

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

August 19, 2021 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

The meeting will be available for viewing via Zoom (<https://us02web.zoom.us/j/82091762741>)

Phone Number: 1 312 626 6799 Meeting ID: 820 9176 2741

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – July 15, 2021
 - b. Executive Session – July 15, 2021
5. Employee Recognition
 - a. Joyce Arellano – 5 Years
 - b. Anna Gogliotti – 20 Years
 - c. Sabrina Smallwood – 25 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Resolution 2021-3 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2021/2022
 - b. Approval of Resolution 2021-4 – Resolution Designating Open Meetings Act Officers
 - c. Approval of Resolution 2021-5 – Resolution Designating Freedom of Information Act Officers
 - d. Approval of Resolution 2021-6 – Resolution Authorizing Intervention in Certain Tax Appeal Cases
 - e. Approval of Request for Trustees to Attend 2021 Illinois Library Association Annual Virtual Conference – October 12-14, 2021
 - f. Approval of 2021 Illinois Public Library Annual Report (IPLAR)
 - g. Approval of Attendance, Punctuality and Dependability Section for the Employee Handbook
 - h. Approval of Vacation Section for the Employee Handbook
 - i. Approval of Supplemental Floating Holidays Section for the Employee Handbook
 - j. Approval of Leave of Absence Without Pay Section for the Employee Handbook
 - k. Approval of Audiovisual Plan for Board of Library Trustees Meetings
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – August, 2021
 - b. Bills Payable Report – August, 2021
13. Director's Report – July, 2021
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Internal Board Operations
16. Agenda Building for the Next Meeting
17. Announcements
18. Adjournment

August 2021 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Resolution 2021-3 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2021/2022

This resolution represents the next step in our budget cycle and restates the amount identified in our Tentative Budget and Appropriation of \$9,579,386 passed last month.

Suggested Motion: Motion to approve Resolution 2021-3 – Resolution to determine the amount needed to be levied in taxes for Fiscal Year 2021/2022.

- b. Approval of Resolution 2021-4 – Resolution Designating Open Meetings Act Officers

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

Suggested Motion: Motion to approve Resolution 2021-4 – Resolution Designating Open Meetings Act Officers.

- c. Approval of Resolution 2021-5 – Resolution Designating Freedom of Information Act Officers

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

Suggested Motion: Motion to approve Resolution 2021-5 – Resolution Designating Freedom of Information Act Officers.

- d. Approval of Resolution 2021-6 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

In order for our attorneys, Tressler LLP, to continue to represent us in tax appeal cases, Resolution 2021-6 needs to be approved by the Board.

Suggested Motion: Motion to approve Resolution 2021-6 – Resolution Authorizing Intervention in Certain Tax Appeal Cases.

- e. Approval of Request for Trustees to Attend 2021 Illinois Library Association Annual Virtual Conference – October 12-14, 2021

The ILA Annual Conference is virtual this year, and it will run from Tuesday, October 12 through Thursday, October 14. Trustee Day will be on Thursday this year.

Suggested Motion: Motion to approve request for Trustees to Attend 2021 Illinois Library Association Annual Virtual Conference – October 12-14, 2021

- f. Approval of 2021 Illinois Public Library Annual Report (IPLAR)

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

Suggested Motion: Motion to approve the 2021 Illinois Public Library Annual Report.

- g. Approval of Attendance, Punctuality and Dependability Section for the Employee Handbook

This draft section features the following change –

Added clarification that all absences will be charged against the employee's paid time off benefits following the appropriate policy guidelines, and that employees shall not be paid for time absent when paid time off benefits are not available.

Our attorney has reviewed this draft and he had no recommendations for the draft.

Suggested Motion: Motion to repeal the existing Attendance, Punctuality, and Dependability Section in the Employee Handbook and to approve the revised Attendance, Punctuality, and Dependability Section for the Employee Handbook.

h. Approval of Vacation Section for the Employee Handbook

This draft section features the following proposed changes –

- Added wording to clarify that employees who have no available vacation, personal time, or supplemental floating holiday accruals may request a leave of absence without pay.
- Added that sick leave accruals may only be used for reasons stated in the Absence Due to Illness/Sick policy and may not be used for vacation.

Our attorney has reviewed this draft and he had no recommendations for the draft.

Suggested Motion: Motion to repeal the existing Vacation Section in the Employee Handbook and to approve the revised Vacation Section for the Employee Handbook.

i. Approval of Supplemental Floating Holidays Section for the Employee Handbook

This draft section features the following proposed change -

- To make this policy consistent with the District's other paid time off policies, supplemental floating holiday time must be used during any period of unpaid leave under the Family and Medical Leave Act.

Our attorney has reviewed this draft and he had no recommendations for the draft.

Suggested Motion: Motion to repeal the existing Supplemental Floating Holidays Section in the Employee Handbook and to approve the revised Supplemental Floating Holidays Section for the Employee Handbook.

j. Approval of Leave of Absence without Pay Section for the Employee Handbook

This draft section features the following proposed change -

- Clarified what paid time off benefits an employee must exhaust prior to requesting a leave of absence without pay. Employees who request a leave for a non-medical reason, are required to use all available vacation, personal time, and supplemental floating holiday accruals prior to an unpaid leave of absence being considered. Those employees requesting a leave for a medical reason, are required to use all sick, vacation, personal time, and supplemental floating holiday accruals prior to an unpaid leave of absence being considered.

Our attorney has reviewed this draft and he had no recommendations for the draft.

Suggested Motion: Motion to repeal the existing Leave of Absence without Pay Section in the Employee Handbook and to approve the revised Leave of Absence without Pay Section for the Employee Handbook.

k. Approval of Audiovisual Plan for Board of Library Trustees Meetings

President Kalnicky would like to discuss a plan for the showing and recording of meetings of the Library Board of Trustees.

Suggested Motion: Motion to approve audiovisual plan for Board of Library Trustees Meetings.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD JULY 15, 2021
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, July 15, 2021 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by President Robert Kalnicky.

ROLL CALL

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

PRESENT

Present at roll call were Marcelo Valencia, Celeste Bermejo, Kathryn Spindel and Robert Kalnicky.

Trustee Ruth Newell was present on Zoom.

ABSENT

Trustees Bobby Armstrong and Jennifer Korb Waldorf.

Both trustees had provided advance notification that they would not be able to attend.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon and Steven Ford.

Nancy Korczak and Melissa Bradley were present on Zoom.

PUBLIC PRESENT

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

Ryan Peterson was present on Zoom.

AGENDA APPROVAL

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

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

MINUTES OF THE BOARD MEETING – June 17, 2021

The minutes of the board meeting held June 17, 2021 were presented. A motion to approve the minutes was made by Valencia, seconded by Newell. Minutes were approved as read.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

EMPLOYEE RECOGNITION

Kalnicky recognized Steven Ford for his ten years of service and presented him with an award and certificate.

Kalnicky also recognized Paul Mills for his ten years of services and presented him with an award and certificate.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends will be present at the end of Summer Adventure program on Monday, July 26 at 5 p.m. They will be selling children's books and DVDs. The Friends will also be offering scholarships for the Summer Break STEM camp. The Nook has good days and bad days in terms of sales.

NEW BUSINESS

Approval of Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2021 through June 30, 2022

Executive Director Mills discussed that this ordinance is based on the working budget the Board approved in June.

A motion to approve the Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2021 through June 30, 2022 was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Notice of Public Hearing for Budget and Appropriation Ordinance – September 16, 2021 at 6:30 p.m.

A motion to approve the Notice of Public Hearing for Budget and Appropriation Ordinance to be held on September 16, 2021 at 6:30 p.m. was made by Valencia, seconded by Newell.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Ordinance 2021-2 – An Ordinance Approving Amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District

Kalnicky reported that this is the second review of the revised Bylaws. The Bylaws require a two step process in order to change them.

A motion to approve Ordinance 2021-2 – An Ordinance approving amendments to the Bylaws of the Board of Trustees of the Fountaindale Public Library District was made by Valencia, seconded by Newell.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Revised Resolution 2021-1 – Resolution of the Board of Trustees of the Fountaindale Public Library District Dedicating the Board Room to Margaret J. “Peggy” Danhof

Kalnicky reported that this revision of the resolution includes information that was not included in the original one from May.

A motion to approve the revised Resolution 2021-1 – Resolution of the Board of Trustees of the Fountaindale Public Library District Dedicating the Board Room to Margaret J. “Peggy” Danhof was made by Valencia, seconded by Spindel.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Request for Proposals Consultant Services – Strategic Plan

Kalnicky discussed the District’s past strategic planning efforts and noted that it was the right time to start anew.

A motion to approve the request for proposals for consultant services for a strategic plan was made by Bermejo, seconded by Spindel.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Motion to Declare the Old Bookmobile Surplus Property and Approval of Consignment Agreement with Specialty Vehicle Services, LLC for Sale of the Old Bookmobile

Mills discussed that Specialty Vehicles Services, LLC will receive 10% of the final sale price of the vehicle.

A motion to approve declaring the old Bookmobile surplus property and approve the consignment agreement with Specialty Vehicle Service, LLC for sale of the old Bookmobile was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Library Closing for Pathways Parade on Sunday, September 12, 2021

A motion to approve closing the library for the Pathways Parade (if held) on Sunday, September 12, 2021 was made by Valencia, seconded by Spindel.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Appointment of Building Liaisons

A motion to approve the appointment of Trustee Bobby Armstrong and President Kalnicky as the Building Liaisons was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Appointment of Finance Liaisons

A motion to approve the appointment of Trustees Kathryn Spindel and Marcelo Valencia as the Finance Liaisons was made by Bermejo, seconded by Newell.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Appointment of Strategic Liaisons

A motion to approve the appointment of Trustees Celeste Bermejo and Jennifer Korb Waldorf was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approval of Internal Board Operations Liaisons

A motion to approve the appointment of Trustees Ruth Newell and Kathryn Spindel was made by Bermejo, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

LIBRARY PROJECTS

The library had a kickoff meeting with Bee Liner Lean Services for the Lower level project. The project will begin on August 2 and should be completed within several weeks. One of the needed doors is on backorder and will likely not arrive until later in the Fall.

The library has also had a preliminary meeting with Tria Architecture for the design of the outdoor lighting project.

CORRESPONDENCE

The library received a letter from Secretary of State Jesse White awarding Fountaindale with the FY 2021 Illinois Public Library Per Capita Grant in the amount of \$99,832.43.

TREASURER'S REPORT

The Treasurer's Report for June, 2021 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – July, 2021

Bills paid for the month of July in the amount of \$62,017.49 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

AYES:	Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES:	None
ABSENT:	Armstrong, Korb Waldorf

Bills Payable Report – July, 2021

Bills payable for the month of July in the amount of \$1,013,866.52 was presented for approval. Motion to approve was made by Bermejo, seconded by Valencia.

AYES:	Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES:	None
ABSENT:	Armstrong, Korb Waldorf

DIRECTOR'S REPORT – June, 2021

Mills included a revised copy of the board meeting agenda items by month.

Governor Pritzker extended the Disaster Proclamation until Saturday, July 24. Mills discussed that virtual participation by trustees will revert back to the original rules for such participation after that date. Mills also discussed virtual options for the board meetings going forward.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Internal Board Operations – None.

AGENDA BUILDING FOR THE NEXT MEETING

Kalnicky suggested adding live streaming the board meeting to next month's agenda.

Trustee Newell suggested recognition for Trustees based on years served.

ANNOUNCEMENTS

Newell announced she had attended the American Library Association Virtual Conference in June.

Kalnicky mentioned that Community Service Council is once again holding their monthly blood drive. Information is available on their website.

EXECUTIVE SESSION

A motion was made by Spindel, seconded by Bermejo, to enter Executive Session at 7:45 p.m. for 5 ILCS 120/2 (c) (21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

AYES:	Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES:	None
ABSENT:	Armstrong, Korb Waldorf

A motion was made by Valencia, seconded by Spindel, to return to Open Session at 7:52 p.m.

OPEN SESSION

Approval of Report on Review of Closed Meeting Minutes

Kalnicky reported that the consensus was to keep all closed meeting minutes closed.

A motion to approve the Review of Closed Meeting Minutes Report was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

ADJOURNMENT

A motion to adjourn the meeting was made by Spindel, seconded by Valencia at 7:53 p.m.

AYES: Valencia, Bermejo, Spindel, Newell, Kalnicky
NAYES: None
ABSENT: Armstrong, Korb Waldorf

Approved: _____
Marcelo Valencia, Secretary

Robert A. Kalnicky, President

RESOLUTION 2021-3
RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR
2021/2022 FISCAL YEAR

WHEREAS, the Fountaindale Public Library District must file on or before December 20, 2021 its Levy Ordinance for the 2021/2022 fiscal year; and

WHEREAS, pursuant to the “Truth in Taxation Act” (35 ILCS 200/18-55 et.seq.), the Fountaindale Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money to be raised by taxation for the 2021/2022 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Fountaindale Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2021/2022 fiscal year upon the taxable property in said Library District is \$9,579,386.

FURTHER RESOLVED that a public hearing pursuant to the Truth in Taxation Act shall be held on the 18th day of November, 2021 at 6:30 p.m. at the Fountaindale Public Library, 300 W. Briarcliff Road, Bolingbrook, IL 60440.

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

Adopted this 19th day of August, 2021.

Robert A. Kalnicky
President

Attest:

Marcelo Valencia
Secretary

RESOLUTION 2021-4

RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS

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

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

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

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

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

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

PASSED THIS 19th day of August, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of August, 2021.

ATTEST:

Robert A. Kalnický
President, Board of Library Trustees

Marcelo Valencia
Secretary, Board of Library Trustees

RESOLUTION 2021-5

RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS

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

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

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

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

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

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

PASSED THIS 19th day of August, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of August, 2021.

ATTEST:

Robert A. Kalnicky
President, Board of Library Trustees

Marcelo Valencia
Secretary, Board of Library Trustees

RESOLUTION 2021-6

RESOLUTION AUTHORIZING INTERVENTION IN CERTAIN TAX APPEAL CASES

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED THIS 19th day of August, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of August, 2021.

Robert A. Kalnicky
President, Board of Library Trustees

ATTEST:

Marcelo Valencia
Secretary, Board of Library Trustees

IPLAR Notes 2021

Nancy Korczak

2.11a- Square footage of the Bookmobile was updated to reflect the square footage of our new vehicle. The square footage listed was obtained from Summit and includes the square footage of the cabin.

2.12-2.16 -The Bookmobile's service hours and service weeks are low because the IPLAR does not consider curbside service as the outlet being open. During the 24 out of the 27 weeks that the bookmobile was considered closed by IPLAR definition, Outreach staff provided services on tables outside the Bookmobile by making available holds, providing displays of books and helping patrons with readers advisory.

13.1-13.46 - Group A

The Group A section lists one more librarian than last year because the Cataloging Supervisor was added. This is not listed under the new librarian position added because it was an existing position. The job description was updated to reflect the need and duties of an MLS degree.

14.1b- The comparison from last year for total number of service hours is different from last year because last year I entered the wrong number under 14.1b last year. I entered the number of visitors for the bookmobile instead of total service hours for the bookmobile.

15.1-15.7 - Our programming count is a lot lower than last year because the pandemic prevented us from hosting in person programming. It also differs greatly from the monthly hand and tally sheet because on that sheet we count virtual programs towards our programming numbers. For the IPLAR, only live virtual programs can be counted under our programming numbers. Recorded programs which we upload to Youtube are counted as passive programs.

17.5b- The number of digital audio recordings changed greatly from last year because we lost access to RB Digital. RB Digital was subsumed into OverDrive, a service we already utilize.

19.2 - Our number of one-on-one increased because we did not have the opportunity to do many computer classes. ATSD helped answer questions by taking more one-on-one sessions.

COVID Questions

-I answered the COVID Questions for fiscal year 2021

-We had to list as being closed for the Bookmobile was closed to patrons for 24 weeks this year, the Outreach Department still provided curbside service outside the vehicle.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2021

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

IPLAR**IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30285
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0189
1.3b FSCS_SEQ [PLSC 700]	005
1.4a Legal Name of Library [PLSC 152]	Fountaindale Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	300 West Briarcliff Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Bolingbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60440
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	300 West Briarcliff Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Bolingbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60440
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	6307592102
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6307596180
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.fountaindale.org

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

No

Contract for Services

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

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

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

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

Federal Public Library Criteria

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

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

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

SERVICE OUTLETS (2.1 - 2.14)

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

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

Service Outlet Name

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

ISL Control Number

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

Street Address

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

Address

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

County & Phone

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

Square Feet

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

	Outlet [PLSC 711]	the updated answer here.	compared to the previous annual report.
FOUNTAINDALE P.L.D. BOOKMOBILE	176	¹ 173	Acquired new vehicle and retired old one
FOUNTAINDALE P.L.D.	111,000	111,000	

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
FOUNTAINDALE P.L.D. BOOKMOBILE	1,044	25	2,253	27	25
FOUNTAINDALE P.L.D.	3,627	52	191,236	0	49

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Nancy Korczak
3.5 Telephone Number of Person Preparing Report	630-685-4216
3.6 FAX Number	630-759-6180
3.7 E-Mail Address	nkorczak@fountaindale.org

REFERENDA (4.1 - 4.11)

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

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

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

Board Action and Backdoor Referenda

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

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

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

First Member

5.5 Name	Robert A. Kalnicky
5.6 Trustee Position	President

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

Second member

5.5 Name	Celeste M. Bermejo
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-370-2705
5.9 E-mail Address	cbermejo@fountaindale.org
5.10 Home Address	631 Derbyshire Lane
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Third member

5.5 Name	Marcelo Valencia
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	5/2025
5.8 Telephone Number	619-253-6718
5.9 E-mail Address	mvalencia@fountaindale.org
5.10 Home Address	212 Roman Circle
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Fourth member

5.5 Name	Kathryn J. Spindel
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	630-569-7198
5.9 E-mail Address	kspindel@fountaindale.org
5.10 Home Address	445 N. Ashbury Avenue
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Fifth member

5.5 Name	Jennifer Korb Waldorf
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5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	5/2027
5.8 Telephone Number	773-934-5787
5.9 E-mail Address	jwaldorf@fountaindale.org
5.10 Home Address	300 Northridge Avenue
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Sixth member

5.5 Name	Ruth M. Newell
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-224-8048
5.9 E-mail Address	rnewell@fountaindale.org
5.10 Home Address	380 Ingleside Drive
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60490

Seventh member

5.5 Name	Robert "Bobby" Armstrong
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	5/2027
5.8 Telephone Number	630-770-9000
5.9 E-mail Address	barmstrong@fountaindale.org
5.10 Home Address	530 Whitehall Way
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Eighth member

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

Ninth member

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

FACILITY/FACILITIES (6.1-6.4)

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

6.1a Total square footage of the main library building [PLSC 711]	111,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	8
6.3b Total number of times meeting room(s) used by the public during the fiscal year	252
6.4a Total Number of Study Rooms	16
6.4b Total number of times study room(s) used by the public during the fiscal year	1,785

Capital Needs Assessment

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

Age of Facility

Please indicate the number of buildings in each category below.

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

Type of Work Needed

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

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$29,680	0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0

Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures	1	\$12,121	0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading	1	\$86,036	0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

Type of Work in Progress

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

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)	1	\$100,000	0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation	1	\$300,000	0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading	1	\$270,000	0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$32,547,554
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7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

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

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

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

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

Yes

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

The Fountaindale Public Library District accumulates funds in a Special Reserve Fund created in 1981 for the purpose of improving the facilities, furniture, and equipment of the District. Unexpended funds at the end of the fiscal year are transferred to the Special Reserve Fund. The fund's total is \$18,724,309 as of June 30, 2021, and had supported major projects including roof replacement, landscaping building improvements, and building repairs.

Liabilities

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

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

Yes

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

\$28,861,350

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

The outstanding liability is bonds

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$8,864,024
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$11,389,363

State Government

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

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

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

8.2 Per capita grant	\$84,603
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$181,025
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$265,628

Federal Government

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

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

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

Other Income

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

8.13 Monetary Gifts and Donations	\$2,800
8.14 Other receipts intended to be used for operating expenditures	\$2,458,143
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$2,460,943
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$11,590,595
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Safeguarding of Library Funds

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

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

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

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

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,979,700
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,054,455
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$5,034,155

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$380,757
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$345,782
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$246,478
10.3b Please provide an explanation of the other types of material expenditures.	Audiovisual material and other circulating equipment
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$973,017

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$4,827,942
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11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]**\$10,835,114****CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

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

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$506,868
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	17	17	\$585.45	637.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$70.25	37.50
	Deputy Director	Assistant Library Director	\$51.68	37.50
	Adult and Teen Services Manager	Adult Services	\$39.31	37.50
	Adult and Teen Services Assistant Manager	Adult Services	\$35.59	37.50
	Collection Services Manager	Collection Development Acquisitions	\$35.51	37.50
	Children's Services Manager	Children's Services	\$34.99	37.50
	Outreach Services Manager	Bookmobile	\$34.48	37.50
	Adult Collection Librarian	Collection Development Acquisitions	\$32.35	37.50
	Teen Services Librarian	Adult Services	\$31.96	37.50
	Children's Services Librarian	Children's Services	\$31.04	37.50
	Children's Services Assistant Manager	Children's Services	\$29.21	37.50
	Adult Services Librarian	Adult Services	\$27.88	37.50
	Readers Advisory Librarian	Adult Services	\$26.64	37.50
	Adult Services Programming Librarian	Adult Services	\$26.64	37.50
	Children's Collection Librarian	Children's Services	\$26.22	37.50
	Adult Services Librarian	Adult Services	\$25.85	37.50
	Cataloging Supervisor	Cataloging	\$25.85	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	15.94
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Group A hidden group hours

Group B

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

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

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	15.94

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	2,260.50
13.14 Minimum hourly rate actually paid	\$11.75
13.15 Maximum hourly rate actually paid	\$43.59
13.16 Total FTE Group C employees (13.13 / 40)	56.51

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	234.00
13.18 Minimum hourly rate actually paid	\$11.00
13.19 Maximum hourly rate actually paid	\$15.64
13.20 Total FTE Group D employees (13.17 / 40)	5.85

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	225.00
13.22 Minimum hourly rate actually paid	\$13.50
13.23 Maximum hourly rate actually paid	\$37.54
13.24 Total FTE Group E employees (13.21 / 40)	5.63
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	67.99
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	83.93

Librarian Vacancies

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

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

Newly Created Librarian Positions

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

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

Eliminated Librarian Positions

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

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

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

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

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

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,627
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	1,039
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	4,666
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	193,489
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

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

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

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

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

Passive Programs:

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

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

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	864	22,958	640	31,416
Young Adult	78	1,255	103	4,562
Other	154	1,136	144	15,261
Total	1,096	25,349	887	51,239
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	25,996
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	25,996
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

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

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

17.1 Print Materials [PLSC 450]	183,361
17.2 Current Print Serial Subscriptions [PLSC 460]	272
17.3 Total Print Materials (17.1+17.2)	183,633
17.4 E-books Held at end of the fiscal year [PLSC 451]	86,808
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	17,624
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	42,154
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] ²	43,010
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	5,342

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided

by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	59
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	75

USE OF RESOURCES (18.1 - 18.17)

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

18.1 Number of adult materials loaned	349,471
18.2 Number of young adult materials loaned	34,935
18.3 Number of children's materials loaned [PLSC 551]	260,059
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	644,465

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

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

18.5 Books- Physical	364,072
18.6 Videos/DVDs- Physical	151,631
18.7 Audios (include music)- Physical	24,431
18.8 Magazines/Periodicals- Physical	7,741
18.9 Other Items- Physical	13,566
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	561,441
18.11 Use of Electronic Materials [PLSC 552]	83,024
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	644,465
18.13 Successful Retrieval of Electronic Information [PLSC 554]	59,829
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	142,853
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	704,294
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	81,939
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	72,120

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	34,083
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	2,446
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AUTOMATION (20.1 - 20.5)

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

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

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1gb
21.3 What is the monthly cost of the library's internet access?	\$2,944
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	139
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	23,449
21.6 Wireless Sessions Per Year [PLSC 652]	201,266
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	221,217 --Select--

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$6,667
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,138.25
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Rolled out automatic renewal of library cards using Patron Point.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	No
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

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

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

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

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Jennifer Korb Waldorf
25.4 Second board member completing the audit	Marcelo Valencia
25.5 Date the Secretary's Audit was completed	07/15/2021

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 2.11c Square footage change because we acquired a new bookmobile and retired our old one. (0-2021-07-19)

², 17.6a The decrease is due to no longer subscribing to the RB Digital content since the company was acquired by OverDrive and the service discontinued. (0-2021-07-19)

Attendance, Punctuality and Dependability- DRAFT July 2021

Because the District depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. The District will not tolerate unreported or excessive absences, tardiness or abuse of sick leave, and these failures may lead to disciplinary action, up to and including termination. The District may require supporting documentation, such as a doctor's note, be furnished in connection with any absence(s).

An employee must follow their department's procedures for reporting absences, and must do so as far in advance as possible, but no later than 30 minutes before their scheduled starting time if they expect to be late or absent.

This policy applies for each day of their absence unless the absence is covered under the Family Medical Leave Act (FMLA). An employee who fails to follow departmental procedures for reporting may be considered as having an unauthorized absence.

~~All absences shall be charged against the employee's sick leave if ill. Vacation and personal leave allowances shall be charged for other reasons. If sick leave has been exhausted, the absences shall be charged against vacation and personal leave allowances. Employees who have neither sick leave nor vacation available shall not be paid for the time absent. Time off without pay shall not be granted to any employee who has a balance of sick leave, vacation hours, personal days, or floating holidays.~~

All absences will be charged against the employee's available paid time off benefits following the appropriate policy guidelines.

Employees shall not be paid for time absent when no eligible paid time off benefits are available.

Unpaid leaves of absence may be requested, however, approval will be based on the needs of the District and the department. Please refer to the District's Leave of Absence Without Pay Policy.

A careful record of absenteeism and lateness is kept by the employee's supervisor. ~~and becomes part of the personnel record.~~ To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in termination.

Vacation - DRAFT July 2021

Annually, employees need time away from the workplace. The Fountaindale Public Library District encourages staff to take time away from work to rest, relax and recharge.

All full-time and regular part-time employees of the District shall receive an annual vacation with pay. Seasonal employees are not eligible for this benefit.

Vacations for all employees are subject to prior approval by the employee's supervisor/manager. When an employee is requesting a full work week of vacation, the department manager's approval must be obtained as well. Requests should be submitted and approved as far in advance as possible. Due to the District's needs, approved employee vacation requests may be cancelled.

Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Employees who have no vacation, ~~allowance or other paid time off benefits~~, **personal time, or supplemental floating holiday accruals** available may request time off without pay. Please refer to the Leave of Absence without Pay policy.

Sick leave accruals may only be used for reasons stated in the Absence Due to Illness/Sick policy and may not be used for vacation.

No vacation will be earned when an employee is on an unpaid leave of absence.

Employees who change employment status from part-time to full-time or full-time to part-time will receive a pro-rated vacation allowance on ~~his or her~~ **their** employment anniversary date. When determining the amount of vacation allowance to be given, years of service is calculated from the date an employee changes status from part-time to full-time or full-time to part-time.

Employees are required to substitute vacation time during any period of unpaid leave under the Family and Medical Leave Act.

Accrued but unused vacation allowance shall be paid out to an employee upon termination of employment.

Exempt Full-Time

Employees in exempt full-time positions shall be granted 180 hours of annual vacation with pay.

The annual vacation allowance shall be made available to each employee on ~~his or her~~ **their** employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, exempt full-time employees may take up to 90 hours of vacation time. On ~~his or her~~ **their** first year anniversary, employees are granted the remaining time off from the first year's vacation allowance earned to be used during ~~his or her~~ **their** second year of employment.

Non-Exempt Full-Time

Employees in non-exempt full-time positions shall have the following vacation schedule:

Employment Anniversary Date	Vacation Hours with Pay
1 year - 3 years	120
4 years - 10 years	150
11 years and over	180

The annual vacation allowance shall be made available to each employee on ~~his or her~~ **their** employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt full-time employees may take up to 60 hours of vacation time. On the first year anniversary, employees are granted the remaining time off from ~~his or her~~ **their** first year's vacation allowance earned to be used during ~~his or her~~ **their** second year of employment.

Non-Exempt Part-Time

Employees in non-exempt part-time positions shall have the following vacation schedule:

Employment Anniversary Date	Vacation Time with Pay(*)
1 year - 3 years	1 week
4 years - 10 years	2 weeks
11 years and over	3 weeks

(*) Hours per week are equal to the number of weekly hours hired for and regularly scheduled; such as 19 or 25 hours.

The annual vacation allowance shall be made available to each employee on ~~his or her~~ **their** employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt part-time employees may take up to one half of the annual accrual

hours of vacation time; 10 hours for staff working 19 hours per week, and 15 hours for staff working 25 hours per week. On the first year anniversary, employees are granted the remaining time off from ~~his or her~~ **their** first year's vacation allowance earned to be used during ~~his or her~~ **their** second year of employment.

Supplemental Floating Holidays- DRAFT July 2021

Supplemental floating holiday time may be granted by the Board in some cases. Supplemental floating holidays may be used at the employee's discretion with the approval of the employee's supervisor. Supplemental floating holiday time not used by December 31 of the calendar year in which it is granted will be forfeited.

Employees are required to substitute supplemental floating holiday time during any period of unpaid leave under the Family and Medical Leave Act.

Leave of Absence without Pay- DRAFT July 2021

Occasionally, for personal or other reasons, you may need to apply for an unpaid general leave of absence when you do not qualify for a leave under another of the Library's policies and/or pursuant to law. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Executive Director.

Any request for a leave of absence without pay shall be submitted in writing to the Executive Director via the employee's direct supervisor. The request shall state the reason for the leave and the beginning and end date of the leave. If exact dates are unknown, the request shall state anticipated dates when the leave shall begin and end. The request shall be submitted as soon as it is known such leave of absence is needed. If the reason for the leave of absence is reasonably foreseeable, the employee should request the leave at least 30 days in advance.

Conditions

~~All paid leave time must be exhausted before an unpaid leave of absence will be considered.~~

Employees who request a leave for a non-medical reason, are required to use all available vacation, personal time, and supplemental floating holiday accruals prior to an unpaid leave of absence being considered.

Employees requesting a leave for a medical reason, are required to use all sick, vacation, personal time, and supplemental floating holiday accruals prior to an unpaid leave of absence being considered.

Employees must be employed for at least 6 months prior to the requested leave.

The employee's current attendance record will be taken into consideration when reviewing the request.

A maximum of two leaves of absence without pay may be requested in a 12-month period. The total of two leaves of absences without pay may not exceed 40 calendar days combined.

Failure to return from a leave of absence at the time agreed upon is regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to the Executive Director via the employee's direct supervisor prior to the agreed upon return date.

Benefits While on Leave

Any leave of absence granted after paid time off is exhausted shall be without pay or accrual of paid time off.

While on an unpaid leave of absence, a health benefit-eligible employee is responsible for paying for the continuation of health benefits and must make prior arrangements for payment with the Human Resources Manager.

For employees enrolled in IMRF, please refer to the IMRF Benefit Protection Leave Policy listed under Benefits in the Employee Handbook.

Return to work

While the Library will make every effort to reinstate the employee to ~~his or her~~ **their** previous position, there are no guarantees.

For medical leaves not covered under the Family Medical Leave Act, an employee returning to work must present to the Human Resources Manager a doctor's statement that the employee is able to resume activities on a regular basis with or without accommodations before the employee returns to work.

Fountaindale Public Library District

Cash and Investment

July 31, 2021

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$608,322.52	\$9,506.74	\$617,829.26
Cash Checking/Payroll	\$178,891.41	\$12,263.20	\$191,154.61
Petty Cash	\$2,732.09	\$0.00	\$2,732.09
Total Cash	<u>\$789,946.02</u>	<u>\$21,769.94</u>	<u>\$811,715.96</u>
Investments			
Investment - General Fund/Wintrust MM	\$6,332,440.01	(\$882,732.10)	\$5,449,707.91
Investment - IL Funds/General	\$71,235.59	\$1.24	\$71,236.83
Investment - IL Funds/INB/E-Pay	\$66,581.50	\$214.61	\$66,796.11
Investment - Special Reserve/Wintrust MM	\$2,078,944.22	\$34.17	\$2,078,978.39
Investment - Working Cash/Wintrust MM	\$1,072,520.67	\$17.63	\$1,072,538.30
Investment - Special Reserve/PMA	\$16,645,365.03	(\$6,695.11)	\$16,638,669.92
Total Investments	<u>\$26,267,087.02</u>	<u>(\$889,159.56)</u>	<u>\$25,377,927.46</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,434,427.91	(\$350,980.02)	\$1,083,447.89
Total Bond Fund	<u>\$1,434,427.91</u>	<u>(\$350,980.02)</u>	<u>\$1,083,447.89</u>
Total Cash and Investments	<u><u>\$28,491,460.95</u></u>	<u><u>(\$1,218,369.64)</u></u>	<u><u>\$27,273,091.31</u></u>

Special Res. PMA - 0.473%

General - IL Fund - 0.020%

Money Market Wintrust - 0.070%

Fountaindale Public Library District

Revenue Report as of July 31, 2021

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020	\$218,554.41	\$218,554.41	4.22%	\$5,181,200.77	\$4,962,646.36
Property Tax Dupage 2020	\$4,940.03	\$4,940.03	4.67%	\$105,738.79	\$100,798.76
Property Tax Will - 2021	\$0.00	\$0.00	0.00%	\$4,506,143.28	\$4,506,143.28
Property Tax Dupage - 2021	\$0.00	\$0.00	0.00%	\$91,962.11	\$91,962.11
Other Tax	\$37,003.04	\$37,003.04	31.40%	\$117,843.00	\$80,839.96
Interest	\$23,213.81	\$23,213.81	18.28%	\$127,010.00	\$103,796.19
Circulation Fees	\$1,358.35	\$1,358.35	9.70%	\$14,000.00	\$12,641.65
Copy Machines	\$341.40	\$341.40	6.83%	\$5,000.00	\$4,658.60
Fax Machine	\$479.09	\$479.09	9.58%	\$5,000.00	\$4,520.91
Printing	\$1,360.75	\$1,360.75	9.07%	\$15,000.00	\$13,639.25
Miscellaneous	\$4,903.89	\$4,903.89	122.60%	\$4,000.00	(\$903.89)
Reimbursements	\$14.80	\$14.80	0.74%	\$2,000.00	\$1,985.20
Board Reimbursements	\$50.00	\$50.00	25.00%	\$200.00	\$150.00
Leases	\$0.00	\$0.00	0.00%	\$300.00	\$300.00
Grant Income	\$0.00	\$0.00	0.00%	\$84,604.00	\$84,604.00
Total Operating Funds	\$292,219.57	\$292,219.57	2.85%	\$10,260,001.95	\$9,967,782.38
Bond Fund					
Property Tax - Will 2020	\$71,541.40	\$71,541.40	4.22%	\$1,696,303.40	\$1,624,762.00
Property Tax - Dupage 2020	\$1,632.89	\$1,632.89	4.72%	\$34,618.44	\$32,985.55
Property Tax - Will 2021	\$0.00	\$0.00	0.00%	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2021	\$0.00	\$0.00	0.00%	\$38,931.36	\$38,931.36
Interest Bond Fund	\$20.69	\$20.69	0.41%	\$5,000.00	\$4,979.31
Total Bond Fund	\$73,194.98	\$73,194.98	1.99%	\$3,682,489.84	\$3,609,294.86
Total Revenue	\$365,414.55	\$365,414.55	2.62%	\$13,942,491.79	\$13,577,077.24

Fountaindale Public Library District

Expenditure Report

July 31, 2021

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$487,987.11	\$487,987.11	10.04%	\$4,859,000.00	\$4,371,012.89
Contractual Services	\$78,951.18	\$78,951.18	14.33%	\$551,000.00	\$472,048.82
Supplies & Utilities	\$939.80	\$939.80	0.16%	\$583,600.00	\$582,660.20
Library Materials	\$6,090.00	\$6,090.00	0.48%	\$1,256,500.00	\$1,250,410.00
Capital Expenditures	\$0.00	\$0.00	0.00%	\$853,322.00	\$853,322.00
Miscellaneous	\$259.00	\$259.00	0.35%	\$75,000.00	\$74,741.00
Per Capita Grant	\$0.00	\$0.00	0.00%	\$99,832.00	\$99,832.00
Total General Fund Expenditures	\$574,227.09	\$574,227.09	6.94%	\$8,278,254.00	\$7,704,026.91
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00%	\$12,100.00	\$12,100.00
Liability Insurance Fund Expenditures	\$0.00	\$0.00	0.00%	\$152,500.00	\$152,500.00
Soc Sec/IMRF Fund Expenditures	\$63,155.19	\$63,155.19	8.67%	\$728,320.00	\$665,164.81
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$2,319.37	\$2,319.37	0.69%	\$336,500.00	\$334,180.63
Total Other Fund Expenditures	\$65,474.56	\$65,474.56	5.33%	\$1,229,520.00	\$1,164,045.44
Total Expenditures - Operating Funds	\$639,701.65	\$639,701.65	6.73%	\$9,507,774.00	\$8,868,072.35
Bond Fund Expenditures					
Principal Payment - 2016A	\$0.00	\$0.00	0.00%	\$875,000.00	\$875,000.00
Interest Payment - 2016A	\$84,900.00	\$84,900.00	50.00%	\$169,800.00	\$84,900.00
Principal Payment - 2018	\$0.00	\$0.00	0.00%	\$1,240,000.00	\$1,240,000.00
Interest Payment - 2018	\$193,875.00	\$193,875.00	50.00%	\$387,750.00	\$193,875.00
Principal Payment - 2019	\$0.00	\$0.00	0.00%	\$25,000.00	\$25,000.00
Interest Payment - 2019	\$145,400.00	\$145,400.00	50.00%	\$290,800.00	\$145,400.00
Total Bond Fund Expenditures	\$424,175.00	\$424,175.00	14.19%	\$2,988,350.00	\$2,564,175.00
Total	\$424,175.00	\$424,175.00	14.19%	\$2,988,350.00	\$2,564,175.00
Total Expenditures - All Funds	\$1,063,876.65	\$1,063,876.65	8.51%	\$12,496,124.00	\$11,432,247.35

Fountaindale Public Library District

Bills Paid - Operating Account

August 1, 2021

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - August 2021	8/1/2021	55780	1-4192-10	\$25,334.41
Dearborn National Life Insurance Company	Employer Insurance Contribution - August 2021	8/1/2021	55781	1-4192-10	\$533.45
Illinois Municipal Retirement Fund	Employer Insurance Contribution - July 2021	8/1/2021	880	5-4142-10	\$44,407.77
LIMRiCC Unemployment Compensation Group	Unemployment Insurance - 2nd Quarter Ending 06/30/2021	8/1/2021	55782	3-4143-10	\$1,953.67
					\$72,229.30


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - July 2021
Gross Payroll \$458,064.76
FICA \$33,784.36
Total Gross Payroll & FICA **\$491,849.12**

Fountaindale Public Library District
Bills Payable Report
August 19, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.				
	Building - New Hire FPLD Lanyards	9142642	1-4735-10	\$ 271.10
	Outreach - FPLD Back to School Giveaways	9139909	1-4735-10	1,244.91
	<i>Totals for 4imprint, Inc.</i>			\$ 1,516.01
Ali Baig				
	Program - Trivia Night with Baig of Tricks - 9/13/21	AB091321	1-4571-24	75.00
	<i>Totals for Ali Baig</i>			\$ 75.00
Allyse Schiller				
	Reimbursement - Ehlers Certified Mail Postage	AS071621	1-4381-10	4.15
	<i>Totals for Allyse Schiller</i>			\$ 4.15
Amanda E. Standerfer				
	Petrov - Fast Forward Library Leadership Cohort - Fall 2021	202107285	1-4151-10	350.00
	<i>Totals for Amanda E. Standerfer</i>			\$ 350.00
Amazon				
	ATSD - Fall Fandom Fest Cutting Plates	A4-2122	1-4353-24	12.04
	Outreach - Bells & Construction Paper Program Supplies	A2-2122	1-4353-28	19.11
	Outreach - Bkm License Plate Screws	A2-2122	1-4235-29	5.65
	Periodicals	0660346-AUG21	1-4511-26	49.95
	Books - Adult Fiction	0660346-AUG21	1-4540-26	196.80
	Books - Adult Non-Fiction	0660346-AUG21	1-4541-26	53.87
	Music - Adult	0660346-AUG21	1-4550-26	169.13
	DVD - Juvenile	0660346-AUG21	1-4558-26	55.90
	Video Games - YA	0660346-AUG21	1-4563-26	179.96
	Periodicals	0660346-AUG21	1-4511-29	12.00
	Library Materials - Shipping Costs	0660346-AUG21	1-4519-26	7.68
	<i>Totals for Amazon</i>			\$ 762.09
American Library Association				
	Newell Membership - 10/1/21-9/30/22	0082163	1-4161-16	142.00
	Valencia Membership - 4/30/21-4/29/22	2153203	1-4161-16	67.00
	Mills Membership - 7/1/21-6/30/22	0223754	1-4161-10	225.00
	<i>Totals for American Library Association</i>			\$ 434.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - August 2021	INV428275	1-4253-10	195.70
	<i>Totals for AmeriFlex Business Solutions</i>			\$ 195.70

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Bills Payable Report
August 19, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Anita Boyd				
	Program - Gen. Club - Reconstruct Susan's Family - 8/25/21	AB082521	1-4571-24	\$ 200.00
	<i>Totals for Anita Boyd</i>			\$ 200.00
ArchiveSocial, Inc.				
	Annual Social Media Archiving Subscription - 8/11/21-8/20/22	14537	1-4631-14	3,591.00
	<i>Totals for ArchiveSocial, Inc.</i>			\$ 3,591.00
AT & T				
	Internet Agreement - July 2021	1408283602	1-4314-14	978.78
	<i>Totals for AT & T</i>			\$ 978.78
AT & T Mobility - National Business Services				
	Telephone Service - 6/22/21-7/21/21	18214163	1-4311-14	259.77
	<i>Totals for AT & T Mobility - National Business Services</i>			\$ 259.77
ATLAS				
	Library Membership - 7/1/21-6/30/22	2122	1-4162-10	50.00
	<i>Totals for ATLAS</i>			\$ 50.00
Baker & Taylor - C009233				
	Library Materials - Processing Costs	5017060215	1-4518-26	5.75
	Library Materials - Processing Costs	5017090173	1-4518-26	16.10
	Library Materials - Processing Costs	5017116102	1-4518-26	3.45
	Library Materials - Shipping Costs	5017060215	1-4519-26	0.44
	Library Materials - Shipping Costs	5017090173	1-4519-26	1.93
	Library Materials - Shipping Costs	5017116102	1-4519-26	0.22
	Books - Adult Non-Fiction	5017060215	1-4541-26	87.33
	Books - Adult Non-Fiction	5017090173	1-4541-26	385.39
	Books - Adult Non-Fiction	5017116102	1-4541-26	43.38
	<i>Totals for Baker & Taylor - C009233</i>			\$ 543.99

Fountaindale Public Library District
Bills Payable Report
August 19, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Library Materials - Shipping Costs	2035976137	1-4519-29	\$ 1.25
	Library Materials - Shipping Costs	2036042649	1-4519-29	1.32
	Library Materials - Shipping Costs	2036073473	1-4519-29	0.93
	Library Materials - Shipping Costs	2036078593	1-4519-29	0.57
	Library Materials - Shipping Costs	2036056754	1-4519-29	0.94
	Library Materials - Shipping Costs	2036097112	1-4519-29	0.61
	Library Materials - Shipping Costs	2036091481	1-4519-29	3.08
	Books - Juvenile World Languages	2035976137	1-4526-29	12.59
	Books - Juvenile World Languages	2036042649	1-4526-29	12.05
	Books - Juvenile World Languages	2036056754	1-4526-29	9.75
	Library Materials - Processing Costs	2035976137	1-4518-29	11.55
	Library Materials - Processing Costs	2036042649	1-4518-29	11.79
	Library Materials - Processing Costs	2036073473	1-4518-29	8.61
	Library Materials - Processing Costs	2036078593	1-4518-29	4.05
	Library Materials - Processing Costs	2036056754	1-4518-29	6.54
	Library Materials - Processing Costs	2036097112	1-4518-29	6.72
	Library Materials - Processing Costs	2036091481	1-4518-29	27.33
	Books - Adult Fiction	2035976137	1-4540-29	49.99
	Books - Adult Fiction	2036073473	1-4540-29	15.53
	Books - Adult Fiction	2036056754	1-4540-29	15.53
	Books - Adult Fiction	2036097112	1-4540-29	15.53
	Books - Adult Fiction	2036091481	1-4540-29	511.58
	Books - Adult Non-Fiction	2035976137	1-4541-29	27.02
	Books - Adult Non-Fiction	2036042649	1-4541-29	67.60
	Books - Adult Non-Fiction	2036073473	1-4541-29	42.32
	Books - Adult Non-Fiction	2036078593	1-4541-29	16.09
	Books - Adult Non-Fiction	2036056754	1-4541-29	22.16
	Books - Adult Non-Fiction	2036091481	1-4541-29	28.03
	Books - Adult Large Print	2035976137	1-4543-29	17.83
	Books - Adult Large Print	2036042649	1-4543-29	18.00
	Books - Adult Large Print	2036073473	1-4543-29	50.84
	Books - Adult Large Print	2036056754	1-4543-29	116.51
	Books - Adult Large Print	2036097112	1-4543-29	18.59
	Books - Adult Large Print	2036091481	1-4543-29	18.59
	Books - Juvenile Fiction	2035976137	1-4544-29	73.76
	Books - Juvenile Fiction	2036042649	1-4544-29	105.20
	Books - Juvenile Fiction	2036073473	1-4544-29	40.98
	Books - Juvenile Fiction	2036078593	1-4544-29	88.54

Fountaindale Public Library District
Bills Payable Report
August 19, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Juvenile Fiction	2036056754	1-4544-29	\$ 7.79
	Books - Juvenile Fiction	2036097112	1-4544-29	4.79
	Books - Juvenile Fiction	2036091481	1-4544-29	39.17
	Books - Juvenile Easy	2035976137	1-4546-29	69.36
	Books - Juvenile Easy	2036042649	1-4546-29	55.05
	Books - Juvenile Easy	2036073473	1-4546-29	36.91
	Books - Juvenile Easy	2036078593	1-4546-29	10.34
	Books - Juvenile Easy	2036056754	1-4546-29	15.81
	Books - Juvenile Easy	2036097112	1-4546-29	84.03
	Books - Juvenile Easy	2036091481	1-4546-29	19.34
	Books - Young Adult Fiction	2036042649	1-4548-29	6.59
	<i>Totals for Baker & Taylor - L420685</i>			<u>\$ 1,829.08</u>

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Bills Payable Report
August 19, 2021

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Young Adult Fiction	2036050024	1-4548-26	\$ 122.22
	Books - Young Adult Non-Fiction	2036050024	1-4549-26	42.59
	Books - Young Adult Non-Fiction	2036025728	1-4549-26	26.11
	Books - Young Adult Non-Fiction	2036038041	1-4549-26	5.39
	Books - Young Adult Non-Fiction	2036063235	1-4549-26	35.06
	Library Materials - Shipping Costs	2036050024	1-4519-26	6.09
	Library Materials - Shipping Costs	2036025728	1-4519-26	15.49
	Library Materials - Shipping Costs	2036038041	1-4519-26	9.40
	Library Materials - Shipping Costs	2036095113	1-4519-26	1.84
	Library Materials - Shipping Costs	2036110688	1-4519-26	3.15
	Library Materials - Shipping Costs	2036087088	1-4519-26	3.94
	Library Materials - Shipping Costs	2036091543	1-4519-26	3.68
	Library Materials - Shipping Costs	2036108095	1-4519-26	6.82
	Library Materials - Processing Costs	2036050024	1-4518-26	79.26
	Library Materials - Processing Costs	2036025728	1-4518-26	183.69
	Library Materials - Processing Costs	2036038041	1-4518-26	113.13
	Books - Juvenile World Languages	2036038041	1-4526-26	36.67
	Books - Juvenile World Languages	2036063235	1-4526-26	9.75
	Library Materials - Processing Costs	2036095113	1-4518-26	18.60
	Library Materials - Processing Costs	2036110688	1-4518-26	40.47
	Library Materials - Processing Costs	2036087088	1-4518-26	55.77
	Library Materials - Processing Costs	2036091543	1-4518-26	46.78
	Library Materials - Processing Costs	2036108095	1-4518-26	81.12
	Library Materials - Processing Costs	2036063235	1-4518-26	41.82
	Library Materials - Processing Costs	2036084714	1-4518-26	75.24
	Library Materials - Processing Costs	2036075063	1-4518-26	406.20
	Library Materials - Processing Costs	2036078983	1-4518-26	82.77
	Books - Adult World Languages	2036050024	1-4525-26	13.77
	Books - Adult World Languages	2036025728	1-4525-26	30.12
	Books - Adult World Languages	2036038041	1-4525-26	25.14
	Books - Adult World Languages	2036084714	1-4525-26	9.60
	Books - Adult World Languages	2036075063	1-4525-26	76.74
	Books - Adult World Languages	2036091543	1-4525-26	55.08
	Library Materials - Shipping Costs	2036063235	1-4519-26	4.70
	Library Materials - Shipping Costs	2036084714	1-4519-26	3.85
	Library Materials - Shipping Costs	2036075063	1-4519-26	25.00
	Library Materials - Shipping Costs	2036078983	1-4519-26	6.47
	Books - Juvenile Fiction	2036063235	1-4544-26	153.28

Fountaindale Public Library District
Bills Payable Report
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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Easy	2036050024	1-4546-26	\$ 76.11
	Books - Juvenile Easy	2036025728	1-4546-26	435.73
	Books - Juvenile Easy	2036038041	1-4546-26	99.42
	Books - Juvenile Easy	2036075063	1-4546-26	111.59
	Books - Juvenile Easy	2036110688	1-4546-26	26.58
	Books - Juvenile Easy	2036087088	1-4546-26	45.36
	Books - Juvenile Easy	2036091543	1-4546-26	23.74
	Books - Juvenile Easy	2036108095	1-4546-26	61.22
	Books - Juvenile Easy	2036063235	1-4546-26	55.40
	Books - Young Adult Fiction	2036025728	1-4548-26	87.74
	Books - Young Adult Fiction	2036038041	1-4548-26	106.41
	Books - Young Adult Fiction	2036063235	1-4548-26	48.68
	Books - Young Adult Fiction	2036084714	1-4548-26	13.30
	Books - Young Adult Fiction	2036078983	1-4548-26	48.42
	Books - Young Adult Fiction	2036095113	1-4548-26	7.79
	Books - Young Adult Fiction	2036091543	1-4548-26	19.78
	Books - Young Adult Fiction	2036108095	1-4548-26	7.79
	Books - Adult Large Print	2036084714	1-4543-26	49.98
	Books - Adult Large Print	2036075063	1-4543-26	238.23
	Books - Adult Large Print	2036078983	1-4543-26	33.60
	Books - Adult Large Print	2036095113	1-4543-26	17.40
	Books - Adult Large Print	2036110688	1-4543-26	17.40
	Books - Adult Large Print	2036087088	1-4543-26	18.59
	Books - Adult Large Print	2036091543	1-4543-26	61.18
	Books - Adult Large Print	2036108095	1-4543-26	114.89
	Books - Juvenile Fiction	2036050024	1-4544-26	355.24
	Books - Adult Large Print	2036025728	1-4543-26	306.73
	Books - Adult Large Print	2036038041	1-4543-26	197.99
	Books - Adult Large Print	2036063235	1-4543-26	237.73
	Books - Juvenile Fiction	2036025728	1-4544-26	944.10
	Books - Juvenile Fiction	2036038041	1-4544-26	295.23
	Books - Juvenile Fiction	2036084714	1-4544-26	146.52
	Books - Juvenile Fiction	2036075063	1-4544-26	216.40
	Books - Juvenile Fiction	2036078983	1-4544-26	739.45
	Books - Juvenile Fiction	2036095113	1-4544-26	29.50
	Books - Juvenile Fiction	2036110688	1-4544-26	49.99
	Books - Juvenile Fiction	2036087088	1-4544-26	128.72
	Books - Juvenile Fiction	2036091543	1-4544-26	47.12

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Fiction	2036108095	1-4544-26	\$ 309.74
	Books - Adult Fiction	2036095113	1-4540-26	128.85
	Books - Adult Fiction	2036110688	1-4540-26	318.29
	Books - Adult Fiction	2036087088	1-4540-26	474.86
	Books - Adult Fiction	2036091543	1-4540-26	291.14
	Books - Adult Fiction	2036108095	1-4540-26	617.63
	Books - Adult Non-Fiction	2036050024	1-4541-26	247.62
	Books - Adult Non-Fiction	2036095113	1-4541-26	184.18
	Books - Adult Non-Fiction	2036110688	1-4541-26	216.83
	Books - Adult Non-Fiction	2036087088	1-4541-26	120.02
	Books - Adult Non-Fiction	2036091543	1-4541-26	237.53
	Books - Adult Non-Fiction	2036108095	1-4541-26	252.73
	Books - Adult Large Print	2036050024	1-4543-26	49.19
	Books - Adult Non-Fiction	2036025728	1-4541-26	374.51
	Books - Adult Non-Fiction	2036038041	1-4541-26	480.41
	Books - Adult Non-Fiction	2036063235	1-4541-26	304.51
	Books - Adult Non-Fiction	2036084714	1-4541-26	165.48
	Books - Adult Non-Fiction	2036075063	1-4541-26	2,712.71
	Books - Adult Non-Fiction	2036078983	1-4541-26	259.56
	Books - Adult Fiction	2036050024	1-4540-26	312.14
	Books - Adult Fiction	2036025728	1-4540-26	893.51
	Books - Adult Fiction	2036038041	1-4540-26	634.30
	Books - Adult Fiction	2036063235	1-4540-26	95.36
	Books - Adult Fiction	2036084714	1-4540-26	385.52
	Books - Adult Fiction	2036075063	1-4540-26	3,518.49
	Books - Adult Fiction	2036078983	1-4540-26	212.65
	<i>Totals for Baker & Taylor - L420686</i>			\$ 21,275.61
Belynda Head				
	Program - R&B Line Dancing - 9/12/21	BH091221	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Beth C. Sair				
	Program - If Statues Could Talk Part 1 - 9/14/21	BCS091421	1-4571-24	150.00
	<i>Totals for Beth C. Sair</i>			\$ 150.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	Audiobooks - Adult	1230209	1-4551-26	\$ 299.96
	Audiobooks - Adult	1232248	1-4551-26	299.97
	<i>Totals for Blackstone Publishing</i>			\$ 599.93
Bolingbrook Park District				
	Program - Water Conservation - 9/15/21	BPD091521	1-4573-24	100.00
	<i>Totals for Bolingbrook Park District</i>			\$ 100.00
Brighton Memorial Library District				
	Lost/Damaged Item - Hurricanes and Twisters	208603104	1-3310-30	8.25
	<i>Totals for Brighton Memorial Library District</i>			\$ 8.25
Call One				
	Telephone & Internet - 7/15/21-8/14/21	430002	1-4314-14	1,968.00
	Telephone & Internet - 7/15/21-8/14/21	430002	1-4312-14	1,078.87
	<i>Totals for Call One</i>			\$ 3,046.87
Carnell Jr. Smith				
	Refund - Start Your Own Freight Brokerage Business	CJS2643	1-3310-10	19.95
	<i>Totals for Carnell Jr. Smith</i>			\$ 19.95
Carolyn Boyer				
	Mileage - 7/16/21-8/2/21	CB080321	1-4171-10	56.34
	<i>Totals for Carolyn Boyer</i>			\$ 56.34
Carolyn Washington				
	Refund - Ethic II	CW0494	1-3310-10	16.99
	<i>Totals for Carolyn Washington</i>			\$ 16.99
Center Point Large Print				
	Books - Adult Large Print	1860525	1-4543-26	140.22
	<i>Totals for Center Point Large Print</i>			\$ 140.22
Chicago Tribune				
	Periodicals	40172770	1-4511-26	291.34
	<i>Totals for Chicago Tribune</i>			\$ 291.34
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	201232	1-4545-26	77.88
	Books - Juvenile Non-Fiction	200258	1-4545-26	111.86
	Books - Juvenile Non-Fiction	199390	1-4545-29	141.80
	<i>Totals for Children's Plus Inc.</i>			\$ 331.54

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Christine Thornton	Program - Fall Forest Blue Sky - 9/9/21	CT090921	1-4571-24	\$ 325.00
	<i>Totals for Christine Thornton</i>			<u>\$ 325.00</u>
Christopher Murry	Refund - Military Advantage: Themilitary.com Guide	CM4594	1-3310-10	15.00
	<i>Totals for Christopher Murry</i>			<u>\$ 15.00</u>
Christopher Tracy	Program - Gen. Club - Cite That Source - 9/8/21	CT090821	1-4571-24	200.00
	<i>Totals for Christopher Tracy</i>			<u>\$ 200.00</u>
Cintas Corporation	10 FPLD Staff - First Aid/CPR/AED/Narcan Training	8405238063	1-4151-10	1,719.92
	<i>Totals for Cintas Corporation</i>			<u>\$ 1,719.92</u>
Comcast Cable	Cable - 7/3/21-8/2/21	0367494-JULY21	1-4316-14	103.03
	Cable - 8/3/21-9/2/21	0367494-AUGUST2	1-4316-14	103.03
	<i>Totals for Comcast Cable</i>			<u>\$ 206.06</u>
Constellation NewEnergy, Inc.	Electricity - 5/28/21-6/29/21	20564900101	1-4321-30	18,109.28
	Electricity - 6/29/21-7/29/21	60193354501	1-4321-30	18,213.86
	<i>Totals for Constellation NewEnergy, Inc.</i>			<u>\$ 36,323.14</u>
Corporate Artworks, Ltd.	Framed Board Members Photo & Name Plates	1052	1-4691-10	970.00
	<i>Totals for Corporate Artworks, Ltd.</i>			<u>\$ 970.00</u>
Daily Southtown	Periodicals	74033238	1-4511-26	131.50
	<i>Totals for Daily Southtown</i>			<u>\$ 131.50</u>
Demco, Inc.	CSD - Program Stickers	6981557	1-4353-20	22.93
	<i>Totals for Demco, Inc.</i>			<u>\$ 22.93</u>
Discount School Supply	CSD - Various Program Supplies	D69441640101	1-4353-20	314.64
	CSD - Various Program Supplies	P40642280101	1-4353-20	182.86
	<i>Totals for Discount School Supply</i>			<u>\$ 497.50</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Elite Detailing Services, Inc.	3 Vehicles Exterior & Interior Washes - 7/15/21	943H265CMC	1-4235-29	\$ 195.00
	<i>Totals for Elite Detailing Services, Inc.</i>			\$ 195.00
FedEx	Studio - Prusa Shipping Charges	3-378-44248	1-4568-27	43.49
	<i>Totals for FedEx</i>			\$ 43.49
Findaway World, LLC	Launchpads - Juvenile	350223	1-4566-26	69.99
	Audiobooks - Adult	355761	1-4551-26	44.78
	<i>Totals for Findaway World, LLC</i>			\$ 114.77

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Rentals Unlimited - 2021 Summer Adventure End Tent Deposit	N7148-AUG21	1-4575-10	\$ 123.00
	Shutterstock - Communications - 5 Promo Images	N7148-AUG21	1-4731-10	49.00
	Facebook - Monthly Ads	M4566-AUG21	1-4731-10	115.12
	Mailchimp - Monthly Subscription	M4566-AUG21	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-AUG21	1-4731-10	29.00
	Meet Up Org - Comm. - 6 Month Adult Program Promotion	M4566-AUG21	1-4731-10	98.94
	Rentals Unlimited - 2021 Summer Adventure End Final Payment	N7148-AUG21	1-4571-24	283.50
	Homelessness Training - Circulating Picture Books	T7780-AUG21	1-4546-29	24.96
	Homelessness Training - Circulating Picture Books	T7780-AUG21	1-4519-26	24.98
	Avery Products - YA Collection Labels	T7780-AUG21	1-4519-26	3.95
	Mobile Beacon - IT - 16 Patron Mobile Hotspot Usage Renewals	N7148-AUG21	1-4348-14	1,920.00
	Mobile Beacon - IT - 6 Patron Mobile Hotspot Usage Renewals	N7148-AUG21	1-4348-14	720.00
	Techsoup - IT - 11 Patron Mobile Hotspot Usage Annual Fee	N7148-AUG21	1-4348-14	165.00
	Alonti Cafe & Catering - July 2021 PLC Board Meeting Lunches	N7148-AUG21	1-4715-10	110.00
	Panera - July 2021 Donuts & Pastries Coffee & Pastries	N7148-AUG21	1-4715-10	27.78
	Netflix - 4/12 Additional Roku Monthly Subscription	N7148-AUG21	1-4523-26	13.99
	Netflix - 4/12 Additional Roku Monthly Subscription	N7148-AUG21	1-4523-26	17.99
	Netflix - 4/12 Additional Roku Monthly Subscription	M4566-AUG21	1-4523-26	17.99
	Netflix - 4/12 Roku Monthly Subscription	T7780-AUG21	1-4523-26	17.99
	Netflix - 4/12 Roku Monthly Subscription	T7780-AUG21	1-4523-26	17.99
	Netflix - 4/12 Roku Monthly Subscription	T7780-AUG21	1-4523-26	17.99
	HBO Max - 3/12 Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	HBO Max - 3/12 Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	HBO Max - 3/12 Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	HBO Max - 3/12 Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	HBO Max - 3/12 Additional Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	HBO Max - 3/12 Additional Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	HBO Max - 3/12 Additional Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	HBO Max - 3/12 Additional Roku Monthly Subscription	T7780-AUG21	1-4523-26	14.99
	Classmarker - COHS Online Self Assesment Credits	N7148-AUG21	1-4631-14	25.00
	Awesome Graphics - Google FormPublisher Staff Training Forms	N7148-AUG21	1-4631-14	79.00
	Docusign - Program Contract/Certified Payroll Subscription	N7148-AUG21	1-4631-14	428.55
	Alonti Cafe & Catering - Board - July 2021 Dinners	N7148-AUG21	1-4355-16	99.00
	Cricut - CSD - Annual Premier Membership	N7148-AUG21	1-4371-20	127.37
	Michaels - CSD - Cricut Tools	N7148-AUG21	1-4371-20	34.99
	Kahoot - Adult Programming Annual Subscription	N7148-AUG21	1-4353-24	120.00
	Aliexpress - ATSD - Fall Fandom Fest Supplies	N7148-AUG21	1-4353-24	28.33
	Michaels - ATSD - Fall Fandom Fest Supplies	N7148-AUG21	1-4353-24	47.89

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard	(Cont'd)			
	Hobby Lobby - ATSD - Fall Fandom Fest Supplies	N7148-AUG21	1-4353-24	\$ 48.73
	Rentals Unlimited - 2021 Summer Adventure End Final Payment	N7148-AUG21	1-4572-20	283.50
	Walmart - CSD - Nature Art Program Supplies	N7148-AUG21	1-4353-20	38.04
	Michaels - CSD - Make-It Take-It Supplies	N7148-AUG21	1-4353-20	47.25
	Michaels - CSD - Make-It Take-It Supplies	N7148-AUG21	1-4353-20	136.32
	BB Chamber - Purrazzo Toastmasters Annual Membership Renewal	N7148-AUG21	1-4161-10	100.00
	Rentals Unlimited - 2021 Summer Adventure End Tent Deposit	N7148-AUG21	1-4584-10	66.00
	Avery Products - YA Collection Labels	T7780-AUG21	1-4371-12	13.50
	Bolingbrook Chamber - Purrazzo Bowlero Event -7/8/21	N7148-AUG21	1-4151-10	10.00
	Roger That Training - HR - 12 Staff Harrassment Training	N7148-AUG21	1-4151-10	240.00
	Homelessness Training - Circulating Picture Books	T7780-AUG21	1-4546-26	99.96
	<i>Totals for First Bankcard</i>			\$ 6,080.51
Fun Express LLC				
	CSD - Program Supplies	710668131-03	1-4353-20	183.18
	CSD - Program Supplies	710869243-01	1-4353-20	333.33
	CSD - Program Supplies	710668131-01	1-4353-20	369.38
	<i>Totals for Fun Express LLC</i>			\$ 885.89
Gail Borden Public Library District				
	Lost Item - The World According to Clarkson	208529089	1-3310-30	17.25
	<i>Totals for Gail Borden Public Library District</i>			\$ 17.25
Gale/Cengage Learning				
	Books - Adult Large Print	74655801	1-4543-26	141.70
	Books - Adult Large Print	74465228	1-4543-26	68.97
	Books - Adult Large Print	74507103	1-4543-26	84.72
	Books - Adult Large Print	74506701	1-4543-26	160.44
	Books - Adult Large Print	74465693	1-4543-26	76.47
	Books - Adult Large Print	74464602	1-4543-26	73.47
	Books - Adult Large Print	74455222	1-4543-26	169.44
	Books - Adult Large Print	74718983	1-4543-26	71.97
	<i>Totals for Gale/Cengage Learning</i>			\$ 847.18
Glowforge, Inc.				
	Studio - Glowforge Pro & Supplies	IN-594942	1-4691-10	6,990.00
	<i>Totals for Glowforge, Inc.</i>			\$ 6,990.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Grasso Graphics, Inc.	Comm. - Education Rack Cards	31429	1-4731-10	\$ 402.08
		<i>Totals for Grasso Graphics, Inc.</i>		\$ 402.08
Guitar Player	Periodicals	30308423	1-4511-26	18.99
		<i>Totals for Guitar Player</i>		\$ 18.99
Gustavo Bedoya	Refund - Beauty and The Beast	GB0696	1-3310-10	11.00
		<i>Totals for Gustavo Bedoya</i>		\$ 11.00
Holly Sine-Ramsdell	Program - Ageless Grace - 8/21/21	HSR082121	1-4571-24	75.00
		<i>Totals for Holly Sine-Ramsdell</i>		\$ 75.00
IHLS-OCLC	Catalog Management	24459	1-4272-12	5,395.75
	Catalog Management	24711	1-4272-12	3,150.87
		<i>Totals for IHLS-OCLC</i>		\$ 8,546.62
Illinois American Water	Irrigation - 6/18/21-7/20/21	1025-210003089915	1-4331-30	2,225.34
	Fire Protection - 7/21/21-8/18/21	1025-210003089465	1-4331-30	45.69
		<i>Totals for Illinois American Water</i>		\$ 2,271.03
Illinois American Water/Bolingbrook	Water & Sewer - 6/18/21-7/20/21	1025-210003088318	1-4331-30	692.14
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 692.14
Illinois Library Association	Mills - 2021 ILA Annual Conference	202777	1-4151-10	125.00
	Petrov Membership - 5/30/21-6/1/22	196665	1-4161-10	150.00
	Arellano Membership - 9/29/21-9/30/22	202289	1-4161-10	100.00
	Mills Membership - 8/1/21-7/31/22	202446	1-4161-10	250.00
		<i>Totals for Illinois Library Association</i>		\$ 625.00
Ilya Kabirov	Program - Great Reads Book Club - 8/25/21	IK082521	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		\$ 75.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Video Games - YA	53656888	1-4563-26	\$ 1,424.18
	Video Games - YA	53656890	1-4563-26	246.96
	Video Games - YA	53783545	1-4563-26	28.49
	Books - Young Adult Non-Fiction	53843578	1-4549-26	5.97
	Books - Young Adult Non-Fiction	53843582	1-4549-26	66.57
	Books - Young Adult Non-Fiction	53896875	1-4549-26	17.96
	Books - Young Adult Non-Fiction	53583484	1-4549-26	15.59
	Books - Young Adult Fiction	53583483	1-4548-26	172.57
	Video Games - Adult	53656889	1-4565-26	37.99
	2021 Summer Adventure Teen Prizes	53583488	1-4353-24	57.51
	2021 Summer Adventure Teen Prizes	53843580	1-4353-24	19.77
	2021 Summer Adventure Teen Prizes	53889748	1-4353-24	19.77
	Books - Adult Fiction	53583487	1-4540-26	31.08
	Books - Adult Fiction	53583485	1-4540-26	172.81
	Books - Adult Fiction	53327279	1-4540-26	15.54
	Books - Adult Fiction	53889745	1-4540-26	144.60
	Books - Adult Fiction	53773421	1-4540-26	112.42
	Books - Adult Fiction	53710552	1-4540-26	258.78
	Books - Adult Fiction	53710551	1-4540-26	121.84
	Books - Adult Non-Fiction	53896874	1-4541-26	19.77
	Books - Adult Non-Fiction	53773422	1-4541-26	15.81
	Books - Adult Non-Fiction	53710553	1-4541-26	29.37
	Books - Adult Non-Fiction	53583486	1-4541-26	93.79
	Books - Adult Non-Fiction	53504402	1-4541-26	14.10
	Books - Adult Non-Fiction	53327278	1-4541-26	165.74
	Books - Adult Non-Fiction	53327279	1-4541-26	78.72
	Books - Adult Non-Fiction	53656887	1-4541-26	22.49
	Books - Juvenile Fiction	53773419	1-4544-26	55.01
	Books - Juvenile Fiction	53773418	1-4544-26	42.36
	Books - Juvenile Fiction	53710555	1-4544-26	10.78
	Books - Juvenile Fiction	53710550	1-4544-26	149.61
	Books - Juvenile Fiction	53710549	1-4544-26	49.70
	Books - Juvenile Fiction	53965916	1-4544-26	23.32
	Books - Juvenile Fiction	53583482	1-4544-26	174.78
	Books - Juvenile Fiction	53583481	1-4544-26	64.48
	Books - Juvenile Fiction	53504398	1-4544-26	79.59
	Books - Juvenile Fiction	53504399	1-4544-26	75.66
	Books - Juvenile Fiction	53426698	1-4544-26	38.40

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Books - Juvenile Fiction	53426697	1-4544-26	\$ 86.96
	Books - Juvenile Fiction	53327273	1-4544-26	89.22
	Books - Juvenile Fiction	53327274	1-4544-26	166.46
	Books - Juvenile Easy	53583489	1-4546-26	13.14
	Books - Juvenile Easy	53889746	1-4546-26	32.70
	Books - Young Adult Fiction	53783544	1-4548-26	9.86
	Books - Young Adult Fiction	53773423	1-4548-26	270.78
	Books - Young Adult Fiction	53773420	1-4548-26	48.94
	Books - Young Adult Fiction	53931666	1-4548-26	26.97
	Books - Young Adult Fiction	53931667	1-4548-26	10.77
	Books - Young Adult Fiction	53843581	1-4548-26	13.78
	Books - Young Adult Fiction	53889741	1-4548-26	12.42
	Books - Young Adult Fiction	53889744	1-4548-26	98.61
	Books - Young Adult Fiction	53889749	1-4548-26	22.74
	Books - Juvenile Non-Fiction	53843577	1-4545-26	27.18
	Books - Juvenile Fiction	53843579	1-4544-26	11.98
	Books - Juvenile Fiction	53889742	1-4544-26	62.80
	Books - Juvenile Fiction	53889743	1-4544-26	57.60
	Books - Juvenile Fiction	53889747	1-4544-26	86.99
	Books - Juvenile Easy	53965915	1-4546-26	37.77
	Books - Juvenile Easy	53710554	1-4546-26	48.00
	<i>Totals for Ingram Library Services</i>			<u>\$ 5,409.55</u>
ITsavvy LLC				
	IT - Acronis Premier Support Renewal 1 Year	01282203	1-4631-14	333.20
	IT - Multiple Adobe Licenses & Subscriptions	01284477	1-4631-14	14,216.00
	<i>Totals for ITsavvy LLC</i>			<u>\$ 14,549.20</u>
Kellie Chase				
	Program - Sewing with Kellie Chase - 9/13/21	KC091321	1-4571-24	175.00
	Program - Sewing with Kellie Chase - 8/23/21	KC082321	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<u>\$ 350.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Konica Minolta Business Solutions U.S.A., Inc.				
	July Contract: Maintenance - 6/1/21-6/30/21	9007876393	1-4234-14	\$ 63.03
	Local History Rm Maintenance - 7/1/21-7/31/21	9007884053	1-4234-14	0.50
	July Contract: Overage - 6/1/21-6/30/21	9007876394	1-4234-14	812.36
	March Contract: Maintenance - 6/15/21-7/14/21	9007906083	1-4234-14	1.34
	July Contract: Overage - 7/1/21-7/31/21	9007949786	1-4234-14	793.78
	July Contract: Maintenance - 7/1/21-7/31/21	9007949930	1-4234-14	73.66
	Local History Rm Maintenance - 8/1/21-8/31/21	9007955585	1-4234-14	0.50
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,745.17
Konica Minolta Premier Finance				
	Leased Equipment - July 2021	448573030	1-4234-14	1,627.69
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,627.69
Laura Didier				
	Mileage - 7/6/21-7/30/21	LD080321	1-4171-10	44.92
	<i>Totals for Laura Didier</i>			\$ 44.92
Leah D. Moon				
	Program - Comic Book Inking Basics - 8/20/21	LDM082021	1-4573-24	165.00
	<i>Totals for Leah D. Moon</i>			\$ 165.00
Library Ideas LLC				
	Books - Juvenile Easy	83136	1-4546-29	83.90
	Books - Juvenile World Languages	83353	1-4526-26	41.95
	Books - Juvenile World Languages	83353	1-4526-29	41.95
	Books - Juvenile Easy	83136	1-4546-26	83.90
	<i>Totals for Library Ideas LLC</i>			\$ 251.70
Marta Makowski				
	Reimbursement - Nature Art Program Sunflowers	MM080521	1-4353-20	19.50
	<i>Totals for Marta Makowski</i>			\$ 19.50
Matthew Bender & Co., Inc.				
	Books - Adult Non-Fiction	26073153	1-4541-26	191.10
	<i>Totals for Matthew Bender & Co., Inc.</i>			\$ 191.10

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Audiobooks - Adult	500694219	1-4551-26	\$ 40.29
	Audiobooks - Adult	500694234	1-4551-26	45.29
	Audiobooks - Adult	500756334	1-4551-26	45.29
	Audiobooks - Adult	500776243	1-4551-26	45.29
	Audiobooks - Young Adult	500694217	1-4555-26	50.29
	DVD - Adult	500674639	1-4557-26	96.46
	DVD - Adult	500672989	1-4557-26	340.95
	DVD - Adult	500672988	1-4557-26	515.75
	DVD - Adult	500674638	1-4557-26	87.96
	DVD - Adult	500674635	1-4557-26	38.22
	DVD - Adult	500674632	1-4557-26	111.92
	DVD - Adult	500674631	1-4557-26	225.80
	DVD - Adult	500674630	1-4557-26	365.64
	DVD - Adult	500672987	1-4557-26	46.96
	DVD - Adult	500694247	1-4557-26	653.76
	DVD - Adult	500694246	1-4557-26	202.84
	DVD - Adult	500694244	1-4557-26	254.06
	DVD - Adult	500693939	1-4557-26	19.73
	DVD - Adult	500694236	1-4557-26	280.30
	DVD - Adult	500694235	1-4557-26	182.30
	DVD - Adult	500694250	1-4557-26	302.30
	DVD - Adult	500694239	1-4557-26	38.36
	DVD - Adult	500694240	1-4557-26	61.96
	DVD - Adult	500694241	1-4557-26	34.48
	DVD - Adult	500694242	1-4557-26	19.73
	DVD - Adult	500694243	1-4557-26	65.94
	DVD - Adult	500694237	1-4557-26	145.84
	DVD - Adult	500694232	1-4557-26	98.42
	DVD - Adult	500694258	1-4557-26	47.16
	DVD - Adult	500694245	1-4557-26	531.56
	DVD - Adult	500694249	1-4557-26	392.99
	DVD - Adult	500694257	1-4557-26	100.24
	DVD - Adult	500694233	1-4557-26	98.65
	DVD - Adult	500720380	1-4557-26	405.06
	DVD - Adult	500720279	1-4557-26	110.23
	DVD - Adult	50072278	1-4557-26	37.96
	DVD - Adult	500720277	1-4557-26	70.44
	DVD - Adult	500720276	1-4557-26	66.16

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	500720275	1-4557-26	\$ 222.58
	DVD - Adult	500720381	1-4557-26	131.94
	DVD - Adult	500720274	1-4557-26	174.85
	DVD - Adult	500755865	1-4557-26	406.64
	DVD - Adult	500755866	1-4557-26	848.28
	DVD - Adult	500755867	1-4557-26	426.98
	DVD - Adult	500755868	1-4557-26	56.94
	DVD - Adult	500756320	1-4557-26	109.90
	DVD - Adult	500756321	1-4557-26	61.44
	DVD - Adult	500756322	1-4557-26	360.85
	DVD - Adult	500756323	1-4557-26	46.96
	DVD - Adult	500756328	1-4557-26	223.84
	DVD - Adult	500756329	1-4557-26	169.90
	DVD - Adult	500756330	1-4557-26	139.90
	DVD - Adult	500756331	1-4557-26	169.90
	DVD - Adult	500756333	1-4557-26	246.05
	DVD - Adult	500756335	1-4557-26	65.04
	DVD - Adult	500756339	1-4557-26	796.37
	DVD - Adult	500756340	1-4557-26	110.69
	DVD - Adult	500771377	1-4557-26	19.73
	DVD - Adult	500771379	1-4557-26	95.65
	DVD - Adult	500776244	1-4557-26	31.96
	DVD - Adult	500776247	1-4557-26	257.30
	DVD - Adult	500776248	1-4557-26	90.69
	DVD - Adult	500776249	1-4557-26	257.30
	DVD - Adult	500776250	1-4557-26	151.15
	DVD - Adult	500776252	1-4557-26	57.16
	DVD - Juvenile	500647604	1-4558-26	19.98
	DVD - Juvenile	500647606	1-4558-26	20.72
	DVD - Juvenile	500647590	1-4558-26	107.98
	DVD - Juvenile	500674636	1-4558-26	46.96
	DVD - Juvenile	500674634	1-4558-26	12.23
	DVD - Juvenile	500674633	1-4558-26	43.44
	DVD - Juvenile	500694253	1-4558-26	89.16
	DVD - Juvenile	500694252	1-4558-26	62.97
	DVD - Juvenile	500694251	1-4558-26	106.15
	DVD - Juvenile	500694248	1-4558-26	82.45
	DVD - Juvenile	500694238	1-4558-26	79.50

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Books - Juvenile World Languages	500647605	1-4526-26	\$ 27.98
	Audiobooks - Adult	500647607	1-4551-29	58.29
	DVD - Adult	500674640	1-4557-29	63.23
	DVD - Adult	500674637	1-4557-29	17.48
	DVD - Adult	500756338	1-4557-29	166.58
	DVD - Adult	500776251	1-4557-29	24.23
	DVD - Juvenile	500694256	1-4558-29	21.23
	DVD - Juvenile	500694255	1-4558-29	16.49
	DVD - Juvenile	500694254	1-4558-29	31.76
	DVD - Juvenile	500756337	1-4558-29	47.94
	Music - Adult	500647596	1-4550-26	14.48
	Music - Adult	500647593	1-4550-26	16.58
	Music - Adult	500647549	1-4550-26	110.13
	Music - Adult	500672985	1-4550-26	21.23
	Music - Adult	500694230	1-4550-26	177.19
	Music - Adult	500694218	1-4550-26	28.21
	Music - Adult	500720272	1-4550-26	12.98
	Music - Adult	500755864	1-4550-26	18.23
	Music - Adult	500755869	1-4550-26	33.46
	Music - Adult	500756325	1-4550-26	174.95
	Music - Adult	500756336	1-4550-26	32.86
	Music - Adult	500771378	1-4550-26	14.78
	Music - Adult	500776241	1-4550-26	97.98
	Music - Adult	500776245	1-4550-26	45.69
	Music - Adult	500776246	1-4550-26	16.58
	Audiobooks - Adult	500647591	1-4551-26	76.58
	Audiobooks - Adult	500647602	1-4551-26	58.29
	DVD - Juvenile	500756324	1-4558-26	464.23
	DVD - Juvenile	500756327	1-4558-26	18.08
	DVD - Juvenile	500756332	1-4558-26	19.98
	DVD - Juvenile	500776240	1-4558-26	44.19
	<i>Totals for Midwest Tape</i>			\$ 14,650.00
Mosio, Inc.				
	Mosio For Libraries Austen Plan Renewal	MOSIO-1616	1-4631-14	1,199.00
	<i>Totals for Mosio, Inc.</i>			\$ 1,199.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Naperville Sun	Periodicals	26701857	1-4511-26	\$ 74.80
		<i>Totals for Naperville Sun</i>		\$ 74.80
Nicole Delatorre	Refund - US Presidents	ND1075	1-3310-10	22.90
		<i>Totals for Nicole Delatorre</i>		\$ 22.90
Paul Mills	Transport - Mills/Petrov Pritzker Military Library Bkm Mtg	PM073021	1-4171-10	33.39
	Reimbursement - July 2021 Donuts W/Director Donuts	PM072021	1-4715-10	11.79
		<i>Totals for Paul Mills</i>		\$ 45.18
PeopleFacts	New Hire Background Checks - July 2021	33754-072021	1-4253-10	88.40
		<i>Totals for PeopleFacts</i>		\$ 88.40
Promevo, LLC	gPanel Licenses - 8/23/21-8/23/22	173933	1-4631-14	350.00
		<i>Totals for Promevo, LLC</i>		\$ 350.00
ProQuest LLC	Ancestry Library 8/1/21-7/31/22	70668127	1-4521-26	2,880.30
		<i>Totals for ProQuest LLC</i>		\$ 2,880.30
R. J. Kuhn Inc. Plumbing & Heating	Building Maint. - Ongoing 1st Fl. Family Restroom Toilet	0000038346	1-4651-30	4,309.38
		<i>Totals for R. J. Kuhn Inc. Plumbing & Heating</i>		\$ 4,309.38
Reaching Across Illinois Library System (RAILS)	Electronic Periodicals	8344	1-4513-26	7,614.00
	Electronic Audiobooks & Books	8147	1-4520-26	4,750.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		\$ 12,364.00
Robert Pennor	Program - Drawing with Pencils & Charcoals - 9/7/21	RP090721	1-4571-24	75.00
	Program - Drawing with Pencils & Charcoals - 9/14/21	RP091421	1-4571-24	75.00
		<i>Totals for Robert Pennor</i>		\$ 150.00
Robert Watson	Refund - Charlotte's Web	RW3120	1-3310-10	16.00
		<i>Totals for Robert Watson</i>		\$ 16.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ronald Goldie	Program - Dungeons & Dragons - 9/9/21	RG090921	1-4573-24	\$ 75.00
	<i>Totals for Ronald Goldie</i>			<u>\$ 75.00</u>
S & S Worldwide, Inc.	CSD - Wiggly Eye Stickers	IN100801874	1-4353-20	82.86
	CSD - Air-Dry Clay & Plastic Eye Droppers	IN100810448	1-4353-20	24.73
	<i>Totals for S & S Worldwide, Inc.</i>			<u>\$ 107.59</u>
Samantha Wolak	Refund - Mrs. Lizzy is Dizzy	SW8633-01	1-3310-10	14.75
	Refund - Amelia Bedelia Ties The Knot	SW8633-02	1-3310-10	15.99
	Refund - Even Monsters Go To School	SW8633-03	1-3310-10	12.59
	<i>Totals for Samantha Wolak</i>			<u>\$ 43.33</u>
Sandra Bianco	Program - Family Yoga - 8/3/21	SB080321	1-4572-20	100.00
	Program - Family Yoga - 8/17/21	SB081721	1-4572-20	100.00
	Program - Family Yoga - 8/31/21	SB083121	1-4572-20	100.00
	<i>Totals for Sandra Bianco</i>			<u>\$ 300.00</u>
Sarah Ann Saltzman	Mileage - 7/28/21	SS080321	1-4171-10	11.76
	<i>Totals for Sarah Ann Saltzman</i>			<u>\$ 11.76</u>
Sebert Landscaping Inc.	Lawn Maintenance - August 2021	225040	1-4392-30	1,580.00
	Building - Repair Delaware Sidewalk & Curb Sod	S536789	1-4392-30	650.00
	Lawn Maintenance - July 2021	223675	1-4392-30	1,580.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 3,810.00</u>
Smart Horizons Career Online Education	6-Month COHS Extension	21-002130	1-4571-24	500.00
	<i>Totals for Smart Horizons Career Online Education</i>			<u>\$ 500.00</u>
Susan K. Maddox	Program - Cooking Demo with Sue Maddox - 9/16/21	SKM091621	1-4571-24	100.00
	<i>Totals for Susan K. Maddox</i>			<u>\$ 100.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Terryberry				
	Halvorsen - 20 Year Recognition Item	J98776	1-4153-10	\$ 190.51
	Mills - 10 Year Recognition Item	K09382	1-4153-10	119.38
	Hildebrandt - 10 Year Recognition Item	K12746	1-4153-10	120.22
	<i>Totals for Terryberry</i>			\$ 430.11
The Bugle Newspapers				
	Legal Ad - Lower Level Reno Bids - 5/12/21	49337	1-4243-10	51.00
	<i>Totals for The Bugle Newspapers</i>			\$ 51.00
The Herald-News				
	Periodicals	40027466	1-4511-26	676.00
	<i>Totals for The Herald-News</i>			\$ 676.00
The Shop Bolingbrook				
	Communications - 2021 Summer Adventure Sponsorship Boards	28194	1-4731-10	100.00
	<i>Totals for The Shop Bolingbrook</i>			\$ 100.00
Theatre-on-the-Hill				
	Ads - Guys & Dolls 7/8/21-7/18/21, Moana Jr. 7/2/21-7/4/21	210704	1-4731-10	600.00
	<i>Totals for Theatre-on-the-Hill</i>			\$ 600.00
Today's Business Solutions, Inc.				
	Fax Program - 1st Quarter - Jan.-Mar. 2021	072621-7	1-4234-14	185.92
	<i>Totals for Today's Business Solutions, Inc.</i>			\$ 185.92
Tressler LLP				
	Legal Expense - Attorney - July 2021	432638	1-4241-10	361.00
	<i>Totals for Tressler LLP</i>			\$ 361.00
Tria Architecture, Inc.				
	2021 Exterior Lighting Replacement Designs & Documents	3721R	1-4651-30	2,231.25
	<i>Totals for Tria Architecture, Inc.</i>			\$ 2,231.25
Union Pacific Railroad Museum				
	Hidden Histories Travel Exhibit Deposit - 1/10/22-2/18/22	6921-2122-1	1-4571-24	492.50
	<i>Totals for Union Pacific Railroad Museum</i>			\$ 492.50
Unique Management Services, Inc.				
	Collection Expense - July 2021	604023	1-4245-10	304.30
	<i>Totals for Unique Management Services, Inc.</i>			\$ 304.30

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
UPS				
	Shipping - Account Refillment	0000603951311	1-4382-10	\$ 3,700.00
		<i>Totals for UPS</i>		<u>\$ 3,700.00</u>
Value Line Publishing, LLC				
	Value Line Library Research Center - 8/2021-8/2022	KF-693858-218	1-4521-26	6,150.00
		<i>Totals for Value Line Publishing, LLC</i>		<u>\$ 6,150.00</u>
Vanguard Energy Services, LLC				
	Gas Service - 6/1/21-6/30/21	G404408071221	1-4322-30	534.34
	Gas Service - 7/1/21-7/31/21	G404408080421	1-4322-30	572.00
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 1,106.34</u>
Verizon Wireless				
	Telephone - 6/17/21-7/16/21	9884290705	1-4311-14	540.06
		<i>Totals for Verizon Wireless</i>		<u>\$ 540.06</u>
Veronica Arriaga				
	Refund - David Beckham	VA4024	1-3310-10	16.00
		<i>Totals for Veronica Arriaga</i>		<u>\$ 16.00</u>
Very Smart People				
	Program - Bitcoin and Cryptocurrency - 9/13/21	VSP091321	1-4571-24	200.00
		<i>Totals for Very Smart People</i>		<u>\$ 200.00</u>
Warehouse Direct				
	New Hire & Staff Apparel	4993237-0	1-4711-10	177.90
	Essential Supplies - Disinfect Wipe Bucket Program Aug 2021	5020576-0	1-4351-10	919.80
	District Monthly Inventory Restock - July 2021	5000691-0	1-4351-10	36.91
	District Monthly Inventory Restock - July 2021	5003788-0	1-4351-10	3.96
	Outreach - Bottled Water Restock	5013322-0	1-4351-10	35.16
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,173.73</u>
Will County Historical Society				
	Periodicals	2021	1-4511-26	50.00
		<i>Totals for Will County Historical Society</i>		<u>\$ 50.00</u>
		Total for Fund 1		<u>\$ 189,073.29</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC				
	Building - Locate & Repair Bollards Circuit Short	13404	8-4211-30	\$ 2,993.00
	<i>Totals for ABCO Electrical Construction & Design LLC</i>			\$ 2,993.00
Amazon				
	Building - Snaptoggle Toggle Anchor	A1-2122	8-4211-30	57.60
	Building - 6 Pack Super Glue Gel	A1-2122	8-4357-30	17.86
	<i>Totals for Amazon</i>			\$ 75.46
Best Quality Cleaning, Inc.				
	Cleaning Service - August 2021	38244	8-4215-30	6,921.00
	Saturday Porter Service - August 2021	38330	8-4215-30	475.00
	Special Service - CSD Rubber Floor Sealer	38082	8-4211-30	535.00
	Special Cleaning - 2nd Floor Men's Washroom 7/11/21	38047	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 8,006.00
Cintas Corporation				
	First Aid Restock - July 2021	8405223515	8-4215-30	350.97
	First Aid Restock - August 2021	8405263750	8-4215-30	334.55
	<i>Totals for Cintas Corporation</i>			\$ 685.52
Cintas Corporation #344				
	Weekly Mat Service - 8/5/21	4092073270	8-4215-30	35.97
	Weekly Mat Service - 7/8/21	4089420710	8-4215-30	35.97
	Weekly Mat Service - 7/15/21	4090159563	8-4215-30	35.97
	Weekly Mat Service - 7/22/21	4090754649	8-4215-30	35.97
	Weekly Mat Service - 7/29/21	4091469053	8-4215-30	35.97
	<i>Totals for Cintas Corporation #344</i>			\$ 179.85
Covers Unlimited Corp.				
	Building - Reupholster 2 CSD Stools	20210728	8-4211-30	635.00
	<i>Totals for Covers Unlimited Corp.</i>			\$ 635.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - June 2021	0121316	8-4215-30	177.99
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 177.99
First Bankcard				
	Albany County Fasteners - Building - Replacement Screws	P7810-AUG21	8-4211-30	16.76
	Menards - Building Repairs - Misc. Parts	P7810-AUG21	8-4211-30	95.75
	<i>Totals for First Bankcard</i>			\$ 112.51

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Forward Space				
	Building - Cubicle Project Shelves & Coat Hooks	802276	8-4357-30	\$ 432.48
	<i>Totals for Forward Space</i>			<u>\$ 432.48</u>
Graybar				
	Building - Light Bulbs	9322563424	8-4357-30	149.82
	Building - Building Lighting Hubbells & Control Units	9322628831	8-4211-30	98.49
	<i>Totals for Graybar</i>			<u>\$ 248.31</u>
Groot Industries, Inc.				
	Garbage & Recycling - 8/1/21-8/31/21	7474778	8-4215-30	475.12
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 475.12</u>
Hansen Services, Inc.				
	Monthly Pest Control - August 2021	3939447	8-4215-30	110.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 110.00</u>
Intrinsic Landscaping, Inc.				
	Green Roof Maintenance - August 2021	21-0376	8-4215-30	630.23
	Green Roof Maintenance - July 2021	21-0303	8-4215-30	630.23
	<i>Totals for Intrinsic Landscaping, Inc.</i>			<u>\$ 1,260.46</u>
Johnson Controls Fire Protection				
	Building - Inspect & Repair Fire Pump Victaulic Seals	87903690	8-4211-30	722.50
	<i>Totals for Johnson Controls Fire Protection</i>			<u>\$ 722.50</u>
Pace Systems, Inc.				
	Building - Creston System Light & Audio Review	211219	8-4211-30	336.00
	Building - Creston System Light & Audio Review	211178	8-4211-30	224.00
	<i>Totals for Pace Systems, Inc.</i>			<u>\$ 560.00</u>
Pit Stop				
	2021 Summer Adv. End Event - Port-A-John/Hand Wash - 7/19/21	PS390469	8-4211-30	800.00
	<i>Totals for Pit Stop</i>			<u>\$ 800.00</u>
Village of Bolingbrook				
	2021 Elevator Inspections	67647	8-4215-30	225.00
	<i>Totals for Village of Bolingbrook</i>			<u>\$ 225.00</u>
Warehouse Direct				
	Building Inventory Restock - July 2021	5005259-0	8-4357-30	2,019.60
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,019.60</u>

**Fountaindale Public Library District
Bills Payable Report
August 19, 2021**

Maintenance Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Total for Fund 8				\$ 19,718.80
Grand Total				<u>\$ 208,792.09</u>



Jennie Nguyen/Finance Manager

Fountaindale Public Library District

Board Reimbursements

July 2021

Payee Name	Description	Payment Date	Account Number	Payment Amount
Kathy Spindel	H2O BBQ Event - Spindel - Guest Reimbursement	7/10/2020	1-3616-10	\$50.00
				\$50.00

Director

Strategic Planning Consultant RFP Update

The RFP for a Strategic Planning Consultant was published in our local paper, on our website, and also sent to 9 consultants/firms. Two of the firms responded with thanks, but said that they would not be sending a response at this time for different reasons. Proposals are due on September 9 and it is anticipated that a recommendation will be brought to the Board in October.

Brooks Café

I spoke with Jan Peterson, our contractor who operates Brooks Cafe, and at this time she plans to open the cafe after Labor Day with a reduced schedule. I will be sure to share more details as soon as they are determined.

Old Bookmobile

We published the “for sale” notice twice in our local paper, on our website and the RAILS website, and Michael Swendrowski listed the old bookmobile on his website as well. Offers are due by August 25.

Pritzker Military Library and Museum Visit

Tana Petrov, our Outreach Services Manager, visited the Pritzker Military Library and Museum in July. They are thinking about acquiring a bookmobile that would be used both to expand the reach of their collections and services and to record veterans’ stories at various locations. They currently record those stories at their downtown location. Tana and I discussed various aspects of operating a bookmobile, and connected them with Michael Swendrowski, the consultant who helped us with both our Outreach van and our bookmobile.

Deputy Director (Nancy Korczak)

Summer Adventure came to an end this month and the library had great participation. A total of 1,331 patrons signed up for the program and we had a 47% completion rate. Our public service departments have been busy awarding prizes and thanks to our Summer Adventure donations we were able to purchase very popular grand prizes such as a Cameo Silhouette and a nintendo switch. One of the most popular grand prizes once again was winning a Bookmobile visit which includes a puppet show. The program wrapped up with a great outdoor program where patrons were able to enjoy crafts, puppet shows and a visit to the bookmobile.

From Jack Gonzalez's report

Studio 300

Here are our July 2021 key stats:

- 119 patrons actively used our lab.
 - 10 were Non-District Users.
- 1262 items were checked out
 - 45 of that total circulated out of the lab.
- 61 patrons attended our virtual programs.
 - Total programming hours came to 8
- 38 patrons completed our online classes:
 - 26 Orientation
 - 12 Maker Training



Ariah

During July, Ariah was largely diving into photography more by watching various videos about the difference between lenses, camera settings, and exporting images. With that, she volunteered to teach the outdoor lighting photography class on 7/29. Ariah also worked on her GIMP vs. Photoshop video by tinkering with software, watching tutorial videos, and gathering materials (screenshots, screen recordings, and other images). Since this will be Ariah's first video creation, she has been following Richard Harrington's "Getting Started with Premiere Pro for the Non-video Pro" on LinkedIn Learning. Lastly, she prepared for her Street Photography class that will take place on 8/11.

Alongside these preparations, she has been working closely with Patrick on constructing and troubleshooting the Prusa 3D Printer. She started by assisting with the setup, and now they are trying to get a fully completed multi-colored print. After this, they will begin to create the Niche Academy training on it.

Patrick

Patrick started July by recording and editing the Electronic Music Production Course. The final video went live on the last Friday of the month. Most videos have 5+ views already, and Patrick will promote the online videos in a future blog post. He presented the Recording Your Audiobook from Start to Finish course on Zoom, and has already had one patron come in for several sessions to record her book. He continued to design and print signage for the Studio's tree, promoting classes and clubs including Photoshop, Adobe Fresco, Outdoor Lighting, and Film Club. Towards the end of the month he and Ariah installed the Multi Material Upgrade to the Prusa MK3S+. They have been troubleshooting first print issues, and hope to have it printing successfully in early August. They will then develop the necessary training course for Niche.

Adriana

During the month of August Adriana worked on several project and programs. She continued to work on creating templates to be used for listing equipment and guides on using equipment. These templates will be used by patrons to review available equipment, as well as see quick start instructions for various pieces of equipment. Adriana also created custom tote bags to be used for the Zoom K-pop Party. Adriana and Randi then put together the kits for teens to pick up for the event. The event was very well received by the teens that attended, Adriana and Randi were able to give a send off to two teens that will be starting college in the fall.

Adriana continues to attend and participate in committee meetings including; programming, summer adventure and collection services. At the end of August Adriana also met with the Roku task force to review our current subscriptions and evaluate which services to add. Adriana will soon be working on updating and printing new Roku guides to include the new service CrunchyRoll.

Jack



In July, Jack took some Adobe Illustrator classes to help design his upcoming Illustrator class. He also took some Audio classes in Linked-In Learning and was shown the tricast system by Justin Clash. Having worked with the team to expand the maker space, Jack began the laser safety officer training to help better understand the laser cutter. With the team, the fall programs were planned and finalized in the Fountain. He also

attended his first Nameless writers' group, where he introduced himself and shared the intentions of having the meetings back in person by September.

From Debra Dudek's report

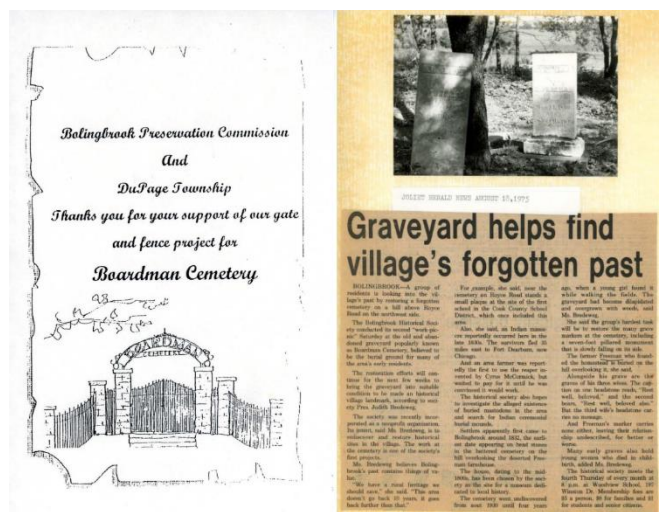
Adult and Teen Services

General Comments on the Month

July projects were focused on new staff training, staff recruitment, Summer Adventure services, Vortex logistics, and several history-oriented projects. This month, we welcomed Erienne B. and Mythe C. to our department as ATSD specialists. We also bid farewell to Nelly A., who graduated from nursing school, passed her state board exams, and has secured a position in her chosen field.

With Summer Adventure ending on July 31, our staff continued to assist patrons with logging their points, as well as distributing prizes at the service desks. All the donated Smoothie King and McDonalds ice cream coupons were distributed between our adult and teen program participants, and feedback for this year's Summer Adventure has been very positive.

Our department completed several rounds of editing for the ATSD Procedure Manual as well as two rounds of drafts for the 3rd Floor Study Room policy. The ATSD Procedure Manual will be formatted for better usability in August, and the study room policy will be updated and sent to the Deputy Director and the Board for further review and editing.



Our partnership with the Bolingbrook Historic Preservation Commission has generated a new item for our Internet Archive collection, as we digitized the commission's Boardman Cemetery Scrapbook which dates from 1975 to approximately 1985. This is an important item for our community, as it includes articles documenting the history of the site as well as photos of the markers before they lost some of their legibility. The digital copy of the scrapbook will be shared widely online and during cemetery tours -

https://archive.org/details/bc001_202107/page/n1/mode/2up

I also secured a new traveling exhibit entitled "Hidden Histories" from the Union Pacific Museum in Council Bluffs, Iowa. The exhibit will be hosted on the 3rd floor of the library and will run from Monday, January 10, 2022 to Friday, February 18, 2022. The Regional History Committee hosted by Lewis University held their first meeting on July 20. One of the goals for this project is to create several traveling exhibits which would be available to institutions, schools, and businesses throughout the state. I will provide information on this project in upcoming monthly reports.

Career Online High School:

Currently Enrolled: 6

Currently Enrolled 30 Day Probation: 1

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 3

Graduate: 25

Randi C., Teen Services Librarian

Teen Virtual Programming

For July, we scheduled several virtual crafting videos with outside presenters. We chose projects that would fit in with our Summer Adventure theme of "Reading Colors Your World." Plentiful Program's Cathryn Stanek-Whisler showed our patrons how to create a beautiful piece using an art resist technique. Patrons could adhere vinyl stickers to canvas and then apply paint to customize their own **Color Your World** art project. Leah Moon's tutorial, **Map Your Own Books**, showed teens how to illustrate their own maps of fantastical places like the Shire or Narnia.

Teen Coloring Contest

We brought back our annual summer coloring contest for teens. The Communications team helped me find the perfect image for our **Reading Colors Your World** contest. We had some really great entries but the ultimate winner was Elyse J., Grade 10. Our Teen Services team was really impressed with the level of creativity and detail in her piece, particularly recreating Van Gogh's A Starry Night within the piece. Check out her piece and some of our other favorite

I also worked with Communications and Jen Pizzuto at Bolingbrook High School to promote several reading initiatives. Bolingbrook High School donated paperback copies of their "One Book, One Community" Summer Read, *Dry* by Jarrod and Neal Shusterman, and "Project Lit/A Novel Idea" read, *Jackpot* by Nic Stone. I set up a Google form where teens could request free copies of one or both of the donated books. We had several students take advantage of this opportunity—many who picked up both books. So happy to get more books in the hands of our teens. I will continue to work with the school district to promote this and other reading initiatives.

Librarian Highlight Erica E.

A new ATSD Specialist (Readers Advisory), Erienne, started on July 5th! He will be reporting directly to me and will help me to provide RA services including making displays, pathfinders, creating content (blog posts and youtube videos), and more! The first few weeks of July were spent training Erienne on department/library policies and procedures as well as getting him comfortable at the various service desks!

I had a lot of great readers advisory conversations this month! While working the 3rd floor desk I had several questions about thrillers/mysteries! This was perfect because I already had the thrillers display up which meant that I could easily go and pull book recommendations for folks. I also had somebody come in asking for family dramas and I immediately thought of *Little Fires Everywhere* by Celeste Ng. She was really excited about that suggestion since it's also a series on Hulu. I also helped several people find audiobooks for vacation! *Becoming* by Michelle Obama and *The Boy Who Harnessed the Wind* by Bryan Mealer are both a good listen for the whole family when you're all in the car for a road trip.

Pathfinders continue to do very well. As usual, Hoopla and Libby are the most popular. I printed 25 of Hoopla and 25 of Libby this month so they are definitely moving quickly! I'm currently working on a new pathfinder, Book Club Picks.

Specialist Highlight Ben J.



I've added 5 new dates for the D&D Adventurers League program for this fall, and have been continuing to work on making the program as accessible as possible. I had two D&D programs this past July, with a noticed increase in attendance.

Christopher tagged me to write the home and phone sections of the ATSD Manual. I covered how to access the web print service as well as the phone printing service options. I also added a bit of common troubleshooting problems.

Currently supported file types: pdf, jpg, jpeg, png, gif, bmp, tiff, doc, docx, ppt, pptx, xls, xlsx, html, htm, txt, rtf, pub, odt, odp, ods, xps	Cost Per Page: Color: \$0.25 B&W: \$0.10
Max File Size: 100 MB	
Select file: Drag and drop your files here or Select File	
Any password protected documents cannot be processed.	
User info: REQUIRED: <input type="text" value="Guest Name/Card Number"/> OPTIONAL: <input type="text" value="Enter email address for receipt of submission"/> OPTIONAL: <input type="text" value="Enter phone number for text message receipt"/> Submit	

Specialist Highlight Erienne B.

I've started working with Erica to learn the ropes with Pathfinders, Book Displays, Blog Posts, and the YouTube channel. I will be doing my first Book Talk through YouTube in August, and I put up a brief display on the 3rd floor on the 30th of about 25 books inspired by *The Green Knight* being theatrically released on the 31st. I will update with stats in the August report. I was excited to do this display as a quick project, because my degree is in Arthurian Literature.

Specialist Highlight

Roy H. I set up a comic book collection and appraisal program scheduled for 10/5/21. The recording will take place at 7 pm and will be posted on our Youtube channel for a month. It will be part of the Fall Fest Fandom program.

Specialist Highlight

Agnes B.

The Final Book Nook:

I finished up A.Z. Fell And Co. Bookshop about mid-July. I managed to get a lot of the work done before and during Minecraft Club. Most of the work was done this month, building, painting, assembling, wiring, etc.



From Joyce Arellano's report

Children's Services

PROGRAMMING

ARTS & CRAFTS

END OF SUMMER ADVENTURE FUN

"Our department offered several types of crafts for kids to make. 33 kids and 29 adults stopped at our tent to make the crafts. The juggler on stilts (Jason Kollum) was a lot of fun. He did a great job engaging with our community. Later in the evening he enchanted the kids with amazing giant bubbles. One mom said she came for the football practice with her children. Her younger son became interested in our event and had a great time. The mom said this event reminded her that she has to visit the library more often and that we offer great things." *Andreea D.*



HEROES WEAR MASKS AND CAPES (44 kits)

Kits included superhero capes and face masks that children could decorate with markers. "Three children decorated their capes in the library, and I saw them wearing their capes as they left. A woman asked for a disposable kid-sized mask for her granddaughter to use during her visit, and I was able to give her one of the kits with a washable mask and a superhero cape to decorate! A parent picked up a kit and noticed the list of books and asked for all of the titles with African American girls on the covers and checked them out!" *Sarah D.*

LET'S BE PEN PALS (11)

"A 9-year-old asked if Mrs. C. was here and was disappointed when I said no. I told her she could write a letter to her, and she was so excited about that. As I was showing her what to do for that, she asked if she could write to anyone else. I told her she could write to ANYONE in the library. She asked if she could write to me. When I told her I would love that and I have not gotten any letters from anyone yet, she decided she would write to me instead." *Jen F.*

LIVE TRIVIA: *Llama Llama & The Owl Diaries Series* (6)

"They knew and loved the books, but one child came in later to pick up the remaining *Owl Diaries* books because we were inspiring. I love when students use our programming to make better connections with our material." *Kathy B.*

"The kids were very good in the game and knew most of the answers. I was very surprised how well they were doing. Each child was a winner in the game and received a goodie bag with two books and some other prizes." *Marta M.*

PINKALICIOUS & PETERRIFIC KIT (48)

"The 25 kits I had prepared were given out very quickly, so in order not to disappoint patrons, Marta and Melisa very kindly helped make more kits (with activities that included making a fairy house out of a jar. This also allowed us to give away bottles of donated paint!)" *Sarah D.*

TEEN & TWEEN PHOTOGRAPHY SCAVENGER HUNT (13)

TWEEN DIY: Framed Glass Stencil Art (YouTube, 12 kits)

<https://youtu.be/esTOFA7cSZg>

"I came up with this idea when I saw some pictures that children had made free-hand with paints on glass and then framed them. After many searches I decided on a llama as I know llamas are very popular right now. As suggested from Jen I looked for a



STORYTIME WITH SENATORS CAPPEL & CONNOR

In June we were approached by the Illinois State Senate's office to collaborate on a family program in order to promote the Senators' Summer Book Club. We decided to feature Senators Meg Loughran-Cappel and John Connor as guest readers in one of our Outdoor Storytimes. Due to the weather, we brought the program indoors to Meeting Room A. Though we had a few children (most likely due to the bad weather) they had a lot of energy! The Senators had a fun time, and Senator Cappel said after the program, "I would love to come back! Invite me to come back and read anytime!"



SUMMER ADVENTURE: READING COLORS YOUR WORLD (565)

We finished another fun Summer Adventure Program! Overall registration is up 36% over last year. We also saw a solid completion rate comparable to 2019 with 44% of children finishing the program. It was interesting to see participation pretty evenly distributed across grade levels.



From Amina Ali's report

Circulation Services

Last month, Ann and Harris continued to take charge of the non-blocking/blocking note clean-up project. They have trained other Specialists to help them and have made excellent progress. Danny and I met with Christina to discuss second floor changes coming in August as the Vortex plans to re-open in over a year. This will require Circulation to rethink some of the book cart, Pick List, and AMH layouts.

Nancy, Communications, and I continue to meet with Patron Point about launching our online library card registration. We are still troubleshooting minor issues to make sure everything runs smoothly for patrons.

This month I also researched a new service that the library is looking to bring on. I've corresponded with a couple neighboring libraries and met with Arlington Heights Memorial Library to discuss license plate renewals. I've outlined and presented a tasklist based on my research to get Fountaindale started in adding on this library service.

Fountaindale also renewed their contract with the Illinois Philharmonic Orchestra (IPO). IPO did not offer it last year due to COVID, but hopes to have in-person concerts with the season opening in October. The library will promote the IPO season in September and tickets will be available at the Information Desk.

Circulation Statistics

New Patrons Registered	196
Holds Pulled From Shelves	6,098

Drive Up Statistics	
Total Visits (July 2021) 699	Previous Month (June 2021) 792

Drive Up Statistics Summary

- We had **699** visits at the drive through this July, which is down from **792** in June.
 - Total visits were down **48%** from July of last year (**1327 last year**).
 - We had an average of **23 visits per day** this month.
- The busiest day of July was the 27th with 39 total visits.
- The busiest time period was 3-6 with 250 total visits throughout the month.

From Tana Petrov's report

Outreach Services

July 2021 Statistics Snapshot

- 1106 children attended our programs
- 983 items were picked up from our remote bookdrops
- 405 patrons visited our Bookmobile and/or Library Express Van stops
- 390 reference questions were answered by Outreach staff
- 32 adults attended our programs
- 17 senior patrons were provided with books and book club discussion materials
- 16 patrons were provided with Home Delivery Service
- 15 senior patrons were provided with craft kits

Outreach General Updates

Our MOPs group met several times throughout the month to plan for puppet shows and for our upcoming fun event in August when we will celebrate the 10th Birthday of this beloved group. The MOPs performed several shows in July: Soup Opera, Lizard Song, Nacho Pacho. Laura was able to figure out how to play the pre-recorded puppet shows on the TV of our Bookmobile and children were able to watch and enjoy puppet shows right in front of the Bookmobile.

Outreach staff continued to provide home-delivery services. We also began in-lobby services at the Levy Center bringing carts with materials for patrons to check out. Due to repair work of the Bookmobile, we substituted with the Library Express Van bringing tables and a tent to parking lots of the facilities to accommodate patrons' needs. A huge thanks goes to our CSD for lending us their tent!

Our very first time with the Bookmobile at the Promenade Mall was a success; we are looking forward to this partnership and hopefully this stop will become a popular one among Bookmobile patrons.

Tana wrote an article for ABOS' Out & About newsletter that featured our new Bookmobile: <https://abos-outreach.com/Newsletter>

Jack wrote his very first blog post, promoting Bookmobile collection:
<https://www.fountaindale.org/2021/07/09/jacks-video-game-review-mlb-the-show-21/>

Bookmobile visits and summer events

We participated in the Park District's Summer Concert, continued with our popular Bookmobile stops at Winston Woods, had two MOPs shows, and in addition, Laura provided July Story Stroll at Bulldog Park. Almost 100 people attended Miss Jamie's show at our Winston Woods stop on July 7th.

From Carolyn's report: *"Our Family Fun Fridays continue to be a success. We've had Mrs. C's Karaoke and Dance Party, Bubbles and Stories with Miss Laura, Sun Print Art/Science at Freedom park, and Ice Cream coupons and crafts at Culvers. At Freedom park we even found that several families stopped by because they saw the Bookmobile. It was great to see some new faces and talk about all the Bookmobile and library has to offer."*

On July 26th, Outreach staff participated in the End of Summer Adventure Fun event in the library parking lot. Our patrons enjoyed a MOPs show, the prize wheel and giveaways, juggler on stilts, CSD tent with crafts, Studio 300 demo of 3D printer, and the Friends tent with books for sale. More than 100 patrons visited the Outreach table, as well as came inside the Bookmobile for a tour and to check out materials.



Building Operations (Tasos Priovolos)

Continued working with Tria Architecture and the awarded general contractor to start the project in the Lower Level rear hall. Two doors in the rear hall will need to be repositioned due to current emergency egress and ADA requirements.

Met with Tria Architecture to discuss the exterior lighting LED conversion project which is currently in the design phase. Parts for our existing exterior lighting are becoming more difficult to purchase and have huge lead times since the manufacturers are phasing out most non-LED fixtures. The LED conversion will also greatly reduce energy consumption and have an immediate cost savings.

We are working with our sign vendor to create and change our floor directory signs for the reorganization of some materials on the 2nd and 3rd floors.

Worked with Pace Systems and our IT department to diagnose issues with the audio and video system in the Board Room.

Continued with our multi-tiered project to replace the sewage ejector pumps and backflow valves from the lower level since this equipment is approximately 10 years old. The multi-tiered approach eliminated closing any section using water (e.g. restrooms, laundry room, janitorial closet, etc.) in the lower level.

We completed our 5-year NFPA required fire sprinkler inspection and repairs required on our system. Fire sprinkler pressure gauges were replaced, a pipe obstruction test was completed, a leaking valve was replaced and a drain on the fire department test header was installed.

Coordinated a CPR/First-Aid/AED/Narcan training for staff. A total of 12 staff attended this training and obtained their American Heart Association card which is valid for 2 years.

Security Report From John Hopkins (Security Supervisor)

Staffing

Hannah Myers was offered a position by Lockport Police Department and resigned her part time position in our department as of July 29th. We wish Hannah the best!

We had been short staffed by two part time positions for over a month. As of Hannah's departure, we have three vacancies. The department is down to just one part time monitor Alec Carlson, our full time monitor Dan Mekeel, and the full time supervisor John Hopkins.

After a stretch without receiving any applications for the two part time positions open in the department, the posting was withdrawn with the intention of posting again after two weeks. We hoped that this would draw more attention from potential candidates than the "stale" posting. On 7/19 the position was re-posted; however, we still have yet to receive any new applications.

Heartsaver First Aid/CPR/AED

Supervisor Hopkins and Full-time Monitor Mekeel attended the Cintas-provided training session and are American Heart Association First Aid/CPR/AED certified for two more years.

End of Summer Adventure Fun

Hopkins assisted Nancy by coordinating with the tent rental team, and assisted other departments setting up the event. After numerous obstacles we were able to start the event on time and Hopkins remained on-hand outside for the majority of the event which ended up going smoothly. The rest of the security team rotated through outdoor event coverage and standard indoor security duties, and the whole team assisted in breaking down the special equipment as needed.

Security assisted the setup and take-down for the event, and monitored both indoor and outdoor activity throughout the event.

Former Staff Member Update

Former Building Security Monitor Ryan Blackburn was sworn in as a Bolingbrook Police Officer at the Village Board meeting on July 27th. Congratulations, Ryan!

ZENDESK -

In July, 48 new maintenance tickets were created, and 40 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

July 2021 Statistics Snapshot

- **3,701 new items** added to collection
- **4,587** old & worn items were **withdrawn**
- **98%** of the total **collection budget expended**
- **475 circls for Vinyl Records**, cases and record players
- **71% circulation increase** and **3,999 more circls in Picture Books** than last July
- **16% increase in OverDrive** digital usage

Fiscal Year Rollover

My team and I implemented another successful fiscal year rollover and are now set up for the new fiscal year. We made several preparations to ensure a smooth rollover; this included closing out open orders, removing on-order items that publishers have canceled and establishing the acquisitions fund structure for the new year. Overall, we managed to stay under budget and successfully expended 98% of the total collection budget to ensure our patrons have received as many new materials as possible during the fiscal year.

Pinnacle Meetings

Several Pinnacle meetings were held in July, including the Fountaindale-Pinnacle meeting, PinDigital and PinTech committee meetings.

At the **FPLD-Pinnacle meeting**, Fountaindale staff provided updates on new business within each Pinnacle committee. Our ILS Manager discussed the imminent upgrade to Polaris 7.0 and that the Pinnacle-wide Vega Task Force will be starting soon. Fountaindale will be well represented, with Kate Thurston (Circ), Christopher Halvorsen (ATSD) and Christina Theobald (Collections) all serving on the task force.

At the **PinDigital meeting**, the group discussed the remaining content credit that rolled over from the previous fiscal year, as well as changes to Houghton Mifflin Harcourt's lending model from one copy/one user to metered access: 26 checkouts. The committee will purchase high interest titles from this publisher before the lending model changes go into effect.

At the **PinTech meeting**, we finalized procedures for cataloging vinyl records, compared eBook bibliographic records from OCLC vs. OverDrive vendor records, and talked about finishing longstanding cleanup projects. Additionally, our committee discussed EDI vocabulary and how it will be applied internally and within the public catalog. Our group will be drafting procedures for adding new local subject headings as well as the removal of problematic subject headings.

Collection Services Staff Updates

From Brett Luminais, *Children's Collection Librarian*

In July, I continued preparations for the YA Collection moves on the second floor. As these collection changes are occurring in August, work with the YA Collections has had top priority. I completed the elimination of the YA Series collection, weeding old or unnecessary series and saving high demand series to fold into YA Fiction. I have reviewed all YA Nonfiction titles by Dewey Decimal classification and completed the review process prior to the 7/31 deadline. I have removed a number of damaged, outdated, and other inappropriate titles from YA Nonfiction, which will allow for an easier move. Additionally, I reviewed our test prep materials and collaborated with other Collection Services staff members to re-catalog, changing the call numbers and relabeling these items. Separating out the test prep titles will make them easier to find for young patrons who may not want to ask for assistance. I also identified a number of titles from YA Nonfiction to make our YA Create collection, which includes Maker, STEAM, and craft titles. Like with test prep, I worked with other members of the Collection Services staff to re-catalog and relabel these items. Other preparations included weeding YA and Adult Videogames and designing a configuration for the layout of the video games in the new spinner fixtures, as well as weeding the anime DVDs and Blu Rays so they will fit their new location. During this process, I continued to order high demand materials for our patrons, and first began undertaking my new responsibilities to the YA collections.

From Lynnette Hopwood, *Adult Collection Librarian*

July was off to a good start with all of the wonderful books ordered for the new fiscal year. We also worked on the Memory Kits for the Outreach Department. These are kits that contain items centered on a theme for people with memory issues (Dementia and Alzheimer's) and their caregivers. We have eleven themes, and each theme includes activities, conversation starters, and resources for the caregivers. I am so proud that we have finally seen the project come to fruition. On to the next project! July also saw the anniversaries of my two Collection Aides. Mary

Anderson celebrated her eighth year of working at Fountaindale and Katie Strickland just celebrated her third year.

From Chris Castle, *Cataloging Supervisor*

I completed the cataloging for the new Memory Care Kits collection for Outreach this month. I collaborated with Christina in creating the guidelines for the bibliographic and item records. These kits consist of items from various themes designed to spark memories and conversation with those dealing with Alzheimer's, dementia, or brain injury. Christina and I devised a new spreadsheet layout for Studio 300 equipment this month. We wanted to make it more streamlined, clear, and easier to navigate. After reworking the spreadsheet, we presented it to the Studio 300 manager, Jack, who welcomed the changes happily. This new spreadsheet layout will increase ease of use and efficiency for adding items for Studio 300 staff and when cataloging. In addition to the new spreadsheet, kit contents will now be included in the Free Text Block instead of the non-public notes field. This will increase their efficiency and allow them to make items available more quickly. This month, I performed several bulk changes to item records. Brett gave me record sets of YA video games that I changed to Juvenile video games, nonfiction books to be added to the Create collection that I added the new YA CREATE prefix to, and test prep materials that I added the new YA TEST PREP prefix to. At this month's catalogers meeting, we discussed and proposed a new set of shelf locations for the second floor. These are awaiting approval from PinTech. EDI topics were discussed several times this month. The addition of #ownvoices stickers was called into question since the group originating the term has decided to discontinue using it themselves. We discussed its use here and will continue to evaluate it. PinTech made progress in creating a vocabulary of EDI terms that all Pinnacle libraries will be able to use so we can all be consistent. They also decided that Homosaurus terms would be accepted in our bib records, but we would not be actively adding them at this time. Karina and I attended a webinar on how Homosaurus can be useful to add to a library's list of thesauri. Also in this webinar, we learned about efforts to make LCSH more inclusive with Black subject headings. We decided that any Juvenile DVD/Blu-ray with a run time over 400 minutes would receive a 21 day loan period instead of the standard 7 day period for Juvenile Movies and TV to allow patrons a longer check out for the longer run times of these items. Finally, Adult Video Games will now receive "New" stickers since they will begin to be interfiled with the YA Video Games in August.

From Jacob Luce, *Acquisitions Supervisor*

For the month of July I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Librarians. We successfully completed the fiscal year roll over. The Memory Kits that I have been putting together since June were finally completed and delivered to Outreach. My staff continues to progress with the Blu-ray re-casing project, they have already finished one entire side of the Blu-ray collection. Three record players were repaired during the month of July. These were the first of such repairs that we have experience since the launch of the vinyl record collection. The first repair was the hinges that held the cover of the record player on, fell off. I was able to repair this by utilizing some replacement screws that I purchased for another project. The second repair was a record player was just missing the RCA cord. The last repair the record player just needed a new inventory sheet and instruction manual. I also received, brought down and stored in the basement the replacement A/V rubber mats. I updated the departments shelving inventory sheet to include these mats. It was decided to update the warning label for the Tween Book boxes. I have been doing that periodically throughout the month of July. I have only one left to replace the label on. Last for the month of July, with the help of Brett, we put together the new video game spinners and also ensured that the new video game spinners will spin and work properly while filled with our materials.

From Karina Andrus, *Cataloger*

This month, I took a week of vacation, and had a nice time visiting Kentucky with family. On July 28th, I attended a session that was part of the ALA Core Cataloging and Classification Research Interest Group. It included two presentations: one about cataloging using Homosaurus in a library consortium, and the other about Black subject headings in LCSH. Throughout my daily workflow, I continued to prioritize holds, dated materials, and materials relevant to current events, (such as the Olympics). Toward the end of the month, I began prioritizing cataloging YA materials in anticipation for the new YA CREATE and TEST PREP collections.

From Christine Jason, *Interlibrary Loan Specialist*

This month, I worked on damaged items to see if we needed to order replacement copies. One of the books was a 2017 travel book. We did not have an updated version of it, but I found a 2021 copy. I created a cart in Baker and Taylor and another in Midwest Tape for my supervisor to review. I had a total of 12 books and 2 DVDs and 1 CD. We also had a librarian in Minnesota reach out through text a librarian to let us know they were so impressed with our purple labels, they were wondering where we purchased them from. I was able to send them the information and they were very thankful.

Circulation by Branch

Branch	2020	2021	Change	% Change
Building	47,540	56716	9176	19.30%
Outreach	731	1636	905	123.80%
Studio 300	629	1262	633	100.64%
Digital	9576	8,203	-1373	-14.34%
Totals	58,476	67817	9341	15.97%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2341	vs.	DVD	9218
CD Audiobook	548	vs.	Playaway Audiobook	539
Vinyl Record	371	vs.	Music CD	1040

Special Collections

Collection	Circs
Backpacks	206
Dolls	79
Hotspots	30
Laptops	174
Lucky Day	992
Rokus	46
STEAMboxes	63
Tween Book Boxes	11
Vinyl Records & Cases	431
Portable Record Players	44

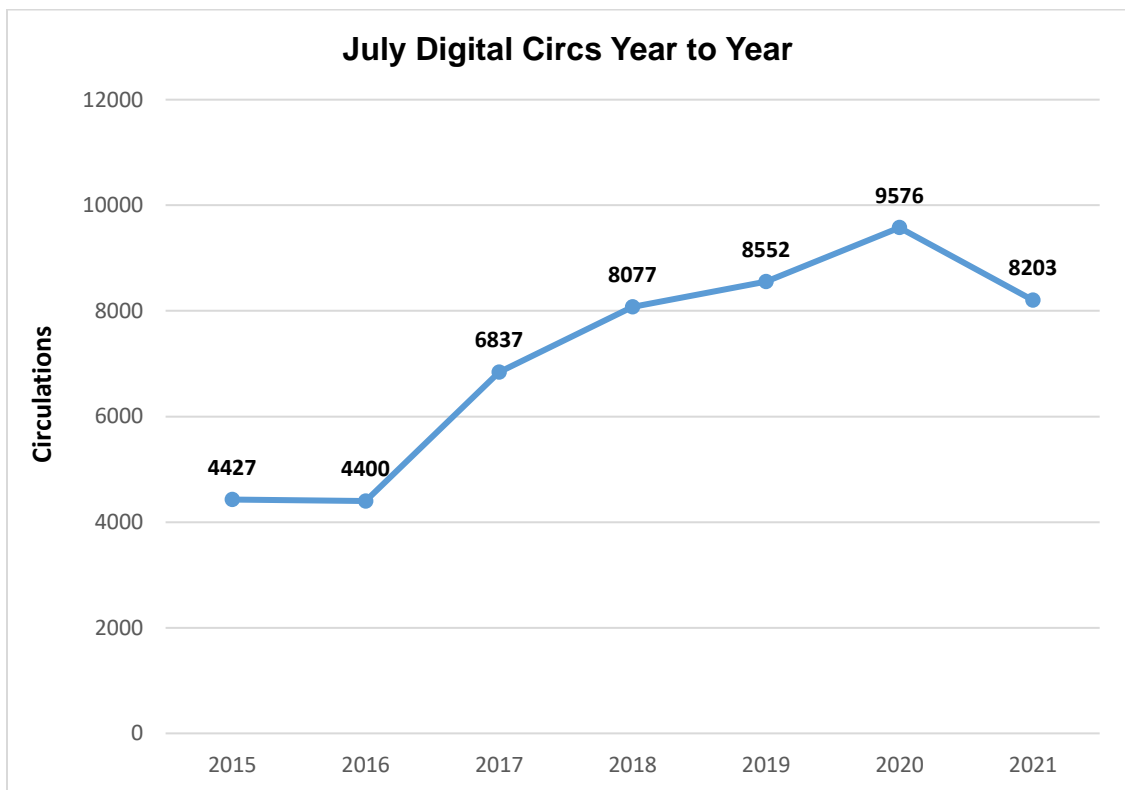
Physical Collection Circulation

**Sorted alphabetically by collection*

Collections	Jul 2020 Circs	Jul 2021 Circs	Change	% Change
Adult Audiobooks	589	551	-38	-6%
Adult Fiction	4759	5547	788	17%
Adult Graphic Novels	557	888	331	59%
Adult Nonfiction	4796	5243	447	9%
Adult Video Games	353	432	79	22%
Beginning Readers	1699	2513	814	48%
Interlibrary Loan	273	292	19	7%
Juvenile Audiobooks	580	958	378	65%
Juvenile Fiction	4805	5158	353	7%
Juvenile Graphic Novels	1647	2287	640	39%
Juvenile Kits	8	145	137	1713%
Juvenile Movies & TV	3232	3437	205	6%
Juvenile Nonfiction	2656	3103	447	17%
Juvenile Technology & Equipment	105	390	285	271%
Juvenile Video Games	810	1151	341	42%
Large Print	649	854	205	32%
Local Authors	6	11	5	83%
Local History & Genealogy	0	0	0	
Magazines	844	593	-251	-30%
Movies & TV	9696	8016	-1680	-17%
Music	1329	1396	67	5%
On-the-Fly	10	19	9	90%
Picture Books	5626	9625	3999	71%
Studio 300	626	1263	637	102%
Technology & Equipment	161	582	421	261%
World Languages Adult	114	308	194	170%
World Languages Juvenile	303	581	278	92%
World Languages Young Adult	14	22	8	57%
Young Adult Audiobooks	70	40	-30	-43%
Young Adult Fiction	1164	1645	481	41%
Young Adult Graphic Novels	476	1537	1061	223%
Young Adult Kits	1	9	8	800%
Young Adult Nonfiction	257	254	-3	-1%
Young Adult Technology & Equipment	4	1	-3	-75%
Young Adult Video Games	681	763	82	12%
TOTALS	48900	59614	10714	22%

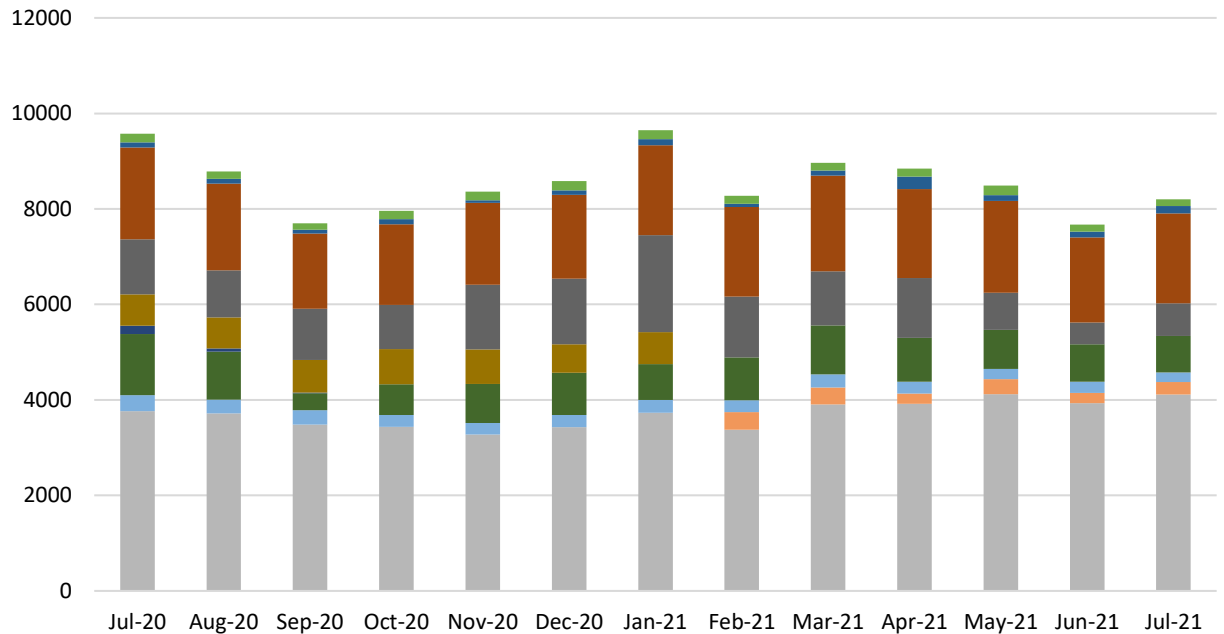
Digital Collection Usage

Digital Platform	Jul 2020	Jul 2021	Change	% Changed
OverDrive	3766	4371	605	16.06%
PressReader	106	156	50	47.17%
Kanopy	183	141	-42	-22.95%
Hoopla	1925	1880	-45	-2.34%
eRead Illinois	336	207	-129	-38.39%
Rbdigital eAudio	177	0	-177	-100.00%
cloudLibrary	558	354	-204	-36.56%
cloudLibrary Shared	717	406	-311	-43.38%
Freegal	1153	688	-465	-40.33%
Rbdigital eMags	655	0	-655	-100.00%
Totals	9576	8203	-1373	-14.34%



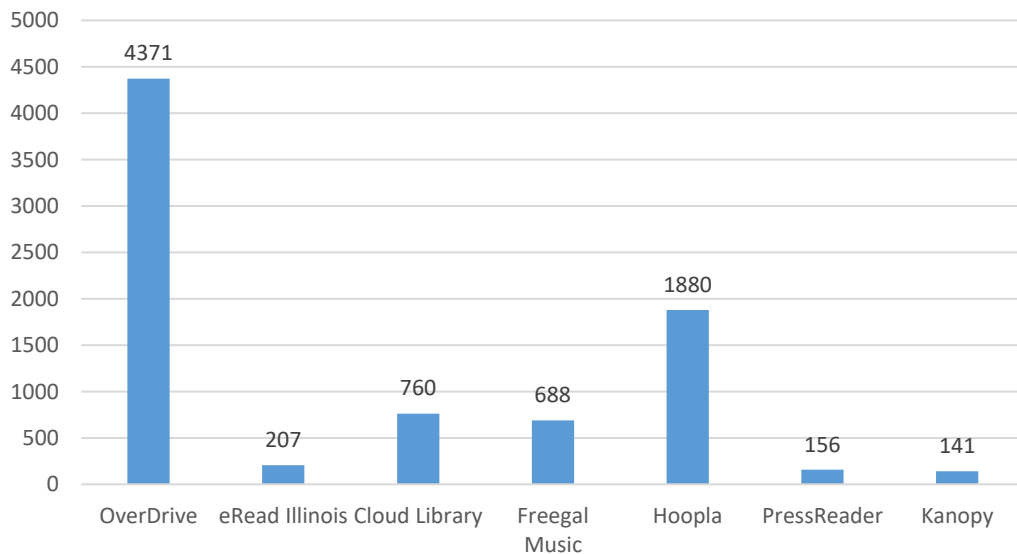
For **July**, digital circulation was **12%** of the library's total circulation.

Digital Collection Circulation Over the Year



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Kanopy	183	155	133	177	181	196	192	165	161	168	198	148	141
PressReader	106	105	83	103	52	96	125	68	106	263	126	121	156
Hoopla	1925	1811	1574	1694	1718	1758	1880	1878	2002	1863	1924	1785	1880
Freegal Music	1153	990	1076	925	1355	1373	2035	1272	1134	1254	772	451	688
RBdigital eMags	655	646	678	732	720	596	671	0	0	0	0	0	0
RB Digital eAudio	177	72	17	0	0	0	0	0	0	0	0	0	0
Cloud Library	1275	1003	356	643	820	883	751	901	1023	915	817	790	760
eRead Illinois	336	290	300	252	242	253	268	249	274	250	216	233	207
OverDrive eMags								368	356	215	316	216	260
OverDrive	3766	3715	3483	3435	3274	3431	3728	3373	3907	3917	4120	3929	4111

Digital Circulation By Platform



Digital Content Fast Facts

Overdrive

- There were **5,224 unique Pinnacle users**, which is a negative **-3.8% growth** from last year.
Of those, **Fountaindale had 825 unique users** in the month, **42** of which are **new users**
- During the month, PLC yielded **26,939 total checkouts**; of those, **4,371 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 54.3%, audio: 38.6%, eMagazines: 7%
- Checkouts by Audience: Adults: 89.5%; Young Adults: 5.9%; Juvenile: 4.6%

eRead Illinois/Axis 360

- There were **85 active users** for the month, **23** of which are **new users**
- During the month, there were **135 eBook circs** and **72 eAudio circs**
- **eBooks** accounted for **65%** of checkouts, while **eAudio** accounted for **35%**.

cloudLibrary

- There were **64 active users** for the month, **11** of which are **new users**
- During the month, there were **339 eBook circs** and **15 eAudio circs**
- There were **406 circs from cloudLink patrons**
- There were **175** instances of **Pay-per-use** titles used

Hoopla

- The **top trending titles** were *Steven Universe Season 1*, *Octonauts Season 1*, *The Last O.G. Season 1* and *Doc Martin Series 9*
- There were **1,880 circs** borrowed by **400 patrons**
- There were **400 unique patrons**, of which **38 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **47%** of all circs, followed by **eBooks with 34%**, **Movies/TV with 15%**

Kanopy

- The **most popular videos** were *In Whose Honor?*, *Nikita*, *Behind Convent Walls*, *The Meaning of Vanlife*
- Patrons played **141 distinct video titles** and **307 video plays**
- There were **51 active users**

Freegal

- This month yielded **490 songs streamed** and **198 music downloads**
- Top **streaming music genres**: Country, Pop, rock, K-Pop, Latin Music
- Top **downloaded music genres**: Classical, Rock, Pop/Rock International

Physical Items Added and Withdrawn

Items	Jul 2021 Added	Jul 2021 Withdrawn
Adult Audiobooks	34	0
Adult Fiction	787	1318
Adult Graphic Novels	38	3
Adult Nonfiction	292	15
Adult Video Games	32	1
Beginning Readers	17	588
Juvenile Audiobooks	16	540
Juvenile Fiction	343	784
Juvenile Graphic Novels	131	4
Juvenile Kits	0	0
Juvenile Movies & TV	61	4
Juvenile Nonfiction	64	7
Juvenile Technology & Equipment	0	1
Juvenile Video Games	17	90
Large Print	208	2
Local Authors	1	0
Local History & Genealogy	3	0
Magazines	247	0
Movies & TV	468	909
Music	46	1
Picture Books	377	16
Studio 300	1	0
Technology & Equipment	0	5
World Languages Adult	31	1
World Languages Juvenile	69	2
World Languages Young Adult	2	0
Young Adult Audiobooks	14	0
Young Adult Fiction	190	1
Young Adult Nonfiction	23	119
Young Adult Technology & Equipment	0	0
Young Adult Video Games	72	170
TOTALS	3701 Added	4587 Withdrawn

Acquisitions & Processing

- Purchase Orders created and released: 119
- Invoices Paid: 222
- Boxes Received and Opened: 68
- Items Repaired: 333

Cataloging

- Items Cataloged and made available: 3701
- Original bibliographic records created: 35
- Magazines & Newspapers processed: 247

Interlibrary Loan

315	Items Received for our patrons <ul style="list-style-type: none">• 265 items from IL libraries• 50 items from out of state libraries
231	Items Sent out to other libraries <ul style="list-style-type: none">• 113 to IL libraries• 109 to out of state libraries• 9 to XYZ libraries
383	Items requested by our patrons this month <ul style="list-style-type: none">• 362 submitted in OCLC• 10 items were too new to request• 6 were available in Pinnacle• 5 were out of country only
295	Items requested by OCLC libraries this month <ul style="list-style-type: none">• 138 from IL libraries• 156 from out of state libraries• 1 out of country

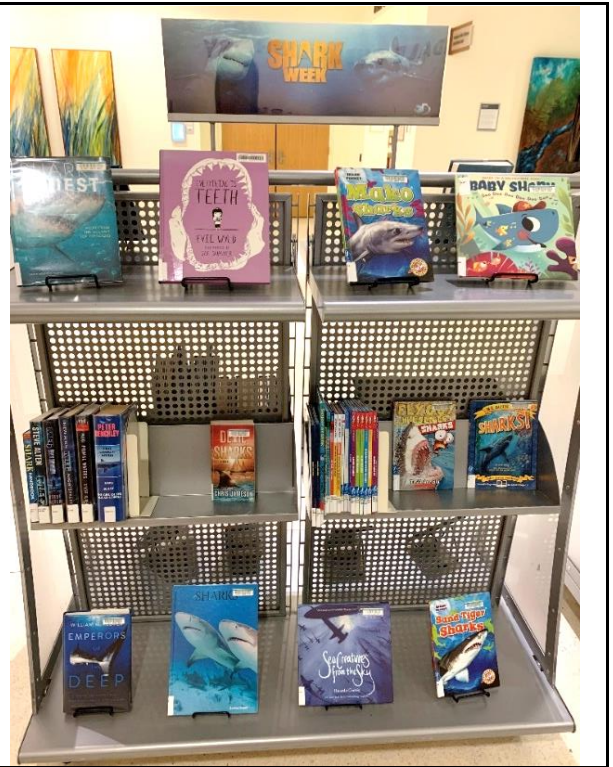
Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	2,417 Up 139 Items 2.12%	146 Up 19 Items 1.14%	1,167 Up 226 Items 1.15%	3,730 Up 259 Items 1.64%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	73 Down 39 Items 1.41%	12 Up 1 Item 8.22%	73 Up 2 Items 6.26%	119 Down 36 Items 3.19%
Grubby - Items that have circulated <u>75 times</u> or more <i>CHQ Recommendation: less than 10%</i>	9,642 Up 23 Items 8.47%	450 Down 137 Items 3.52%	10,219 Up 10 Items 10.08%	20,415 Down 104 Items 8.91%
DOA* Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times. <i>US average 16%</i>	153 12.33%	3 5.17%	28 9.52%	184 11.55%
Turnover July 21, 2020 to July 26, 2021	2.33	2.54	2.45	2.39

Displays

<p><u>1st Floor:</u> Lobby Cart: Get Outdoors – 148 Lobby Cart: Conversations – 72 Lobby Tree: Staff Picks – 39 Lobby Cart: Shark Week – 162 Lobby Cart: America the Beautiful – 37</p> <p><u>2nd Floor</u> 2nd Floor Desk Table – 12 2nd floor cart: Christmas in July – 6 2nd Floor cart: Based on the Book – 25</p> <p><u>3rd Floor</u> Self-Check: Staff Favorites – 4 3rd Floor Desk Table – 37 3rd Floor Cart: Christmas in July – 20</p>	<p><u>Children's</u></p> <ul style="list-style-type: none"> • Fear Street – 50 • Video Games – 23 • 1000 Books Before Kindergarten – 88 • Colorful Crafts – 59 • Colorful Foods – 42 • Step Into Reading – 32 • Space/Moon Landing – 43 • Olympics – 14 • Nighttime – 21 • Daytime – 18 • Learn About Colors – 5 • Colorful Animals – 11 • #OwnVoices – 209 • 4th of July – 23 • Pride – 4
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3rd Floor Cart: It was book before a Movie – 11
(only up 1 week)
3rd Floor Cart: When Life Gives You
Lemonade – 44
3rd Floor Cart: Color Your World – 18
3rd Floor Nonfiction Hidden Figures – 6
3rd Floor Nonfiction Healthy Eating – 7
3rd Floor Nonfiction Yoga/Meditation – 4
3rd Floor Nonfiction Exotic Travel – 2
3rd Floor Nonfiction My Kind of Town – 41
3rd Floor Nonfiction Discover Your Heritage – 0
3rd Floor Nonfiction Camping – 25
3rd Floor Nonfiction Money Management – 4
3rd Floor Nonfiction Bigfoot – 1



Fountaindale Public Library

July 17 at 10:05 AM · 🌐

Now that you've binge watched the "Fear Street" films on Netflix, read the books that inspired them! Find them on the 2nd floor near the video games!



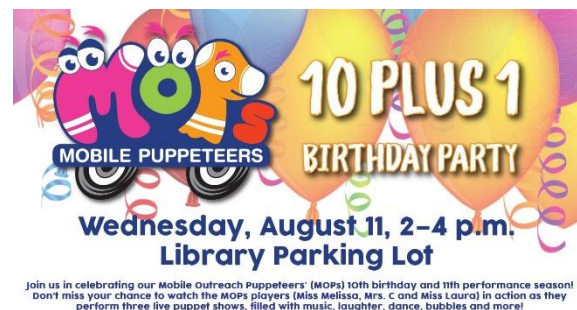
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Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 39,508 impressions and 4,627 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 32,289 impressions; 3,551 clicks
 - YouTube Channel: 4,287 impressions; 703 clicks
 - LinkedIn Learning: 997 impressions; 82 clicks
- We auto renewed 196 library cards with Patron Point.
- Melissa and Steven scheduled, wrote/edited and published 19 blog posts.
- Melissa and Steven edited/posted 34 YouTube videos.
- Melissa and Steven created nine [Instagram reels](#) which have 13,993 views combined.
- Melissa and Steven began working with Nancy, Amina and Communico to launch an online library card application via Patron Point. This should go live in August.
- Sabrina and Melissa began working with Outreach Services to plan their new Read-a-Palooza initiative.
- Melissa attended the ILA Marketing Forum Roundtable.
- Steven celebrated his 10-year anniversary at Fountaindale!
- Sabrina updated the Board of Trustees' name plates, and designed the fall issue of *The Fountain*, permanent display signage for the new teen collection and collateral for the End of Summer Fun, MOPs 10 Plus 1 and Chalk It Up Challenge events.





Media

- [The Herald-News](#) mentioned us in their weekend event coverage.
- [The Patch](#) mentioned our Micro Pantry is a story about a new local MP.
- ABOS' [Out & About](#) newsletter mentioned our new Bookmobile.
- [The Patch](#) posts all of our blog posts in their Community Corner section.

Social Media Metrics

- Facebook Metrics
 - 11 new followers
 - 1,103 page views
 - 42,927 people viewed our content (reach)
 - 10,560 people saw our content because a friend shared, liked or engaged with it
 - 2,574 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 2 new followers
 - 307 page views
 - 5,086 tweet impressions
- Instagram Metrics
 - 7 new followers
 - 286 post likes & comments
 - 18,678 people viewed our content (reach)
- YouTube
 - 16 new subscribers (878 total)
 - 1,998 views
 - 106.7 hours of watch time
 - 38,589 impressions (How many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp:
 - 31 emails sent (This includes weekly blog roundup emails)
 - 76 new subscribers (This includes blog subscribers)
 - Average open rate: 27.95% (industry average is 21.33%)
 - Average click rate: 6.13% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 35.62%

Finance (Jennie Nguyen)

Highlights:

- **Audit:** Spent much time making preparations for the August annual audit. I drafted the accrued schedules, prepared bank and legal confirmations, and prepared final financial reports and other documents for the fiscal year end. Having this information ready, helps to improve the efficiency of the actual audit.
- **Budget:** Compiled the final departmental budgets. Completed the Tentative Budget for fiscal year 2021-2022 to be approved at the July Board meeting.
- **IPLAR:** Completed the financial section of the Illinois Public Library Annual Report (IPLAR)
- **Insurance:** Completed the annual liability insurance renewal questionnaire with LIRA
- **Fiscal Year End Preparations** - This month, the Finance team worked hard with the other departmental managers to ensure that all of the outstanding expenditures were allocated to the fiscal year which ended on 06/30/2021. This would allow the Library's financial reports to reflect the most accurate information of their revenue and expenditures for this fiscal year.
- **New Fiscal Year** – July marks the beginning of the Library's new fiscal year. The working budget for the new fiscal year was reviewed and entered into Financial Edge.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist- Candidate selected
- Adult & Teen Services Specialist- Adult Event Programming
- Building Security Monitor (3 positions)
- Information Technology Supervisor

New Hires:

- Mythe Castillo, Adult and Teen Services Specialist, 7/19
- Hope Kennedy, Circulation Services Aide, 8/2
- Madison Sea-Macak, Circulation Services Aide, 8/2

Departures:

- Becca Falasz, Adult and Teen Services Specialist, 7/10
- Hannah Myers, Building Security Monitor, 7/29
- Nelly Ambriz, Adult and Teen Services Specialist, 7/31
- Olivia Elliott, Circulation Services Aide, 7/31

Policy Review

Reviewed paid time off benefit policies. Revisions will be presented to the Board in August.

Human Resources Specialist

Andrea Rodriguez has continued her training this month. She has attended departmental reviews and learned many of the duties of her position.

Information Technology (John Matysek)

Highlights

- During the month of July 64 new help desk tickets were created by FPLD staff, and 59 new or existing tickets were solved by IT staff.
- Along with Randall Hildebrandt, worked with vendor Todays Business Solutions (TBS) to upgrade the MyPC server software used for patron access to public computers.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, moved additional Collection Services staff workstation equipment back into their newly reconfigured workroom from the ATSD staff workroom.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with Tasos Priovolos on testing and troubleshooting the audio video equipment in the Board Room.
- Met with vendor FatPipe to review the library's account and discuss a new web based tool for performance monitoring.
- Installed additional device pack software on the library phone system VoIP servers to support newer phone models.
- Met with vendors ITsavvy and Hewlett Packard Enterprise (HPE) to discuss pricing proposals for their hyper-converged infrastructure solution for replacing the library's current main network server and storage hardware.
- Met with vendor WhoFi multiple times to discuss discrepancies in recorded Wi-Fi session statistics, the causes of same, and testing to implement a fix.
- Along with Paul Mills and Christina Theobald, met with vendor bibliotheca to discuss ongoing checkout issues with the self-check units.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor bibliotheca to troubleshoot the ongoing self-check issues and test a potential solution.
- Working with vendor Todays Business Solutions (TBS) to troubleshoot issues with the MyPC software used for patron access to public computers that have come up since the recent upgrade.
- Randall Hildebrandt, who has worked at Fountaindale since 2011 and is currently the IT Supervisor, will be leaving the library in early August to take a position with DuPage County. Randy's dedication and hard work over the past 10 years is very much appreciated, and we wish him success in his new endeavor!

July 2021 District Statistics						Population Total		67683			
Total Circulation Statistics		67,817	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup		57,978	Reading Programs Offered	0	0	2	0	0	17,612	4,760	
Bookmobile		1,636	Reading Members	0	0	390	0	390	Proctoring	Total Twitter Followers	
Digital		8,203	Summer Reading	1	1	1	0	3	2	887	
			Summer Reading Members	495	277	565	0	1337	Faxes Sent	Total Instagram Followers	
			Collections Totals		Population Served	Building	Outreach	Total	460	1,265	
Interlibrary Loan Requests			New Physical Items	3,701	Total Visits	16,760	133	17,592	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons		315			New Cardholders	196	2	198	3,677	7,810	
Items Sent to other Libraries		294			Active Cardholders	25,817	48	25,865	Pages Printed	COHS Students Enrolled	
			% Served		All cardholders **	39,103	Drive through visits	699	16,108	6	
In-house checkins (Not part of total circ)		N/A	Active cardholders	38.21%	Computer and Internet Sessions						Monthly Wireless Sessions
			All cardholders	57.77%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks		
					36	491	0	2,052	34		
Public Use of Meeting Rooms		S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals				
Number of events/uses		52	17	14	30	263	Building Front	Building Rear	Church	Ashbury's	
Attendance		58	21	40	379	373	5,002	5,169	843	140	
		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: 4,611	
Numbered offered		30	0	8	38	14	0	0	14	Android: 891	
Attendance		315	0	61	376	184	0	0	184		
Programming hours		36	0	9	45	20	0	0	20		
		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	197	
Numbered offered		25	47	0	72	141	4	5	150	Total Attendance	
Attendance		508	1,106	0	1614	5	32	50	87	5,652	
Programming Hours		14.25	64	0	78.25	X	X	X	X	Total Programming Hours	
		Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages				290	
		Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual (streaming)	Total		
Numbered offered		33	0	0	33	1	38	34	73		
Attendance		1,366	0	0	1366	86	38	1,988	2,112		
Programming hours		0	0	0	X	3	38	106	147		
Questions		Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total		
Reference Total		425	122	1,054	390	1,184	23	66	3,264		
Directional		1	266	728	0	684	81	0	1,760		
One on One Assistance		8	330	473	0	19	0	0	830		
Comparison to Previous Year		This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs		
Circulation		67,817	58,840	15.26%	Reference Questions	3,264	2,932	11.32%			
Visitors		17,592	10,752	63.62%	Computer Usage	2,613	2,514	3.94%			
Card Holders		25,817	25,627	0.74%	Wireless Sessions	17,913	15,974	12.14%			
Room Bookings		376	67	461.19%	Program Attendance*	5,652	7,853	-28.03%			