664</u>
Contribution Deficiency/(Excess)	<u>\$ 9,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (28,543)</u>
Covered-employee payroll	\$ 3,576,729	\$ 3,419,392	\$ 3,381,888	\$ 3,275,851	\$ 3,105,011	\$ 2,939,699
Contributions as a percentage of covered-employee payroll	8.59%	18.99%	18.31%	19.90%	18.25%	20.67%

Notes to Required Supplementary Information

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	24 Years
Asset Valuation Method	5-Year Smoothed Market, 20% Corridor
Inflation	2.50%
Salary Increases	3.35% - 14.25%
Investment Rate of Return	7.50%
Retirement Age	See the Notes to the Financial Statements
Mortality	MP-2017 (base year 2015)

*IMRF's measurement date is December 31, 2019; therefore information above is presented for the calendar year ended December 31, 2019.

(See Independent Auditor's Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

**SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION LIABILITY
AND RELATED RATIOS - ILLINOIS MUNICIPAL RETIREMENT FUND**

December 31, 2019*

	2019	2018	2017	2016	2015	2014
Total Pension Liability						
Service cost	\$ 351,501	\$ 317,686	\$ 346,250	\$ 354,744	\$ 333,485	\$ 373,359
Interest	1,584,408	1,541,975	1,517,494	1,461,086	1,412,967	1,314,442
Changes of benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	479,304	106,404	356,937	51,762	(58,124)	(84,139)
Changes of assumptions	-	597,041	(684,914)	(47,712)	23,211	794,569
Benefit payments, including refunds of member contributions	(1,346,078)	(1,225,470)	(1,164,684)	(1,066,555)	(1,040,734)	(1,038,209)
Net change in total pension liability	1,069,135	1,337,636	371,083	753,325	670,805	1,360,022
Total Pension Liability - Beginning	22,351,188	21,013,552	20,642,469	19,889,144	19,218,339	17,858,317
Total Pension Liability - Ending	<u>\$ 23,420,323</u>	<u>\$ 22,351,188</u>	<u>\$ 21,013,552</u>	<u>\$ 20,642,469</u>	<u>\$ 19,889,144</u>	<u>\$ 19,218,339</u>
Plan Fiduciary Net Position						
Contributions - employer	\$ 307,241	\$ 649,343	\$ 619,224	\$ 651,894	\$ 566,665	\$ 607,664
Contributions - member	160,955	153,873	221,031	148,367	139,726	138,807
Net investment income	3,743,637	(1,253,014)	3,290,011	1,165,447	83,502	982,236
Benefit payments, including refunds of member contributions	(1,346,078)	(1,225,470)	(1,164,684)	(1,066,555)	(1,040,734)	(1,038,209)
Other	239,267	434,134	(379,475)	179,552	349,658	(71,084)
Net change in plan fiduciary net position	3,105,022	(1,241,134)	2,586,107	1,078,705	98,817	619,414
Plan Fiduciary Net Position - Beginning	19,390,006	20,631,140	18,045,033	16,966,328	16,867,511	16,248,097
Plan Fiduciary Net Position - Ending	<u>\$ 22,495,028</u>	<u>\$ 19,390,006</u>	<u>\$ 20,631,140</u>	<u>\$ 18,045,033</u>	<u>\$ 16,966,328</u>	<u>\$ 16,867,511</u>
Employer's Net Pension Liability (Asset)	<u>\$ 925,295</u>	<u>\$ 2,961,182</u>	<u>\$ 382,412</u>	<u>\$ 2,597,436</u>	<u>\$ 2,922,816</u>	<u>\$ 2,350,828</u>

(See Independent Auditor's Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION LIABILITY
AND RELATED RATIOS - ILLINOIS MUNICIPAL RETIREMENT FUND

December 31, 2019*

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Employer's Net Pension Liability (Asset)	<u>\$ 925,295</u>	<u>\$ 2,961,182</u>	<u>\$ 382,412</u>	<u>\$ 2,597,436</u>	<u>\$ 2,922,816</u>	<u>\$ 2,350,828</u>
Plan fiduciary net position as a percentage of the total pension liability (asset)	96.05%	86.75%	98.18%	87.42%	85.30%	87.77%
Covered-employee payroll	\$ 3,576,729	\$ 3,419,392	\$ 3,381,888	\$ 3,275,851	\$ 3,105,011	\$ 2,939,699
Employer's net pension liability as a percentage of covered-employee payroll	25.87%	86.60%	11.31%	79.29%	94.13%	79.97%

Changes in assumptions related to retirement age and mortality were made since the prior measurement date.

*IMRF's measurement date is December 31, 2019; therefore information above is presented for the calendar year ended December 31, 2019.

(See Independent Auditor's Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF CHANGES IN THE EMPLOYER'S TOTAL OPEB LIABILITY
AND RELATED RATIOS - RETIREE BENEFIT PLAN

June 30, 2020

	2020	2019	2018
Total OPEB Liability			
Service cost	\$ 8,641	\$ 10,674	\$ 10,276
Interest	17,727	17,699	17,298
Changes of benefit terms	-	-	-
Differences between expected and actual experience	27,238	-	-
Changes of assumptions	88,294	22,835	-
Benefit payments, including refunds of member contributions	(18,573)	(18,494)	(15,889)
Net Change in Total OPEB Liability	123,327	32,714	11,685
Total OPEB Liability - Beginning	499,304	466,590	454,905
Total OPEB Liability - Ending	<u>\$ 622,631</u>	<u>\$ 499,304</u>	<u>\$ 466,590</u>
Covered Payroll	\$ -	\$ -	\$ -
Total OPEB Liability as a Percentage of Covered Payroll	0.00%	0.00%	0.00%

Notes:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

Changes in Benefit Terms: There was no change in the retirees' share of health insurance premiums.

Changes in Assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

Fiscal Year	PPO	HSA	HMO
2020	7.10%	7.18%	6.48%
2021	6.80%	6.87%	6.27%
2022	6.50%	6.56%	6.06%
2023	6.20%	6.24%	5.84%
2024	5.90%	5.93%	5.63%
2025	5.60%	5.62%	5.42%
2026	5.30%	5.31%	5.21%
2027	5.00%	5.00%	5.00%
2028	5.00%	5.00%	5.00%
Ultimate	5.00%	5.00%	5.00%

(See Independent Auditors' Report.)

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2020

LEGAL COMPLIANCE AND ACCOUNTABILITY

Budgets

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted (at the fund level) for all funds except the Debt Service Fund, Special Reserve Fund, and Working Cash Fund.. All annual appropriations lapse at fiscal year end.

All departments of the District submit requests for appropriations to the Library Director so that a budget may be prepared. The budget is prepared by fund, function, and activity, and includes information on the past year, current year estimates, and requested appropriations for the next fiscal year. The proposed budget is presented to the governing body for review. The governing body holds public hearings and may add to, subtract from, or change appropriations, but may not change the form of the budget. The Library Director is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the Board. Expenditures may not legally exceed budgeted appropriations at the fund level. During the year no amendments were made to the originally filed budget.

NON-MAJOR GOVERNMENTAL FUNDS

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

COMBINING BALANCE SHEET
NON-MAJOR GOVERNMENTAL FUNDS

June 30, 2020

	Special Revenue					Capital Projects	Permanent Fund	
		Liability Insurance Fund	Illinois Municipal Retirement Fund	Social Security Fund	Equipping and Maintenance Fund	Capital Projects Fund	Working Cash Fund	Totals
	Audit Fund							
ASSETS								
Cash and Investments	\$ 8,517	\$ 18,059	\$ 718,733	\$ 138,527	\$ 191,489	\$ 143	\$ 1,071,496	\$ 2,146,964
Property Tax Receivable	3,235	15,105	49,614	111,141	157,536	-	-	336,631
Due from Other Funds	-	-	-	-	-	-	-	-
Prepaid Expenses	-	43,598	-	-	-	-	-	43,598
TOTAL ASSETS	\$ 11,752	\$ 76,762	\$ 768,347	\$ 249,668	\$ 349,025	\$ 143	\$ 1,071,496	\$ 2,527,193
LIABILITIES								
Accounts Payable	\$ -	\$ -	\$ 30,114	\$ -	\$ -	\$ -	\$ -	\$ 30,114
Due to Other Funds	-	-	-	-	-	-	17,950	17,950
Total Liabilities	-	-	30,114	-	-	-	17,950	48,064
DEFERRED INFLOWS OF RESOURCES								
Unavailable Property Taxes	3,111	14,538	47,834	106,908	151,799	-	-	324,190
Total Deferred Inflows of Resources	3,111	14,538	47,834	106,908	151,799	-	-	324,190
Total Liabilities and Deferred Inflows of Resources	3,111	14,538	77,948	106,908	151,799	-	17,950	372,254

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

COMBINING BALANCE SHEET
NON-MAJOR GOVERNMENTAL FUNDS

June 30, 2020

	Special Revenue					Capital Projects	Permanent Fund	
		Liability Insurance Fund	Illinois Municipal Retirement Fund	Social Security Fund	Equipping and Maintenance Fund	Capital Projects Fund	Working Cash Fund	Totals
FUND BALANCES	Audit Fund							
Nonspendable	-	43,598	-	-	-	-	-	43,598
Restricted	8,641	18,626	690,399	142,760	197,226	143	1,053,546	2,111,341
Unrestricted, Unassigned	-	-	-	-	-	-	-	-
 Total Fund Equities	 8,641	 62,224	 690,399	 142,760	 197,226	 143	 1,053,546	 2,154,939
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	 \$ 11,752	 \$ 76,762	 \$ 768,347	 \$ 249,668	 \$ 349,025	 \$ 143	 \$ 1,071,496	 \$ 2,527,193

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NON-MAJOR GOVERNMENTAL FUNDS

For the Year Ended June 30, 2020

	Special Revenues					Capital Projects	Permanent Fund	
	Audit Fund	Liability Insurance Fund	Illinois Municipal Retirement Fund	Social Security Fund	Equipping and Maintenance Fund	Capital Projects Fund	Working Cash Fund	Totals
REVENUES								
Property Taxes	\$ 8,395	\$ 44,926	\$ 335,676	\$ 236,497	\$ 309,268	\$ -	\$ -	\$ 934,762
Interest	-	-	-	-	-	143	17,950	18,093
Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	<u>8,395</u>	<u>44,926</u>	<u>335,676</u>	<u>236,497</u>	<u>309,268</u>	<u>143</u>	<u>17,950</u>	<u>952,855</u>
EXPENDITURES								
Culture and Recreation								
Personnel	-	-	349,464	286,428	-	-	-	635,892
Contractual Services	8,800	80,229	-	-	273,069	10,613	-	372,711
Capital Outlay	-	-	-	-	-	-	-	-
Total Expenditures	<u>8,800</u>	<u>80,229</u>	<u>349,464</u>	<u>286,428</u>	<u>273,069</u>	<u>10,613</u>	<u>-</u>	<u>1,008,603</u>
NET CHANGES IN FUND BALANCES	<u>(405)</u>	<u>(35,303)</u>	<u>(13,788)</u>	<u>(49,931)</u>	<u>36,199</u>	<u>(10,470)</u>	<u>17,950</u>	<u>(55,748)</u>
Other financing sources (uses):								
Transfers In (Out)	-	-	-	-	-	-	(17,950)	(17,950)
FUND BALANCES, JULY 1	<u>9,046</u>	<u>97,527</u>	<u>704,187</u>	<u>192,691</u>	<u>161,027</u>	<u>10,613</u>	<u>1,053,546</u>	<u>2,228,637</u>
FUND BALANCES, JUNE 30	<u>\$ 8,641</u>	<u>\$ 62,224</u>	<u>\$ 690,399</u>	<u>\$ 142,760</u>	<u>\$ 197,226</u>	<u>\$ 143</u>	<u>\$ 1,053,546</u>	<u>\$ 2,154,939</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
SPECIAL REVENUE FUND - AUDIT FUND
For the Fiscal Year Ended June 30, 2020

	Original and Final Budget	Actual
REVENUES		
Property Taxes	\$ 10,474	\$ 8,395
Interest	-	-
Miscellaneous	-	-
	<u>10,474</u>	<u>8,395</u>
Total Revenues	<u>10,474</u>	<u>8,395</u>
EXPENDITURES		
Current		
Contractual Services		
Audit	<u>14,400</u>	<u>8,800</u>
Total Contractual Services	<u>14,400</u>	<u>8,800</u>
Total Expenditures	<u>14,400</u>	<u>8,800</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(3,926)	(405)
OTHER FINANCING SOURCES (USES)		
Transfers In (Out)	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u><u>\$ (3,926)</u></u>	(405)
FUND BALANCE, JULY 1		<u>9,046</u>
FUND BALANCE, JUNE 30		<u><u>\$ 8,641</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
SPECIAL REVENUE FUND - LIABILITY INSURANCE FUND
For the Fiscal Year Ended June 30, 2020

	Original and Final Budget	Actual
REVENUES		
Property Taxes	\$ 60,759	\$ 44,926
Interest	-	-
Miscellaneous	-	-
	<u>60,759</u>	<u>44,926</u>
Total Revenues		
EXPENDITURES		
Current		
Contractual Services		
Insurance	<u>114,600</u>	<u>80,229</u>
Total Contractual Services	<u>114,600</u>	<u>80,229</u>
Total Expenditures	<u>114,600</u>	<u>80,229</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(53,841)	(35,303)
OTHER FINANCING SOURCES (USES)		
Transfers In (Out)	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u><u>\$ (53,841)</u></u>	(35,303)
FUND BALANCE, JULY 1		<u>97,527</u>
FUND BALANCE, JUNE 30		<u><u>\$ 62,224</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
SPECIAL REVENUE FUND - ILLINOIS MUNICIPAL RETIREMENT FUND
For the Fiscal Year Ended June 30, 2020

	Original and Final Budget	Actual
REVENUES		
Property Taxes	\$ 585,919	\$ 335,676
Interest	-	-
Miscellaneous	-	-
	<u>585,919</u>	<u>335,676</u>
Total Revenues	<u>585,919</u>	<u>335,676</u>
EXPENDITURES		
Current		
Personnel		
IMRF Expense	<u>522,000</u>	<u>349,464</u>
Total Personnel	<u>522,000</u>	<u>349,464</u>
Total Expenditures	<u>522,000</u>	<u>349,464</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	63,919	(13,788)
OTHER FINANCING SOURCES (USES)		
Transfers In (Out)	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>\$ 63,919</u>	(13,788)
FUND BALANCE, JULY 1		<u>704,187</u>
FUND BALANCE, JUNE 30		<u>\$ 690,399</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
SPECIAL REVENUE FUND - SOCIAL SECURITY FUND
For the Fiscal Year Ended June 30, 2020

	Original and Final Budget	Actual
REVENUES		
Property Taxes	\$ 254,254	\$ 236,497
Interest	-	-
Miscellaneous	-	-
	<u>254,254</u>	<u>236,497</u>
Total Revenues		
EXPENDITURES		
Current		
Personnel		
Social Security Expense	402,000	286,428
	<u>402,000</u>	<u>286,428</u>
Total Personnel		
Total Expenditures	402,000	286,428
	<u>402,000</u>	<u>286,428</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(147,746)	(49,931)
OTHER FINANCING SOURCES (USES)		
Transfers In (Out)	-	-
	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>\$ (147,746)</u>	(49,931)
FUND BALANCE, JULY 1		<u>192,691</u>
FUND BALANCE, JUNE 30		<u>\$ 142,760</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
SPECIAL REVENUE FUND - EQUIPPING AND MAINTENANCE FUND
For the Fiscal Year Ended June 30, 2020

	Original and Final Budget	Actual
REVENUES		
Property Taxes	\$ 305,941	\$ 309,268
Interest	-	-
Miscellaneous	-	-
	<u>305,941</u>	<u>309,268</u>
Total Revenues	<u>305,941</u>	<u>309,268</u>
EXPENDITURES		
Current		
Contractual Services		
Building Maintenance and Supplies	<u>385,200</u>	<u>273,069</u>
Total Contractual Services	<u>385,200</u>	<u>273,069</u>
Total Expenditures	<u>385,200</u>	<u>273,069</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(79,259)	36,199
OTHER FINANCING SOURCES (USES)		
Transfers In (Out)	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u><u>\$ (79,259)</u></u>	36,199
FUND BALANCE, JULY 1		<u>161,027</u>
FUND BALANCE, JUNE 30		<u><u>\$ 197,226</u></u>

SUPPLEMENTARY INFORMATION

FOUNTAINDALE PUBLIC LIBRARY DISTRICT**LONG-TERM DEBT REQUIREMENTS****General Obligation Library Building Bonds of 2016A**

June 30, 2020

Date of Issue	September 14, 2016
Date of Maturity	February 1, 2028
Authorized Issue	\$9,775,000
Denomination of Bonds	\$5,000
Interest Rates	2.00%
Interest Dates	August 1 and February 1
Principal Maturity Date	February 1
Payable at	Bond Trust Services Corporation

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements			Interest Due On			
	Principal	Interest	Totals	Aug. 1	Amount	Feb. 1	Amount
2021	\$ 890,000	\$ 187,600	\$ 1,077,600	2020	\$ 93,800	2021	\$ 93,800
2022	875,000	169,800	1,044,800	2021	84,900	2022	84,900
2023	855,000	152,300	1,007,300	2022	76,150	2023	76,150
2024	940,000	135,200	1,075,200	2023	67,600	2024	67,600
2025	915,000	116,400	1,031,400	2024	58,200	2025	58,200
2026	895,000	98,100	993,100	2025	49,050	2026	49,050
2027	1,110,000	80,200	1,190,200	2026	40,100	2027	40,100
2028	2,900,000	58,000	2,958,000	2027	29,000	2028	29,000
	<u>\$ 9,380,000</u>	<u>\$ 997,600</u>	<u>\$ 10,377,600</u>		<u>\$ 498,800</u>		<u>\$ 498,800</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT**LONG-TERM DEBT REQUIREMENTS****General Obligation Library Building Bonds of 2018**

June 30, 2020

Date of Issue	December 11, 2018
Date of Maturity	February 1, 2027
Authorized Issue	\$10,545,000
Denomination of Bonds	\$5,000
Interest Rates	4.00% - 5.00%
Interest Dates	August 1 and February 1
Principal Maturity Date	February 1
Payable at	Zions Bancorporation, National Association

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements			Interest Due On			
	Principal	Interest	Totals	Aug. 1	Amount	Feb. 1	Amount
2021	\$ 1,050,000	\$ 440,250	\$ 1,490,250	2020	\$ 220,125	2021	\$ 220,125
2022	1,240,000	387,750	1,627,750	2021	193,875	2022	193,875
2023	1,335,000	325,750	1,660,750	2022	162,875	2023	162,875
2024	1,410,000	272,350	1,682,350	2023	136,175	2024	136,175
2025	1,515,000	201,850	1,716,850	2024	100,925	2025	100,925
2026	1,625,000	141,250	1,766,250	2025	70,625	2026	70,625
2027	1,500,000	60,000	1,560,000	2026	30,000	2027	30,000
	<u>\$ 9,675,000</u>	<u>\$ 1,829,200</u>	<u>\$ 11,504,200</u>		<u>\$ 914,600</u>		<u>\$ 914,600</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
LONG-TERM DEBT REQUIREMENTS
General Obligation Refunding Library Bonds, Series 2019
June 30, 2020

Date of Issue	November 25, 2019
Date of Maturity	February 1, 2030
Authorized Issue	\$7,290,000
Denomination of Bonds	\$5,000
Interest Rates	4.00%
Interest Dates	August 1 and February 1
Principal Maturity Date	February 1
Payable at	Zions Bancorporation, National Association

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements			Interest Due On			
	Principal	Interest	Totals	Aug. 1	Amount	Feb. 1	Amount
2021	\$ 20,000	\$ 291,600	\$ 311,600	2020	\$ 145,800	2021	\$ 145,800
2022	25,000	290,800	315,800	2021	145,400	2022	145,400
2023	175,000	289,800	464,800	2022	144,900	2023	144,900
2024	205,000	282,800	487,800	2023	141,400	2024	141,400
2025	225,000	274,600	499,600	2024	137,300	2025	137,300
2026	225,000	265,600	490,600	2025	132,800	2026	132,800
2027	240,000	256,600	496,600	2026	128,300	2027	128,300
2028	45,000	247,000	292,000	2027	123,500	2028	123,500
2029	3,005,000	245,200	3,250,200	2028	122,600	2029	122,600
2030	3,125,000	125,000	3,250,000	2029	62,500	2030	62,500
	<u>\$ 7,290,000</u>	<u>\$ 2,569,000</u>	<u>\$ 9,859,000</u>		<u>\$ 1,284,500</u>		<u>\$ 1,284,500</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS

June 30, 2020

Tax Levy Year	2019				2018			
	Will County 2,119,578,602		DuPage County 42,747,440		Will County 2,069,408,819		DuPage County 40,478,780	
Assessed Valuation	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount
Tax Extensions								
Corporate	0.3785	\$ 8,022,605	0.3786	\$ 161,842	0.3528	\$ 7,300,874	0.3537	\$ 143,173
Audit	0.0003	6,359	0.0003	128	0.0005	10,347	0.0005	202
Tort/Liability Insurance	0.0014	29,674	0.0014	599	0.0029	60,013	0.0029	1,174
Social Security	0.0103	218,316	0.0103	4,403	0.0121	250,398	0.0121	4,898
I.M.R.F.	0.0046	97,501	0.0045	1,924	0.0280	579,435	0.0281	11,375
Building Maintenance	0.0146	309,458	0.0146	6,241	0.0146	302,134	0.0147	5,950
Bond and Interest	0.1332	2,823,279	0.1345	57,495	0.1101	2,278,419	0.1112	45,012
	<u>0.5429</u>	<u>11,507,192</u>	<u>0.5442</u>	<u>232,632</u>	<u>0.5210</u>	<u>10,781,620</u>	<u>0.5232</u>	<u>211,784</u>
Total Will Co Extension		\$ 11,507,192				\$ 10,781,620		
Total DuPage Co Extension		<u>232,632</u>				<u>211,784</u>		
Total Extensions		\$ 11,739,824				\$ 10,993,404		
Tax Collections:								
year ended June 30, 2020		\$ 5,972,189				\$ 5,304,884		
Previous years		<u>-</u>				<u>5,659,433</u>		
Total Collected		<u>\$ 5,972,189</u>				<u>\$ 10,964,317</u>		
Percent Collected		<u>50.87%</u>				<u>99.74%</u>		

Property tax rates are per \$100 of assessed valuation. Assessed valuation, rates and extended amounts of property taxes levied have been presented for each of the counties for which the District files a property tax levy.

STATISTICAL SECTION

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
GENERAL GOVERNMENTAL REVENUES BY SOURCES - LAST TEN FISCAL YEARS

June 30, 2020

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Revenues										
Taxes	\$11,419,793	\$11,313,211	\$10,934,264	\$10,707,090	\$10,474,235	\$10,328,356	\$ 9,837,037	\$ 8,402,748	\$ 9,094,964	\$ 9,132,242
Intergovernmental	84,604	84,604	52,552	1,200	52,173	149,904	154,158	2,500	132,841	60,550
Fines and										
Forfeitures	58,297	73,164	115,711	115,793	129,330	127,122	127,876	108,654	91,906	66,046
Interest	568,265	776,367	330,234	115,903	105,127	59,038	39,039	8,609	355,025	325,141
Miscellaneous	21,148	60,269	189,236	195,148	180,525	181,932	208,470	752,745	20,937	2,687,274
Total Revenues	<u>\$12,152,107</u>	<u>\$12,307,615</u>	<u>\$11,621,997</u>	<u>\$11,135,134</u>	<u>\$10,941,390</u>	<u>\$10,846,352</u>	<u>\$10,366,580</u>	<u>\$ 9,275,256</u>	<u>\$ 9,695,673</u>	<u>\$12,271,253</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
GENERAL GOVERNMENTAL EXPENDITURES BY SOURCES - LAST TEN FISCAL YEARS

June 30, 2020

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Expenditures										
Personnel	\$ 4,919,339	\$ 4,889,871	\$ 4,599,356	\$ 4,588,565	\$ 4,485,351	\$ 4,482,024	\$ 4,697,621	\$ 4,559,078	\$ 4,122,022	\$ 3,876,924
Contractual Services	731,953	623,108	729,203	681,785	620,573	684,091	671,066	834,754	1,415,511	422,076
Supplies & Utilities	403,819	812,179	812,510	747,349	471,976	438,940	478,182	418,785	380,454	379,697
Insurance	80,229	82,539	84,277	80,517	91,802	92,013	93,745	104,866	89,004	84,152
Library Materials	879,030	1,025,925	768,541	837,319	842,310	861,089	913,352	897,705	897,635	856,021
State Grant & Misc	127,842	139,743	178,413	113,500	364,095	210,303	211,174	129,580	52,644	86,029
Capital Outlay	690,378	231,431	510,894	429,963	211,347	361,202	841,847	2,560,124	1,564,724	13,948,132
Debt Service	11,686,574	14,528,267	2,711,908	2,842,195	2,644,653	2,565,465	2,132,465	2,672,965	2,283,652	2,232,438
Total Expenditures	<u>\$19,519,164</u>	<u>\$22,333,063</u>	<u>\$10,395,102</u>	<u>\$10,321,193</u>	<u>\$ 9,732,107</u>	<u>\$ 9,695,127</u>	<u>\$10,039,452</u>	<u>\$12,177,857</u>	<u>\$10,805,646</u>	<u>\$21,885,469</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WORKING CASH FUND INTEREST TRANSFER TO GENERAL FUND
June 30, 2020

	<u>2020</u>	<u>2019</u>
Other Financing Sources (Uses)		
Transfer In - General	\$ 17,950	\$ 21,124
Transfer Out - Working Cash	<u>(17,950)</u>	<u>(21,124)</u>
 Net Transfers	 <u><u>\$ -</u></u>	 <u><u>\$ -</u></u>

Note:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
PROPERTY TAX LEVIES AND COLLECTIONS - LAST TEN TAX LEVY YEARS
June 30, 2020

Tax Levy Year	Tax Levied	Total Tax Collections	Percent of Levy Collected	Outstanding/ Delinquent Taxes	Percent of Outstanding/ Delinquent Taxes
2010	\$ 8,978,164	\$ 8,949,477	99.68%	\$ 28,687	0.32%
2011	9,011,980	8,939,549	99.20%	72,431	0.80%
2012	9,452,203	9,048,916	95.73%	403,287	4.27%
2013	10,046,477	9,927,267	98.81%	119,210	1.19%
2014	10,246,945	10,143,812	98.99%	103,133	1.01%
2015	10,473,202	10,461,746	99.89%	11,456	0.11%
2016	10,555,679	10,540,392	99.86%	15,287	0.14%
2017	10,985,591	10,968,472	99.84%	17,119	0.16%
2018	10,993,404	10,964,317	99.74%	29,087	0.26%
2019	11,739,824	5,972,189	50.87%	5,767,635	49.13%

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
EQUALIZED ASSESSED VALUATIONS - LAST TEN TAX LEVY YEARS
June 30, 2020

<u>Tax Levy Year</u>	<u>Will County</u>	<u>DuPage County</u>	<u>Totals</u>
2010	\$ 2,168,632,645	\$ 35,315,590	\$ 2,203,948,235
2011	2,021,469,152	42,681,230	2,064,150,382
2012	1,827,559,899	40,060,670	1,867,620,569
2013	1,741,304,157	38,408,250	1,779,712,407
2014	1,726,910,484	38,294,570	1,765,205,054
2015	1,758,120,745	36,565,630	1,794,686,375
2016	1,848,603,770	37,928,540	1,886,532,310
2017	1,957,656,862	39,260,229	1,996,917,091
2018	2,069,408,819	40,478,780	2,109,887,599
2019	2,119,578,602	42,747,440	2,162,326,042

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
RATIO OF ANNUAL DEBT SERVICE EXPENDITURES TO
TOTAL GENERAL GOVERNMENTAL EXPENDITURES - LAST TEN FISCAL YEARS
June 30, 2020

Fiscal Year	Principal	Interest	Totals	Expenditures	Percent of Debt to General Government Expenditures
2011	\$ 475,000	\$ 1,757,438	\$ 2,232,438	\$ 21,885,469	10.2%
2012	600,000	1,683,563	2,283,563	10,803,489	21.1%
2013	675,000	1,671,965	2,346,965	12,174,659	19.3%
2014	800,000	1,658,465	2,458,465	10,039,452	24.5%
2015	925,000	1,640,465	2,565,465	9,695,127	26.5%
2016	1,025,000	1,619,654	2,644,654	9,732,107	27.2%
2017	1,310,000	1,532,195	2,842,195	10,321,193	27.5%
2018	1,385,000	1,326,875	2,711,875	10,395,102	26.1%
2019	13,335,000	1,193,267	14,528,267	22,333,063	65.1%
2020	10,285,000	1,257,485	11,542,485	19,519,164	59.1%

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

MISCELLANEOUS STATISTICS

June 30, 2020

District Established	1970
Form of Government	District Library
Population Served	67,683
Inventory	
Book	201,183
Non-Book	70,428
eBooks, eAudio, and eVideo	153,219
Total	424,830
Employees	
Full-Time	56
Part-Time	55

RESOLUTION NO. 2020-7

TRUTH IN TAXATION LAW RESOLUTION

RESOLVED, by the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois ("Library District") that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law":

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Library District, plus any amount abated by the Library District before extension, upon the final 2019 real estate tax levy of the Library District (2020 tax bill) is \$8,859,050.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Library District for 2020 (2021 tax bill) is \$9,293,143.
3. Based on the foregoing, the estimated percentage increase in the proposed 2020 aggregate levy over the amount of real estate taxes extended upon the final 2019 aggregate levy is 4.9%, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

AYES:

NAYS:

ABSENT:

Passed this 15th day of October, 2020.

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

Attested and Filed this 15th day of October, 2020.

Steven J. Prodehl
Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTIES OF WILL)
AND DU PAGE)

CERTIFICATION OF AUTHENTICITY

I, Steven J. Prodehl, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance adopted on the 15th day of October, 2020, at a meeting of the Board of Trustees of The Fountaindale Public Library District. I further certify that the Ordinance was published on the day of the 22nd of October, 2020, in The Bugle Newspaper.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 15th day of October, 2020.

Steven J. Prodehl, Secretary
FOUNTAINDALE PUBLIC LIBRARY DISTRICT,
WILL AND DU PAGE COUNTIES, ILLINOIS

(SEAL)

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 15th day of October, 2020, the Board of Trustees of The Fountaindale Public Library District determined to levy a special tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the 2021 – 2022 fiscal year.

The question of levying a 0.02% tax shall be submitted to the electors of the District if a petition is filed with the Board signed by 4212 registered voters in the District asking that the question of levying said 0.02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is April 6, 2021.

A petition form may be obtained from the District Secretary.

The text of said Ordinance is set forth below.

Steven J. Prodehl, Secretary
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL & DU PAGE COUNTIES, ILLINOIS

ORDINANCE 2020-2

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2021 - 2022 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2021 - 2022 Fiscal Year for the purposes hereinbefore set forth.

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of The Fountaindale Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the Fiscal Year 2021 – 2022.

FURTHER, a copy of this Ordinance shall be published in the Bugle Newspaper within fifteen (15) days after the date of adoption of this Ordinance in the form provided by law and shall be posted at each library operated by the District.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 15th day of October, 2020 by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS.

Margaret J. (Peggy) Danhof, President
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL & DU PAGE COUNTIES, ILLINOIS

ATTEST:

Steven J. Prodehl, Secretary

2021 FOUNTAINDALE PUBLIC LIBRARY DISTRICT CLOSING SCHEDULE

January 1, 2021	Friday	New Year's Day	Holiday
April 4, 2021	Sunday	Easter	Administrative Day
May 31, 2021	Monday	Memorial Day	Holiday
July 4, 2021	Sunday	Independence Day	Administrative Day
September 6, 2021	Monday	Labor Day	Holiday
November 24, 2021	Wednesday	Thanksgiving Eve	Close at 5 p.m.
November 25, 2021	Thursday	Thanksgiving	Holiday
December 24, 2021	Friday	Christmas Eve	Holiday
December 25, 2021	Saturday	Christmas Day	Administrative Day
December 31, 2021	Friday	New Year's Eve	Holiday

Holidays are paid as stated in the Holiday section of the Employee Handbook. Administrative Days are days other than official holidays when the District libraries are closed. Administrative Days are unpaid for non-exempt employees.

**NOTICE OF MEETING
2021 FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD MEETING SCHEDULE**

The regular meetings of the Board of Library Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS will be held at Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook, Illinois 60440 at 7 p.m.

Meetings are held on the third Thursday of the month, unless otherwise indicated.

January 21, 2021	July 15, 2021
February 18, 2021	August 19, 2021
March 18, 2021	September 16, 2021
April 15, 2021	October 21, 2021
May 20, 2021	November 18, 2021
June 17, 2021	December 16, 2021

/s/ Steven J. Prodehl
Secretary, Board of Library Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DU PAGE COUNTIES, ILLINOIS

Approved at the meeting of the Fountaindale Public Library District Board of Trustees held October 15, 2020.

SERVING OUR PUBLIC 4.0

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

Serving Our Public 4.0

Standards for Illinois Public Libraries

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

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Table of Contents

Introduction	iv
Acknowledgements	v
How to Use <i>Serving Our Public 4.0</i>	vi
Chapter 1 Core Standards	1
Chapter 2 Governance and Administration	5
Chapter 3 Personnel	9
Chapter 4 Access	13
Chapter 5 Building Infrastructure and Maintenance	15
Chapter 6 Safety	17
Chapter 7 Collection Management	19
Chapter 8 System Member Responsibilities and Resource Sharing	23
Chapter 9 Public Services: Reference and Reader's Advisory Services	25
Chapter 10 Programming	29
Chapter 11 Youth/Young Adult Services	31
Chapter 12 Technology	35
Chapter 13 Marketing, Promotion, and Collaboration	41
Appendices	
Appendix A Useful Illinois Statutes	46
Appendix B Records to Be Retained and Disposed	49
Appendix C Topics Recommended for Inclusion in Board Bylaws	50
Appendix D Topics Recommended for New Trustee Orientation	52
Appendix E Recommended Staffing Levels	53
Appendix F Topics Recommended for Public Use of the Library Policy	54
Appendix G Recommended Hours of Service by Population	55
Appendix H Topics Recommended for Collection Management Policy	56
Appendix I Collection Management Worksheet	57
Appendix J New Facility Planning	59
Appendix K Facility Management Checklists	61
Glossary	65

Introduction

Serving Our Public 4.0: Standards for Illinois Public Libraries has been completely revised by a group of library professionals convened in 2017 by the ILA Executive Board. Months of task force work, input from public hearings, and feedback resulted in a newly designed document that is current to the changing needs of libraries and users.

To complete the revision, task force members reached out to subject matter experts for review of specific chapters. Core standards and checklists were reviewed, revised, and amended to be in line with the *Serving Our Public 4.0* standards. Draft standards were shared via survey to various on-line public library director electronic discussion lists in both the Reaching Across Illinois Library System and the Illinois Heartland Library System, and this feedback was incorporated. A hearing of the proposed standards took place at the 2018 ILA Annual Conference in Peoria, and finally, the draft was shared with the Illinois State Library for review and input. The revised standards were approved by the ILA Executive Board in June 2019.

Serving Our Public 4.0 contains 13 chapters, including new ones for Youth and Young Adult Services, Building Infrastructure and Maintenance, and Illinois Public Library Resource Sharing Responsibility; and three new appendices.

Serving Our Public 4.0 is not meant to be a one-size-fits-all document. Task force members struggled to find a balance between those libraries serving hundreds of people to those serving thousands and all of the library communities in between. Input from the Illinois library community and stakeholders served as the driving force that shaped this document.

Acknowledgements

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How to Use *Serving Our Public 4.0*

Overview

Statewide public library standards are designed to serve as a catalyst from which local planning can take place. The *Serving Our Public 4.0* standards are seen as a guide for librarians, library staff, and boards of trustees' discussions during budget preparation and strategic planning. The regular review of the standards helps the library evaluate its progress over several years toward becoming an ideal library for its community. As the library staff and trustees discuss the Core Standards and individual chapters, the library's strengths and weaknesses are revealed, allowing celebration of the strengths and plans to build on them; and plans to eliminate or improve the weaknesses.

There are multiple ways to use *Serving Our Public 4.0*

1. During board meetings, in-depth discussions of individual chapters provide a review, reflection, and refinement of the library's service philosophy and strategically guide library planning.
2. Each month, as part of the librarian's report, the administrator reviews a chapter checklist, sharing the library's progress, as well as recommendations for changes, with discussion and input from the board.
3. A board committee is appointed to compare the library's advancement toward achieving the standards, and a report is shared with the full board on a regular basis. As needed, the committee, with input and insight from the library administrator, proposes changes to the library's goals.
4. Library staff meetings focus on the chapter standards, allowing incorporation of *Serving Our Public* into the staff's understanding of the library's service philosophy.

Core Standards

The Core Standards are considered essential to the foundation of quality library service to Illinois residents. The Core Standards are grouped together in Chapter 1 and applicable Core Standards are repeated with each chapter. The Core Standards can be discussed as a unit or in conjunction with the chapter standards.

Chapter Standards

Chapter specific standards provide a detailed blueprint for developing, improving, or enhancing areas of library activity. While the Core Standards provide the foundation, the chapter standards provide a superstructure for the library's advancement.

Checklists

Many librarians and trustees are interested in a way to formally compare progress from year to year. A board committee, the library director, and/or the staff can complete the checklist. When a checklist is completed, it should be dated and signed. Adding related comments and notes to personalize the checklist is encouraged.

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

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 part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law*;
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - a. Write, call, or visit legislators
 - b. Attend meetings of other units of local government
 - c. Serve on ALA, ILA, or system legislative committees
 - d. Participate in other community organizations that have similar legislative interests

- e. Include the subject of legislation on board meeting agendas
 - f. Provide a forum for local community issues
- 5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
- 6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
- 7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
- 8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
- 9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
- 10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
 - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
 - b. The library has a written Americans with Disabilities Act (ADA) policy.
 - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
 - d. The library bonds all staff and trustees responsible for library finances.
- 11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
- 12. The library maintains insurance covering property and liability, including volunteer liability.
- 13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

- ☐ Library has an elected or appointed board of trustees.
- ☐ Library has a qualified library administrator.
- ☐ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- ☐ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ☐ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ☐ Library has a mission statement and a long-range/strategic plan.
- ☐ Library maintains an understanding of the community by surveys, hearings, and other means.
- ☐ Library board reviews library policies on a regular basis.
- ☐ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ☐ Library develops an orientation program for new board members.
- ☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ☐ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ☐ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ☐ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ☐ Library maintains insurance covering property and liability, including volunteer liability.
- ☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3 (Personnel)

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

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

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
 - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
 - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
 - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
 - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
 - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
 - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
 - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
 - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
 - Local Records Act* [50 ILCS 205/1 *et seq.*]
 - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
 - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
 - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
 - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
 - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
 - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
 - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
 - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
 - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
 - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
 - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
 - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
 - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

Personnel Checklist

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

Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Access Checklist

- ☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ☐ At least once every five years, the board directs a review of the library's long-term space needs.
- ☐ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ☐ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ☐ The library has the minimum required number of parking spaces.
- ☐ The library's entrance is easily identified, clearly visible, and well lighted.
- ☐ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ☐ The library has adequate internal signage.
- ☐ The library's lighting levels comply with lighting standards.
- ☐ All signage is in compliance with applicable federal, state, and local regulations.
- ☐ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ☐ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ☐ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- ☐ Shelving in the areas serving young children is scaled to their needs.

Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Building Infrastructure and Maintenance Checklists

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.

Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.
4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.
5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

- ☐ The library provides a list of emergency call numbers at all staff phones in the library.
- ☐ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- ☐ The library has an emergency manual and disaster plan.
- ☐ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- ☐ The library provides a call list and contact information that is reviewed biannually.
- ☐ Emergency medical supplies are stored in a designated location and are accessible to staff.
- ☐ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- ☐ A prioritization list shows what should be salvaged in order of importance.
- ☐ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- ☐ A procedure exists for letting staff know when it is unsafe to enter the building.
- ☐ The library has a designated tornado shelter.
- ☐ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- ☐ The library provides adequate security for staff, users, and collections.
- ☐ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- ☐ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- ☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.
- ☐ A policy for security camera usage has been adopted and signage is posted.

Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Collection Management Checklist

- ☐ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- ☐ Library budgets should put priority on purchasing materials that best serve their community.
- ☐ The library has a written collection development policy approved by the board.
- ☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☐ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

- ☐ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ☐ The library publicizes and promotes interlibrary loan to its patrons.
- ☐ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, “My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way.” (Atkinson, H. (1987). Atkinson on networks. *American Libraries*, 18, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State’s office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

- ☐ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- ☐ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- ☐ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- ☐ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- ☐ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- ☐ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

Reference Service

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reference Service Checklist

- ☐ All basic services are available when the library is open.
- ☐ The library has a reference service policy.
- ☐ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ☐ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ☐ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ☐ The library provides easy access to accurate and up-to-date community information.
- ☐ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ☐ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ☐ The library provides access to local and state maps.
- ☐ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ☐ The library provides voter information, including precinct boundaries and location of polling places.
- ☐ The library provides information about local history and events.
- ☐ The library has at least one current reference resource for each subject area.
- ☐ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ☐ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ☐ The library evaluates its reference service on an annual basis.

Reader's Advisory Service

Reader's advisory service is a patron focused service that promotes and encourages the use of collections for recreational purposes, including but not limited to recreational reading, watching, and listening. Reader's advisory service offers advice, suggestions, recommendations, and selections to library users to help them identify authors, titles, and genres which they may enjoy. It should also strive to respond to the recreational reading, viewing, and listening tastes of individual patrons using the resources of the library and its staff to link readers with books, movies, and music. Reader's advisory is instrumental in creating relationships and encouraging conversations with users and the community about leisure reading, viewing, and listening needs.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally through conversations throughout the library such as at the circulation desk where library staff members interact with patrons as they are checking out and returning materials and are able to discuss these items with them, getting to know their preferences in the process. This can lead to suggestions of similar titles that the patrons may enjoy.

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.

Reader's Advisory Service Checklist

- ☐ All basic services are available when the library is open.
- ☐ The library has competently trained staff that has thorough knowledge of popular authors and titles.
- ☐ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- ☐ The library maintains a basic collection of reader's advisory reference materials.
- ☐ All staff members attend at least one relevant continuing education event each year.
- ☐ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- ☐ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- ☐ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Programming Standards

1. Library programs should strive to be free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
9. Libraries are encouraged to partner with other organizations to offer programs.

Programming Checklist

- ☐ Library programs are provided free of charge, or on a cost recovery basis.
- ☐ Library programs are located in a physically accessible location.
- ☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ☐ The library provides outreach programs to specific populations who cannot visit the library.
- ☐ The library has programming that seeks to serve children and their caregivers.
- ☐ The library has programming that seeks to serve young adults.
- ☐ The library has programming that seeks to serve adults and senior citizens.
- ☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ☐ The library is encouraged to partner with other organizations to offer programs.

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

- ☐ All basic youth services are available when the library is open.
- ☐ The library provides staff trained in serving youth.
- ☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ☐ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- ☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ☐ The library's programming is designed to reflect the needs and interests of youth in the community.
- ☐ Library programs are provided free of charge or on a cost-recovery basis.
- ☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- ☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ☐ The library strives to partner with youth-facing organizations in the community.
- ☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ☐ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ☐ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- ☐ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ☐ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- ☐ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ☐ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ☐ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ☐ The library provides a space specifically for use by children and families.
- ☐ The shelving used for housing children's materials is appropriately sized to allow for easier access.
- ☐ The library provides early literacy programming, including regular story time, for children and families.
- ☐ The library provides programming which facilitates play and fun for children and families.
- ☐ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- ☐ The library provides a summer reading opportunity to encourage reading and learning during the summer.
- ☐ The library provides a welcoming environment for young adults both individually and in groups.
- ☐ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- ☐ The library provides materials both physical and digital for young adults that are intended for them.
- ☐ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
 - a telephone, with a listing in the phone book and via Internet search engine;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
 4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
 5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, instant or text messaging services, and/or library email account.
 6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via phone, email, and/or through messaging services.
 7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
 9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
 10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
 11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
 - budget resources; and
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - Firewalls with advanced threat protection;
 - authentication;
 - routine installation of upgrades, patches, etc.;
 - scheduled data backup; and
 - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
- Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Technology Checklist

- ☐ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- ☐ The library has:
 - a telephone, with a listing in the phone book;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- ☐ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☐ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ☐ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- ☐ The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- ☐ The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- ☐ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- ☐ The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- ☐ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- ☐ The library has a board-adopted Internet acceptable use policy.
- ☐ The Internet acceptable use policy is reviewed annually.
- ☐ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- ☐ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- ☐ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- ☐ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- ☐ The library protects the integrity, safety, and security of its technological environment.
- ☐ The library's automated catalog and its components comply with current state, national, and international standards.
- ☐ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- ☐ The library has a communications plan that supports the library's long-range/strategic plan.
- ☐ The library staff and trustees participate in two or more cooperative activities with other community organizations.
- ☐ The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - ☐ flyers
 - ☐ brochures
 - ☐ website
 - ☐ newsletter
 - ☐ posters
 - ☐ banners
 - ☐ displays
 - ☐ podcasting
 - ☐ presentations
 - ☐ speeches
 - ☐ billboards
 - ☐ other
- ☐ The library maintains at least one social media account.
- ☐ The library invites local, state, and federal officials to visit the library.
- ☐ The library's website is updated at least monthly.
- ☐ The board, administration, and staff conduct an annual library walk-through.
- ☐ The board, administration, and appropriate staff visit other libraries.
- ☐ The budget includes funds for public relations and marketing activities.
- ☐ The library's promotional methods and services are ADA compliant.
- ☐ A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- ☐ The library's staff receives customer service and marketing training.
- ☐ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- ☐ The library surveys patrons and the community to judge awareness of the library's programs and services.

Appendices

The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. *For Serving Our Public 4.0*, the task force opted to eliminate appendices that consisted solely of web-published statements from ALA, ILA, and the like, in recognition that the online versions will always be more current than what would have appeared here in print. Illinois public libraries operate under the *Illinois Compiled Statutes* [ILCS], generally chapter 75 [75 ILCS], but other statutes also impact libraries. As librarians and their library board must be familiar with Illinois statutes, this appendix provides a quick reference; for further information, consult *Illinois Library Laws & Rules*, published regularly by and available from the Illinois Library Association.

New appendices in *Serving Our Public 4.0* include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning.

The recommended service level tables retained the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain. As each chapter is read, the accompanying appendices should also be reviewed to determine the library's current service level and to decide the target level of service.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at www.ilga.gov/legislation/ilcs/ilcs.asp

Illinois Statute or Topic	Legal Citation
<i>General Provisions</i>	
<i>Open Meetings Act</i>	5 ILCS 120/1
<i>Freedom of Information Act</i> (FOIA)	5 ILCS 140/1
<i>State Records Act</i>	5 ILCS 160/1 (see also 50 ILCS 205/1)
<i>Electronic Commerce Security Act</i> (digital signature)	5 ILCS 175/1
<i>Identity Protection Act</i>	5 ILCS 179/1
<i>Intergovernmental Cooperative Act</i>	5 ILCS 220/1
<i>Oaths and Affirmations Act</i>	5 ILCS 255/0.01
<i>Illinois Public Labor Relations Act</i>	5 ILCS 315/1
<i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests)	5 ILCS 420/4A-101
<i>State Officials and Employees Ethics Act</i>	5 ILCS 430/1-1
<i>Elections</i>	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
<i>Executive Officers</i>	
<i>State Library Act</i>	15 ILCS 320/1
<i>Illinois Literacy Act</i>	15 ILCS 322/1
<i>Finance</i>	
<i>Public Funds Statement Publication Act</i>	30 ILCS 15/1 (see also 50 ILCS 305/1)
Statement of Receipts and Disbursements	30 ILCS 15/1 (see also 50 ILCS 305/1)
<i>Public Funds Investment Act</i>	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
<i>Local Government Debt Reform Act</i>	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
<i>Joint Purchasing Act</i> (Governmental)	30 ILCS 525/1
<i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i>	30 ILCS 535/1 & 50 ILCS 510/0.01
<i>Drug Free Workplace Act</i>	30 ILCS 580/1
<i>Revenue</i>	
Property Tax Code (formerly <i>Revenue Act</i>)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
<i>Truth in Taxation Law</i>	35 ILCS 200/18-55
<i>Property Tax Extension Limitation Law</i> (PTELL)	35 ILCS 200/18-185
<i>Fiscal Responsibility Report Card</i>	35 ILCS 200/30-30
<i>Pensions</i>	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
<i>Local Government</i>	
Conflict of Interest (<i>Public Officer Prohibited Activities Act</i>)	50 ILCS 105/3
<i>Public Officers Simultaneous Tenure Act</i>	50 ILCS 110/1
<i>Time Off for Official Meetings Act</i>	50 ILCS 115/1

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01

Municipalities

Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act</i> (TIF)	65 ILCS 5/11-74.4-1

Libraries

<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates (<i>Public Library District Act</i>)	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1

Public Health

<i>Environmental Barriers Act</i> (Illinois Accessibility Code)	410 ILCS 25/1
<i>Equitable Restrooms Act</i>	410 ILCS 35/1
<i>Smoke Free Illinois Act</i>	410 ILCS 82/1

Public Safety

<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
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Notices

<i>Notice by Publication Act</i>	715 ILCS 5/1
<i>Newspaper Legal Notice Act</i>	715 ILCS 10/1

Criminal Offenses

Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act</i> (Interference, bid rigging)	720 ILCS 5/33E-1

Civil Liabilities

<i>Parental Responsibility Law</i>	740 ILCS 115/1
<i>Right to Breastfeed Act</i>	740 ILCS 137/1
<i>Illinois Wage Assignment Act</i>	740 ILCS 170/1

Civil Immunities

<i>Local Government Employee Tort Immunity Act</i>	745 ILCS 10/1-101
<i>Employment Record Disclosure Act</i>	745 ILCS 46/1

Property

<i>Right of Publicity Act</i>	765 ILCS 1075/1
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Human Rights

Illinois Human Rights Act 775 ILCS 5/1-101

Business Transactions

Personal Information Protection Act 815 ILCS 530/5

Employment

Illinois Collective Bargaining Successor Employer Act 820 ILSC 10/0.01

Personnel Record Review Act 820 ILCS 40/0.01

Right to Privacy in the Workplace Act 820 ILCS 55/1

Employee Credit Privacy Act 820 ILCS 70/1

Minimum Wage Act 820 ILCS 105/1

Equal Pay Act 820 ILCS 112/1

Wage Payment and Collection Act 820 ILCS 115/1

Prevailing Wage Act 820 ILCS 130/0.01

One Day Rest in Seven Act 820 ILCS 140/3

School Visitation Rights Act 820 ILCS 147

Victims' Economic Security and Safety Act 820 ILCS 180/1

Workers' Compensation Act 820 ILCS 305/1

Military Related Acts

Family Military Leave Act 820 ILCS 151/1

Military Leave of Absence Act 5 ILCS 325/0.01

Public Employee Armed Services Rights Act 5 ILCS 330/1

Service Member's Employment Tenure Act 330 ILCS 60/1

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at www.cyberdriveillinois.com/departments/archives/records_management/home.html.

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section
Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	.15*	.25	.50	.75	1.00
1,000-2,499	1.00	.25	.50	1.00	1.50
2,500-4,999	1.00	.25	.50	1.00	1.00
5,000-9,999	2.00	.25	.50	1.00	1.50
10,000-14,999	4.00	.25	.50	1.00	1.25
15,000-24,999	8.00	.25	.50	.90	1.25
25,000-49,999	18.00	.25	.50	.75	1.00
50,000-74,999	30.00	.25	.50	.75	1.00
75,000-99,999	45.00	.25	.50	.75	1.00
Over 100,000	60.00	.25	.50	.75	1.00

Example

1. The library's jurisdictional population is 8,500.
2. The library wishes to achieve the "growing" level.
3. The library's population places it in the 5,000–9,999 population range. The "base" for this range is 2 FTE.
4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
 - Eligibility
 - Fees for nonresidents
 - Registration
 - Reciprocal borrowing
3. Circulation
 - Length of loans
 - Limits on number of items
 - Renewals
 - Reserves
 - Interlibrary loans
 - Lost or damaged materials
 - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
 - Computers
 - Bathroom facilities
 - Furniture
 - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

Materials:	Cost:
Books (print)	\$
E-Books	
Magazines/newspapers (print)	
Magazines/newspapers (electronic)	
Audio CDs	
Audio CDs (downloadable)	
DVDs	
DVDs (downloadable/streaming)	
Electronic Databases (available in-house & remotely)	
Computer Software	
Microfilm	
Local History resources	
Photographs	
Video Games	
Non-Book or Media	
 Automation:	 Cost:
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation)	\$
OCLC Membership costs	
MARC Records costs	
Additional consortia cost	
Virtual reference service	

Supplies:***Cost:***

Barcodes for circulating items and for patrons' cards \$ _____

User library cards _____

Processing supplies (example: spine labels, book covers,
book table, RF tags, property stamps, etc.) _____

Staffing:***Cost:***

Based on a 40-hour week, determine approximately
how many hours staff spend on task and multiply it
by pay rate x 52 weeks. (Example: Cataloger—
25 hours per week X \$10 X 52=\$13,000) \$ _____

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- ☐ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- ☐ Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- ☐ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- ☐ The building facade should be inspected once a year.
- ☐ Parking lot resealing and restriping should be performed every one to three years.
- ☐ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- ☐ Alarm system should be checked for proper operation at least once a year.
- ☐ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- ☐ Emergency lighting should be checked once a month.
- ☐ Sprinkler systems should be inspected as required by code, but at least once per year.
- ☐ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- ☐ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- ☐ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- ☐ Landscaping sprinklers should be checked and maintained twice a year.
- ☐ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- ☐ Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- ☐ Window cleaning should be performed at least once per year.

- ☐ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- ☐ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- ☐ Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
- ☐ Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- ☐ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ☐ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ☐ Tuck pointing of masonry: On an as-needed basis.
- ☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- ☐ Interior painting and wall coverings: On an as-needed basis.
- ☐ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ☐ Wood and trim components: On an as-needed basis.
- ☐ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ☐ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ☐ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ☐ Landscaping: Inspect trees and sod replacement every one to two years.
- ☐ Graffiti removal: Perform on an as-needed basis.
- ☐ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- ☐ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- ☐ Parking lot reconstruction (not routine sealing)
- ☐ Re-roofing
- ☐ Window replacement
- ☐ HVAC equipment replacement
- ☐ Lighting replacements and upgrades
- ☐ Building additions
- ☐ Interior remodeling (carpeting, walls, furnishings, etc.)
- ☐ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- ☐ Major facade repairs
- ☐ Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- ☐ Building structure
- ☐ Site elements such as parking lots, paving, site furnishings and signs
- ☐ HVAC systems
- ☐ Plumbing
- ☐ Elevators
- ☐ Building envelope including facade, windows, and roofs
- ☐ Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- ☐ Roof
- ☐ Mechanical systems
- ☐ Windows
- ☐ Library façade repair or replacement
- ☐ Lighting/LED
- ☐ Low-flow/water saving

Glossary (including acronyms)

24/7/365

Access to library service(s) 24 hours a day, 7 days a week, 365 days a year.

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

Adaptive technologies enable disabled persons (visual, hearing, mobility) to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

ALA

American Library Association. www.ala.org

Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources—tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to established financial criteria; a written report of such examination.

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the governing body of such subdivision shall be adopted or rejected.

Backbone

A backbone is a major artery of networked systems. Smaller networks may be attached.

Blog

A blog is a type of website, typically in journal format, that permits user posts. The posts generally are arranged in chronological order with the most recent post at the top.

Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

Budget

A plan for conforming expenditures to income.

Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

CARLI

Consortium of Academic and Research Libraries in Illinois. www.carli.illinois.edu

Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

CD-ROM

Compact Disc Read Only Memory. The compact disc format holds text, graphics, and sound much like an audio CD but with different track formats for data. CD-ROMs hold in excess of 600 MB of data, which is equivalent to about 250,000 pages of text or 20,000 medium-resolution images. An audio CD player cannot play CD-ROMs, but CD-ROM players usually can play audio CDs.

C.F.R.

Code of Federal Regulations. www.gpoaccess.gov/cfr/index.html

Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful.

Conditioned Power

Conditioned power is electrical service that is protected from line noise, voltage surges and spikes, brownouts, and blackouts.

Conflict of Interest

The *Public Officers Prohibited Activities Act* [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsive manner.

Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute.

CREW

Continuous Review, Evaluation, and Weeding. An ongoing process of evaluating and weeding collections as detailed in Belinda Boon's *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Texas State Library, 1995). www.tsl.state.tx.us/ld/pubs/crew/index.html

Distribution Closet

A room containing equipment racks filled with hubs and patch panels for arranging connections.

Download

The process of transferring a file from a computer on the Internet to your own computer. Things you might download include software, images, email, music, videos, podcasts, etc.

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. www.usac.org/sl/

FICA

Federal Insurance Contribution Act. FICA is the tax provisions of the *Social Security Act*, as they appear in the Internal Revenue Code. www.ssa.gov

Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

FTE

Full-time equivalent; full-time employee.

Hardware

Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

Hub

A passive device for splitting LAN signals and distributing them among multiple computers, servers, and other network-attached devices.

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

Illinois Compiled Statutes. www.ilga.gov/legislation/ilcs/ilcs.asp

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code governs resource sharing among ILLINET members. www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf

IMRF

Illinois Municipal Retirement Fund. IMRF is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. www.imrf.org

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

Internet

Internet is an international network of computer networks.

I-Share

I-Share is the online union catalog for CARLI member libraries and is a statewide resource-sharing database. www.vufind.carli.illinois.edu/all/vf/

LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

LLSAP

Local Library System Automation Programs. Each regional library system's cooperative resource sharing (union catalog, OPAC, interlibrary loan) program for member libraries.

MARC

Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. www.loc.gov/marc/

MLS/MLIS

Master's in Library Science degree/Master's in Library and Information Science degree.

Nonresident Fee Cards

Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

OCLC

Online Computer Library Center. OCLC is an international cataloging and resource-sharing database. www.oclc.org

OPAC

Online Public Access Catalog. An OPAC is an online card catalog accessible to the public.

Open Captioning

Open captioning is on-screen text descriptions that display a video's dialogue.

Open Meetings Act

The *Open Meetings Act* [5 ILCS 120] is an Illinois law that details conduct of meetings for municipal/governmental agencies.

OSHA

Occupational Safety and Health Administration. OSHA is the main federal agency charged with the enforcement of safety and health legislation. www.osha.gov

PLA

Public Library Association, a division of the American Library Association. www.pla.org

Podcast

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of "broadcasting" and "iPod."

Premises Wiring

Premises wiring is the communications cabling within a building or individual office/tenant space.

Reciprocal Borrowing

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.

Referendum

A referendum is the submission of a proposed public measure or law to the vote of the people for ratification or rejection. Illinois law prescribes the details for submission of public questions.

Remote Access

Remote access is the ability for a library patron to access via computer various library resources (the library catalog, website, electronic databases, etc.) 24/7/365.

Riser (Management)

Riser (management) is the connections from the building backbone to separate multiple departments, typically in multistory buildings.

Router

A router is a special purpose, active switching device that links a LAN to a backbone or links multiple LANs to a WAN. Leading router vendors include Cisco, Nortel, and 3Com.

RSS Feeds

RSS feeds are a method of describing news or other web content that is available for “feeding” (distribution or syndication) from an online publisher to web users.

Server

A server is a computer designated as a shared resource on a LAN. Leading server vendors include Gateway, IBM, Compaq, Dell, and Hewlett-Packard.

Software

Computer programs that operate the computer system itself as well as user programs that enable the creation and manipulation of data.

Structured Cabling

Structured cabling is a complete system of wiring, connecting devices, and installation standards certified to deliver a specified data-transmission speed over a LAN.

System Integrator (SI)

Like a general contractor for computer systems, a system integrator (SI) procures and installs all the structured cabling, servers, computers, and software for a LAN.

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

Telecommunications Relay Service. With TRS, an operator types what the caller says, and the person being called reads the text on a TTY. In turn, the person being called responds via TTY, and the operator reads the text aloud to the caller.

TTY

TTY is a text telephone that enables the deaf, hard of hearing, and speech-impaired to communicate via text messaging. A TTY is needed at both conversation points.

United for Libraries/ALTAF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. www.ala.org/united/

U.S.C.

United States Code. www.gpoaccess.gov/uscode/index.html

Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).

Voice Relay

See TRS.

WAN

Wide Area Network. A WAN is multiple LANs linked together by physical or virtual connections.

Website

A website is an entire collection of web pages and other information (such as images, sound, and video files, etc.) gathered and made available through what appears to users as a single web server. Each website is usually hosted on the same server (computer) and is maintained by the same individual, group, or organization.

Wi-Fi

Wireless networking technology.

Wiki

A wiki is a web page or collection of web pages designed to enable anyone who accesses the wiki to contribute or modify content.

Wikipedia

Wikipedia is a free, multilingual web-based encyclopedia project operated by the nonprofit Wikimedia Foundation. Its name is a combination the words wiki (a technology for creating collaborative websites) and encyclopedia. Volunteers around the world have collaboratively written Wikipedia's 30+ million articles, and almost all of its articles can be edited by anyone who can access the Wikipedia website. www.wikipedia.org

Wire Management

A system of raceways, cable trays, and/or ducts to consolidate and organize cables within and between equipment racks or office furniture.

Fountaindale Public Library District

Cash and Investment

September 30, 2020

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$766,585.07	\$766,585.07
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	\$22,304.12	\$208,948.52
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	\$972,471.16	\$5,794.52	\$978,265.68
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	\$2,248,146.30	\$8,925,534.90
Investment - IL Funds/General	\$70,052.78	\$1,146.89	\$71,199.67
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$7,028.51	\$64,774.82
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$35,487.68	\$2,077,896.27
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,689.41)	\$1,071,980.04
Investment - Special Reserve/PMA	\$15,260,952.35	\$281,467.43	\$15,542,419.78
Total Investments	\$25,183,218.08	\$2,570,587.40	\$27,753,805.48
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	\$1,032,890.10	\$2,480,487.14
Total Bond Fund	\$1,447,597.04	\$1,032,890.10	\$2,480,487.14
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,469.80)	\$143.22
Total Building Project Fund	\$10,613.02	(\$10,469.80)	\$143.22
Total Cash and Investments	\$27,613,899.30	\$3,598,802.22	\$31,212,701.52

Special Res. PMA - 2.09 %
General - IL Fund - 0.127%
Money Market Wintrust - 0.160%

Fountaindale Public Library District

Revenue Report

September 30, 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	\$3,791,813.72	\$4,080,073.04	92.29 %	\$4,420,765.00	\$340,691.96
Property Tax Dupage - 2019	\$62,696.25	\$78,592.06	87.11 %	\$90,220.00	\$11,627.94
Other Tax	\$0.00	\$35,198.96	70.37 %	\$50,020.00	\$14,821.04
Interest	\$44,157.52	\$72,674.52	83.52 %	\$87,010.00	\$14,335.48
Circulation Fees	(\$1,548.54)	\$1,802.84	0.00 %	\$0.00	(\$1,802.84)
Copy Machines	\$404.55	\$1,262.51	63.13 %	\$2,000.00	\$737.49
Fax Machine	\$418.58	\$1,489.31	148.93 %	\$1,000.00	(\$489.31)
Printing	\$1,653.52	\$4,407.09	220.35 %	\$2,000.00	(\$2,407.09)
Miscellaneous	\$317.96	\$2,712.58	0.00 %	\$0.00	(\$2,712.58)
Reimbursements	\$15,030.00	\$15,996.93	0.00 %	\$0.00	(\$15,996.93)
Board Reimbursements	\$0.00	\$80.00	0.00 %	\$0.00	(\$80.00)
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	100.00 %	\$84,604.00	\$0.25
Total Operating Funds	\$3,914,943.56	\$4,378,893.59	47.60 %	\$9,198,628.00	\$4,819,734.41
Building Project Fund Revenue					
Interest Building Project Fund	\$0.01	\$0.06	0.00 %	\$0.00	(\$0.06)
Total Building Project Fund	\$0.01	\$0.06	0.00 %	\$0.00	(\$0.06)
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	\$1,232,778.71	\$1,326,496.39	69.54 %	\$1,907,636.64	\$581,140.25
Property Tax - Dupage 2019	\$20,582.52	\$25,800.96	141.84 %	\$18,190.00	(\$7,610.96)
Interest Bond Fund	\$155.53	\$609.86	6.10 %	\$10,000.00	\$9,390.14
Total Bond Fund	\$1,253,516.76	\$1,352,907.21	34.85 %	\$3,882,394.64	\$2,529,487.43
Total Revenue	\$5,168,460.33	\$5,731,800.86	43.82 %	\$13,081,022.64	\$7,349,221.78

Fountaindale Public Library District

Expenditure Report

September 30, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$326,349.43	\$1,129,873.55	24.63 %	\$4,588,300.00	\$3,458,426.45
Contractual Services	\$25,731.53	\$119,242.69	20.70 %	\$576,000.00	\$456,757.31
Supplies & Utilities	\$33,370.87	\$80,548.21	12.21 %	\$659,650.00	\$579,101.79
Library Materials	\$100,463.62	\$225,758.19	17.40 %	\$1,297,500.00	\$1,071,741.81
Capital Expenditures	\$2,060.10	\$20,835.44	2.80 %	\$744,360.00	\$723,524.56
Miscellaneous	\$964.35	\$2,023.20	2.70 %	\$75,000.00	\$72,976.80
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$488,939.90	\$1,578,281.28	19.67 %	\$8,025,414.00	\$6,447,132.72
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00 %	\$12,100.00	\$12,100.00
Liability Insurance Fund Expenditures	\$0.00	\$1,323.80	1.04 %	\$127,500.00	\$126,176.20
Soc Sec/IMRF Fund Expenditures	\$48,424.85	\$175,541.57	23.08 %	\$760,550.00	\$585,008.43
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$21,537.18	\$43,680.84	13.40 %	\$326,000.00	\$282,319.16
Total Other Fund Expenditures	\$69,962.03	\$220,546.21	17.99 %	\$1,226,190.00	\$1,005,643.79
Total Expenditures - Operating Funds	\$558,901.93	\$1,798,827.49	19.44 %	\$9,251,604.00	\$7,452,776.51
Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$143.00	\$143.00
Total Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$143.00	\$143.00
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	\$0.00	\$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	\$0.00	\$220,125.00	50.00 %	\$440,250.00	\$220,125.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$20,000.00	\$20,000.00
Interest Payment - 2019	\$0.00	\$145,800.00	50.00 %	\$291,600.00	\$145,800.00
Total Bond Fund Expenditures	\$0.00	\$459,725.00	15.97 %	\$2,879,450.00	\$2,419,725.00
Total	\$0.00	\$459,725.00	15.96 %	\$2,879,593.00	\$2,419,868.00
Total Expenditures - All Funds	\$558,901.93	\$2,258,552.49	18.62 %	\$12,131,197.00	\$9,872,644.51

Fountaindale Public Library District
Bills Paid - Operating Account

October 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - September 2020	10/1/2020	829	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - October 2020	10/1/2020	54406	1-4192-10	\$32,350.46
Dearborn National Life Insurance Company	Employer Insurance Contribution - October 2020	10/1/2020	54407	1-4192-10	\$553.63
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - October 2020	10/1/2020	54408	1-4192-10	\$201.47
Home Depot	Building Supplies	10/1/2020	54409	8-4211-30	\$50.21
	Building Maintenance	10/1/2020		8-4357-30	\$247.86
Illinois Municipal Retirement Fund	Employer Insurance Contribution - September 2020	10/1/2020	831	5-4142-10	\$29,445.40
OPTO International Inc	Trifold Brochure Holders - 50% Deposit	10/1/2020	54410	3-4143-10	\$377.00
					<u><u>\$63,238.12</u></u>


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - SEPTEMBER 2020

Gross Payroll	\$295,404.35
FICA	\$19,113.00
Total Gross Payroll & FICA	<u>\$314,517.35</u>

Fountaindale Public Library District

Bills Payable Report

October 15, 2020

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ali Baig				
	Program - Virtual Trivia Night w/Baig of Tricks - 11/9/2020	AB110920	1-4571-24	\$ 75.00
	<i>Totals for Ali Baig</i>			<u>\$ 75.00</u>
Allyse Schiller				
	Mileage - 7/10/2020-9/30/2020	AS093020	1-4171-10	10.35
	<i>Totals for Allyse Schiller</i>			<u>\$ 10.35</u>
Amazon				
	Teen - Various Program Supplies	A24-2021	1-4353-24	34.71
	District Restock - August 2020	A23-2021	1-4351-10	51.63
	District Restock - August 2020	A26-2021	1-4351-10	15.99
	District Restock - August 2020	A26-2021	1-4351-10	64.53
	Circ - Various Size Storage Bags	A27-2021	1-4371-10	28.97
	Collections - Library Supplies	0660346-OCT20	1-4371-12	67.75
	CSD - Various Program Supplies	A21-2021	1-4353-20	16.58
	Outreach - Bookmarks, Stickers, Banner	A18-2021	1-4353-28	30.46
	Outreach - Various Program Supplies	A22-2021	1-4353-28	79.34
	Outreach - Flashdrive	A19-2021	1-4371-28	24.99
	Outreach - Page Protectors	A25-2021	1-4371-28	11.99
	Books - Adult Fiction	0660346-OCT20	1-4540-26	68.85
	Books - Adult Non-Fiction	0660346-OCT20	1-4541-26	186.83
	Books - Young Adult Fiction	0660346-OCT20	1-4548-26	10.66
	DVD - Adult	0660346-OCT20	1-4557-26	293.90
	Audiobooks - Adult	0660346-OCT20	1-4551-26	42.52
	Video Games - YA	0660346-OCT20	1-4563-26	144.80
	Video Games - Juvenile	0660346-OCT20	1-4564-26	59.49
	2020 Staff Reading Prizes	0660346-OCT20	1-4711-10	843.73
	Studio - Maker & Program Supplies	A20-2021	1-4353-27	41.14
	Studio - Maker & Program Supplies	A20-2021	1-4371-27	91.96
	<i>Totals for Amazon</i>			<u>\$ 2,210.82</u>
American Library Association				
	Boyer Membership - 12/1/2020-11/30/21	2240060	1-4161-10	148.00
	Petrov Membership - 11/1/2020-10/31/21	2257971	1-4161-10	189.00
	<i>Totals for American Library Association</i>			<u>\$ 337.00</u>
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - October 2020	INV362749	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			<u>\$ 189.55</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AT & T				
	Internet - September 2020	6598347508	1-4314-14	\$ 1,375.91
	Updated Internet Agreement - September 2020	9836817506	1-4311-14	1,618.50
		<i>Totals for AT & T</i>		<u>\$ 2,994.41</u>
AT & T Mobility - National Business Services				
	Telephone Service - 8/10/2020-9/9/2020	16903553	1-4311-14	224.20
		<i>Totals for AT & T Mobility - National Business Services</i>		<u>\$ 224.20</u>
Award Emblem Mfg. Co., Inc.				
	Hubert H. Humphrey Engraving	412021	1-4353-24	4.00
		<i>Totals for Award Emblem Mfg. Co., Inc.</i>		<u>\$ 4.00</u>
B&H Photo-Video				
	Studio - Headphones & CableWrap	177525473	1-4568-27	1,215.88
		<i>Totals for B&H Photo-Video</i>		<u>\$ 1,215.88</u>
Baker & Taylor - C009233				
	Library Materials - Processing Costs	5016403600	1-4518-26	5.75
	Library Materials - Shipping Costs	5016403600	1-4519-26	0.52
	Books - Adult Non-Fiction	5016403600	1-4541-26	104.10
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 110.37</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Library Materials - Processing Costs	2035472581	1-4518-29	\$ 15.48
	Library Materials - Processing Costs	2035485415	1-4518-29	14.78
	Library Materials - Processing Costs	2035497783	1-4518-29	15.47
	Library Materials - Processing Costs	2035492227	1-4518-29	10.27
	Library Materials - Processing Costs	2035505313	1-4518-29	12.51
	Library Materials - Processing Costs	2035511607	1-4518-29	8.85
	Books - Juvenile World Languages	2035485415	1-4526-29	105.23
	Library Materials - Shipping Costs	2035472581	1-4519-29	2.10
	Library Materials - Shipping Costs	2035485415	1-4519-29	2.02
	Library Materials - Shipping Costs	2035497783	1-4519-29	1.89
	Library Materials - Shipping Costs	2035492227	1-4519-29	1.57
	Library Materials - Shipping Costs	2035505313	1-4519-29	1.36
	Library Materials - Shipping Costs	2035511607	1-4519-29	1.36
	Books - Adult Large Print	2035505313	1-4543-29	53.98
	Books - Adult Large Print	2035511607	1-4543-29	29.56
	Books - Adult Large Print	2035472581	1-4543-29	46.78
	Books - Adult Large Print	2035485415	1-4543-29	17.40
	Books - Adult Large Print	2035492227	1-4543-29	49.24
	Books - Juvenile Easy	2035472581	1-4546-29	208.56
	Books - Juvenile Easy	2035485415	1-4546-29	22.91
	Books - Juvenile Easy	2035497783	1-4546-29	131.62
	Books - Juvenile Easy	2035492227	1-4546-29	41.79
	Books - Adult Fiction	2035472581	1-4540-29	64.36
	Books - Adult Fiction	2035485415	1-4540-29	31.63
	Books - Adult Fiction	2035497783	1-4540-29	106.32
	Books - Adult Fiction	2035492227	1-4540-29	112.10
	Books - Adult Fiction	2035505313	1-4540-29	16.67
	Books - Adult Fiction	2035511607	1-4540-29	73.01
	Books - Adult Non-Fiction	2035472581	1-4541-29	43.66
	Books - Adult Non-Fiction	2035485415	1-4541-29	92.26
	Books - Adult Non-Fiction	2035497783	1-4541-29	17.25
	Books - Adult Non-Fiction	2035492227	1-4541-29	55.16
	Books - Adult Non-Fiction	2035505313	1-4541-29	19.20
	Books - Adult Non-Fiction	2035511607	1-4541-29	52.33
	Books - Juvenile Fiction	2035472581	1-4544-29	56.30
	Books - Juvenile Fiction	2035485415	1-4544-29	69.40
	Books - Juvenile Fiction	2035497783	1-4544-29	112.51
	Books - Juvenile Fiction	2035492227	1-4544-29	54.91

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Juvenile Fiction	2035505313	1-4544-29	\$ 120.98
	Books - Juvenile Fiction	2035511607	1-4544-29	69.53
	Books - Juvenile Easy	2035505313	1-4546-29	61.87
	Books - Juvenile Easy	2035511607	1-4546-29	37.59
	Books - Young Adult Fiction	2035485415	1-4548-29	65.25
	Books - Young Adult Fiction	2035497783	1-4548-29	9.77
	Books - Young Adult Fiction	2035511607	1-4548-29	9.77
	<i>Totals for Baker & Taylor - L420685</i>			<u>\$ 2,146.56</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult Large Print	2035463962	1-4543-29	\$ 70.19
	Books - Adult Non-Fiction	2035463962	1-4541-29	114.92
	Books - Adult Fiction	2035463962	1-4540-29	32.19
	Books - Juvenile Fiction	2035463962	1-4544-29	43.57
	Books - Juvenile Easy	2035463962	1-4546-29	114.40
	Books - Juvenile World Languages	2035469606	1-4526-26	12.59
	Books - Juvenile World Languages	2035485330	1-4526-26	117.62
	Books - Juvenile World Languages	2035488480	1-4526-26	13.29
	Books - Adult World Languages	2035397083	1-4525-26	110.58
	Books - Adult World Languages	2035455814	1-4525-26	127.00
	Books - Adult World Languages	2035467236	1-4525-26	9.57
	Books - Adult World Languages	2035497550	1-4525-26	10.40
	Books - Juvenile World Languages	2035372641	1-4526-26	9.59
	Books - Juvenile World Languages	2035464001	1-4526-26	14.99
	Books - Juvenile World Languages	2035505148	1-4526-26	9.17
	Library Materials - Shipping Costs	2035343998	1-4519-26	9.66
	Library Materials - Shipping Costs	2035362416	1-4519-26	4.66
	Library Materials - Shipping Costs	2035372641	1-4519-26	7.68
	Library Materials - Shipping Costs	2035397083	1-4519-26	13.53
	Library Materials - Shipping Costs	2035455814	1-4519-26	5.94
	Library Materials - Shipping Costs	2035460608	1-4519-26	3.59
	Library Materials - Shipping Costs	2035464001	1-4519-26	4.65
	Library Materials - Shipping Costs	2035467236	1-4519-26	3.26
	Library Materials - Shipping Costs	2035469606	1-4519-26	3.35
	Library Materials - Shipping Costs	2035472185	1-4519-26	6.79
	Library Materials - Shipping Costs	2035477790	1-4519-26	5.08
	Library Materials - Shipping Costs	2035482460	1-4519-26	5.76
	Library Materials - Shipping Costs	2035485330	1-4519-26	4.44
	Library Materials - Shipping Costs	2035488480	1-4519-26	4.88
	Library Materials - Shipping Costs	2035492054	1-4519-26	4.65
	Library Materials - Shipping Costs	2035494911	1-4519-26	3.88
	Library Materials - Shipping Costs	2035497550	1-4519-26	5.02
	Library Materials - Shipping Costs	2035500208	1-4519-26	2.74
	Library Materials - Shipping Costs	2035505148	1-4519-26	5.63
	Library Materials - Shipping Costs	2035463962	1-4519-29	1.88
	Library Materials - Processing Costs	2035469606	1-4518-26	35.49
	Library Materials - Processing Costs	2035472185	1-4518-26	61.56
	Library Materials - Processing Costs	2035477790	1-4518-26	39.34

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Library Materials - Processing Costs	2035482460	1-4518-26	\$ 61.53
	Library Materials - Processing Costs	2035485330	1-4518-26	25.39
	Library Materials - Processing Costs	2035488480	1-4518-26	41.69
	Library Materials - Processing Costs	2035492054	1-4518-26	28.21
	Library Materials - Processing Costs	2035494911	1-4518-26	40.65
	Library Materials - Processing Costs	2035497550	1-4518-26	48.53
	Library Materials - Processing Costs	2035500208	1-4518-26	31.79
	Library Materials - Processing Costs	2035505148	1-4518-26	49.75
	Library Materials - Processing Costs	2035463962	1-4518-29	17.94
	Library Materials - Processing Costs	2035343998	1-4518-26	94.90
	Library Materials - Processing Costs	2035362416	1-4518-26	46.30
	Library Materials - Processing Costs	2035372641	1-4518-26	74.05
	Library Materials - Processing Costs	2035397083	1-4518-26	215.39
	Library Materials - Processing Costs	2035455814	1-4518-26	79.27
	Library Materials - Processing Costs	2035460608	1-4518-26	39.78
	Library Materials - Processing Costs	2035464001	1-4518-26	37.26
	Library Materials - Processing Costs	2035467236	1-4518-26	32.86
	Books - Adult Non-Fiction	2035469606	1-4541-26	229.52
	Books - Adult Non-Fiction	2035472185	1-4541-26	332.26
	Books - Adult Non-Fiction	2035477790	1-4541-26	564.36
	Books - Adult Non-Fiction	2035482460	1-4541-26	616.09
	Books - Adult Non-Fiction	2035485330	1-4541-26	535.33
	Books - Adult Non-Fiction	2035488480	1-4541-26	410.47
	Books - Adult Non-Fiction	2035492054	1-4541-26	354.62
	Books - Adult Non-Fiction	2035494911	1-4541-26	141.07
	Books - Adult Non-Fiction	2035497550	1-4541-26	180.48
	Books - Juvenile Storytime & Professional Reference	2035455814	1-4547-26	10.47
	Books - Young Adult Fiction	2035343998	1-4548-26	117.16
	Books - Young Adult Fiction	2035362416	1-4548-26	7.80
	Books - Young Adult Fiction	2035372641	1-4548-26	73.79
	Books - Young Adult Fiction	2035397083	1-4548-26	1,058.03
	Books - Young Adult Fiction	2035455814	1-4548-26	22.32
	Books - Young Adult Fiction	2035460608	1-4548-26	20.68
	Books - Young Adult Fiction	2035464001	1-4548-26	41.94
	Books - Young Adult Fiction	2035467236	1-4548-26	21.26
	Books - Juvenile Easy	2035343998	1-4546-26	327.24
	Books - Juvenile Easy	2035362416	1-4546-26	17.21
	Books - Juvenile Easy	2035372641	1-4546-26	151.98

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Easy	2035397083	1-4546-26	\$ 12.54
	Books - Juvenile Easy	2035455814	1-4546-26	106.86
	Books - Juvenile Easy	2035460608	1-4546-26	9.99
	Books - Juvenile Easy	2035464001	1-4546-26	45.37
	Books - Juvenile Easy	2035467236	1-4546-26	5.59
	Books - Juvenile Easy	2035469606	1-4546-26	84.79
	Books - Juvenile Easy	2035472185	1-4546-26	630.70
	Books - Juvenile Easy	2035477790	1-4546-26	119.51
	Books - Juvenile Easy	2035482460	1-4546-26	32.65
	Books - Juvenile Easy	2035485330	1-4546-26	51.72
	Books - Juvenile Easy	2035488480	1-4546-26	89.52
	Books - Juvenile Easy	2035492054	1-4546-26	78.08
	Books - Juvenile Easy	2035494911	1-4546-26	179.65
	Books - Juvenile Easy	2035497550	1-4546-26	206.26
	Books - Young Adult Fiction	2035469606	1-4548-26	28.47
	Books - Young Adult Fiction	2035472185	1-4548-26	9.77
	Books - Young Adult Fiction	2035477790	1-4548-26	10.32
	Books - Young Adult Fiction	2035482460	1-4548-26	55.72
	Books - Young Adult Fiction	2035485330	1-4548-26	17.09
	Books - Young Adult Fiction	2035488480	1-4548-26	38.20
	Books - Young Adult Fiction	2035492054	1-4548-26	39.39
	Books - Young Adult Fiction	2035494911	1-4548-26	63.78
	Books - Young Adult Fiction	2035497550	1-4548-26	62.97
	Books - Young Adult Fiction	2035500208	1-4548-26	16.28
	Books - Young Adult Fiction	2035505148	1-4548-26	41.94
	Books - Adult Non-Fiction	2035500208	1-4541-26	224.57
	Books - Adult Non-Fiction	2035505148	1-4541-26	118.77
	Books - Young Adult Non-Fiction	2035343998	1-4549-26	215.37
	Books - Young Adult Non-Fiction	2035372641	1-4549-26	10.20
	Books - Young Adult Non-Fiction	2035482460	1-4549-26	15.20
	Books - Juvenile Easy	2035500208	1-4546-26	97.10
	Books - Juvenile Easy	2035505148	1-4546-26	164.29
	Books - Adult Fiction	2035469606	1-4540-26	226.34
	Books - Adult Fiction	2035472185	1-4540-26	206.45
	Books - Adult Fiction	2035477790	1-4540-26	213.96
	Books - Adult Fiction	2035482460	1-4540-26	262.84
	Books - Adult Fiction	2035485330	1-4540-26	19.78
	Books - Adult Fiction	2035488480	1-4540-26	315.97

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Fiction	2035492054	1-4540-26	\$ 193.26
	Books - Adult Fiction	2035494911	1-4540-26	267.07
	Books - Adult Fiction	2035497550	1-4540-26	334.45
	Professional Books	2035460608	1-4538-26	67.00
	Books - Adult Fiction	2035343998	1-4540-26	637.55
	Books - Adult Fiction	2035362416	1-4540-26	402.20
	Books - Adult Fiction	2035372641	1-4540-26	607.27
	Books - Adult Fiction	2035397083	1-4540-26	1,212.60
	Books - Adult Fiction	2035455814	1-4540-26	268.60
	Books - Adult Fiction	2035460608	1-4540-26	194.09
	Books - Adult Fiction	2035464001	1-4540-26	307.70
	Books - Adult Fiction	2035467236	1-4540-26	309.32
	Books - Adult Fiction	2035500208	1-4540-26	155.02
	Books - Adult Fiction	2035505148	1-4540-26	528.81
	Books - Adult Non-Fiction	2035343998	1-4541-26	393.79
	Books - Adult Non-Fiction	2035362416	1-4541-26	246.64
	Books - Adult Non-Fiction	2035372641	1-4541-26	247.18
	Books - Adult Non-Fiction	2035397083	1-4541-26	246.52
	Books - Adult Non-Fiction	2035455814	1-4541-26	550.33
	Books - Adult Non-Fiction	2035460608	1-4541-26	321.27
	Books - Adult Non-Fiction	2035464001	1-4541-26	499.92
	Books - Adult Non-Fiction	2035467236	1-4541-26	254.76
	Books - Adult Large Print	2035343998	1-4543-26	67.98
	Books - Adult Large Print	2035362416	1-4543-26	240.14
	Books - Adult Large Print	2035372641	1-4543-26	48.98
	Books - Adult Large Print	2035397083	1-4543-26	46.79
	Books - Adult Large Print	2035455814	1-4543-26	83.77
	Books - Adult Large Print	2035460608	1-4543-26	11.39
	Books - Adult Large Print	2035472185	1-4543-26	101.95
	Books - Adult Large Print	2035477790	1-4543-26	31.99
	Books - Adult Large Print	2035482460	1-4543-26	115.72
	Books - Adult Large Print	2035485330	1-4543-26	16.20
	Books - Adult Large Print	2035488480	1-4543-26	30.58
	Books - Adult Large Print	2035492054	1-4543-26	116.22
	Books - Adult Large Print	2035497550	1-4543-26	35.99
	Books - Adult Large Print	2035500208	1-4543-26	18.00
	Books - Adult Large Print	2035505148	1-4543-26	99.15
	Books - Juvenile Fiction	2035343998	1-4544-26	116.87

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Fiction	2035362416	1-4544-26	\$ 17.24
	Books - Juvenile Fiction	2035372641	1-4544-26	386.66
	Books - Juvenile Fiction	2035397083	1-4544-26	18.99
	Books - Juvenile Fiction	2035455814	1-4544-26	19.54
	Books - Juvenile Fiction	2035460608	1-4544-26	94.41
	Books - Juvenile Fiction	2035464001	1-4544-26	19.54
	Books - Juvenile Fiction	2035467236	1-4544-26	50.56
	Books - Juvenile Fiction	2035469606	1-4544-26	87.93
	Books - Juvenile Fiction	2035472185	1-4544-26	76.84
	Books - Juvenile Fiction	2035477790	1-4544-26	75.73
	Books - Juvenile Fiction	2035482460	1-4544-26	52.84
	Books - Juvenile Fiction	2035485330	1-4544-26	129.94
	Books - Juvenile Fiction	2035488480	1-4544-26	78.82
	Books - Juvenile Fiction	2035492054	1-4544-26	148.23
	Books - Juvenile Fiction	2035494911	1-4544-26	125.04
	Books - Juvenile Fiction	2035497550	1-4544-26	123.79
	Books - Juvenile Fiction	2035500208	1-4544-26	37.98
	Books - Juvenile Fiction	2035505148	1-4544-26	163.45
	Books - Juvenile Non-Fiction	2035343998	1-4545-26	56.93
	Books - Juvenile Non-Fiction	2035497550	1-4545-26	49.82
	<i>Totals for Baker & Taylor - L420686</i>			\$ 22,622.25
Belynda Head				
	Program - R&B Line Dancing - 11/1/2020	BH110120	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Bibliotheca, LLC				
	Electronic Audiobooks & Books	INV-US35783	1-4520-26	471.72
	Electronic Audiobooks & Books	INV-US36124	1-4520-26	24.99
	Electronic Audiobooks & Books	INV-US36125	1-4520-26	295.34
	<i>Totals for Bibliotheca, LLC</i>			\$ 792.05
Blackstone Publishing				
	Audiobooks - Adult	1181360	1-4551-26	224.98
	<i>Totals for Blackstone Publishing</i>			\$ 224.98

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 10

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Bolingbrook Area Chamber of Commerce				
	Purrazzo - July Luncheon & Annual Meeting - 7/8/2020	113395	1-4151-10	\$ 10.00
	Purrazzo - Young & New Prof. Assoc. Event - 7/14/2020	113396	1-4151-10	10.00
	<i>Totals for Bolingbrook Area Chamber of Commerce</i>			\$ 20.00
Call One				
	Telephone & Internet - 9/15/2020-10/14/2020	324111	1-4312-14	1,071.27
	Telephone & Internet - 9/15/2020-10/14/2020	324111	1-4314-14	1,968.00
	<i>Totals for Call One</i>			\$ 3,039.27
Cathryn Stanek-Whisler				
	Program - Fall Mosaics - 10/26/2020-11/8/2020	CSW102620	1-4573-24	100.00
	Program - Fall Mosaics - 10/26/2020-11/8/2020	CSW102620	1-4571-24	100.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 200.00
Center Point Large Print				
	Books - Adult Large Print	1790181	1-4543-29	93.48
	Books - Adult Large Print	1785447	1-4543-26	20.97
	Books - Adult Large Print	1787125	1-4543-26	318.78
	Books - Adult Large Print	1790181	1-4543-26	44.94
	<i>Totals for Center Point Large Print</i>			\$ 478.17
Chicago Tribune				
	Periodicals through 4/22/21	40172770	1-4511-26	858.00
	<i>Totals for Chicago Tribune</i>			\$ 858.00
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	189179	1-4545-26	1,035.98
	Books - Juvenile Non-Fiction	189652	1-4545-26	119.10
	Books - Juvenile Non-Fiction	189315	1-4545-29	371.60
	Books - Juvenile Non-Fiction	189653	1-4545-29	121.81
	<i>Totals for Children's Plus Inc.</i>			\$ 1,648.49
Christine Thornton				
	Program - Realistic Owls - 11/10/2020-11/14/2020	CT111020	1-4573-24	250.00
	<i>Totals for Christine Thornton</i>			\$ 250.00
Colleen Greene				
	Program - Gen. Club Intro Research Hispanic Anct. - 11/18/20	CG111820	1-4571-24	200.00
	<i>Totals for Colleen Greene</i>			\$ 200.00

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Comcast Cable	Cable - 10/3/2020-11/2/2020	0367494-OCT20	1-4316-14	\$ 124.17
		<i>Totals for Comcast Cable</i>		\$ 124.17
Constellation NewEnergy, Inc.	Electricity - 8/27/2020-9/28/2020	18442330801	1-4321-30	16,081.97
		<i>Totals for Constellation NewEnergy, Inc.</i>		\$ 16,081.97
Demco, Inc.	Collections - Imprinted Color-Coded Paper Tape Yellow	6840425	1-4371-12	1,938.00
		<i>Totals for Demco, Inc.</i>		\$ 1,938.00
Dennis Raleigh	Mileage - Voter Registrar Training - 9/4/2020	DR100120	1-4171-10	14.84
		<i>Totals for Dennis Raleigh</i>		\$ 14.84
Diesel Service Center	Bookmobile Maintenance & Repairs - 7/10/2020	D066655	1-4235-29	332.82
		<i>Totals for Diesel Service Center</i>		\$ 332.82
Elite Chess Inc	Program - Chess Club for Adults and Teens - 10/20/2020	EC102020	1-4571-24	90.00
		<i>Totals for Elite Chess Inc</i>		\$ 90.00
Findaway World, LLC	Launchpads - Juvenile	329593	1-4566-26	759.95
	Audiobooks - Juvenile	330007	1-4553-26	399.37
	Audiobooks - Adult	329297	1-4551-26	515.19
		<i>Totals for Findaway World, LLC</i>		\$ 1,674.51

Fountaindale Public Library District

Bills Payable Report

October 15, 2020

General Fund

Page 12

Vendor name	Invoice Description	Invoice #	Account #	Amount
First Bankcard				
	Panera - 9/17/2020 Board Dinner Additional Soup	N7231-OCT20	1-4355-16	\$ 5.82
	Panera - 9/17/2020 Board Dinner	N7231-OCT20	1-4355-16	87.22
	Apple - IT - CSD iPad Repair	N7231-OCT20	1-4641-14	49.00
	Dollar Tree - ATSD - Pumpkin Decorating Contest Supplies	N7231-OCT20	1-4353-24	72.00
	Luminais - 2020 Equity in Action Reg. - 10/20, 10/27, 11/10	N7231-OCT20	1-4151-10	304.44
	DuPage SHRM - Frias - Address Bias Reg. - 9/17/2020	N7231-OCT20	1-4151-10	10.00
	ALA - Martinez - ALSC Virt. Conf. Reg. - 10/2-10/3/2020	N7231-OCT20	1-4151-10	50.00
	ALA - Dolley - ALSC Virt. Conf. Reg. - 10/2-10/3/2020	N7231-OCT20	1-4151-10	50.00
	Guitar Center - Studio - Fender Acoustic Guitar Repair	N7231-OCT20	1-4568-27	54.98
	Telestream - IT - 43 Screenflow Upgrades	N7231-OCT20	1-4522-14	3,152.44
	TeamViewer - IT - Software Upgrades	N7231-OCT20	1-4522-14	594.00
	Facebook - Monthly Ads	M4566-OCT20	1-4731-10	6.25
	Iconosquare - Annual Pro Subscription	M4566-OCT20	1-4731-10	143.48
	Mailchimp - Monthly Subscription	M4566-OCT20	1-4731-10	84.99
	Woobox - Monthly Subscription	M4566-OCT20	1-4731-10	29.00
	VistaPrint - Bkm Re-opening Guideline Signage	N7231-OCT20	1-4731-10	43.47
	Michaels - Studio - Fall/Winter Program Supplies	N7231-OCT20	1-4353-27	31.97
	Hobby Lobby - Studio - Fall/Winter Program Supplies	N7231-OCT20	1-4353-27	79.68
	Netflix - Monthly 4/12 Additional Roku Subscription	M4566-OCT20	1-4523-26	12.99
	Netflix - Monthly 4/12 Additional Roku Subscription	N7231-OCT20	1-4523-26	12.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-OCT20	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-OCT20	1-4523-26	15.99
	Netflix - Monthly 4/12 Roku Subscription	T7780-OCT20	1-4523-26	15.99
	HBO - Monthly 3/12 Roku Subscription	T7780-OCT20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-OCT20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-OCT20	1-4523-26	14.99
	HBO - Monthly 3/12 Roku Subscription	T7780-OCT20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-OCT20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-OCT20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-OCT20	1-4523-26	14.99
	HBO - Monthly 3/12 Additional Roku Subscription	T7780-OCT20	1-4523-26	14.99
	Michaels - Studio - Fall/Winter Program Supplies	N7231-OCT20	1-4371-27	21.97
	US Cutter - Studio - MakerLab Vinyl	N7231-OCT20	1-4371-27	368.97
	<i>Totals for First Bankcard</i>			\$ 5,433.55
Fun Express LLC				
	CSD - Various Program Supplies	704891103-03	1-4353-20	192.73
	<i>Totals for Fun Express LLC</i>			\$ 192.73

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning				
	Books - Adult Large Print	71745825	1-4543-26	\$ 83.22
	Books - Adult Large Print	71746151	1-4543-26	221.17
	Books - Adult Large Print	71746448	1-4543-26	86.22
	Books - Adult Large Print	71961808	1-4543-26	74.22
	Books - Adult Large Print	71962336	1-4543-26	69.72
	Books - Adult Large Print	71962914	1-4543-26	76.47
	Books - Adult Large Print	72164673	1-4543-26	28.49
	Electronic Audiobooks & Books	71001546	1-4520-26	271.70
		<i>Totals for Gale/Cengage Learning</i>		\$ 911.21
Gallagher Bassett Services, Inc.				
	Professional Services - Appraisal Services	INV-00506904	1-4253-10	500.00
		<i>Totals for Gallagher Bassett Services, Inc.</i>		\$ 500.00
Gideon Miller				
	Refund - PCs/Laptops/Networking for Dummies	GM6336	1-3310-30	84.97
		<i>Totals for Gideon Miller</i>		\$ 84.97
Government Finance Office Association				
	J. Nguyen - How to Account for Capital Assets - 10/14/2020	2983345	1-4151-10	85.00
	Schiller - How to Account for Capital Assets - 10/14/2020	2983348	1-4151-10	85.00
		<i>Totals for Government Finance Office Association</i>		\$ 170.00
Hallett & Sons Expert Movers, Inc.				
	2nd Floor Stacks Moved	61573	1-4391-30	4,252.73
		<i>Totals for Hallett & Sons Expert Movers, Inc.</i>		\$ 4,252.73
Illinois American Water				
	Fire Protection - 9/19/2020-10/19/2020	1025-210003089465	1-4331-30	44.62
	Irrigation - 8/20/2020-9/18/2020	1025-210003089915	1-4331-30	1,687.25
		<i>Totals for Illinois American Water</i>		\$ 1,731.87
Illinois American Water/Bolingbrook				
	Water & Sewer - 8/20/2020-9/18/2020	1025-210003088318	1-4331-30	293.37
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 293.37

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 14

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois Library Association				
	Dudek - 2020 ILA Annual Conference	886637	1-4151-10	\$ 100.00
	Raleigh - 2020 ILA Annual Conference	212693	1-4151-10	100.00
	Didier - 2020 ILA Annual Conference	743233	1-4151-10	100.00
	Mills - 2020 ILA Annual Conference	160960	1-4151-10	100.00
	Bermejo - 2020 ILA Annual Conference	931487	1-4151-16	100.00
	Danhof - 2020 ILA Annual Conference	160624	1-4151-16	100.00
		<i>Totals for Illinois Library Association</i>		\$ 600.00
Illinois State Treasurer				
	Unclaimed Property - Patron Refunds	6537-2021	1-2114-10	288.41
		<i>Totals for Illinois State Treasurer</i>		\$ 288.41
Ilya Kabirot				
	Program - Great Reads Book Club - 10/28/2020	IK102820	1-4571-24	75.00
	Program - Great Reads Book Club - 11/18/2020	IK111820	1-4571-24	75.00
		<i>Totals for Ilya Kabirot</i>		\$ 150.00
Ingram Library Services				
	Video Games - Adult	48181066	1-4565-26	47.49
	Video Games - Adult	48181069	1-4565-26	227.96
	Video Games - Adult	48307329	1-4565-26	37.99
	Video Games - Adult	48307333	1-4565-26	113.98
	Video Games - Juvenile	48307330	1-4564-29	18.99
	Video Games - Juvenile	48307332	1-4564-29	113.98
	Video Games - Juvenile	48354367	1-4564-29	47.49
	Program Supplies - 2020 YA Summer Reading Prizes	47953055	1-4353-24	13.18
	Books - Adult Non-Fiction	47953056	1-4541-26	36.16
	Books - Adult Fiction	48181070	1-4540-26	7.19
	Video Games - YA	48181068	1-4563-26	208.95
	Video Games - YA	48307331	1-4563-26	275.43
	Video Games - YA	48354366	1-4563-26	227.96
	Books - Juvenile Easy	48504140	1-4546-26	64.83
	Books - Adult Non-Fiction	48504138	1-4541-26	18.64
	Books - Young Adult Fiction	48504139	1-4548-26	7.79
	Books - Juvenile Easy	48181067	1-4546-26	11.47
	Books - Juvenile Easy	48258722	1-4546-26	4.49
	Books - Adult Non-Fiction	48181071	1-4541-26	44.99
		<i>Totals for Ingram Library Services</i>		\$ 1,528.96

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ITSavvy LLC	IT - Acronis Premier Support Renewal	01214787	1-4631-14	\$ 333.20
	<i>Totals for ITSavvy LLC</i>			\$ 333.20
Jim's Truck Inspection	Bkm Bi-Annual State Inspection - 10/16/2020	6490-2021 (1)	1-4235-29	37.00
	Van Bi-Annual State Inspection - 10/16/2020	6490-2021 (2)	1-4235-29	37.00
	<i>Totals for Jim's Truck Inspection</i>			\$ 74.00
Johnson Controls Security Solutions	Quarterly Security - 10/1/2020-12/31/2020	34819754	1-4221-30	359.15
	<i>Totals for Johnson Controls Security Solutions</i>			\$ 359.15
Juanita Lennon	Reimbursement - Board Meeting Distilled Water	JL093020	1-4371-12	2.97
	Reimbursement - Donuts & Pastries Supplies	JL093020	1-4715-10	14.17
	Reimbursement - Banning Letter Postage	JL093020	1-4381-10	6.95
	<i>Totals for Juanita Lennon</i>			\$ 24.09
Kellie Chase	Program - Sewing with Kellie Chase - 10/19/2020	KC101920	1-4571-24	175.00
	Program - Sewing with Kellie Chase - 11/10/2020	KC111020	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 350.00
Kevin J. Wood	Program - Lincoln and Thanksgiving - 11/11/2020	KJW111120	1-4571-24	250.00
	<i>Totals for Kevin J. Wood</i>			\$ 250.00
Konica Minolta Business Solutions U.S.A., Inc.	Overage - 8/15/2020-9/14/2020	9007118192	1-4234-14	1.96
	Maintenance - 8/1/2020-8/31/2020	9007085602	1-4234-14	855.67
	Overage - 8/1/2020-8/31/2020	9007085939	1-4234-14	86.57
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 944.20
Konica Minolta Premier Finance	Leased Equipment - September 2020	424409696	1-4234-14	1,550.18
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,550.18
Leah D. Moon	Program - Watercolor Painting w/Coffee & Tea - 11/6-11/19/20	LDM110620	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 165.00

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Leslie Goddard				
	Program - Alice Paul: Winning Votes for Women - 10/21/2020	LG102120	1-4571-24	\$ 300.00
	<i>Totals for Leslie Goddard</i>			<u>\$ 300.00</u>
Library Ideas LLC				
	Books - Juvenile Easy	78179	1-4546-29	725.10
	Books - Juvenile Easy	78181	1-4546-29	83.90
	Books - Juvenile World Languages	78180	1-4526-26	236.70
	Books - Juvenile World Languages	78180	1-4526-29	236.70
	Books - Juvenile Easy	78179	1-4546-26	725.10
	Books - Juvenile Easy	78181	1-4546-26	83.90
	<i>Totals for Library Ideas LLC</i>			<u>\$ 2,091.40</u>
Mark Walczynski				
	Program - Illinois Indians - 11/5/2020	MW110520	1-4571-24	150.00
	<i>Totals for Mark Walczynski</i>			<u>\$ 150.00</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Audiobooks - Adult	99342411	1-4551-26	\$ 40.29
	Music - Juvenile	99382404	1-4554-26	12.74
	Audiobooks - Young Adult	99342366	1-4555-26	50.29
	DVD - Adult	99342350	1-4557-26	657.63
	DVD - Adult	99342352	1-4557-26	34.83
	DVD - Adult	99342353	1-4557-26	254.40
	DVD - Adult	99342356	1-4557-26	40.47
	DVD - Adult	99342357	1-4557-26	15.48
	DVD - Adult	99342358	1-4557-26	29.83
	DVD - Adult	99342359	1-4557-26	409.35
	DVD - Adult	99342360	1-4557-26	1,000.50
	DVD - Adult	99342361	1-4557-26	17.73
	DVD - Adult	99342364	1-4557-26	76.92
	DVD - Adult	99342365	1-4557-26	42.31
	DVD - Adult	99342367	1-4557-26	11.24
	DVD - Adult	99342368	1-4557-26	60.69
	DVD - Adult	99342369	1-4557-26	20.73
	DVD - Adult	99342378	1-4557-26	19.89
	DVD - Adult	99342379	1-4557-26	119.47
	DVD - Adult	99342380	1-4557-26	43.61
	Audiobooks - Adult	99430257	1-4551-26	261.74
	Audiobooks - Adult	99430327	1-4551-26	40.29
	Audiobooks - Adult	99379718	1-4551-26	75.49
	Audiobooks - Adult	99382402	1-4551-26	684.64
	Audiobooks - Adult	99401203	1-4551-26	171.16
	Audiobooks - Adult	99406212	1-4551-26	45.29
	Music - Adult	99342370	1-4550-26	12.59
	Music - Adult	99330777	1-4550-26	11.99
	Music - Adult	99342372	1-4550-26	14.38
	Music - Adult	99342373	1-4550-26	200.44
	Music - Adult	99368327	1-4550-26	26.24
	Music - Adult	99382406	1-4550-26	156.27
	Music - Adult	99379712	1-4550-26	14.83
	Music - Adult	99379719	1-4550-26	30.56
	Music - Adult	99382400	1-4550-26	120.29
	Music - Adult	99382403	1-4550-26	14.83
	Music - Adult	99392951	1-4550-26	41.23
	Music - Adult	99406336	1-4550-26	27.41

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Music - Adult	99406352	1-4550-26	\$ 99.31
	Music - Adult	99406392	1-4550-26	143.37
	Music - Adult	99406450	1-4550-26	63.07
	Music - Adult	99427003	1-4550-26	50.04
	Music - Adult	99427053	1-4550-26	312.80
	Music - Adult	99430253	1-4550-26	32.92
	Music - Adult	99430399	1-4550-26	282.13
	Music - Adult	99430410	1-4550-26	8.99
	Music - Adult	99430420	1-4550-26	14.38
	DVD - Adult	99379713	1-4557-26	231.99
	DVD - Adult	99379715	1-4557-26	584.45
	DVD - Adult	99379716	1-4557-26	115.88
	DVD - Adult	99382407	1-4557-26	37.49
	DVD - Adult	99382408	1-4557-26	75.37
	DVD - Adult	99382410	1-4557-26	148.53
	DVD - Adult	99382411	1-4557-26	69.69
	DVD - Adult	99379714	1-4557-26	53.66
	DVD - Adult	99379817	1-4557-26	37.48
	DVD - Adult	99382405	1-4557-26	62.94
	DVD - Adult	99401056	1-4557-26	33.43
	DVD - Adult	99401207	1-4557-26	30.96
	DVD - Adult	99401312	1-4557-26	166.86
	DVD - Adult	99401313	1-4557-26	20.73
	DVD - Adult	99401318	1-4557-26	53.94
	DVD - Adult	99401319	1-4557-26	40.46
	DVD - Adult	99406147	1-4557-26	156.46
	DVD - Adult	99406149	1-4557-26	19.23
	DVD - Adult	99406216	1-4557-26	81.86
	DVD - Adult	99406218	1-4557-26	64.76
	DVD - Adult	99406288	1-4557-26	236.28
	DVD - Adult	99406308	1-4557-26	195.93
	DVD - Adult	99406437	1-4557-26	406.56
	DVD - Adult	99406743	1-4557-26	40.18
	DVD - Adult	99428808	1-4557-26	243.46
	DVD - Adult	99428809	1-4557-26	122.92
	DVD - Adult	99429625	1-4557-26	27.99
	DVD - Adult	99429828	1-4557-26	21.48
	DVD - Adult	99430021	1-4557-26	168.60

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	99430023	1-4557-26	\$ 149.34
	DVD - Adult	99430196	1-4557-26	65.94
	DVD - Adult	99430209	1-4557-26	263.46
	DVD - Adult	99430218	1-4557-26	9.48
	DVD - Adult	99430220	1-4557-26	117.37
	DVD - Adult	99430221	1-4557-26	22.93
	DVD - Adult	99430222	1-4557-26	65.36
	DVD - Adult	99430223	1-4557-26	26.83
	DVD - Adult	99430287	1-4557-26	58.17
	DVD - Adult	99430293	1-4557-26	18.74
	DVD - Adult	99430355	1-4557-26	22.98
	DVD - Adult	99430471	1-4557-26	37.26
	DVD - Adult	99430473	1-4557-26	205.80
	DVD - Adult	99430487	1-4557-26	194.28
	DVD - Adult	99430488	1-4557-26	48.69
	DVD - Adult	99430513	1-4557-26	19.23
	DVD - Adult	99430557	1-4557-26	50.94
	DVD - Adult	99430606	1-4557-26	29.99
	DVD - Adult	99430608	1-4557-26	67.47
	DVD - Adult	99430631	1-4557-26	24.48
	DVD - Juvenile	99342355	1-4558-26	73.91
	DVD - Juvenile	99342362	1-4558-26	324.88
	DVD - Juvenile	99342363	1-4558-26	47.94
	DVD - Juvenile	99342371	1-4558-26	46.44
	DVD - Juvenile	99379717	1-4558-26	130.96
	DVD - Juvenile	99406454	1-4558-26	109.42
	DVD - Juvenile	99406542	1-4558-26	19.23
	DVD - Juvenile	99406544	1-4558-26	117.86
	DVD - Juvenile	99429965	1-4558-26	122.46
	DVD - Juvenile	99429966	1-4558-26	27.22
	DVD - Juvenile	99430620	1-4558-26	50.94
	Music - Adult	99430227	1-4550-29	17.83
	Audiobooks - Adult	99337861	1-4551-29	40.29
	Audiobooks - Adult	99430226	1-4551-29	221.45
	DVD - Adult	99325476	1-4557-29	79.73
	DVD - Adult	99325646	1-4557-29	22.98
	DVD - Adult	99341747	1-4557-29	349.67
	DVD - Adult	99342375	1-4557-29	37.71

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	99401308	1-4557-29	\$ 17.73
	DVD - Adult	99406435	1-4557-29	64.73
	DVD - Adult	99406780	1-4557-29	242.19
	DVD - Adult	99425558	1-4557-29	51.98
	DVD - Adult	99430224	1-4557-29	21.48
	DVD - Adult	99430229	1-4557-29	128.88
	DVD - Juvenile	99325648	1-4558-29	9.48
	DVD - Juvenile	99342376	1-4558-29	119.13
	DVD - Juvenile	99342377	1-4558-29	15.48
	DVD - Juvenile	99382409	1-4558-29	30.96
	DVD - Juvenile	99406520	1-4558-29	98.63
	DVD - Juvenile	99430225	1-4558-29	34.71
	DVD - Juvenile	99430240	1-4558-29	16.98
	Books - Juvenile World Languages	99342351	1-4526-26	30.98
	Books - Juvenile World Languages	99342354	1-4526-26	30.23
	Books - Juvenile World Languages	99429945	1-4526-26	25.49
	<i>Totals for Midwest Tape</i>			\$ 13,743.37
Mount Angel Abbey Library				
	Lost/Damaged Item - Stronger Than Hate	204003672	1-3310-30	32.00
	<i>Totals for Mount Angel Abbey Library</i>			\$ 32.00
Naperville Bank and Trust				
	Safe Deposit Box - 12 Month Rental - Oct. 2020-2021	1-5001 OCT2020	1-4247-10	100.00
	<i>Totals for Naperville Bank and Trust</i>			\$ 100.00
NTT Cloud Communications U.S.				
	Conference Calls - 9/1/2020-9/30/2020	C243674-09302020	1-4311-14	3.74
	<i>Totals for NTT Cloud Communications U.S.</i>			\$ 3.74
Otaku USA				
	Periodicals	73578895	1-4511-26	16.95
	<i>Totals for Otaku USA</i>			\$ 16.95
Pace Systems, Inc.				
	Building - Install & Support Camera Network Surveillance	IN00032958	1-4391-30	954.00
	Building - Install & Support Camera Network Licenses	IN00032988	1-4391-30	191.00
	<i>Totals for Pace Systems, Inc.</i>			\$ 1,145.00

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Paul Mills				
	Reimburse - Donuts w/Director Donuts	PM092320	1-4715-10	\$ 10.96
	<i>Totals for Paul Mills</i>			<u>\$ 10.96</u>
Petty Cash - Tech Service				
	Brooks - 2020 Yearbooks	1046	1-4541-26	80.00
	Humphrey - 2020 Yearbooks	1044	1-4541-26	30.00
	Jane Adams - 2020 Yearbooks	1043	1-4541-26	30.00
	Oak View - 2020 Yearbooks	1042	1-4541-26	20.00
	John R. Tibbott - 2020 Yearbooks	1041	1-4541-26	12.00
	<i>Totals for Petty Cash - Tech Service</i>			<u>\$ 172.00</u>
Pitney Bowes				
	Equipment Lease - 9/30/2020-12/29/2020	3104252912	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			<u>\$ 639.51</u>
Reaching Across Illinois Library System (RAILS)				
	Gale Virtual Reference Library Annual - 9/29/2020-9/28/21	7327	1-4521-26	82.50
	<i>Totals for Reaching Across Illinois Library System (RAILS)</i>			<u>\$ 82.50</u>
Ronald Goldie				
	Program - Virtual Dungeons & Dragons - 10/17/2020	RG101720	1-4573-24	75.00
	<i>Totals for Ronald Goldie</i>			<u>\$ 75.00</u>
S & S Worldwide, Inc.				
	Colored Sidewalk Chalk	IN100587973	1-4353-28	75.99
	CSD - Various Program Supplies	IN100594840	1-4353-20	277.83
	Colored Sidewalk Chalk	IN100587973	1-4353-20	75.99
	<i>Totals for S & S Worldwide, Inc.</i>			<u>\$ 429.81</u>
Sebert Landscaping Inc.				
	Building - Install & Compact TopSoil at Sinkhole	S523503	1-4392-30	135.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 135.00</u>
Susan K. Maddox				
	Program - Cooking Demonstrations w/Chef Maddox - 11/12/2020	SKM111220	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<u>\$ 300.00</u>
The Bugle Newspapers				
	Legal Ad - District Board Candidates - 9/9/2020	1191897	1-4243-10	99.75
	Legal Ad - B&A 2020 - 9/23/2020	1191942	1-4243-10	864.50
	<i>Totals for The Bugle Newspapers</i>			<u>\$ 964.25</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
The Herald-News	Periodicals	40027466	1-4511-26	\$ 312.00
	<i>Totals for The Herald-News</i>			<u>\$ 312.00</u>
The Shop Bolingbrook	Business Cards - Theobald, Hopwood, Luminais, Mtg Rms	17291	1-4351-10	220.00
	<i>Totals for The Shop Bolingbrook</i>			<u>\$ 220.00</u>
Theresa O'Toole	Refund - Crazy Like a Fox	TO5447	1-3310-30	32.00
	<i>Totals for Theresa O'Toole</i>			<u>\$ 32.00</u>
Tressler LLP	Legal Expense - Attorney - September 2020	421715	1-4241-10	2,394.00
	Legal Expense - Tax Objection - Attorney - September 2020	421718	1-4241-10	57.00
	<i>Totals for Tressler LLP</i>			<u>\$ 2,451.00</u>
ULINE	Outreach - Replacement #2 Handi Mover	124633685	1-4341-10	101.60
	<i>Totals for ULINE</i>			<u>\$ 101.60</u>
Unique Management Services, Inc.	Collection Expense - August 2020	595790	1-4245-10	304.30
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 304.30</u>
University of Indianapolis	Lost/Damage - Coping Skills for Kids Workbook	108	1-3310-30	30.00
	<i>Totals for University of Indianapolis</i>			<u>\$ 30.00</u>
US - Yellow Pages	Quarterly Listing - 9/16/2020-12/15/2020	2489870-42-02	1-4731-10	259.00
	<i>Totals for US - Yellow Pages</i>			<u>\$ 259.00</u>
Valante Grant	Program - Artist in Residence - Sept.-Oct. 2020	VG103120	1-4575-10	500.00
	Program - Artist in Residence - Sept.-Oct. 2020	VG103120	1-4571-27	125.00
	<i>Totals for Valante Grant</i>			<u>\$ 625.00</u>
Vanguard Energy Services, LLC	Gas Service - 8/1/2020-8/31/2020	G404408091820	1-4322-30	482.48
	<i>Totals for Vanguard Energy Services, LLC</i>			<u>\$ 482.48</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

General Fund

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Verizon Wireless				
	Telephone - 8/17/2020-9/16/2020	9863024667	1-4311-14	\$ 539.94
	<i>Totals for Verizon Wireless</i>			<u>\$ 539.94</u>
Visiontron Corporation				
	Building - Stanchions & Sign Holders	678982	1-4391-30	2,245.64
	<i>Totals for Visiontron Corporation</i>			<u>\$ 2,245.64</u>
Warehouse Direct				
	District Restock - September 2020	4781768-0	1-4351-10	383.47
	Outreach - Water	4781796-0	1-4351-10	43.95
	Essential Supplies - Disinfect Wipe Bucket Program Oct. 2020	4785699-0	1-4351-10	919.80
	Collections - Various Tape & Mailer Envelopes	4763018-0	1-4371-12	790.21
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,137.43</u>
	Total for Fund 1			<u>\$ 110,552.16</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

Audit Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lauterbach & Amen, LLP	Audit Expense - Actuarial FY2020	48868	2-4251-10	\$ 2,600.00
		<i>Totals for Lauterbach & Amen, LLP</i>		<u>\$ 2,600.00</u>
		Total for Fund 2		<u>\$ 2,600.00</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

Maintenance Fund

Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com				
	Building - Light Ballast	W02324880	8-4357-30	\$ 126.03
	Building - Light Bulbs	W02351582	8-4357-30	121.83
	<i>Totals for 1000Bulbs.com</i>			\$ 247.86
Amazon				
	Building - Workroom & Desk Walkie Talkies	A16-2021	8-4357-30	199.98
	Building - Workroom & Desk Walkie Talkie Extra Batteries	A17-2021	8-4357-30	59.97
	District Restock - August 2020	A23-2021	8-4357-30	8.69
	<i>Totals for Amazon</i>			\$ 268.64
Best Quality Cleaning, Inc.				
	Cleaning Service - October 2020	34822	8-4215-30	6,921.00
	Sunday Porter Service - September 2020	34916	8-4215-30	475.00
	Saturday Porter Service - September 2020	34917	8-4215-30	475.00
	Refinish 2nd Floor Rubber Floors	34939	8-4211-30	6,165.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 14,036.00
C. Acitelli Heating & Piping Contractors, Inc				
	Building - Instant Hot Water Heaters & Installation	0000034683	8-4211-30	3,018.02
	<i>Totals for C. Acitelli Heating & Piping Contractors, Inc</i>			\$ 3,018.02
Cintas Corporation				
	First Aid Restock - October 2020	8404833656	8-4215-30	330.54
	<i>Totals for Cintas Corporation</i>			\$ 330.54
Cintas Corporation #344				
	Weekly Mat & Bi-Weekly Sanitizer - 9/10/2020	4061240745	8-4215-30	45.73
	Weekly Mat - 9/17/2020	4061924104	8-4215-30	30.00
	Weekly Mat - 9/24/2020	4062539871	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 105.73
Combined Roofing Service				
	Semi-Annual Roof Maintenance Inspection - 9/14/2020	10096	8-4215-30	1,805.00
	<i>Totals for Combined Roofing Service</i>			\$ 1,805.00
First Bankcard				
	Auto Appliance - Building - Freezer Drawer Slides	P7810-OCT20	8-4211-30	281.76
	Roadsafe - Building - Replace Damaged Sign Post & Base	P7810-OCT20	8-4211-30	146.00
	<i>Totals for First Bankcard</i>			\$ 427.76

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

Maintenance Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Graybar	Building - Parking Lot Light Bulbs	9318004924	8-4357-30	\$ 198.00
	<i>Totals for Graybar</i>			<u>\$ 198.00</u>
Groot Industries, Inc.	Garbage & Recycling - 10/1/2020-10/31/2020	6079074	8-4215-30	413.14
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 413.14</u>
Hansen Services, Inc.	Monthly Pest Control - October 2020	3926219	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 103.00</u>
Intrinsic Landscaping, Inc.	Green Roof Maintenance - September 2020	20-0345	8-4215-30	630.23
	<i>Totals for Intrinsic Landscaping, Inc.</i>			<u>\$ 630.23</u>
Menconi Terrazzo LLC	Remove Lobby Terrazzo Base & Re-install	4048	8-4211-30	3,484.41
	<i>Totals for Menconi Terrazzo LLC</i>			<u>\$ 3,484.41</u>
Superior Service Solutions, Inc.	Exterior & Interior Wash - Various Areas & Glass	4256	8-4215-30	3,630.00
	<i>Totals for Superior Service Solutions, Inc.</i>			<u>\$ 3,630.00</u>
Tee Jay Service Company, Inc.	Provide & Replace Door Track	172926	8-4211-30	1,289.00
	Replace Front Door Motion Sensors	173089	8-4211-30	3,334.00
	<i>Totals for Tee Jay Service Company, Inc.</i>			<u>\$ 4,623.00</u>
Warehouse Direct	Building - Cleaner, Liners, Paper Restock	4770472-0	8-4357-30	1,543.34
	Building - Tissue	4770472-1	8-4357-30	449.70
	District Restock - September 2020	4781768-0	8-4357-30	49.29
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,042.33</u>
	Total for Fund 8			<u>\$ 35,363.66</u>

Fountaindale Public Library District
Bills Payable Report
October 15, 2020

Page 27

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tee Jay Service Company, Inc.	Replace Front Door Motion Sensors	173089	9-4294-90	\$ 143.00
		<i>Totals for Tee Jay Service Company, Inc.</i>		<u>\$ 143.00</u>
		Total for Fund 9		<u>\$ 143.00</u>
		Grand Total		<u><u>\$ 148,658.82</u></u>


Jennie Nguyen/Finance Manager

Director

Serving Our Public 4.0

It is my understanding that the Illinois State Library will require every public library board to review Serving Our Public 4.0 in its entirety for the 2021 Per Capita Grant. The full document has been included in the Board Packet this month, and physical copies were distributed earlier this year. If an extra paper copy is needed, please let me know.

The management team is reviewing the checklists at the end of each chapter and we will have a report next month on the results of our checklist review.

Election and Voting Updates

The Vote By Mail Ballot Drop Box is going well. It is seeing regular use and our patrons have expressed appreciation for us hosting it. Will County has informed us that the last day for the Drop Box will be Monday, November 2nd.

Early Voting will begin on Monday, October 19th. Will County will set up their equipment on Friday, October 16th. If lines become too long for the lobby, we do plan to route the line outside of the library in order to ensure capacity is not overwhelmed in the lobby.

It is unclear as of this writing whether units of local government are required to be closed on Election Day. The hearing on the Illinois Municipal League's lawsuit is scheduled for the date of the Board Meeting (October 15th). I am not sure if we will hear something definitive on that date. It is my recommendation that the library be closed on Tuesday, November 3rd if it is determined that the State of Illinois requires the library to be closed.

Deputy Director (Nancy Korczak)

This month we continued partnering with the South Suburban Immigrant Project (SSIP) and helped host an event in our parking lot to do a final push to promote the Census. SSIP had a tent with promotional materials and the library also staffed a tent with giveaways and promoted library cards. The event went great and SSIP was able to help families complete their Census returns. SSIP also hosted me at the zoom Citizenship Classes where I had an opportunity to talk about our resources

We are also moving forward with our partnership with VVSD and our Student Success Card, this will allow us to issue a library card to all VVSD students unless they opt out. Our Outreach Services Manager has been coordinating the program and we hope to start working on the cards mid October.

From Jeffrey Fisher's report

Studio 300

Here is a snapshot of key stats from September 2020:

- 439 patrons actively used our spaces.
 - 12 Non-FPLD people used Studio 300.
- 796 items were checked out.
 - 78 of that total circulated out of the lab.
- 77 patrons attended our 18 virtual programs.
- 13 patrons completed our online Orientation
 - Total programming hours came to 21.
- And views of Studio 300-specific videos posted in September were:
 - Chromebook for Valley View Parents: 96
 - Studio 300 on your Chromebook: 13
 - Before and After the Program: Studio 300 Artist in Residence Workshop: 18
 - Customizing the Chrome browser: 13



Monica

Monica made posters for October's classes to display in the Studio tree. She also created files, a step-by-step powerpoint and craft kits for the Custom Bottle Label class she will be teaching virtually in October. She worked with the embroidery machine and read through the manual to write a script for the embroidery virtual training. She collaborated with McKayla, who agreed to help film and edit the training. Monica completed the Lynda Learning Premiere Pro course to learn the basic editing techniques of Adobe Premiere. She also watched Lynda video tutorials from the Screencasting with the Mac course by Christopher Breen. It covered techniques for creating basic screencasts. Monica finished creating a powerpoint training for staff on the Virtual Orientation Workflow. She corrected September wall posters and reprinted them. Finally, she helped patron and local elementary school teacher Bobby Speer, over the phone with navigating and using Google slides and other google apps. The patron was very appreciative. She needed help working virtually, now that all her classes are taught online.

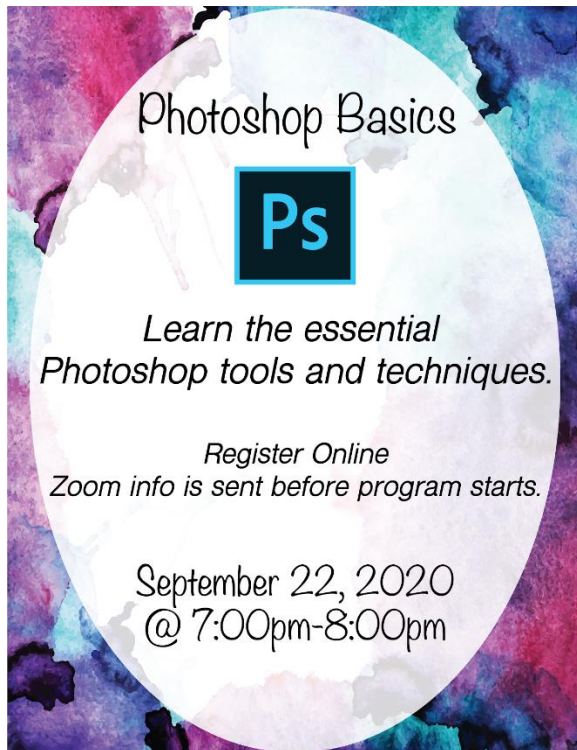
McKayla



During September, McKayla worked on a display highlighting local forest preserves and encouraging people to go outside and capture memories. The display included information about two local preserves: what they offered, what to pack, how to prepare and a list of equipment from the studio that could be used to capture those outdoor adventures. McKayla wanted to share her love for the outdoors and an inexpensive way to take care of yourself. McKayla learned from Ryan Dowd about how to deal with problem behaviors related to COVID-19, and

found that interactions run the smoothest when you assume that the person wants to follow the rules, but is rushed or distracted and forgot. McKayla also learned from Dowd about Getting Hit on By Customers and found some really useful information that she hopes she won't need to use.

Nikki



Nikki has moved on to her current program, the *Music Made Easy* Learning Circle. Patrons participating are excited to be able to learn and have fun with the essential music elements and reading music as well. Nikki included because even after taking Music Theory a semester in college, she needed the review and refresher.

As the cherry on top for the month, Nikki had an awesome email interaction with a patron who had participated in one of the other learning circles, *Mastering your DSLR Camera*, and reached out with a problem she was having while shooting photos. Her son is in baseball and she wanted to get some pictures of his games, however, most of the games were scheduled towards the end of the day into the evening. This isn't ideal for lighting purposes when taking photos, and she was struggling with trying to set her camera settings

to accommodate. Nikki replied with a few suggestions for how to counteract her issues of exposure/motion blur and also recommended some equipment at the Studio that could help further. After a few days, she emailed back saying she tried Nikki's suggestions and came out with a lot of awesome photos that she was very happy with.

Patrick

Early in September Patrick assisted with testing Zoom audio settings for capturing better audio during zoom meetings, in anticipation of the Donna Herula Roots of Chicago Blues concert event. He continued spending time researching new technology to add to the Studio equipment collection, especially gear related to live streaming webcasting webcasting.

After determining that a new microphone the studio was considering wouldn't be practical for the studio mac lab, Patrick researched and demoed an alternative, the Sphere L22, and determined that it may make a great next microphone to be added to the collection.

Patrick has spent much of September putting together the Niche training course for 3D printing with Cura and the CR-10. He finished shooting his b-roll for the film, also screen captured Ultimaker Cura footage. Patrick began to assemble the footage in premiere, and used edited footage of the CR-10 in his zoom course on the same topic. He hopes to have the course ready by mid October, with some of the modules already complete.



Justin

For the month of September Justin recorded a few updated voiceovers for the Studio 300 Virtual Orientation to reflect the revised policies for the studio. He also did a virtual class through Zoom covering some of the basic features of Audacity, a free and open-source digital audio editor and recording application software. Justin is currently editing the recorded video in Premiere Pro so that it can be uploaded and shared with all our patrons via Fountaindale's YouTube page. Finally Justin was able to take the customer service

course "How to deal with problem behaviors related to COVID-19" with Ryan Dowd which was provided by Niche Academy.

Anna



In September Anna led another fantastic Adult Makers class. We created quote mirrors and it was a full class. Finished editing videos and voice over for the Vinyl Cutting training. Continued ordering supplies for Winter and Fall classes. We received 6 new colors of PLA that are really pretty including a rainbow. Anna completed a Teen Crafternoon of halloween houses and participated in a Crafternoon planning session.

Adriana



Continuing to build and develop programming, Adriana created the Photoshop Masking class, while still leading base programming like Photoshop Basics and Premiere Pro Basics. Alongside marketing, refining online content became a strong goal for early September. The creation of customized thumbnails for our YouTube content was a large undertaking and now they are being used on all our posted content. Adriana worked closely with Randi C. to produce the new k-Talk YouTube series and our first video went up late in September.

Revamping the Pathfinders has been a goal for some time along with staff and marketing. The final product was launched in September. The pathfinders are a great way to point patrons to all the great resources our library has to offer. We continue to work on and develop content that patrons can access during the pandemic, Adriana continues to manage and facilitate the machine training projects. Adriana also continued to participate in the programming, collection usage committee, PIC meeting and the crafternoon team.

Jeffrey

Working with IT, we rolled out the first twelve of our new MacBook Pro laptop computers replacing the aging models purchased in 2012. This latest technology brings power and speed to our patron community to work on their DML and Maker projects. An additional six for the lab will follow these in early October complete with large external monitors (and replacing our aging iMac computers). This completes a major portion of this year's Studio 300 Strategic Plan.

Our Fall *Artist in Residence*, Valante Grant, kicked off her residency with a pair of open lab/drop-in Zoom events and a program about preparing *Before and After* a video production (available on YouTube).

Jeffrey shared the reopening plans of Studio 300 as part of the RAILS Makerspace Networking Group meeting on September 4. Other DMLs/Maker Labs appreciated the guidance provided by our experience in Studio 300 during Covid-19.

Jeffrey continued to support ATSD, ATSD-Teens, CSD, Outreach, and Studio 300 virtual programming efforts through troubleshooting Zoom and video recording issues, editing many, many, many videos, and posting them for our community via the FPLD YouTube channel. We debuted our new "thumbnails," too, for a more professional and consistent look. September's YouTube Statistics:

- 73 new videos posted
- 5226 unique views
- 287.9 hours viewed
- 47 new subscribers (556 overall)

Studio 300 webinars included: *iMovie Basics*, *Adult Makers DIY*, *Photoshop: Masking*, *Roots of Chicago Blues*, *Introduction to Audacity*, *Studio 300 on your Chromebook*, *CR-10 3D Printer/Cura*, *Winning NaNoWriMo*, *Premiere Pro CC Basics*, and our *Music Made Easy Learning Circle*

Jeffrey worked with the Bolingbrook IT Commission on two programs, *Chromebook for Valley View Parents* and *Customizing the Chrome browser*, which both met with positive comments (available on YouTube, too).

From Debra's Dudek's report

Adult and Teen Services

General Comments on the Month

September was a recruiting month for our department, our ATSD supervisors and I reviewed applications, conducted phone interviews, and hosted virtual and in-person interviews. After several sessions, we have found multiple candidates to fill three of our open positions. Two specialists will work with Christopher and one specialist will work with Randi assisting with teen programming and patron assistance.

Our 3rd floor open table areas continue to be popular among college students completing online coursework, which has also led to our staff assisting patrons with wireless printing from laptops and mobile phones through the library website. Agnes' excellent handout on mobile printing has been a great resource.

Minecraft attendance has slowed down significantly, so our staff is moving to scheduling sessions during Spring Break and Summer Vacation during 2021. Part of the feedback we have received for the lack of participation is from parents trying to schedule less screen time for their children. Our summer 2020 sessions for Minecraft were very popular, and we are considering adding a Fortnite session as well to provide another sphere of gaming for our younger patrons. Research and development on this project is underway, and Agnes should have more information before the end of November.

Assistance with streaming library services as well as connecting patrons to free streaming services for their Roku and smart devices continues to be popular. Patrons asking for help downloading and using the free NBC Peacock app has been a consistent request, which provides our staff and opportunity to introduce individuals to library apps such as Kanopy and Hoopla. Our patrons are appreciative of these efforts, as they are able to receive more free content with the power of their library card.

Programming (includes):

YA Programs:

Randi's Observations:

I continued to work with the schools to promote our programs and services. I have been working with Bolingbrook High School's Jen Pizzuto to plan a special episode of our Teen Book Babble video series. The school has a new National English Honor Society and we hope to have these students get together to discuss diverse teen fiction, nonfiction and graphic novels. We still need to work out the details but I hope to premiere this episode in February 2021 to coincide with Black History Month.

Brooks Middle School's 8th Grade Honors Language Arts teacher Ruth Bardy invited me to visit her Zoom classroom on Tuesday, September 29 and Wednesday, September 30. I provided an overview of our eBook resources, including hoopla, OverDrive/Libby, cloudLibrary and Axis360/eRead Illinois. I explained how to log onto each service, that each had apps that could be used on their tablet and/or smartphone, checkout limits, browsing each site and then book talked several teen titles on each platform. At the end of the presentation, I gave the class an update on the library and the Vortex I hope to be able to drop into more classes to promote our services and collection.

Teen Virtual Programming

In September, I finalized negotiations with all of our outside presenters including Leah Moon, Christine Thornton, Cathryn Stanek-Whisler and Ronald Goldie. I utilized our new Program Information Form. This new form made the entire process move along quickly. On September 3, I met with Jeffrey Fisher, Adriana A. and Melisa M. to discuss our winter slate of Studio 300/Teen/Children's collaborative programming. We have cut down on our program offerings but have plans for a second Streaming Gameplay Tips video and a LEGO® Building Contest with a photography aspect. We will also continue to film our Teen Crafternoon and K-Talk videos. I am also working out the details for a special Teen Book Babble episode. I hope to have BHS students record this special episode where we'll discuss diverse teen fiction, nonfiction and graphic novels. I am working out the details with Jen Pizzuto, Bolingbrook High School's School Media Specialist. I also am working with Steven to set up a Teen Winter Reading Challenge in Beanstack.

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.

- After the success of Leah Moon's manga drawing tutorial in the Spring, I scheduled a second drawing tutorial, **How to Draw Manga Faces**, with Christine Thornton. It didn't have quite the same impact but we still have more views than registered patrons. Christine reported that the video (private YouTube link) had nine views.
- Leah Moon's **Drawing Basics** art tutorial had 24 views in two weeks. Our patrons continue to enjoy her quick, but informative videos.
- Cathryn Stanek-Whisler's September video just debuted on September 28. This month, she is showing our patrons how to make their own bird seed cakes. The video has had 14 views in just two days. Cathy also creates a PDF instructional sheet which is then added to Communico.



Teen Book Babble

Kelsey and I recorded episode five of Teen Book Babble. We filmed ourselves talking about some of our most recent reads. Kelsey spoke about Kiersten White's *And I Darken* (Historical fiction) while I discussed the graphic novel trilogy *March* by Congressman John Lewis. I also included a Teen Book Recommendation. Arianna recommended *Displacement* by Kiku Hughes. This graphic novel is part historical fiction, part science fiction as the main character time travels to a WWII Japanese Internment Camp where she meets her grandmother. Episode five debuted on YouTube on September 25 and has had 4 views. Communications posted episode four on Instagram on September 22. It has had an additional 59 views.

Teen Volunteering: Book Recommendations

We saw a big resurgence in submissions for our Teen Volunteering: Book Recommendation project. It seems that many students had to complete a certain number of volunteer hours at the start of the school year. We had 46 book recommendations submitted in September alone. Juanita and Melissa continue to post these recommendations on Instagram for #TeenPickTuesday.

Teen Services: Reader's Advisory

Much of the work that we do at the new Vortex workstation involves helping teens and their families find a good book. To help our staff, I have started reviewing our existing pathfinders, retiring a few, but also updating several of our more popular options that definitely needed it. I started with our "If you Like Harry Potter & Percy Jackson" pathfinder. Ashe helped find titles for this one.



After she was finished, I redesigned the cover, reformatted the images and text, renamed it and sent it off to Communications for approval. I then updated our "If you Like *Smile*" pathfinder. I compiled a list of 19 different titles, redesigned the cover, reformatted the text and images and sent it off for approval.

I also created four additional pathfinders for middle grade tweens. We have had a lot of requests for middle grade fiction from tweens who are not quite ready for YA fiction. Again, this required researching Novelist K-8 Plus, our catalog and the internet for 20+ titles for each new pathfinder. I then created the following pathfinders for middle grade thriller/horror, historical fiction, humor and mysteries.

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

This month marked the start of our fall programming cycle. September was a lighter month for this cycle with more of the programs scheduled for October and November. The planning of this cycle also correlated with the revamping of the summer cycle, where much of our programming was needed to make the switch from in person to Zoom or YouTube videos. Some planned programs were canceled due to technical or presenter limitations.

Sewing

Fabric Basket (9-8)5 Attendees

Jr. Legal Pad Cover (9-21) 4 Attendees

I think Kellie is feeling more comfortable with the recordings that she is doing for us with Covid hindering our ability to do in person classes. While I continue to fear the "Zoom Fatigue" that many may be experiencing during this time, I know that Kellie is enjoying presenting the class.



Emancipation to Inauguration

9-23-2020 8 Attendees/12 registered

This was a last minute addition to the programming cycle and I'm glad we were able to add it. After the national events of the summer, Debra and I had decided that we should add a program discussing race and how it can affect the lives of people living in America. Clarence's presentation was very informative as he discussed aspects of life for Black people in Chicago and the nation from a few decades before the Civil War until the election of America's first Black president with the titular inauguration of Barack Obama. He also showcased many figures within that community that had both local and national impacts, such as Ida B. Wells, Muddy Waters, and Jean Baptiste Point du la Sable (the first non-Indigenous settler of what would be Chicago).

From Anthony N. Report

This month kicked off the first month of the fall programming cycle proper. It was a rather busy month for me as I was managing two programs for every week of the month except for the last week of the month. Below were the programs I hosted this month.

Virtual Drawing with Pencils and Charcoal - (Online)

[Tuesday, September 1 2020, 6:30pm - 8:00pm](#)

Robert Pennor returns again with his art class for the fall. This program averages about 10 participants per program and it's been running. The in person programs from before was half instruction and half social meeting with all of the participants. The online version of this class however is very much 2 hours of instruction and it is impressive. Robert explains every technique very clearly and demonstrates them right after he talks about them. I always look forward to setting up and monitoring the presentation just to see his skills and the patrons who join the Zoom webinars are glad that he's back after a summer long hiatus.

The History of Archery - (Online)

[Thursday, September 10 2020, 7:00pm - 8:00pm](#)

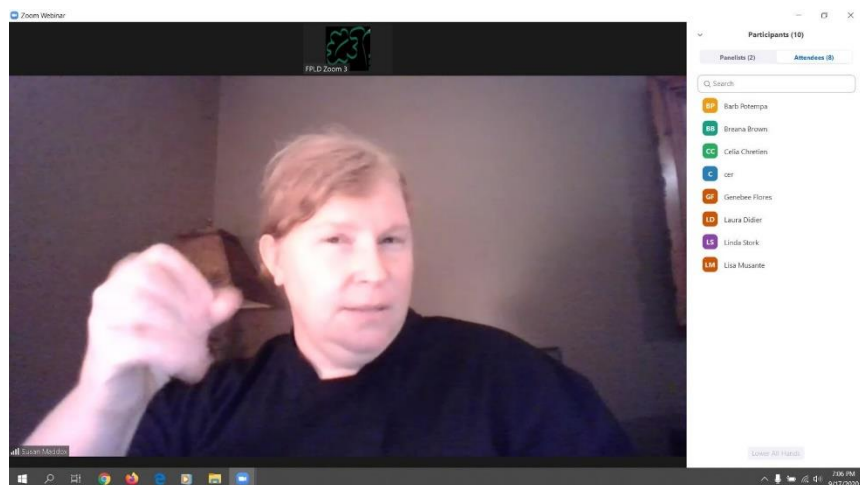


I did this program two years ago and I approached my friend and co-presenter, Dan McGehee, about doing another archery program. It was originally going to be more focused on one topic but he thought it would be better to do a global survey like we did before. Knowing that it was going to be an online presentation, I went back and beefed up the presentation, adding a

good deal more information to existing slides and adding entirely new topics that we didn't get a chance to cover. But we still brought in all of our equipment like it was an in person presentation as we were using the cameras to present them to the audience at home. I want to thank Jeffrey Fisher from Studio 300 for helping me get the Zoom setup going as we were operating two laptops and a webcam and switching between the shared screen presentation slides and the camera.

Cooking Demo with Chef Maddox - One Pot Meals (Online)

Thursday, September 17 2020, 7:00pm - 8:00pm

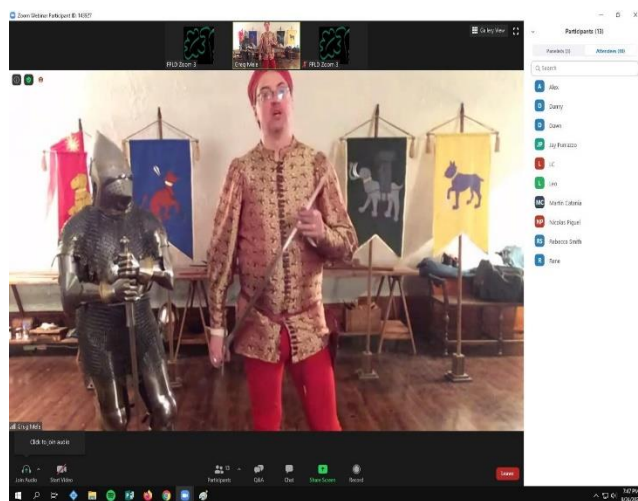


Once again Susan Maddox returns for her monthly cooking demonstration over on Zoom. That night, Chef Maddox demonstrated 3 dishes that can be made from a pot. They were West African Chicken and Peanut Stew, Beouf Bourguignon, and Roasted Poblano Chile and Corn Soup. I was particularly intrigued with the West African Chicken

and Peanut Stew because quite frankly, I haven't been exposed to African cuisine much at all and what Chef Maddox prepared looked very nice, but that is just as well with everything else she cooks up. Here's a screenshot of Chef Maddox answering a question from a patron that I had relayed to her.

Medieval Armor Demonstration - (Online)

Thursday, September 24 2020, 7:00pm - 8:00pm



Last year was the first time I brought in the Chicago Swordplay Guild to come present at the library. They are a renowned group within the Historical European Martial Arts community and were very happy to have them come twice to explain the two main fighting styles that they teach to anyone. Like many things this year, I was planning to have them come in person but we had to adapt to the new reality of Zoom presentations. In spite of that, I thought the program itself went well. It was presented primarily by Greg Mele, the founder of CSG and he deftly explained the

effectiveness of medieval armor as well as did some myth busting. At the end, we did a Q&A session where I was happy to relay the audiences' questions and whenever relevant (archery related) I was able to give my input for some of Greg's points. I think everyone involved had a great time.

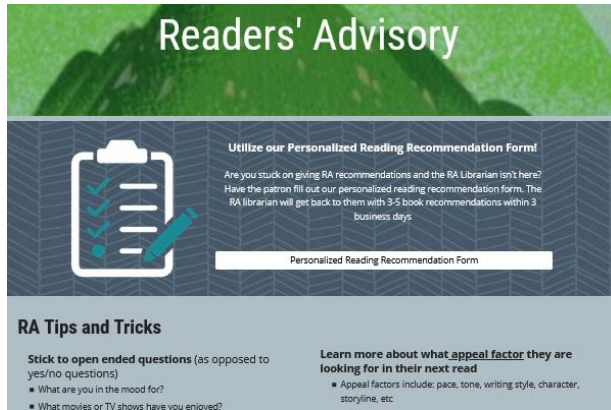
From Brian Smallwood's Report

Great Reads Book Club & Native American Flute Circle

Meetings with the Native American Flute and Great Reads have been very productive and positive. Pat Smith, the leader of the flute group has found the Zoom format to be a very positive experience, as it helps patrons who cannot attend in person to participate in the program. There are several patrons in the group who leave Bolingbrook in the winter

months to get away from the cold, and Pat has said this virtual format will be a great way for them to continue to interact with the group while they are away. In addition to helping patrons with library streaming services, I've been helping patrons subscribe to the new NBC Peacock service, which is free with registration.

Agnes B.



I updated the staff site weekly to include the latest desk and break time schedules. I also added the October stat links about a week early in case Study Room Reservations needed to be made.

Additionally, I worked with Erica and Ashe to set up a Readers' Advisory page. It included the link to the Personalized Reading Recommendation form, some Tips & Tricks, and a list of useful RA links.

Jay's report

Attendance/Statistics

My Resume/Cover Letter consultations have been popular lately. The majority of this has been word of mouth among staff members so I could be properly refereed, but several were repeats to cover additional questions or edits. I hope to keep or exceed this amount next month.

Each Resume and Cover Letter review I helped with was challenging in its own way, but I learned something with each one. Generally people were not putting down all of their relevant experience to the position.

This month I conducted or fulfilled six programs. The majority of these were reschedules from earlier in the year due to COVID-19:

- With John Chase of the Bolingbrook Park District I *had Biking in and Around Bolingbrook* (9 attendees) and *Michigan's Keweenaw Peninsula by Kayak* (3 attendees). I will most likely book him for future outdoor programs in the future, but not on kayaking. While it is the presenter's *raison d'être*, there is too much of an overhead to the average patron to conduct the hobby and I believe that leads to a lower attendance.
- I was very interested in getting the Gladiator Brazilian Jiu Jitsu Academy for *Jiu Jitsu the Gentle Art*, but we were forced to reschedule to a recorded video. This is one that would have had a great attendance if we were still open to in-person programming. I will consider having them back in a year or two.
- *Wills, Trusts and Estate Planning Basics* from Attorney Jacob K. Ehrensaft went fairly well. I did not expect to get 13 people for a Saturday program on the topic. I might have him back for Smart Money Week next year.
- *Virtual Morning Job Club* still has nonexistent attendance, but what I learn from writing them has been useful when working with patrons. The three I have planned for the Winter Quarter are tangentially related to employment, but I think they may do better.

- *SCORE* did much better this month. The topic “How to Start a Home-Based Business” is especially relevant.

Librarian Highlight

Erica’s report

Book Talks

I filmed, edited, and uploaded 1 book talk video for patrons to enjoy this month! My book talk this month was on the book “Nothing to See Here” by Kevin Wilson which premiered on Thursday, September 3rd. You can find the video here:

<https://www.youtube.com/user/FPLStudio300/videos>

Blog Posts

I wrote 2 blog posts this month!

My first blog post was about my YouTube book talk, “Nothing to see here” by Kevin Wilson. This was published on September 3rd and can be found here:

<https://www.fountaindale.org/2020/09/03/ericas-book-talk-nothing-to-see-here-by-kevin-wilson/>

My second blog post was called “Take your reading further: *American Dirt* by Jeanine Cummins. This is a new series that I have started called “Take your reading further”. The idea behind this concept is to offer alternatives to controversial books. Essentially I’m saying ‘read this, not that’ but I wanted to avoid negative or exclusionary language which is why I went with the term “take your reading further” instead of “read this, not that”. For this blog post, I focused on the novel, *American Dirt* by Jeanine Cummins. This blog was published on September 24th, and can be found here:

<https://www.fountaindale.org/2020/09/24/take-your-reading-further-american-dirt-by-jeanine-cummins/>

Book Clubs/Programming

The Chills & Thrills book club met on September 2nd to discuss “Sulfur Springs” by William Kent Kruger. We had 10 people in total! We did another hybrid program with some joining us via zoom and others via in person. Things went really well with the technology side of it and everybody enjoyed getting together and talking about the book!

The coffee and conversations book club met on September 15th! We had our first hybrid meeting where some people joined via zoom and the rest joined in person! We had 10 people in total, 6 in person and 4 via Zoom. We discussed “Eleanor Oliphant is Completely Fine” by Gail Honeyman. We had a really amazing discussion around this book.

I have started planning for the upcoming One Book, One Brook program which will be in February 2021! I presented my idea to the programming committee and they had some great suggestions for me! Children’s is going to do a related story time with the book “Antiracist Baby” by Ibram X. Kendi! Randi in teen is also going to work on planning something in collaboration with the schools. Additionally, Paul and Nancy gave me

contact information for a woman who may be interested in collaborating with me on this program! She is involved with the Black History Month Awareness Club and Paul also knows her from Rotary. I hope that we can work together to make an outstanding program for our patrons!

Readers Advisory:

The Readers Advisory section on the ATSD landing page is officially live! I created this page to give staff some resources to go to when providing RA services. I included a direct link to our Personalized Reading Recommendation form, I included a list of RA Tips and Tricks for staff, helpful links to RA website, a list of recommended RA webinars, and links to the eBook directions that Ashe created (so far we have Libby, Hoopla, and Axis360). I'm excited for this site to empower staff to do more readers advisory or at the very least know where to refer people when I'm not there! I hope this also feeds into increased staff training on my part! Below is a screenshot of the ATSD site where I included links to instructional guides on our eResources.

Specialist Highlight

Roy's report

For the month of September, I have been continuing to notarize and haven't had any early voter registrations, but have sat in a brief Q&A on how to fill out the forms. I received my one year review, my performance was where I needed to be at this point and I walked away with great feedback. This in turn is my last month with the library as I am moving into a full time job elsewhere. I continued to help patrons with day to day operations with computer passes, issues, copies, faxing, and finding movies and music. I also helped patrons with information questions by googling and providing business phone numbers or other outside the library information. I worked at the Vortex for a couple of shifts and helped teens find books that were needed.

From Joyce Arellanos' report

Children's Services

It is great to see more families coming back inside the library again! A few families are using Children's Services as their remote learning space. A home daycare makes the library part of their daily routine. We helped many families find books and resources to enjoy at home and offered one-on-one storytimes for families who requested them. This month we continued the 50th Anniversary Celebration with special birthday-themed programs, began our weekly series of LIVE Zoom storytimes and worked hard to keep up with the demand for craft kits!

PROGRAMMING

50TH ANNIVERSARY FUN

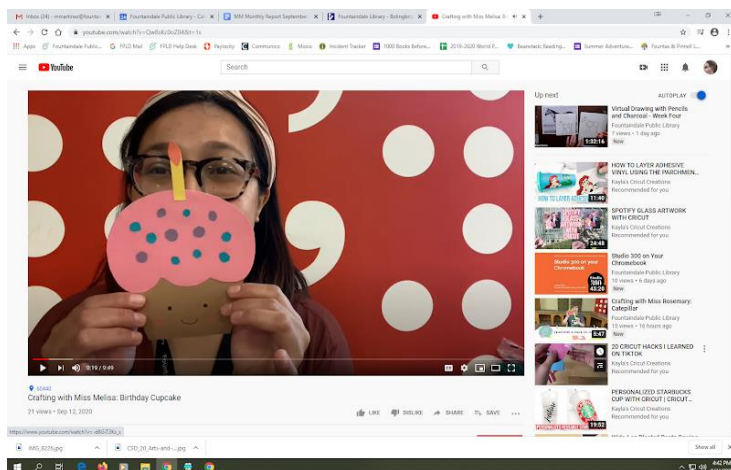


BIRTHDAY SCAVENGER HUNT (54)

Rosemary B. hid birthday-themed photos around Children's Services. "I really like how the pictures turned out on the cupcake background. Deb said everyone had lots of fun with the Scavenger Hunt." *Rosemary B.*

CRAFTING WITH MISS DEBBIE & TAKE-IT MAKE-IT: Happy Birthday, Fountaindale! (YouTube)

<https://youtu.be/tFujisEcouU>



FAMILY STORYTIME WITH MISS MARTA: A Very Happy Birthday, Fountaindale! (YouTube)

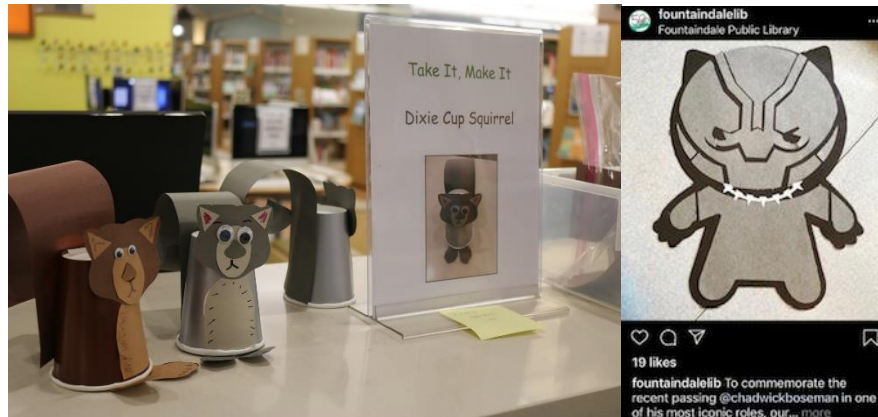
RETRO TECH CHALLENGE (Blog Post/Google Form, 18 participants)

<https://www.fountaindale.org/2020/09/14/retro-tech-challenge/>

"This project started last year when I was reminiscing with other staff members about old technology and what kids wouldn't recognize today. I was inspired to do a program for the following summer 2020, during our Fountaindale Birthday Celebration, that would include a hands-on display in the Storytime Room or meeting room and resemble what is done in a museum. Jumping forward to a post-COVID world, this project has turned into a blog post and a Google Form game/challenge." *Susan F.*

TAKE-IT MAKE-IT (382)

- **Dixie Cup Squirrel** <https://youtu.be/IMAZP65bbRM>
- **Coffee Filter Apple** <https://youtu.be/2urZNRm0034>
- **Piñata & Papel Picado** <https://youtu.be/BVU86NusPn8>
- **Caterpillar** <https://youtu.be/U8xPxHqDwC8>
- **Rocket**—After running out of the coffee filter apple kits, we gave out supplies for this craft, left over from a previous program.
- **Black Panther**— “After the death of Chadwick Boseman, I thought it would be a good idea to put together a pop-up Take-it Make-it commemorating him.” *Melisa M.*



LET'S DRAW: Doodles (YouTube)

<https://youtu.be/RiOiQyoVKQI>

Chris showed children how to doodle and explained how doodling can help them become better artists.

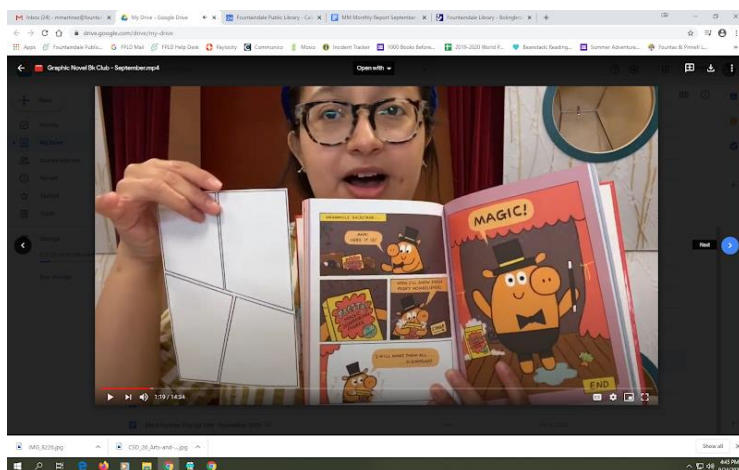


ARTS & FABLES (YouTube, 30 craft kits)

<https://youtu.be/p5WnCHxaD-8>

Instead of using a book, Kathy created her own story so the video can remain on the library's YouTube channel permanently. To go along with the story, Debbie created a jumping frog craft kit that patrons could pick up and make at home.

JUST FOR TWEENS



GRAPHIC NOVEL BOOK CLUB: Prepping and Planning Your Graphic Novel Part 1 (YouTube)

This program is “taking a different approach this quarter. I thought it would be a good idea to show the process of creating a graphic novel of their very own. We selected some really nice blank booklets on Amazon for purchase so I can create a kit for pickup. I added some more things such as a panel template and other little items for decoration. Each month is going to be a different topic in the process such as prepping and planning; writing and designing; and finishing touches. I also used a graphic novel in our collection to serve as the creative inspiration for the graphic novel I am going to create.” *Melisa M.*



TWEEN DIY: REUSABLE CUPS (11)

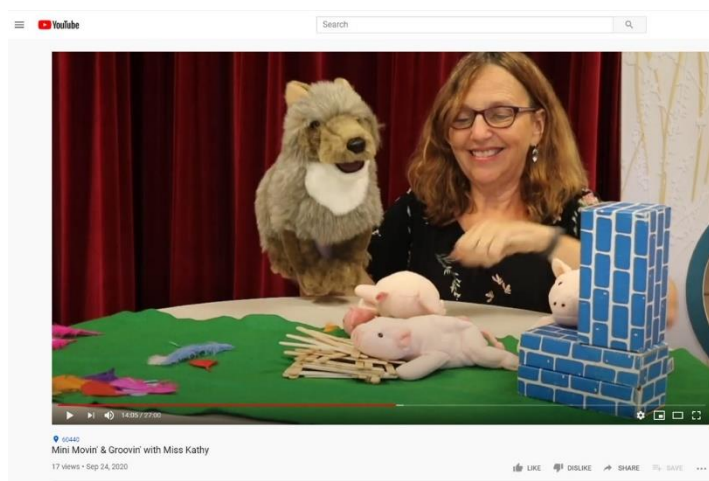
Tweens picked up kits with materials to make a reusable travel mug that sparkles and has glitter. “All 11 kids picked up kits for making reusable cups.” *Sarah D.*

MOVIES, MUSIC & ENTERTAINMENT

MINI MOVIN' & GROOVIN' (YouTube)

<https://youtu.be/GgdtEnT03tg>

Kathy used music all about the farm this month.

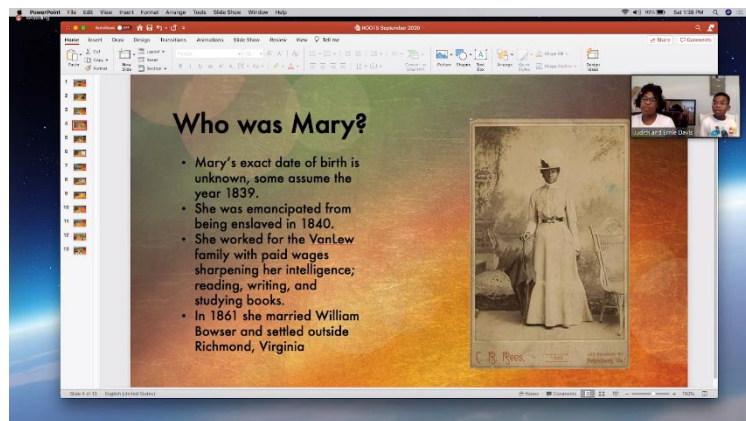


STEAM & LEARNING FUN

MINI MATH KIT: Sound Sandwich (YouTube, 20 kits)

<https://youtu.be/4hYeTMsfmjc>

Susan and Rosemary showed children how to have fun with sound, using an iPad app to measure different sounds. They also showed children how to create a “sound sandwich” using craft sticks, rubber bands and straw pieces.



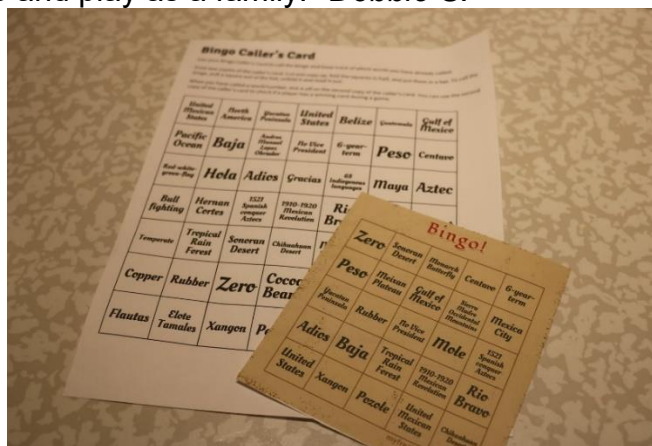
LIVE ROOTS: Benjamin Banneker & Mary Bowser (Zoom Webinar, 8 attendees)

Judith and Ernie presented on Civil War spy Mary Bowser and mathematician, astronomer, inventor and Almanac author Benjamin Banneker.

ADVENTURES IN HOMESCHOOLING: Mexico (YouTube)

<https://youtu.be/K30OAYnlpZE>

“The video went live on September 18th. I made 35 craft kits of the Quetzal bird and Rosemary put together 30 Bingo games. We came up with two ways to play the Bingo game; listen to the presentation and mark the words as you hear Kathy say them; or use the call squares included with the game and play as a family.” *Debbie S.*



GAMING & PLAY

ANIMAL CROSSING ESCAPE ROOM (4)

LOGAN'S LIBRARY SAFETY TIPS (YouTube)

<https://youtu.be/HdrEr5bLGKM>

Marta and Jen produced a video with American Girl dolls Logan and Blaire showing children some of the changes made in the library. A big thank you to Dennis in Outreach, Leigh Anne in Circ and Dan in Building Ops for making guest appearances in the video. “We had a lot of fun trying to figure out how to make this work. When I was first asked to help with this, I felt like it was silly to do it three months after we opened, but in the last week, I had at least 2–3 patrons tell me that it was their first time bringing the kids in the library since March, so I think the timing of it ended up working well.” *Jen F.*

STORYTIMES

LIVE STORYTIME (5 programs, 52 attendance)

This month we offered a weekly Zoom storytime on Wednesday mornings. Andreea and Kathy alternated presentation duties each week. It was nice to see a Pre-K class from a school in Plainfield tune in for one of the sessions. "Overall I think our LIVE Storytimes are going very well, we have very good attendance so far. I noticed our audience is shifting toward toddlers and preschoolers which is exciting. I am trying to respond to their interests and present content that is educational and entertaining. I often choose themes that could inspire patrons to follow up later with family activities." *Andreea D.*

BABY RHYME TIME (YouTube)

Joyce and Melisa are very proud of the CSD team for trying something new. In this new series, we are sharing very short rhymes and stories for babies and their caregivers. The content used is either in the public domain or created by staff members, so these videos are permanent on the library's YouTube channel.

- **Humpty Dumpty** <https://youtu.be/LWN-wKfziss>
- **Popcorn and Tick Tock** https://youtu.be/_YjHyTXPRj4
- **Five Little Slimy Frogs** <https://youtu.be/APfB6P7DIXo>
- **Five Pigs So Squeaky Clean** <https://youtu.be/k968nHYe8gA>

READING PROGRAMS

1000 BOOKS BEFORE KINDERGARTEN (354)

One new child signed up for the program. There are currently 354 active participants.

PUBLIC SERVICE



This month we answered **1,066** reference questions and **470** directional questions. We also assisted with 34 one-on-one appointments and 9 teacher requests. We have presented several private storytimes for families that have asked for them. We also helped the Circulation team with the pick list on one Wednesday morning.

We see a few families each day using the Children's Services spaces for remote learning. "One family with two kids come regularly to study at the library. They log into their tablets, and mom

sits with the kids and helps them navigate the periods. The music teacher played music for them and encouraged them to sing in front of the computers. I was amused to hear the mom singing *Let It Go* louder than her kids and the kids seemed to enjoy it very much. It seems the music teacher engages her students very well." *Andreea D.*

"It seems like the pace has been picking up. More and more people have started to come to the library. I think it's because school has started and kids need to work on projects or read books for class. For the first time since I have worked at this library [3 years] I had a patron ask me if we have any dictionaries that can be checked out. She said that she wanted her son to have something to reference when he is doing writing at home." *Marta M.*

VOTER REGISTRATION

Joyce, Melisa and Sarah are CSD's voter registrars. This month we registered 5 patrons to vote.

STORIES OF THE MONTH:

"A patron gave us a really nice donation of craft supplies including cardstock that will be useful for the new Cricut machine." *Sarah D.*

"A patron came in with her small children and said, 'I feel like I know you, I've watched so many of your videos!' She went on to say what a treasure we have been, she added her name to our homeschool list and is looking into all of our crafts we have available. She subscribed to our YouTube channel, and we are a constant source for her. What a special moment." *Kathy B.*

"Had a wonderful surprise when a family we all know came in on the 23rd. The girls were particularly excited. They gave me cards they made with the Make it Take it Pop up Dog card craft. They were so sweet! Everytime I look at them on my desk I am reminded why I work here and why I love my job!" *Chris Z.*

DISPLAYS



CREATIVITY PARK BULLETIN BOARD

The Summer Adventure Cupcakes remained up on the board for most of September. At the end of the month, Debbie and Kathy installed a fall-themed display.

DISPLAY CASES

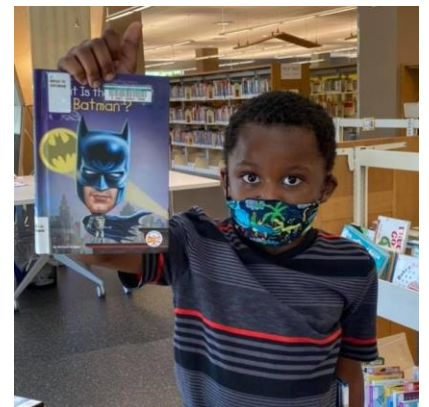
SHOW & TELL DISPLAY CASE

We are excited to bring "show & tell" to the library and use the display cases outside of the Storytime Room to display children's special collections. We are finalizing details on procedures and logistics and hope to promote this in a blog post in October.

OTHER

Three days this month we hosted LTA student, Monica S.

Melisa and Susan assisted Brett with shifting the J Fiction and Graphic Novel collections.



Joyce reached out to several families to ask if they would be interested in participating in the library photo shoot with the Communications team. Everyone expressed how much they enjoyed being a part of the photo shoot and are excited to see the photos in future promotional materials. For one family, it was their first time bringing the children back inside the library since March. They were very excited!

From Amina Ali's report

Circulation Services Department

September has been a busy month for Circulation! Our holds shelves are still under repair and we hope to have them complete by early October. Circulation is preparing for early voting that begins on October 19th and we stay up to date with any information from Will County. Some of our Fountaindale staff, including myself and Circulation Specialist Bini I. completed voter registrar training earlier this month.

Circulation is finally fully staffed, last month we hired a part-time Specialist and in September, we hired four Aides.

Also last month, Circulation had great productive meetings with the Collections Services Department on how to address slightly damaged items that can still be allowed to circulate. For both departments it will save time and keep workflow streamlined.

As part of LACONI Circulation Programming group, after months of discussions regarding restarting programming, we will be having a virtual "Circulation Brown Bag Catch Up" on October 16th. This will give Circulation workers a chance to chat about the current happenings in their libraries; discussing topics like workflow, COVID, quarantine, etc.

Kate T., Assistant Manager

On September 8th, we welcomed Amanda S. to the Circulation Specialist Team! Amanda and I spent the first 2 weeks training, and Amanda has done a great job in her new role.

Circulation staff has been very busy answering patrons both in person and over the phone regarding early voting. I think we all have the hours memorized by now! We are also looking ahead to when early voting does start and how it will affect our workflow. In case the line for early voting is long and we are not able to socially distant staff and voters, we do plan on shutting down the Information Desk and setting up a table near self check #1 so we are still visible and able to help our patrons.

Danny B., Circulation Services Associate Manager

In September, five Circulation Aide interviews were conducted and four candidates were offered positions. Our four new employees will start in early and mid October.

The circulation aide team searched for 8,706 items from the 1,501 pages of Pick Lists we had during the month. Circulation Specialists and Lead Specialites assisted on multiple occasions when coverage was low. Approximately 32,330 total items were returned though our AMH after being in quarantine for seven days.

On Wednesday, September 23rd, I joined a Circulation Roundtable meeting on Zoom. It was very interesting to hear how other libraries are experiencing re-opening, Covid-19, staffing issues, meeting/study rooms, donations, and library cards.

Ann B., Lead Specialist

During September 57 Snags were generated and 55 Snags were resolved. Money saved by reclaiming Fountaindale material through the Snag process was \$1,449.98 and money saved by reclaiming material from the other libraries in the consortium was \$72.99 for a total of \$1,522.97.

On Thursday, September 17, 2020, I attended the monthly Vinyl Record Discussion meeting. This month we met in the Circulation workroom. Christina Theobald and I tested a potential protective cover for vinyl records and determined that the product would not protect LP's if returned to the miscellaneous book drops. We also discovered that the LP's will not fit through the AMH system tunnels for patrons to return. A suggestion was made to look into "scrap book" supply cases, which are of a more sturdy material, which we did. After some discussion we have determined that there are potential alternative solutions for covers that we are going to look into. Finally, we discussed how and where the vinyl collection can be checked out and returned. We will be discussing this in more depth in future meetings.

In addition to the completed tasks listed above, I have been monitoring the voter registration application tray, checking applications to ensure they are completed correctly, following up with the registrars as needed, and mailing the completed applications out several times a week.

Leigh Anne V., Lead Specialist

In the month of September, I continued to complete my Lead Specialist duties which includes assessing damaged material, and charging the appropriate accounts. I also attended a meeting with Collections staff and went over damaged and on the fly procedures. I tallied the drive up numbers and we had a total of 1109 visits this month. As well, I collected the tally stats for Circulation, we answered 54 reference questions, 234 directional questions, and we had 251 one on one interactions with our patrons. Lead Specialist Mary S. and I worked on the returned mail and added notes on accounts with a change of address. I went over all the Pick Lists for the month and found items Aides couldn't find on the shelf.

Harris Khan, Lead Specialist

The total number of claims returned items were slightly up from last month totaling 64. Our Circulation Team was able to find 17 items on the shelf. Four items were later found and returned by patrons. One item that was billed to a patron was thankfully found and checked in.

Our September shared ILL request was at nine which is up from the five from last month. I sent out a total of six bills for unreturned FPLD items that were loaned out for ILL. One item is in-transit back to us. Hopefully the other five will be returned as well. I only had to request two bills from lending libraries this month.

Circulation Statistics

New Patrons Registered	114
Holds Pulled From Shelves	5059

Drive Up Statistics

Total Visits (September 2020) 1,109	Previous Month (August 2020) 1,129
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From Tana Petrov's report

Outreach General Updates

During the month of September, Outreach Team participated in the following activities:

- We provided Home Delivery Service to 18 patrons.
- We provided Reader's Advisory Service and answered 411 reference questions.
- We served more than 300 patrons on our Bookmobile and Library Express Van stops.
- We emptied the remote book drops on a daily basis. We brought back to the library 821 items returned to the book drops.
- We provided almost 500 children with some type of a program (live Zoom session or pre-recorded video; coloring sheets and activities while on the Bookmobile, etc.)
- We provided 26 adults with passive programming, such as make-it-take it kit
- We provided 14 patrons with books and book club discussion materials at Heritage Woods and Atria.
- We discussed having patrons board the Bookmobile in October and worked with Tasos and John to install barriers between staff and patrons' area to allow for social distance.
- We continued to provide Virtual Outreach via pre-recorded videos and live Zoom sessions. Examples of outreach team's virtual programs can be found on our [YouTube channel](#)

Services for Preschools

Laura had a chance to provide live Zoom storytimes with Jamie McGee Kindergarten and Kindercare Seneca. She is also working on two other schools to facilitate live Zoom visits in the future and will continue with Kindercare Seneca. Laura was asked to do an outdoor storytime by Kiddie Academy and per Laura *"Those kids were even MORE excited to see me! I received many hugs and begging to repeat stories, puppet shows and songs"*.

From Laura's report: *"My weekly virtual programs for the school year (I am focusing on teaching the ASL signs and reading stories matched to the Letter of the Week) have been a big hit for our preschool community (see comments below) and I have spent some time*

facilitating their airing at the Park District's preschools and at St. Dominic (working on MCMA, too)"

Picture posted by St Dominic school of Pre-K watching their intro video and other pics of students:



Park District preschoolers (at 3 different locations) watching Miss Laura's first Letter of the Week Storytime of the school year in a socially distant manner:



Outdoor storytime visit (jumping to Jim Gill song) with Kiddie Academy KG and Pre-K classes



Community comments and messages to Miss Laura about her storytimes:

*"Ms. Laura, I just wanted to share with you how much our preschoolers loved seeing your face and watching your engaging program on Monday! We aren't able to switch classrooms as we usually do at BRAC and Annerino, and we aren't able to go on field trips, but we all enjoyed going on a "trip" to the community rooms and enjoying Storytime. **The children were answering your questions out loud, laughing, and they clapped at the end. I thought you should know that this is well worth your effort and so appreciated!** ... We appreciate you Ms. Laura!"*

"Hi Ms. Laura! I have to say that your video was AMAZING! My kiddos were so excited to hear their names and waved to you every time you said their name :) They were so excited! We are looking forward to your Monday videos as well! Thank you for all you do!"

Services for Schools

From Cindy's report: Virtual Programs/Story Times/Book Talks

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

Drop-in surprise guest visits

9/4/20 O'Keefe's 5th grade class Tibbott Zoom 23 attended

9/24/20 Carey 4th grade Oak View Zoom 24 attended

- Felix Soto, VVSD LMC Director, was chosen as this month's [Pillar of the Community](#), and in his video he mentioned how impressed he is with Cindy's contribution and role promoting literacy and reading among VVSD students. Great job, Cindy!
- From Cindy's report: *Also had two last minute Zoom hellos to two classrooms. I am excited to report that in both instances the kids were very engaged and were very happy to see me and comment.*" During the live Zoom sessions, students gave shout outs to Mrs. C's booktalks, told her her puppet shows are "cool" and "amazing", told her they miss her and said they always learn cool things about the library from her!
- Cindy also worked with teachers and LMC director on scheduling live Zoom booktalks for the month of October. She is happy to report that teachers have expressed a huge interest in having her back (although virtually at this time) so that she can promote books and library happenings to their students.
- Tana participated in Oak View Elementary School Library Open House (via Zoom) and provided Tibbott Elementary School with a PowerPoint presentation highlighting the library resources and services
- Melissa and Tana also provided live Zoom drop-in sessions to students at Tibbott Elementary School. Teachers and students learned about the library. From Melissa's report: *"Some students were excited to share with me that they already had a library card. One little girl said she didn't have one so I told her how she could get one. One little boy showed me one of his books that he was reading. I had a great time with the class and they seemed to enjoy the stories that I read to them."*

Services for Adults/ Seniors

- Home Delivery Service
- Deliveries and pick-ups of materials at senior facilities
- 9/17/20 Good Wife Virtual Review (Dennis)
- 8/27/2020 From Melissa's report - virtual review of the book *The Family Upstairs* by Lisa Jewell
- 9/24/2020 *If She Wakes* Virtual Review (Melissa)
- Atria and Heritage Woods Book Club - providing with materials and discussion questions (Sarah)
- Monthly craft kit for the memory care residents at Revere Court (Melissa)



Bookmobile and Library Express Van Community Visits

- We continued our [Library Express Van 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, BRAC, Annerino Community Center, Ikea and Best Buy
- From Dennis report: *"As the school year moves along in Remote Learning status we have been implementing ways to stay relevant and present for the students. We have started going to elementary schools after hours with the Express Van in order to give students and their families the chance to visit us again."*
- [Visit Us at Valley View Schools Blog Post](#)

Sarah helping kids find materials to check out at one of our school stops. Carolyn was visited by a special guest at Independence Elementary School.



Community Partnerships

- BJ Ward Elementary School - we donated library bags for their Drive-thru Book Giveaway
- Remote Meals VVSD Nutrition Services - we joined them with the Library Express Van every Tuesday and Thursday morning. From Carolyn's report: *"We provided families picking up their meals a convenient option for library services. We brought materials, were available to make library cards, take returns, and had fun items for visitors. We continued with our after school stops at the elementary and middle schools with the same services."*
- Drive-Through Fall Support Day at Bolingbrook High School - we provided a library flyer and information about the library for their resources guide. Families will be

given food, Hygiene supplies, PPE supplies, and educational information and supplies.

- Southwest Suburban Immigrant Project - they joined the Bookmobile at many of our community stops to promote the Census. We also partnered with them for their Census Event at the library's parking lot on 9/26. From Marleigha's report: *"Many families still came out and received a free taco, registered to vote and took the Census. According to one of the SSIP workers, they got 13 families to take the Census and because of that alone made the event a success. I was happy to be involved in such a fun and meaningful event. Tana and I talked with many patrons, promoted library services, virtual programming and we made one library card. Overall, it was a great day!"*



Special Projects

- Instagram posts (Dennis)
- Genre Project and bookmarks. From Sarah's report: *"I worked on the Genre Project - Bookmarks for October. These include titles of books of the following genres: Horror, Thrillers & Suspense, Kids Scary Books, True Crime, and Mystery. Another bookmark I made was for banned books week too. We will be able to pass these out at the Bookmobile stops."*
- Shelf markers for Bookmobile shelves. From Carolyn's report: *"I made additional shelf markers for the childrens' non-fiction section on the Bookmobile, after getting positive feedback on the initial 3 (Dinosaur, Cookbooks, and Space). These make popular subject matter sections quickly identifiable and the whole section a "fun" area to look at. Additional visual pop out shelf markers are: pets/animals, Firetruck(transportation), Minecraft(gaming), Science(STEM)."*
- Flyers with LibraryAware so we could distribute to schools regarding our stops at the middle schools during remote meal pickup for families and also a flyer for our afterschool stops at all the Valley View elementary and middle schools (Carolyn)
- Outreach hosted LTA student Monica for several hours in September. From Sarah's report: *"I had a chance to meet and spend time with Monica who works in Studio 300 who is working on her L.T.A. certificate. She was able to job shadow Outreach. She spent time with us at Bookmobile stops such as IKEA and the 1st Presbyterian Church. I enjoyed being able to share my experience working in Outreach and being able to answer questions she had about the Bookmobile, Van visits, and the Outreach department."*
- Carolyn and Melissa worked with Brett to review a list of suggested spanish language books to add to the Outreach Collection.

- Bookmobile Monthly Fun Events. From Marleigha's report: *"I want to highlight our Bookmobile fun activity we did this month which was a free 10" pizza from Rosati's for the first couple of people to visit the Bookmobile. I would say this fun activity was a success. Everyone who I gave a coupon to was super excited to get it and it brought a smile to their faces. On Saturday while at the Target stop, I gave a pizza coupon to a mom and her two daughters, her daughters literally started jumping and saying "Yay pizza! This is the best day ever!" and you should've seen their faces when I told them in October we were giving out a free slice of Portillo's chocolate cake! I am so excited for October and some more great Bookmobile Fun!"*

Vehicles Maintenance

- John H. was able to replace non-functioning Bookmobile heater
- 9/02/2020 cleaning of both vehicles with Elite Detailing Cleaning
- 9/04/2020 - Bookmobile to KD Repair for generator maintenance service

Employee Training & Development

From Carolyn's report:

"In anticipation of our new Bookmobile, I visited two nearby libraries with Bookmobiles to get inspiration and information. I followed up with Aurora Public Library and Homer Glen Library and went on tours of both their Bookmobiles, as well as their Outreach areas. Some observations include that Homer Glen has a separate parking garage belonging to their municipality to store their bookmobile. Aurora also has an offsite parking garage. It was interesting to see how they organized their materials inside and the reasoning behind some of the locations. It provided some good ideas on arranging materials."

From Marleigha's report:

09/04/2020 Voter Registrar Training

"Dennis and I went to this training together as representatives of the Outreach department. I was afforded the opportunity to have Voter Registrar Training. I was so excited to learn something new and to register people to vote."

From Melissa's report:

On September 1, I attended the Tinker Troupe meeting. We discussed our plans for the Maker Faire that we host in March. We are going ahead with plans to have this event, but we will do it virtually. We have to come up with some activities that our patrons can do at home and also contact some vendors to see if they are willing to create a video for us."

From Tana's report:

9/10/2020 Tana completed her driving training and test for her class "C" license.

Building Operations (Tasos Priovolos)

We welcome two new staff members joining our team Building Security Monitors. Ryan Blackburn and Jacob Rosa both joined our team on September 14th. We are extremely happy having them join us!

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.

We are continuing with the process of repairing the holds shelf area due to damage from a malfunctioning water heater. The project required the coordination of various trades to repair the area and replace the failed hot water heater from the restroom. We are currently working with the vendors to restore the area back to its original state.

Repairs were completed on our front sliding doors. A worn lower track was replaced and all motion sensors were replaced. The motion sensors triggered an end-of-life signal which signifies the motion sensors are no longer operating without faults/errors.

Worked with our security vendor to install an additional security camera in the lobby which is aimed to the general area of the election drop-box. Changes were made to our existing recording server to retain the video footage from this camera.

Our lighting controller malfunctioned during a recent power outage. The controllers were not able to reboot and we lost control of our lighting system. Lutron installed temporary controllers to re-establish control of our lighting system while the new controllers are on order.

Working with Trane to diagnose a controller issue on the building automation system for the 2nd floor air handler. The controller loses communication with the automation system and the control logic randomly fails.

Working with our access control system vendor to update our main controller which is covered by our annual preventative maintenance agreement. The most recent software update required a new version of the controller which is also covered by our agreement.

Door handles and high touch areas continue 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.

Our parking lot was crack-filled and re-stripped. During the crack-fill portion of the parking lot repair, it was decided to increase the amount of estimated linear feet in order to complete a more thorough crack-fill. This added work will increase the life expectancy of the asphalt since there are fewer cracks to have snow, ice, and salt to penetrate the surface.

Security Report From John Hopkins (Security Supervisor)

New Staff Members

Building Operations staff welcomed Jacob Rosa and Ryan Blackburn to the team as part-time Building Security Monitors.

As the department was severely understaffed for much of September, coverage of the

lobby entrance “post” was prioritized. This coverage was maintained at all times through cooperation of the entire Building Operations staff. Paul and Nancy even assisted security by conducting periodic patrols of the second and third floor common areas to monitor face-covering compliance when security was unable to do so, which was greatly appreciated by Security.

Now that the Department is once again fully staffed, routine patrols and other duties have returned to normal frequency, without reliance on other departments.

Schedule for early voting in October

The schedule for October has been established, which includes adjustments to the four part-time Building Security Monitors to work a total of 29 hours per week instead of 25 so that staff can be present at all times during early voting, which extends outside of the library’s hours of operation. All Building Operations staff have generously agreed to accommodate this unusual arrangement. Tasos and John Hodur will be covering the relevant duties during the early morning hours on weekdays, and the full-time and part-time security staff have made arrangements to work shifts on days and times which normally would not be necessary.

PIC presentation

At the September 10th PIC meeting, Building Security Supervisor John Hopkins presented his completed procedural documentation clarifying how staff members can handle conduct violations. Specifically focusing on the state’s face covering mandate, and ensuring that federal ADA requirements are met as well, the procedure clarified how to use a friendly, “customer service” approach to address issues with face covering compliance, while side-stepping any argumentation, upholding legal requirements, all while simply providing solutions to the patron by offering services and options that are available. The process is simple, straightforward, and has been effectively applied by Hopkins and others even leading up to the presentation of the finalized document. The document has been disseminated to all staff members so that everyone is on the “same page” and can address issues immediately without deferring or delaying the necessary dialogue.

Dashboard project

Hopkins also discovered that Google updated their “Sites” platform in Google accounts, and created a “Dashboard” for Security staff to use as a one-stop reference point for various reminders and information that is typically scattered across several different platforms (the staff intranet, the website, through Communico, and so on...)

In its current form, the Dashboard offers a single webpage, only available to staff while logged into their Fountaindale Google account, with an overview of meeting room bookings for the current day, the schedule of Spanish translators, currently-relevant reminders written by the security supervisor, drop-down lists of common phone extensions, a closing-shift checklist made by the supervisor, and links to early voting information, the PIC and Security schedule, Communico, and Zendesk. There’s even a widget for the current local weather and the forecast for the coming three days which Hopkins was able to code and embed.

This Dashboard should help minimize the number of minor mistakes, or forgetfulness that occurs when reminders and other information are lost in the long list of emails already

read, or on web pages or platforms across multiple different services. In the future this Dashboard can be refined as needed, but so far it has been well-received.

Patron Occupancy Stats

Daily simultaneous patron occupancy numbers are up from last month with averages in the mid-50s. Typical peak occupancy was around 75 patrons during September. The record peak occupancy noted at one time was around 90 patrons.

ZENDESK -

In September, 73 new maintenance tickets were created, and 69 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)



4,146 new materials made available



46,468 physical checkouts



59% circulation increase in Teen Graphic Novels



39% circulation increase in Beginning Readers



4,467 old & grubby items withdrawn



230 interlibrary loans for our patrons



131 shipments received

Staff Updates

After several interviews, **Chris Castle**, our department's Cataloger, was promoted to the position of Cataloging Supervisor. Congratulations, Chris!! Your promotion is well deserved! The entire Collections Department is excited and looks forward to working with Chris in his new role.



Jacob Luce, Acquisitions Supervisor, celebrated his 15 year anniversary at Fountaindale! Jake was honored at the Board Meeting and thanked everyone for all of the opportunities bestowed upon him over the years. Congratulations Jake! Thank you for your hard work and great contributions to the library. Here's to another wonderful 15 years ahead!

Jake Luce (15 Yrs.), Peggy Danhof-Board President

additional Rokus to our circulating collection, for a current total of 23 Roku devices available to checkout. With help from Group OYE, we translated our patron guide into Spanish and added these Guides to all of our Roku Kits. Adding more devices has already yielded great results, as we doubled the average Roku circulation for the month!

New Rokus Added

The Roku Task Force worked to add 11

STEAMboxes Now Available

After several months of being unavailable due to COVID-19, we have made our Children's and Teen STEAMboxes available! Brett carved out a new space for the kits by shifting the Children's Large Print books. With help from Building Ops, we swapped out the face-out shelves for flat shelves to better accommodate the larger bins. Our patrons have already expressed joy that they can once again check out our STEAMboxes!



Physical Collection Circulation

Sorted Alphabetically by Collection

Collections	Sep 2019 Circs	Sep 2020 Circs	Change	% Change
Adult Audiobooks	900	646	-254	-28%
Adult Fiction	4686	4565	-121	-3%
Adult Graphic Novels	541	563	22	4%
Adult Nonfiction	4035	4259	224	6%

Adult Video Games	374	273	-101	-27%
Beginning Readers	1528	2124	596	39%
Interlibrary Loan	302	224	-78	-26%
Juvenile Audiobooks	403	476	73	18%
Juvenile Fiction	6450	4482	-1968	-31%
Juvenile Graphic Novels	1760	1358	-402	-23%
Juvenile Kits	113	4	-109	-96%
Juvenile Movies & TV	4833	2360	-2473	-51%
Juvenile Nonfiction	3914	2462	-1452	-37%
Juvenile Technology & Equipment	236	85	-151	-64%
Juvenile Video Games	624	673	49	8%
Large Print	669	701	32	5%
Local Authors	5	8	3	60%
Local History & Genealogy	0	0	0	
Magazines	734	731	-3	0%
Movies & TV	11384	7964	-3420	-30%
Music	1394	1350	-44	-3%
On-the-Fly	15	13	-2	-13%
Picture Books	8551	6747	-1804	-21%
Studio 300	2992	788	-2204	-74%
Technology & Equipment	1022	162	-860	-84%
World Languages Adult	157	135	-22	-14%
World Languages Juvenile	564	369	-195	-35%
World Languages Young Adult	6	5	-1	-17%
Young Adult Audiobooks	98	61	-37	-38%
Young Adult Fiction	1082	1043	-39	-4%
Young Adult Graphic Novels	698	1113	415	59%
Young Adult Kits	11	2	-9	-82%
Young Adult Nonfiction	303	207	-96	-32%
Young Adult Technology & Equipment	0	4	4	
Young Adult Video Games	716	511	-205	-29%
TOTALS	61100	46468	-14632	-24%

Circulation by Branch

Branch	2019	2020	Change	% Change
Building	53,851	44118	-9733	-18.07%
Outreach	4279	1554	-2725	-63.68%
Studio 300	2994	796	-2198	-73.41%
Digital	8647	7700	-947	-10.95%
Total	69771	54168	-15603	-22.36%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2,101	vs.	DVD	8,346
CD Audiobook	600	vs.	Playaway Audiobook	345

Special Collections

Collection	Circs
Lucky Day	833
Mobile Hotspots	47
Roku Media Players	48
STEAMboxes	4

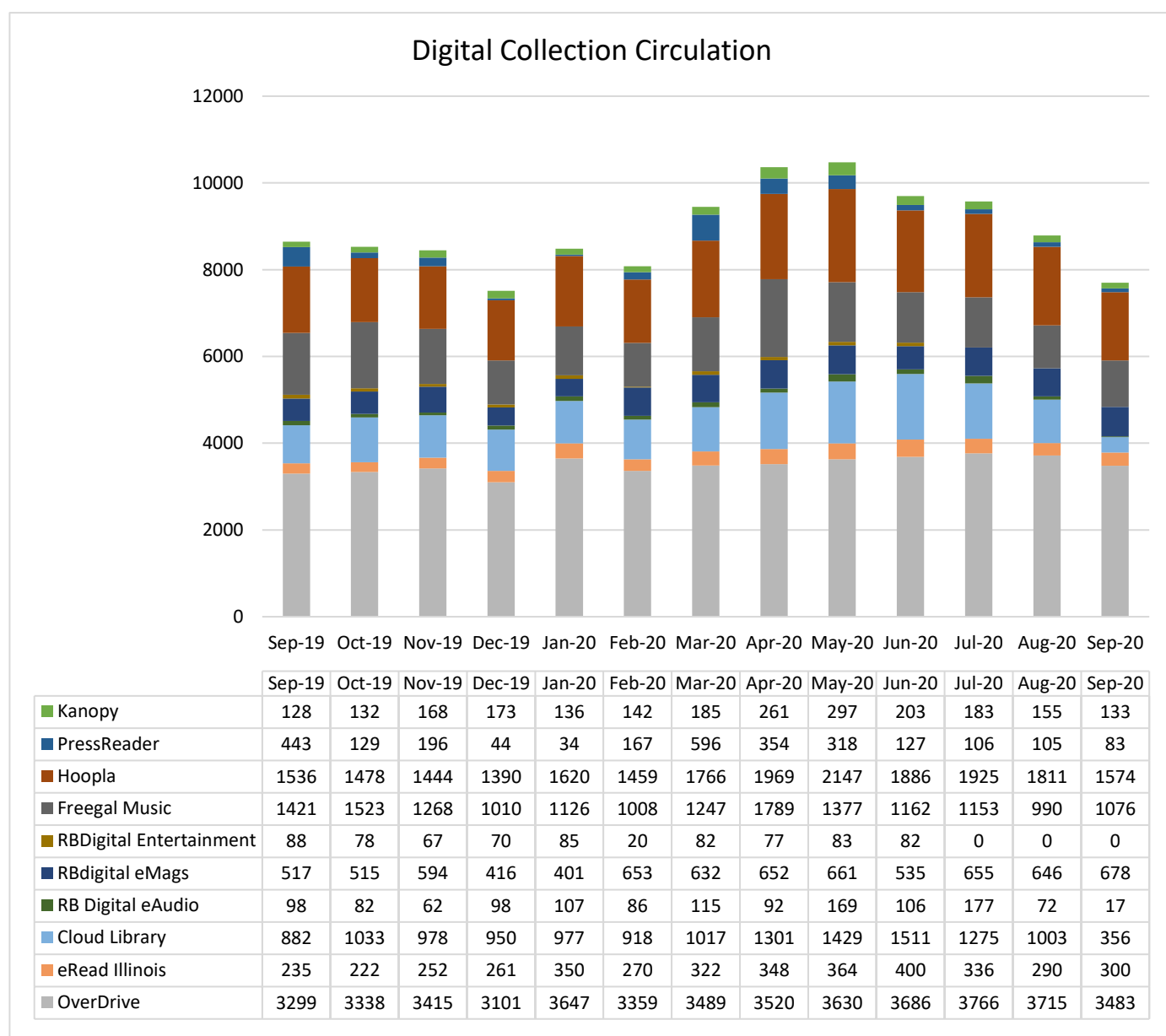
Digital Collection Usage

Digital Platform	Sep 2019	Sep 2020	Change	% Changed
Rbdigital eMags	517	678	161	31.14%
OverDrive eBooks	1881	2023	142	7.55%
eRead Illinois eBooks	146	220	74	50.68%
OverDrive eAudio	1418	1460	42	2.96%
Hoopla	1536	1574	38	2.47%
Kanopy	128	133	5	3.91%
eRead Illinois eAudio	89	80	-9	-10.11%
Rbdigital eAudio	98	17	-81	-82.65%
Rbdigital Entertainment	88	0	-88	-100.00%
cloudLibrary eAudio	126	21	-105	-83.33%
cloudLibrary eBooks	266	137	-129	-48.50%
Freegal Music Downloads	377	248	-129	-34.22%
Freegal Music Streaming	1044	828	-216	-20.69%
cloudLibrary Shared	490	198	-292	-59.59%
PressReader	443	83	-360	-81.26%
Totals	8647	7700	-947	-10.95%

The decrease in digital usage is attributed to multiple factors. To better align with IPLAR definitions on digital usage versus retrieval of electronic information, we have removed Tumblebooks, Biblioboards, Gale Virtual Reference and the Scholastic Flix suite from the digital circulation count and recategorized their usage as Databases. Additionally, we experienced changes in the RBdigital and cloudLibrary platforms in September. We parted from the Cloud Library consortium with Lemont Public Library and created our Fountaindale exclusive collection on Cloud Library. Since we are no longer partnering with Lemont, our circulation stats only reflect what Fountaindale patrons are checking out rather than combined usage statistics. Furthermore, RBdigital assets were purchased by OverDrive; RBdigital eAudiobooks have been

migrated to the OverDrive platform and our RBDigital Audiobook unlimited plan has been cancelled. Soon, RBDigital magazines will be migrating to OverDrive and RBDigital app and platform will be discontinued altogether.

For **September 2020**, digital circulation was **14%** of the library's total circulation.



Digital Content Fast Facts

Overdrive

- There were **5,140 unique Pinnacle users**, which is a **9.3% growth** ;
- **eBooks** accounted for **62.4%** of checkouts, while **eAudio** accounted for **37.6%**
- Checkouts by Audience: Adults: 86.1%; Young Adults: 6.6%; Juvenile: 7.3%
- During the month, PLC yielded **10,460 active holds** and **23,896 total checkouts**

eRead Illinois/Axis 360

- There were **122 active users** for the month, **30** of which are **new users**
- **eBooks** accounted for **73.3%** of checkouts, while **eAudio** accounted for **26.7%**.

Hoopla

- The **top titles** were *The Radium Girls*, *Chasing Fireflies*, *The Nantucket Inn*, and *Notorious RBG* (all audiobooks)
- There were **1,574 circs** borrowed by **351 patrons**
- **Audiobooks** were the most borrowed format, accounting for **48%** of all circs, followed by **eBooks with 23%**, **Movies/TV with 17%**
- **Adult Fiction** was the most borrowed category, accounting for **59%** of all circs, followed by **Adult Non-Fiction with 24%** and **Juvenile Fiction with 12%**.

Kanopy

- The **most popular videos** were *September 11*, *Beautiful Troublemaker* and *Don't let the pigeon drive the bus*
- Patrons played **133 distinct video titles** and **335 video plays**
- There were **53 active users** and a total of **278** user accounts

Freegal

- This month yielded **828 songs streamed** and **248 music downloads**
- Top **streaming music genres**: Classical, Pop, Rock, Country, R&B
- Top **downloaded music genres**: Country, Pop, Electronic, Rock

Physical Items Added and Withdrawn

Items	Sep 2020 Added	Sep 2020 Withdrawn
Adult Audiobooks	66	251
Adult Fiction	928	606
Adult Graphic Novels	35	10
Adult Nonfiction	848	44
Adult Video Games	10	0
Beginning Readers	49	11
Juvenile Audiobooks	81	4
Juvenile Fiction	195	286
Juvenile Graphic Novels	74	82

Juvenile Kits	8	1
Juvenile Movies & TV	61	495
Juvenile Nonfiction	83	813
Juvenile Technology & Equipment	8	0
Juvenile Video Games	19	1
Large Print	103	0
Local Authors	2	0
Local History & Genealogy	2	0
Magazines	268	167
Movies & TV	405	176
Music	30	37
Picture Books	472	1455
Studio 300	103	9
Technology & Equipment	20	1
World Languages Adult	10	1
World Languages Juvenile	38	2
World Languages Young Adult	0	0
Young Adult Audiobooks	25	0
Young Adult Fiction	97	9
Young Adult Nonfiction	17	0
Young Adult Technology & Equipment	4	0
Young Adult Video Games	24	3
TOTALS	4146	4467

Acquisitions & Processing

- Purchase Orders created and released: 91
- Invoices Paid: 217
- Boxes Received and Opened: 131
- Items Repaired: 362
- Magazines and Periodicals Processed: 265

Interlibrary Loan

230	Items Received for our patrons <ul style="list-style-type: none"> • 196 items from IL libraries • 34 items from out of state libraries
174	Items Sent out to other libraries <ul style="list-style-type: none"> • 66 to IL libraries • 98 to out of state libraries • 10 to XYZ libraries

359	Items requested by our patrons this month <ul style="list-style-type: none"> • 318 submitted in OCLC • 8 items were too new to request • 26 were available in Pinnacle • 7 were out of country only
268	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 136 from IL libraries (by phone call) • 132 from out of state libraries

Displays

Children's

- Adventures in Homeschooling: Mexico – 25
- Auto Racing – 5
- Banned Books -
- Cats – 37
- Desert Animals – 22
- Dogs – 7
- Halloween - 137
- Halloween DVDs - 53
- Historical Fiction – 18
- Horror – 7
- Sea and Ocean Animals – 8
- Sports – 7
- Step into Reading – 145
- Talk Like a Pirate – 30
- Trucks – 28

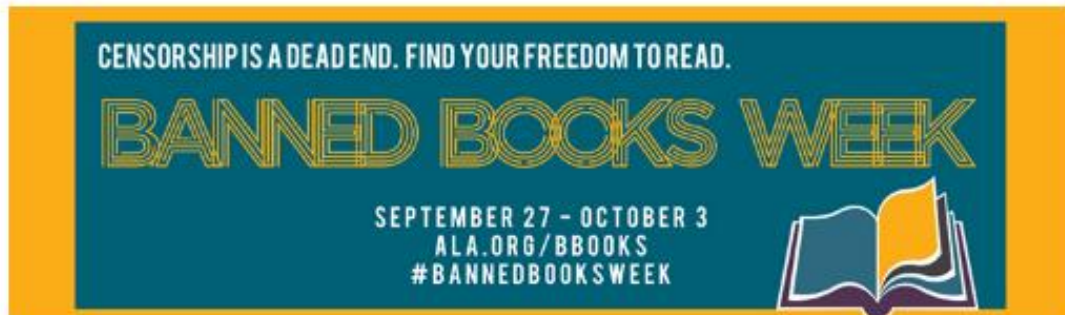


Banned Books Blog Post and Display by Brett Luminais

BANNED BOOKS WEEK: A CELEBRATION OF FREEDOM

September 28, 2020

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances." *First Amendment of the U.S. Constitution passed by Congress September 25, 1789. Ratified December 15, 1791.*



There is no freedom more dearly held in our country than the freedom of speech. This well-loved and oft-misunderstood right is intrinsically connected to libraries, and no one guards more fervently against censorship than librarians. The American Library Association has pointed out: "The Supreme Court and other courts have held conclusively that there is a First Amendment right to receive information; the right to receive information is a corollary to the right to speak."

As such, public libraries work hard to provide an uncensored and reliable assortment of resources specially tailored to our communities. Communities are wonderfully diverse groups, full of differing opinions and beliefs, but no matter how carefully we curate collections, there will always be those that challenge the materials we make available to the public.

Banned Books Week began in the 1980s and is a great opportunity for us to celebrate our First Amendment rights and our triumphs over censorship. [Despite attempts to remove or restrict materials](#), the majority of challenged or banned books have remained available throughout the years. View the [top 100 banned and challenged books](#) from the last decade.

As part of our celebration, we have put together a special display of banned books in our lobby. This display collects a group of titles as diverse as our community. What these titles share in common is that each and every one of them has been challenged or banned at one point in time.



[VIEW OUR FULL COLLECTION >](#)

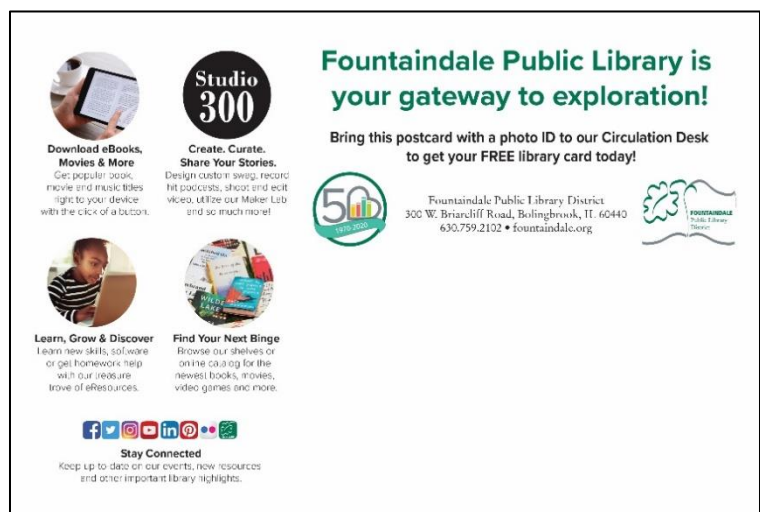
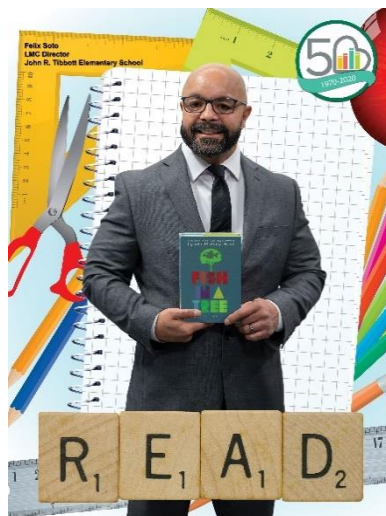


Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 14,193 impressions and 2,105 clicks.
 - Melissa worked with Koios to create new Google Ads that connect to some of our eResources and services, including Creativebug, Kanopy, homework help, Lynda, Mango, voting, etc.
 - Our new Kanopy movie ads had great results with 1,584 impressions and 296 clicks.
- We released our September Pillar of the Community interview and READ poster featuring Tibbott Elementary School's LMC Director, Felix Soto.
- Melissa and Steven scheduled, wrote/edited and published 25 blog posts.
- Melissa wrote titles, descriptions and tags for 73 YouTube videos.
 - Our YouTube channel gained 47 followers this month.

- Melissa hired a photographer to get new photos of our building and patrons. The photoshoot took place on Saturday, September 19.
- Steven worked with Paul, Nancy and Tasos to update Meeting Room B information in Communico and on our website.
- Steven and Paul met with TBS to help brand on our mobile printing webpage.
- Melissa and Sabrina worked with Unique to write and design a postcard to new residents in our district. In September, we sent 995 postcards, and Circulation recorded that 8 people brought them in to get their library card.
- Sabrina created YouTube thumbnails for our Roots programs, early voting graphics, weekly event graphics, the winter edition of *The Fountain* and more.



Media

- Tana wrote an article for the [ILA Reporter](#) about volunteers.
- [Valley View](#) included our back-to-school resources page and the Library Express Van's school visit schedule in their weekly media releases.
- [The Patch](#) mentioned us as an early voting place.

Social Media Ads

- Our back-to-school resources ad ran August 24–September 23. We sent \$35. The ad reached 2,455 people and had 305 engagements.
- Our bipartisan fact checking websites ad ran September 7–17. We spent \$10. The ad reached 1,550 people and had 231 engagements.
- Our retro tech challenge ad ran September 20–25. We spent \$5. The ad reached 694 people and had 5 link clicks.

Social Media Metrics

- Facebook Metrics
 - 2 new people liked our page
 - 961 people viewed our page
 - 35,608 people viewed our content (reach)
 - 5,913 people saw our content because a friend shared, liked or engaged with it
 - 1,583 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 0 new followers
 - 69 page views
 - 6,297 tweet impressions
- Instagram Metrics
 - 0 new followers
 - 602 post likes
 - 11,629 people viewed our content (reach)

Email Marketing Metrics

- 30 emails sent (This includes weekly blog roundup emails)
- 514 new subscribers (This includes blog subscribers)
- Average open rate: 28.04% (industry average is 21.33%)
- Average click rate: 5.03% (industry average is 2.62%)

Finance (Jennie Nguyen)

Audit: Reviewed the draft of the audit report. Answered some outstanding questions and made requested updates needed for the final report. The final report is expected to be approved at the October board meeting.

Marlen scanned additional documents which included copies of invoices and general ledger reports at the request of the auditors.

Publication: The B&A was approved at the September board meeting. A certified copy of the Budget and Appropriation Ordinance was sent for publication in the September 23, 2020 edition of the Bolingbrook Bugle. The B&A will be filed with both Will and DuPage Counties in October.

Submitted publications for board petition for persons who wish to run in the April 6, 2021 election for the position of library trustee for the Fountaindale Public Library District.

Unclaimed Properties Report - I have continued to work with Amina, Ann and Nancy to clear out patron's credits from our system prior to sending the funds to the Illinois State Treasurer. Letters were sent out by the Library informing patrons of their outstanding credit and notifying them of a deadline to requesting refunds. The final review and reporting of the unclaimed properties will be completed in October 2020.

"All business entities that conduct business in Illinois are required to report unclaimed property on an annual basis. If the business is not holding unclaimed property, the state requires the business to file a negative report. Previously, businesses were required to send letters to the owners of unclaimed property for any property valued at \$10 or more. It has been updated to send due diligence letters to owners for property valued at \$50 or more. Unclaimed property reporting is required for property in possession after 3 years instead of the previous 5 years time period. There are about 29 states with a 3 year period of abandonment." - Illinois State Treasurer website

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

Board Payment Stats:

- 7 Bank Drafts for \$50,039.98 total
- 136 Checks for \$56,821.29 total
- 667 total invoices entered

Training:

- New hire orientation - Virtual training for Studio 300 - Marlen

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Specialist-Teens
- Adult and Teen Services Specialist
- Cataloging Supervisor
- Circulation Services Aide

New Employees:

- Ryan Blackburn, Building Security Monitor, 9/14
- Jacob Rosa, Building Security Monitor, 9/14

Promotions:

- Chris Castle, Cataloger was promoted to Cataloging Supervisor, 9/21

Departures:

- Aldo Roman, Circulation Services Aide, 9/9
- Aman Gadri, Circulation Services Aide, 9/18
- Roy Herman, ATSD Specialist, 9/27

LTA Practicum Student

- Continue to coordinate with Monica S., Studio Services Specialist, on her Practicum schedule. Monica has spent time in Administration, Building Operations, Adult and Teen Services, Outreach, Communications, and Children's Services. Next month she will be spending time in Collection Services, and Circulation Services.

Communications to Staff

- Sent the required Creditable Coverage Disclosure information to staff enrolled in group medical insurance.
- Provided information to staff regarding the Presidential Executive Order to defer FICA tax withholdings.

Applicant Tracking System. Myself, Noey Frias and John Matysek participated in a demonstration of Paylocity's applicant tracking and onboarding modules to see if these are a beneficial addition to our hiring process.

Information Technology (John Matysek)

- During the month of September, 76 new help desk tickets were created by FPLD staff, and 71 new or existing tickets were solved by IT staff.
- Met with vendor ITsavvy to discuss the scope of work involved with migrating the library's voice and data connection from one AT&T fiber circuit to another.
- Along with Leandra Pottle and Noelia Frias, attended a demo from vendor Paylocity on their new staff recruitment and onboarding modules.
- Met with Joyce Arellano to discuss current and future iPad usage in the Children's department.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, removed multiple decommissioned network appliances from the main server room racks.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed configuration and deployed new replacement Chromebooks for patron usage to the Adult and Teen Services department on the 2nd and 3rd floors, Children's Services Department on the 1st floor, and Studio 300 on the lower level.
- Met with Paul Mills and Tasos Prioilos to discuss budget planning for capital improvement projects in Information Technology and Building Operations.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new replacement FatPipe WARP network appliance in the main server room.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed configuration and deployed new replacement Windows 10 department laptops for staff usage to; Adult and Teen Services, Children's Services, Circulation Services, and Information Technology.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed configuration and deployed 12 new replacement MacBook Pro laptops for patron usage in Studio 300.

August 2020 District Statistics						Population Total		67683	
Total Circulation Statistics	54,168	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	44,914	Reading Programs Offered	0	0	1	0	1	17,271	4,598
Bookmobile	1,554	Reading Members	0	0	354	0	354	Proctoring	Total Twitter Followers
Digital	7,700	Summer Reading	0	0	0	0	0	0	869
Collection Databases	1,860	Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals	Population Served		Building	Outreach	Total	477	1,153
Interlibrary Loan Requests		New Physical Items	4,146	Total Visits	15,054	220	16,383	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	230			New Cardholders	114	0	114	4,378	7,052
Items Sent to other Libraries	174			Active Cardholders	20,481	74	20,555	Pages Printed	COHS Students Enrolled
		% Served	All cardholders **		46,074	Drive through visits	1,109	17,853	4
In-house checkins (Not part of total circ)	N/A	Active cardholders	30.37%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	68.07%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				46	253	0	2,186	2,485	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A (Only)	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	50	25	14	11	54	Building Front	Building Rear	Church	Ashbury's
Attendance	54	36	18	64	69	31,509	0	675	146
	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: 4,241
Numbered offered	25	1	18	44	6	0	0	6	Android: 1,247
Attendance	307	65	77	449	61	0	0	61	
Programming hours	35	3	21	59	12	0	0	12	
	Programs Children				Passive Programs for Teens/Adults				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	162
Numbered offered	6	15	0	21	3	4	0	7	Total Attendance
Attendance	60	427	0	487	78	39	0	117	6,548
Programming Hours	3.5	15	0	18.5	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				385
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total	
Numbered offered	17	1	0	18	2	13	76	91	
Attendance	581	20	0	601	3	13	5,535	5,551	
Programming hours	X	X	0	X	3	4	288	295	
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total	
Reference Total	248	54	1,049	411	1,066	7	116	2,951	
Directional	16	234	911	0	470	0	0	1,631	
One on One Assistance	12	37	40	0	34	0	0	123	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This 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	54,168	71,376	-24.11%	Reference Questions	2,951	6,099	-51.62%		
Visitors	16,383	31,990	-48.79%	Computer Usage	2,485	5,230	-52.49%		
Card Holders	20,481	24,568	-16.64%	Wireless Sessions	15,695	20,407	-23.09%		
Room Bookings	154	726	-78.79%	Program Attendance*	6,548	11,438	-42.75%		

Conference / Event Report Form

Name

Peggy Danhof

Position

_Board

President _____

Conference / Event Attended

ALA United for Libraries Virtual Conference. No cost because I am a member of United for Libraries and serve on the conference committee. _____

Date

_August 4,5, and 6 -
2020 _____

Location

_Home Computer because of
Covid _____

List of Sessions / Meetings Attended (if applicable)

Tuesday August 4, 2020 The morning session was a welcome by Beth Nawalinski, Executive Director and Charity Tyler Conference Committee Chair. The weather was bad due to a hurricane moving through so it was perfect that meetings were recorded. The First program was Engaged planning for Trustees, Directors and other Library Leaders. The gist of the class was to prepare library leaders for changes in the services which they provide in this new normal or the Covid Virus Era. The second program centered around Dispute Resolutin strategies fo the Board President and Board members. This ws very interesting. I listened to Jim Taylor about Diversity, Equity and Inclusion. This

certainly was an excellent program for the time. I did not attend the evening meetings. Wednesday, August 5 held meetings that talked about Great Boards do not happen by accident. They take training in trusteeship and community endeavors. The keynote speaker was Simon Sinok. I did not attend the evening session. Thursday, August 6, centered around Foundations creating a diverse platform for library services that are so needed today. The second session concerned advocacy and encouraged all members to be advocates for their own libraries and libraries everywhere. ALA Executive Director Tracie Hall also discussed the changes in ALA and how United for Libraries is a pivotal part of the Volunteerism of ALA.

Highlights of Conference / Event

___ The highlight for me was the recorded GALA Author Tea. Each author explained why they wrote their book and what the basic theme was of their writing. Unfortunately no free copies would be mail by the publishers so the attendees would have to get the books from their local library! _____
