FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
September 20, 2018 | 6:30 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

Hearing for Budget and Appropriation Ordinance Fiscal Year 2018/2019

1. Call to Order

2. Roll Call of Trustees

3. Comments from the Public

4. Adjournment

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
September 20, 2018 | 7:00 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
    a. Board Meeting – August 16, 2018
5. Employee Recognition
    a. Daniel Bedoya – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
    a. Approval of Ordinance 2018-2 – Budget & Appropriation Ordinance Fiscal Year 2018/2019
    b. Approval of Chief Fiscal Officer's Certificate of Revenues by Source
    c. Approval of Revised Reference and Reader's Advisory Policy
    d. Approval of Bloodborne Pathogens Policy Section for the Employee Handbook
    e. Approval of Drug and Alcohol Use Policy Section for the Employee Handbook
    f. Approval of Smoking Policy Section for the Employee Handbook
    g. Review of Requirements for Fiscal Year 2019 Illinois State Library Per Capita Grant
    h. Approval of Request to Travel for Trustees to 2019 American Library Association Midwinter Meeting in Seattle, WA – January 25-29, 2019
    i. Approval of Request to Travel for Executive Director to 2019 American Library Association Midwinter Meeting in Seattle, WA – January 25-29, 2019
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
    a. Bills Paid Report – September, 2018
    b. Bills Payable Report – September, 2018
13. Director's Report – August, 2018
14. Unfinished Business
    a. Final Approval of Request to Travel for Trustees to 2018 Illinois Library Association Annual Conference in Peoria, IL – October 9-12, 2018
15. Reports
    a. Building
    b. Finance
    c. Strategic
    d. Personnel
16. Announcements
17. Adjournment

For further information regarding this meeting agenda, please contact:
Paul Mills, Executive Director | Fountaindale Public Library District
(630) 685-4157 | pmills@fountaindale.org

September 2018 Agenda Background
Paul Mills

8.   New Business – Action Items

a.   Approval of Ordinance 2018-2 – Budget & Appropriation Ordinance Fiscal Year 2018/2019

This ordinance is the next step of our budget process.

Suggested Motion: Motion to approve Ordinance 2018-2 – Budget & Appropriation Ordinance Fiscal Year 2018/2019.

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

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

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

c.   Approval of Revised Reference and Reader's Advisory Policy

This draft policy is designed to provide guidelines for how we will provide these key services for our patrons. Our existing policies in this area are rather old, and this revised policy reflects a current view of the best way to serve our community.

Our attorney has reviewed this draft policy as well.

Suggested Motion: Motion to repeal all previous information, reference, and reader's advisory policies and approve the revised Reference and Reader's Advisory Policy.

d.   Approval of Bloodborne Pathogens Policy Section for the Employee Handbook

This draft policy features the following key changes –

- The record of all incidents, exposures, cleanup, and disposals shall be kept by the Human Resources Manager.

- The requirement for annual in-service training has been changed to follow our procedures. Training is given on an as needed basis for new and current staff.

Our attorney has reviewed this draft and has modified wording for clarification.

Suggested Motion: Motion to repeal the existing Bloodborne Pathogens Policy section in the Employee Handbook and to approve the revised Bloodborne Pathogens Policy section for the Employee Handbook.

e.   Approval of Drug and Alcohol Use Policy Section for the Employee Handbook

This draft policy combines the following current employee handbook sections into one cohesive policy: Illegal Drugs and Alcohol/Drug Free Workplace, Employee Assistance and Drug-Abuse, Work Rules, Crimes Involving Drugs, Employee Assistance Program.

Important changes to note include –

- Employees are subject to testing for alcohol or drug use due to: Reasonable suspicion that an employee is under the influence of alcohol or drugs while working, on District premises, or operating District vehicles.

- Employee causes or contributes to accidents which seriously damage a District vehicle, machinery, equipment or property or result in an injury requiring emergency medical treatment away from the scene of the accident when there is a belief that the use of drugs/alcohol contributed to the accident/injury.

- Return to duty and follow-up, testing at times and frequency determined by the District.

- Addition of collection and testing procedures.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing sections of the Employee Handbook as follows:
- *Illegal Drugs and Alcohol/Drug Free Workplace*
- *Employee Assistance and Drug-Abuse*
- *Work Rules*
- *Crimes Involving Drugs*
- *Employee Assistance Program*

and to approve the revised Drug and Alcohol Use Policy Section for the Employee Handbook.

f.   Approval of Smoking Policy Section for the Employee Handbook

This draft policy has its content modified for consistency between smoking restrictions in other District policies.

Our attorney has reviewed this draft.

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

g.   Review of Requirements for Fiscal Year 2019 Illinois State Library Per Capita Grant

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

The first item is the Illinois Library Trustee's Fact File, Chapters 6-10. Please see attached for the entire edition of the Trustee Facts File.

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

Chapter 6: Covers intellectual freedom, selection policies, and patrons' right to privacy

Chapter 7: Covers strategic and long-term planning undertaken by the Library Board

Chapter 8: Covers human resources

Chapter 9: Covers looking at facilities

Chapter 10: Covers looking at budgeting and financial management

The second item is a requirement that the Board watch one online educational opportunity regarding meeting the needs of patrons with challenges or disabilities. RAILS, our regional library system, has suggested this one as a good for trustees to watch.

Beyond Assistive Technology: Improving Library Services to People with Disabilities

https://www.railslibraries.info/ce/archive/99650

The third item is that the Board is required to review Chapter 8 of Serving our Public 3.0: Standards for Illinois Public Libraries. Chapter 8 discusses Public Services: Reference and Reader's Advisory Services.

The fourth and final item is that the Board of Trustees is required to review the information about the Illinois Veterans History Project which was included in the August report. Here is the information from that report –

The Illinois State Library has asked that the Board and Staff of all Illinois public libraries learn about the Illinois Veterans History Project as part of the Per Capita Grant requirements this year. This project aims to create a permanent record of the names and stories of Illinois war veterans and civilians who served our state and country during war so that their efforts will not be forgotten.

Please take some time to learn more about the program here

http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html

Veterans or their family members can complete a form found on the site mentioned above and share their remembrances. Those who participate will receive an Official Certificate of Appreciation for their participation in this project.

You can also find interviews here on the project's YouTube channel

https://www.youtube.com/user/ilveteransproject

Suggested Motion: No Motion Required.

h.   Approval of Request to Travel for Trustees to 2019 American Library Association Midwinter Meeting in Seattle, WA – January 25–29, 2019

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

Suggested Motion: Motion to approve request to travel for trustees to the 2019 American Library Association Midwinter Meeting in Seattle, WA – January 25–29, 2019.

i.   Approval of Request to Travel for Executive Director to 2019 American Library Association Midwinter Meeting in Seattle, WA – January 25–29, 2019

I am requesting travel to the ALA Midwinter Meeting. Per our policy out of state travel by the Executive Director requires Board approval.

Suggested Motion: Motion to approve request to travel for the Executive Director to the 2019 American Library Association Midwinter Meeting in Seattle, WA – January 25–29, 2019.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD AUGUST 16, 2018
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, August 16, 2018 at 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by President Margaret (Peggy) Danhof.

ROLL CALL

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

PRESENT

Present at roll call were Steven Prodehl, Robert Kalnicky, Kathryn Spindel, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustee Ruth Newell was unable to attend the meeting due to the wake for Reverend Donald Drogos.

Trustee Marcelo Valencia

Trustee Valencia arrived at 7:02 p.m.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Noelia Frias, Nancy Castellanos and Lea Pottle.

PUBLIC PRESENT

The following public was present: Jody Hargett, Belinda Gonzalez, Andree Frias, Jose Frias, Ryan Harter and Otis Gatlin.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – July 19, 2018

The minutes of the board meeting held July 19, 2018 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – July 19, 2018

The minutes of the Executive Session held July 19, 2018 were presented. A motion to approve the minutes was made by Spindel, seconded by Kalnicky. Minutes were approved as read.

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

Trustee Valencia entered at 7:02 p.m.

EMPLOYEE RECOGNITION

President Danhof recognized Noelia Frias for her ten years of service and presented her with a certificate and keychain.

COMMENTS FROM THE PUBLIC

Bolingbrook resident Ryan Harter thanked the Board and Director Mills for being able to teach a game course for kids ages 9-12 in Studio 300. Harter wanted to also thank Jeffrey Fisher and Anna Gillespie for their help with the class.

FRIENDS OF THE LIBRARY

Jody Hargett from the Friends reported that the Friends had a successful Ice Cream Social. Candy sales were $111 and $70 in children's book sales. The Friends were happy to donate the money for the extra ice cream.

The Friends are getting ready for their annual Fall Book Sale, October 5–7.

Trustee Valencia mentioned he had been in touch with the owner of the Neveria Michoacana. The owner extended an offer to participate next year at Ice Cream Social.

NEW BUSINESS

Approval of Resolution 2018-1 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2018/2019

A motion to approve Resolution 2018-1 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2018/2019 was made by Spindel, seconded by Valencia.

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

Approval of Resolution 2018-2 – Resolution Designating Open Meetings Act Officers

A motion to approve Resolution 2018-2 – Resolution Designating Open Meetings Act Officers as Paul Mills and Juanita Lennon was made by Spindel, seconded by Kalnicky.

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

Approval of Resolution 2018-3 – Resolution Designating Freedom of Information Act Officers

A motion to approve Resolution 2018-3 – Resolution Designating Freedom of Information Act Officers as Paul Mills and Jennie Nguyen was made by Prodehl, seconded by Spindel.

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

Approval of Resolution 2018-4 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

A motion to approve Resolution 2018-4 – Resolution Authorizing Intervention in Certain Tax Appeal Cases was made by Valencia, seconded by Spindel.

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

Approval of 2018 Illinois Public Library Annual Report (IPLAR)

A motion to approve the 2018 Illinois Public Library Annual Report (IPLAR) was made by Valencia, seconded by Prodehl.

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

Approval of Appointment of Chief Election Officer and Deputy Election Officer

A motion to approve the appointment of Steven Prodehl as Chief Election Officer and Juanita Lennon as Deputy Election Officer was made by Valencia, seconded by Kalnicky.

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

Approval of Revised Computer Use Policy

A motion to repeal the existing Computer Use Policy and approve the revised Computer Use Policy was made by Prodehl, seconded by Spindel.

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

Approval of Absence Due to Illness/Sick Section for the Employee Handbook

A motion to repeal the existing Absence Sue to Illness/Sick section in the Employee Handbook and to approve the revised Absence Due to Illness/Sick section for the Employee Handbook was made by Prodehl, seconded by Spindel.

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

Approval of Bereavement Leave Section for the Employee Handbook

A motion to repeal the existing Bereavement Leave section in the Employee Handbook and to approve the revised Bereavement Leave section for the Employee Handbook was made by Spindel, seconded by Prodehl.

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

Approval of Child Bereavement Leave Act Section for the Employee Handbook

A motion to approve the Child Bereavement Leave Act section for the Employee Handbook was made by Valencia, seconded by Prodehl.

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

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

A motion to approve the Leave of Absence without Pay Section for the Employee Handbook was made by Spindel, seconded by Bermejo.

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

Approval of Agreements with Sheehan Nagle Hartray for Architectural and Related Services

A motion to approve the agreements with Sheehan Nagle Hartray for architectural and related services was made by Spindel, seconded by Valencia.

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

Approval of Agreement with CCS International for Cost Estimating Services

A motion to approve the agreement with CCS International for cost estimating services was made by Kalnicky, seconded by Spindel.

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

Approval to Seek Requests for Proposals for Services for an Infrastructure Plan and Schedule

A motion to approve to seek requests for proposals for services for an infrastructure plan and schedule was made by Prodehl, seconded by Valencia.

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

LIBRARY PROJECTS

Approval of Studio 300 Modification Proposal for Maker Lab Functions

A motion to approve the Studio 300 modification proposal for Maker Lab functions was made by Spindel, seconded by Valencia.

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

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report for July, 2018 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – August, 2018

Bills paid for the month of August in the amount of $81,898.35 was presented for approval. Motion to approve was made by Kalnicky, seconded by Prodehl.

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

Bills Payable Report – August, 2018

Bills payable for the month of August in the amount of $178,215.10 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

DIRECTOR'S REPORT – July, 2018

Mills highlighted the library's new streaming movie service, Kanopy. Mills also discussed the new My Library Rewards incentive program to encourage reading. All six Pinnacle libraries are now using it, and we are the first libraries in Illinois to implement it and the first consortium to implement it as well.

Mills also mentioned the Illinois Veterans History Project. This is a project of the Illinois State Library and it is a requirement for the upcoming Per Capita Grant for trustees and staff to learn about it. Information about this project and other requirements for the Per Capita Grant will be sent to each trustee.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Community Service Council Gala is on Thursday, September 13 at the Bolingbrook Golf Club.

Joyfest is on Saturday, September 8.

Pathways Parade on Sunday, September 9.

Staff Appreciation Party will be on Saturday, September 15 at Ashbury's at Boughton Ridge.

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:55 p.m.

Approved:_____
                                 Steven J. Prodehl, Secretary

_____
Margaret J. (Peggy) Danhof, President

Ordinance 2018-2
Budget and Appropriation Ordinance
of the
Fountaindale Public Library District
Will and Du Page Counties, Illinois
for
Fiscal Year July 1, 2018 to June 30, 2019

Whereas, Paul Mills, Library Director, has been designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, and in accordance with such designation has prepared such tentative budget and appropriation ordinance and on July 19, 2018 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation ordinance conveniently available to public inspection for at least thirty days prior to action thereon; and

Whereas, prior to final action a public hearing was held as to such budget and appropriation ordinance on September 20, 2018, notice of which hearing was given at least thirty days prior thereto by publication in The Bugle, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

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

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2018 and ending June 30, 2019.

Estimated Available Revenue
Estimated Cash on Hand July 1, 2018

Cash in the Working Cash Fund	$642,183
Cash in the Special Reserve Fund	$13,441,205
Cash in the General Corporate Fund	$9,926,104
Cash in the Audit Fund	$5,663
Cash in the Liability Insurance Fund	$103,458
Cash in the FICA Fund	$219,175
Cash in the Illinois Municipal Retirement Fund	$588,945
Cash in the Building Maintenance Fund	$181,687
Total Estimated Cash on Hand	**$25,108,420**

Cash to be received from 2017 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Cash to be received from 2017 levy

Balance, Corporate Tax Levy	$3,473,635
Balance, Audit Tax Levy	$6,922
Balance, Liability Insurance Tax Levy	$46,460
Balance, FICA Tax Levy	$139,236
Balance, Illinois Municipal Retirement Tax Levy	$304,647
Balance, Building Maintenance Tax Levy	$145,335
Total Cash to be received from 2017 Levy	**$4,116,235**

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

Cash to be received from 2018 levy

General Corporate Tax Levy	$7,360,926
Audit Tax Levy	$14,663
Liability Insurance Tax Levy	$98,454
FICA Tax Levy	$293,308
Illinois Municipal Retirement Tax Levy	$647,324
Building Maintenance Tax Levy	$307,972
Total 2018 Levy	$8,722,647
To be Collected after close of Fiscal Year	$4,535,776
To be Received during Fiscal Year	**$4,186,871**

Other Income:

Personal Property Replacement Tax	$109,000
TIF Refund - Beaconridge	$225,000
State Per Capita Grant	$84,604
Interest	$173,131
Fines	$25,000
Copy Machines/Printing/Fax	$27,000
Miscellaneous Income	$8,300
Donations / Gifts / Grants	$10,000
Back Taxes and Adjustments	$70
Total Other Income	**$662,105**

Cash on hand July 1, 2018 from the sale of
Library Building Bonds on September 14, 2016,
February 11, 2009, and December 15, 2009   **$39,505**

Total Estimated Cash Available During the Year
including Special Reserve Fund, Working Cash
Fund and Bond Proceeds   **$34,113,136**

Note: In addition to the foregoing, there is presently $1,139,409 on hand in the Library
Building Bond and Interest Fund. It is estimated that the following amounts will be received
during the fiscal year to pay principal and interest on the September 14, 2016 issue of $9,775,000,
February 11, 2009 issue of $20,750,000 and the December 15, 2009 issue of $8,750,000.

Bond Notation

Balance on hand July 1, 2018	$1,139,409
Cash to be received from 2017 Tax Levy	$1,321,904
Cash to be received from 2018 Tax Levy	$1,338,424
Cash to be received from BAB Interest Rebate	$164,873
Total	**$3,964,610**

Estimated Expenditures

Salaries	4,976,400
Total Salaries	**$4,976,400**
Prof. Dev. & Training	45,600
Employee Recognition	4,800
Membership Dues	10,800
Dues - Institutional	2,640
Mileage & Transportation	28,800
Room/Board/Meals	40,800
Hiring and Placement	960
Cafeteria Plan	469,680
EAP	2,400
Total Personnel	**$606,480**
Building Security	2,400
Equipment Rental	7,200
Equipment Maintenance	174,000
Leased Equipment	66,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	30,000

Legal Expense - Publication	3,000
Bank Service Fees	6,048
Payroll Service	21,600
Professional Services	162,000
Printing	51,600
Collection Services	7,200
Internet Services	49,200
Cable TV Services	1,800
Catalog Management	28,800
Computer Circulation Expense	120,000
Total Contractual Services	**$756,048**
Telephone Service	9,600
Telephone Data	7,800
Electricity	228,000
Gas	60,000
Water & Sewer	36,000
Minor Library Equipment	18,000
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	58,800
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	61,200
Postage	18,000
Shipping	14,400
Buildings	18,000
Grounds	60,000
Total Supplies & Utilities	**$658,800**
Books and AV	929,400
Programs - Adult	42,720
Programs - Children	19,200
Programs - Young Adult	18,000
Special Services/Events	8,400
Donations Expended	15,600
Computer Software	375,000
Total Library Materials	**$1,408,320**
Library Equipment - Capital	30,000
Office Equipment - Capital	6,000

Library Furniture - Capital	6,000
Office Furniture - Capital	6,000
Special Projects	24,794
Automated Systems	94,200
PC Computer Equipment	48,000
Buildings - Capital	350,000
Grounds - Capital	12,000
Total Capital Expenditures	**$576,994**
Miscellaneous	24,000
Public Relations	51,600
Total Miscellaneous	**$75,600**
Per Capita Grant	101,525
Total Per Capita Grant	**$101,525**
Other Grants	600
Total Other Grants	**$600**
Total General Fund	**$9,160,767**
Audit Expense	12,000
Total Audit Fund	**$12,000**
Unemployment Insurance	18,000
Workmen's Compensation	48,000
Liability Insurance	66,000
Umbrella Policy	18,000
Treasurer's Bond	9,000
Total Liability Insurance Fund	**$159,000**
FICA	377,941
IMRF	741,060
Total Social Security Fund	**$1,119,001**
Building Maintenance	342,000
Building Supplies	36,000
Total Maintenance Fund	**$378,000**
Total Operating Fund Expenditures	**$10,828,768**
Construction Project	39,505
Total Construction Project	**$39,505**

Total Estimated Expenditures	**$10,868,273**

Estimated Cash on Hand at Close of Fiscal Year including
Working Cash Fund, Special Reserve Fund, and Bond Proceeds   **$23,244,863**

SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2018 and ending June 30, 2019.

Estimated Expenditures	
Salaries	4,976,400
Total Salaries	**$4,976,400**
Prof. Dev. & Training	45,600
Employee Recognition	4,800
Membership Dues	10,800
Dues - Institutional	2,640
Mileage & Transportation	28,800
Room/Board/Meals	40,800
Hiring and Placement	960
Cafeteria Plan	469,680
EAP	2,400
Total Personnel	**$606,480**
Building Security	2,400
Equipment Rental	7,200
Equipment Maintenance	174,000
Leased Equipment	66,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	30,000
Legal Expense - Publication	3,000
Bank Service Fees	6,048
Payroll Service	21,600
Professional Services	162,000
Printing	51,600
Collection Services	7,200
Internet Services	49,200
Cable TV Services	1,800

Catalog Management	28,800
Computer Circulation Expense	120,000
Total Contractual Services	**$756,048**
Telephone Service	9,600
Telephone Data	7,800
Electricity	228,000
Gas	60,000
Water & Sewer	36,000
Minor Library Equipment	18,000
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	58,800
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	61,200
Postage	18,000
Shipping	14,400
Buildings	18,000
Grounds	60,000
Total Supplies & Utilities	**$658,800**
Books and AV	929,400
Programs - Adult	42,720
Programs - Children	19,200
Programs - Young Adult	18,000
Special Services/Events	8,400
Donations Expended	15,600
Computer Software	375,000
Total Library Materials	**$1,408,320**
Library Equipment - Capital	30,000
Office Equipment - Capital	6,000
Library Furniture - Capital	6,000
Office Furniture - Capital	6,000
Special Projects	24,794
Automated Systems	94,200
PC Computer Equipment	48,000
Buildings - Capital	350,000
Grounds - Capital	12,000
Total Capital Expenditures	**$576,994**

Miscellaneous	24,000
Public Relations	51,600
Total Miscellaneous	**$75,600**
Per Capita Grant	101,525
Total Per Capita Grant	**$101,525**
Other Grants	600
Total Other Grants	**$600**
Total General Fund	**$9,160,767**
Audit Expense	12,000
Total Audit Fund	**$12,000**
Unemployment Insurance	18,000
Workmen's Compensation	48,000
Liability Insurance	66,000
Umbrella Policy	18,000
Treasurer's Bond	9,000
Total Liability Insurance Fund	**$159,000**
FICA	377,941
IMRF	741,060
Total Social Security Fund	**$1,119,001**
Building Maintenance	342,000
Building Supplies	36,000
Total Maintenance Fund	**$378,000**
Total Operating Fund Expenditures	**$10,828,768**
Construction Project	39,505
Total Construction Project	**$39,505**
Total Estimated Expenditures	**$10,868,273**

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

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

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

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

Passed by the Board of Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 20th day of September, 2018.

Approved this 20th day of September, 2018.

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

ATTEST:

_____
Steven J. Prodehl
Secretary

CERTIFICATION OF BUDGET AND APPROPRIATION ORDINANCE
IN ACCORDANCE WITH CHAPTER 120, PARAGRAPH 643 OF
ILLINOIS REVISED STATUES

The undersigned, being Clerk/Secretary and Chief Fiscal Officer of the taxing district

hereinafter named, do hereby certify that attached hereto is a true and correct copy of the Budget

and Appropriation of said district for its 2018/2019 fiscal year, adopted September 20, 2018.

We further certify that the estimate of revenues, by source, anticipated to be received by

said taxing district, either set forth in said ordinance as "Estimated Receipts" or attached hereto

by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of Public Act 83-881 and

on behalf of Fountaindale Public Library District, Will and DuPage County, Illinois.

Dated: September 20, 2018

_____

Steven J. Prodehl, Secretary

_____

Paul Mills, Chief Fiscal Officer

Chief Fiscal Officer's Certificate
Of Revenues by Source
Fountaindale Public Library District
Will and Du Page Counties, Illinois
For Fiscal Year July 1, 2018 to June 30, 2019

I, Paul Mills, do hereby certify as follows:

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

I estimate the revenues by source of said District for the fiscal year beginning July 1, 2018 and ending June 30, 2019, to be as follows:

Estimated Available Revenue

Estimated Cash on Hand July 1, 2018

Cash in the Working Cash Fund	$642,183
Cash in the Special Reserve Fund	$13,441,205
Cash in the General Corporate Fund	$9,926,104
Cash in the Audit Fund	$5,663
Cash in the Liability Insurance Fund	$103,458
Cash in the FICA Fund	$219,175
Cash in the Illinois Municipal Retirement Fund	$588,945
Cash in the Building Maintenance Fund	$181,687
Total Estimated Cash on Hand	**$25,108,420**

Cash to be received from 2017 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Cash to be received from 2017 levy

Balance, Corporate Tax Levy	$3,473,635
Balance, Audit Tax Levy	$6,922
Balance, Liability Insurance Tax Levy	$46,460
Balance, FICA Tax Levy	$139,236
Balance, Illinois Municipal Retirement Tax Levy	$304,647
Balance, Building Maintenance Tax Levy	$145,335
Total Cash to be received from 2017 Levy	**$4,116,235**

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

Cash to be received from 2018 levy

General Corporate Tax Levy	$7,360,926
Audit Tax Levy	$14,663
Liability Insurance Tax Levy	$98,454
FICA Tax Levy	$293,308
Illinois Municipal Retirement Tax Levy	$647,324
Building Maintenance Tax Levy	$307,972
Total 2018 Levy	$8,722,647
To be Collected after close of Fiscal Year	$4,535,776
To be Received during Fiscal Year	**$4,186,871**

Other Income:

Personal Property Replacement Tax	$109,000
TIF Refund - Beaconridge	$225,000
State Per Capita Grant	$84,604
Interest	$173,131
Fines	$25,000
Copy Machines/Printing/Fax	$27,000
Miscellaneous Income	$8,300
Donations / Gifts / Grants	$10,000
Back Taxes and Adjustments	$70
Total Other Income	**$662,105**

Cash on hand July 1, 2018 from the sale of Library Building Bonds on September 14, 2016, February 11, 2009, and December 15, 2009	**$39,505**

Total Estimated Cash Available During the Year including Special Reserve Fund, Working Cash Fund and Bond Proceeds	**$34,113,136**

Note: In addition to the foregoing, there is presently $1,139,409 on hand in the Library Building Bond and Interest Fund. It is estimated that the following amounts will be received during the fiscal year to pay principal and interest on the September 14, 2016 issue of $9,775,000, February 11, 2009 issue of $20,750,000 and the December 15, 2009 issue of $8,750,000.

Bond Notation

Balance on hand July 1, 2018	$1,139,409
Cash to be received from 2017 Tax Levy	$1,321,904
Cash to be received from 2018 Tax Levy	$1,338,424
Cash to be received from BAB Interest Rebate	$164,873
Total	**$3,964,610**

_____

Paul Mills, Executive Director

Dated: September 20, 2018

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
REFERENCE AND READER'S ADVISORY POLICY

The Fountaindale Public Library District welcomes and encourages the use of its services and facilities by all patrons. Providing professional reference and reader's advisory help is a vital service to the community. Reference service is the assistance given to someone seeking information. Reader's advisory is defined as connecting people with books and entertainment both in physical and digital formats. The goal in offering these services is to provide accurate, timely, thorough, interesting, and beneficial information and resources to patrons.

GENERAL GUIDELINES

Reference and Reader's Advisory Services are provided by trained staff all hours the library is open. Patrons may receive service in person, by telephone or electronically. Requests are handled in the order staff receive them. Reference and Reader's Advisory Services are offered by staff in our building, bookmobile and through outreach to the community.

Patron queries are addressed with no distinction about the purpose of the inquiry or the use of the information. All questions are handled in confidence and with impartiality. Staff does not discriminate based on age, gender, race, sexual preference, disability, or appearance in providing reference or reader's advisory services. Service is provided in a manner consistent with the Library Bill of Rights, the American Library Association Code of Ethics, and copyright law.

Priority of service is given to patrons on site. At busy times it may be necessary to give some basic help and get back to a patron for more assistance. Questions received via telephone, email or other electronic means will be answered in a timely manner.

Library staff strives to provide complete, accurate answers to all queries. Simple requests are usually answered fully and quickly. Complex questions may require follow up at a later time or an appointment for individual assistance. Complex questions may also require the patron's participation in the information search with staff providing guidance and advice on the search strategy and process. When questions cannot be answered fully with the available resources, staff provides referrals to experts, organizations, and other authorities.

Library staff also provides instruction in effective use of resources which may include instruction of individuals, dissemination of print or online guides or bibliographies, online tutorials, and formal classes covering a variety of resources and software.

LIMITATIONS

As information professionals, library staff provide guidance and instruction. Library staff are not able to provide services in other areas of professional practice. Staff do not:

● handle confidential information such as social security numbers, account information or medical information. If such information is viewed inadvertently, staff makes every effort to protect patrons' privacy.
● provide medical, legal, copyright, financial or tax advice
● recommend individual practitioners such as physicians, attorneys, daycare providers or tutors
● provide appraisals of books, artwork, antiques or other collectibles
● provide editorial or translation services
● provide career counseling advice
● conduct genealogical, patent, trademark or other in-depth research

APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Public Library District will review the Reference and Reader's Advisory policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding reference and reader's advisory services. The Executive Director has delegated authority to implement this policy to the appropriate department managers.

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

DRAFT SEPTEMBER 4, 2018

Bloodborne Pathogens Policy- DRAFT

While normal library operations are not likely to involve circumstances exposing employees or patrons to bloodborne pathogens, where applicable, the Fountaindale Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

Exposure Determination:
No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated…contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with employees or patrons to which library employees in all classifications may be called upon to respond with assistance.

Universal Precautions:
All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Bloodborne pathogens found in human blood and other body fluids may cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, hepatitis B and other potentially infectious materials ("OPIM"). Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan:
At any time within the Library environment that OPIM are presented, staff should notify building operations staff, the Person in Charge, and the Building Operations Manager. The area contaminated shall be immediately cordoned off by building operations staff. If building operations staff are not immediately available, the Person in Charge shall ensure that the area is cordoned off. Personal protection clothing, such as gloves, gowns, eye protection and masks, shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. bandages, gauze, cotton or clothing) and other OPIM. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The area shall remain cordoned off until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept by the Human Resources Manager.

Training and Immunizations:
The Library shall provide in-service training/educational programs for employees designated to cleanup and disposal activities. Any employee who has an OPIM exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation.

Drug and Alcohol Use Policy - DRAFT

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

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

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

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

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

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

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

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

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

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

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

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

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

Illegal Drugs: means substances whose use or possession is controlled by and/or illegal under federal or state law or which are not being used or possessed under the supervision of a licensed healthcare professional. This definition specifically includes "medical marijuana."

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

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

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

Crimes Involving Drugs
The District does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the work place. Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or the District's facilities, or where such usage adversely affects the public trust in the ability of the District to carry out its responsibilities, is also cause for disciplinary action, up to and including termination.

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

Smoking Policy - DRAFT

The District prohibits the use of tobacco products in the library and throughout the work place, including, but not limited to, the use of cigarettes, cigars, vaporizers and smokeless cigarettes or tobacco.

Smoking is prohibited within 25 feet of library entrances or exits, open windows or ventilation intakes. The District has provided designated smoking areas.

Any violation of this policy may result in appropriate corrective disciplinary action, up to and including termination.

INTELLECTUAL FREEDOM

> *Amendment One*
>
> *Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.*

So proclaims the First Amendment to the United States Constitution, part of the Bill of Rights—the group of ten amendments protecting personal liberties—ratified in 1791 in the infancy of the United States of America. Since that time, federal and state courts have invoked the First Amendment countless times in a wide variety of situations and have extended freedom of speech and of the press to a broader concept of freedom of information, the right of every citizen to have unrestrained access to all kinds of information. This basic right is also known as intellectual freedom. (A brief glossary of terms relevant to intellectual freedom is appended at the end of this chapter.) At odds with these concepts of freedom of speech, the press, and access to information is the concept that one person or a group of persons may, under certain conditions, deprive access of others to various information. This idea is known as censorship.

Library Trusteeship and Censorship

Public libraries fulfill a unique role in the preservation of our constitutionally grounded democracy. They provide an environment in which all people can explore ideas and pursue knowledge without any government-imposed restrictions or restraints. The existence of such a resource attests to our collective belief that ordinary citizens, relying on their own critical judgment, can and should make their own choices and value judgments.

   As a library trustee, you are committed to freedom of information by the oath of office that you took. Steadfastly upholding this freedom is sometimes challenging. You must freely tolerate ideas that may offend your sensibilities or contradict your personal beliefs. You may even be called upon to defend public access to such information. The willingness to do so is the ultimate test of your commitment as a library trustee.

The Selection Policy

Commitment to the principle of unfettered access to information imposes on library trustees and staff the responsibility of choosing materials in as open and unbiased manner as possible. The board of trustees is responsible for shaping a materials selection policy. This policy should include, at minimum, a clear statement of intellectual freedom and delegation of actual selection tasks to the library director or other staff.

In preparing a library materials selection policy, trustees might refer to the following American Library Association (ALA) statements on intellectual freedom (copies of these documents will be found in the Appendices section of the document you are now reading):

- ALA *Library Bill of Rights*
- ALA *Freedom to Read*
- *Freedom to View Statement*

Having a clear written statement of selection principles is a well-grounded first step in dealing with challenges to library materials.

Why Challenges Occur

Public libraries are repositories of our culture—the good and the bad. In our free society, forces contend and controversies arise. It is not surprising that the public library sometimes becomes a focus for a clash of philosophies and ideologies. People's motivations for opposing censorship may be well intentioned, but the fact remains that censors try to limit the freedom of others to choose what they read, see, or hear. Most censors' objections concern sex, profanity, and racism, and most involve concerns about children's exposure to material in these categories. While the intent to protect children is commendable, censorship itself contains hazards far greater that the "evil" against which the protection is leveled. U.S. Supreme Court Justice William Brennan, in *Texas v. Johnson*, said, "If there is a bedrock principle underlying the First Amendment, it is the Government may not prohibit the expression of an idea simply because society finds the idea itself offensive or disagreeable." Individuals may restrict what they themselves or their children read, but they must not call on governmental or public agencies to prevent others from reading or seeing that material.

A Policy to Handle Challenges

It is critically important for library administration to have on hand a written policy for responding to challenges. That policy should document a two-phase response to challenges: the first, by staff, most likely the library director; and the second, an appeal (if desired) to the board of trustees.

Adhering to such a policy ensures that the complaint will be heard, understood, and registered properly; that library representatives will have a satisfactory forum for responding to the challenge; and that complainants will emerge from the challenge process convinced that they have been taken seriously—even if the final decision goes against them.

A sample policy for responding to materials challenges is outlined here. Trustees and staff should receive training in the policy to ensure that all are prepared to handle a challenge if one should come.

Policy for Responding to a Challenge…

Phase 1: Library director or other staff responds

- When an individual complains verbally about a material to a staff member, the staff member directs the complainant to a senior staff member who has been trained to respond to a "Request for Reconsideration" of specific material in the library's collection. The patron should be invited to discuss his/her concerns in a nonpublic area and be thanked for taking time and effort to share them with library staff. At the end of the meeting, the staff member should request that the complainant submit his/her concerns in writing and explain why it is important for library personnel to have a written record of them. Copies of the challenged material remain available to the public during the review process.
- The library director or other designated staff member responds to the complaint within the specified span of time and communicates a decision on the challenged material. Though the response may be either verbal or written, as appropriate, the staff member should make a written record of the response to file permanently with the submitted written complaint.

Phase 2: Appeal to the board of trustees

- Members of the public must have recourse to a hearing before the board of trustees if they are not satisfied with the decision rendered by the library director or other staff member. The board or its designated committee should invite the complainant to appear at an open meeting to express his or her concern.
- Within a specified time period after the hearing in an open meeting, the board renders its decision, in writing, to the complainant. The board's decision is final.

Most critically, all library representatives—staff or trustees—must treat the complainant with utmost respect and politeness. The interaction should be regarded as an occasion for exchange of ideas and an educational opportunity.

Access to the Internet

The medium of the Internet is truly a "brave new world" of mass media. Anyone who doubts its power as a communications medium should consider that many of the biggest news stories in our time filter through the Internet before they hit many of the more traditional media.

As powerful a presence as it is, the Internet has often been characterized as an electronic "Wild West." Any individual or entity may freely post a Web site to broadcast any conceivable message, verbal or visual.

For public libraries, the Internet poses a special challenge. Unlike books and audio and video recordings, which are professionally published and reviewed, the Internet bypasses all professional principles of selection. The medium places the burden—or opportunity—of selection entirely on users.

Many parents and other child advocates have expressed concerns that the Internet affords access to material deemed unsuitable or harmful for children. They cite Web sites that are pornographic in nature or sites that promote hatred and violence. Some of these concerned individuals and associations advocate imposing varying degrees of censorship on Internet use by minors in public libraries.

The ALA, while fully sharing concerns for the welfare of children, opposes any such moves toward Internet censorship. The ALA's position is clearly expressed in the publication, Libraries and the Internet Toolkit. To obtain an electronic copy of this publication, go online to the ALA Office for Intellectual Freedom, http://www.ala.org/alaorg/oif, and select **Intellectual Freedom Toolkits**. The publication also contains useful guidelines for Internet use addressed to parents, children, and other public library users.

The Illinois Library Association (ILA) asserts that Internet policy is appropriately developed at the level of the local library rather than at the state or federal level. The ILA's position is clearly expressed in the publication, *The Internet & Our Children: A Community Partnership.* To obtain an electronic copy of this publication, go online to the ILA Web site, http://ww.ila.org/advocacy/internet.htm.

Filtering Software

As Internet use has mushroomed and the World Wide Web has expanded exponentially, the amount of information instantly available to users has exploded. The Internet is an electronic network that provides a worldwide "information highway." The World Wide Web, also called "the Web," is an Internet-based software structure for hosting Web sites, the "containers" that present information to Web users.

Users find Web sites corresponding to their needs or interests by using software programs called search engines. Without the services provided by search engines, users would be overwhelmed by an avalanche of unsorted information.

Meanwhile, some telecommunications companies and software manufacturers, responding to a perceived need in the marketplace, have developed filtering software programs. While search engines separate the relevant from the irrelevant, filtering software programs block Web sites considered "objectionable" according to the manufacturer's own, often undisclosed, criteria.

Companies use filtering software to control what their employees access on the Internet. Parents often use filtering software to limit what their children can access at home.

Filtering software has limitations, however. The software programs are not intelligent enough to evaluate every context in which information is embedded. For example, a filtering program may block the source Web sites for these titles, based on identification of the letter clusters s-e-x and n-u-d-i:

> Congress Subpoenas Ex-Secretary
> Photos of Nudibranch Specimens, Also Known
> as Sea Slugs

On the other hand, purveyors of pornography or other objectionable material on the Web quickly adapt and defend against filtering techniques—such that even with filtering software, some of the objectionable material gets through. Filtering software may over time become more discriminating and effective, but it is unlikely ever to be foolproof.

Children's Internet Protection Act (CIPA)

The debate about children's access to the Internet entered the political arena by the late 1990s. In 2000, Congress passed, and President Bill Clinton signed, the Children's Internet Protection Act (CIPA).

CIPA ties public libraries' federal grants for telecommunications and Internet funding to implementation of filtering software on all their Internet-enabled computers, with the intent of protecting minors from objectionable Internet-based material. The so-called e-rate program, funded by a federal tax on phone companies (which is passed on to customers of those companies), provides substantial grants to public libraries to enable them to provide Internet service and other technology-based services to patrons. Many public libraries, especially those in rural or disadvantaged areas, depend primarily on this e-rate funding to provide such services.

A lawsuit contested CIPA's constitutionality in the federal courts, and the U.S. Supreme Court ultimately took up the issue. The high court ruled in June 2003 that CIPA is constitutional, but only if adult patrons in public libraries can have filtering software disabled promptly upon their making such a request. This narrow ruling left open the door for further challenges to CIPA.

What Does It All Mean for Us?

As of the publication date of this document in 2004, CIPA is the law of the land. To ensure eligibility for e-rate funding, public libraries must therefore implement filtering software on their Internet-enabled computers. Some library boards have determined that the amount of e-rate

money for which they qualify is not sufficient to warrant filtered access to the Internet on all library work stations.

In general, the law requires that the public library craft and write a general policy on use of the Internet. A model of such a policy is available at the State Library's Administrative Ready Reference Menu. Go online to http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**. Then select **Patron Service Models**; select **Public Access to Electronic Information Networks**.

Patrons' Right to Privacy

Along with intellectual freedom, states and localities have long upheld library patrons' right to privacy. Specifically, individuals who access information in public libraries are held to have the right to keep private all records concerning such access.

Law enforcement officials may legally gain access to library records in either of two ways: by executing a court-issued subpoena, or by obtaining a search warrant from a judge. With implementation of the USA Patriot Act, passed by Congress in the wake of the September 11, 2001, terrorist attacks on the United States, the likelihood of library staff being presented with a search warrant has increased. Provisions of the act lower the threshold of probable cause in the issuance of a search warrant in cases where national security may be involved. Hypothetically, law enforcement officials might wish to access library records of an individual believed to have sought information about making explosives, for example.

Presentation of a search warrant to library staff demands a prompt, orderly response. Legally, authorities have the right to execute a search warrant without delay. However, library and legal experts advise library staff to request a brief delay and immediately seek legal counsel from the library's attorney. At the very least, the attorney should be able to validate the warrant's legality—that it is properly filled out and signed by a judge or magistrate. If the warrant is not properly prepared and signed, it may well not have legal force.

Ideally, the library administration (trustees and library director) will have the opportunity to develop a policy for responding to requests for information from law enforcement authorities before such time as a search warrant may be presented. ALA and other library advocates strongly advise public library administrators to develop such policies and train staff to implement them. An example of such a policy is available online through LLRX.com, a free Web journal that provides information for administrative professionals including library professionals. To access this useful resource, go online to http://www.llrx.com/features/draftsearch.htm.

Resources

The American Library Association maintains a broad program for the promotion and defense of intellectual freedom. The ALA Intellectual Freedom Committee recommends policy to the ALA Council and sponsors educational programs.

The ALA Office for Intellectual Freedom (OIF) implements policy concerning the concept of intellectual freedom as embodied in the *Library Bill of Rights*. The OIF provides advice and consultation to individuals and libraries in the throes of potential or actual censorship controversies. The office provides reviews and information about the author of the challenged materials, applicable ALA policies, advice about the implementation of reconsideration policies, and other counsel specific to the situation at hand.

If needed, the OIF will provide a written position statement defending the principles of intellectual freedom in materials selection. As requested, the OIF provides the names of persons available to offer testimony or support before library boards. The options chosen are always the prerogative of the individual requesting assistance. The office maintains an active Web site (www.ala.org/oif) with many practical materials and suggestions to help cope with challenges.

The Freedom to Read Foundation (www.ftrf.org/) was incorporated as a separate organization in 1969 by ALA to act as its legal defense arm for intellectual freedom in libraries. The foundation's work has been divided into two primary activities: 1) the allocation and disbursement of grants to individuals and groups primarily for the purpose of aiding them in litigation; and 2) direct participation in litigation dealing with freedom of speech and of the press.

The Illinois Library Association has an Intellectual Freedom Committee, which also provides support to those facing potential or actual censorship controversies. The committee is also charged with working with other organizations to build a state coalition in defense of intellectual and academic freedom. The current chair and committee members are listed on the ILA Web site (www.ila.org).

Specific Titles

- Doyle, Robert P. *Banned Books.* Chicago: American Library Association, 2004.
- _____. *The Internet and Our Children: A Community Partnership.* Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at http://www.ila.org/advocacy/internet.htm.)
- _____. *Privacy & Confidentiality in Libraries.* Chicago: Illinois Library Association and the American

Library Association, 2002. (Published in the *ILA Reporter* and available at http://www.ila.org/advocacy/privacy.htm.)

- Office for Intellectual Freedom. *Intellectual Freedom Manual,* sixth ed. Chicago: American Library Association, 2002.
- Peck, Robert S. *Libraries, the First Amendment, and Cyberspace: What You Need to Know.* Chicago: American Library Association, 1999.

Intellectual Freedom Terms

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive, and disseminate ideas

At the 1986 American Library Association (ALA) Annual Conference, the ALA Intellectual Freedom Committee adopted the following operative definitions of some terms frequently used to describe the various levels of incidents that may or may not lead to censorship.

Censorship: A change in the access status of material, made by a governing authority or its representatives. Such changes include: exclusion, restriction, removal, or age/grade level changes.

Expression of Concern: An inquiry that has judgmental overtones.

Oral Complaint: An oral challenge to the presence and/or appropriateness of the material in question.

Public Attack: A publicly disseminated statement challenging the value of the material, presented to the media and/or others outside the institutional organization in order to gain public support for further action.

Written Complaint: A formal, written complaint filed with the institution (library, school, etc.) challenging the presence and/or appropriateness of specific material.

The following definitions are from: Peck, Robert S. *Libraries, the First Amendment, and Cyberspace: What You Need to Know.* Chicago: American Library Association, 1999.

Child Pornography: Special category of sexual material that the U.S. Supreme Court has said can be prohibited in the interest of preventing commerce in the abusive use of children as subjects of pornography.

Fighting Words: Those words "which by their very utterance inflict injury or tend to incite an immediate breach of the peace." Such words must be uttered as a direct personal insult in a face-to-face confrontation and are calculated or highly likely to result in an immediate violent physical reaction.

Hate Speech: This category of "speech" receives considerable constitutional protection because the government cannot prescribe which thoughts we can think or which political philosophies we can advocate. The U.S. Supreme Court has said that the "fighting words doctrine" is not a tool to cleanse public debate or regulate words that give offense.

Libel: A written libel or an oral slander defames an individual and has the effect of ruining that person's reputation, standing in the community, or ability to associate with others. Because of the adverse economic consequences that false accusations can have, the courts can award damages to compensate an individual injured by those false accusations. By contrast, truthful yet harmful accusations incur no similar damage and are not actionable.

**Nudity:** Obscenity and nudity are not synonymous. Although obscene materials, which is a very narrow category of hardcore sexual acts that have a tendency to excite lustful thoughts, can be illegal, a law that prohibited the circulation or exposure of materials that contained nudity would not be constitutional. In fact, in 1975, the U.S. Supreme Court struck down a law that banned nudity in movies shown in drive-in theaters when the screen was visible from the street.

Obscenity: To be obscene, a court or jury must determine that 1) the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; 2) the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable law; 3) the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Pornography: In legal terms, obscenity and pornography are not synonyms. Pornography is a form of protected speech. The U.S. Supreme Court has recognized that erotic messages are within the First Amendment's protections. The court's obscenity decisions comprehend that sex is a subject in well-regarded literature and art and a mysterious force that commands great human attention. It therefore decided that society's concerns about obscenity should not be a vehicle to interfere with serious artistic or scientific endeavors.
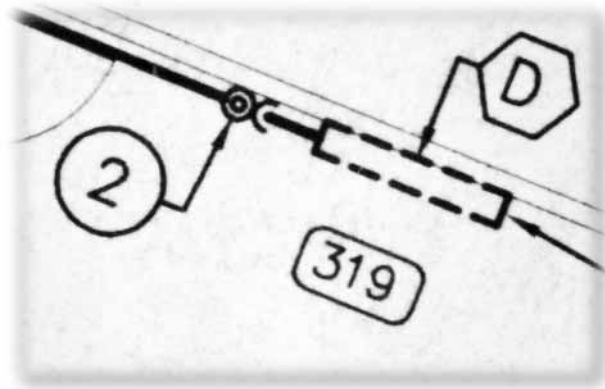
PLANNING

Planning is part of most our daily activities. We make a list before visiting the grocery store. We cluster errands together on days off to dispatch them as efficiently and quickly as possible. We consult the calendar to plan a social event.

Collaborative activities require greater planning efforts. As a new member of a library board, you probably are already aware of some of the planning involved in library trusteeship. At the very least, someone must schedule meetings and notify participants in a timely fashion.

All of these scenarios describe day-to-day or week-to-week planning. We might call this kind of planning "subsistence" planning. It is the planning that must be done just to get by.

There is another kind of planning. It involves looking well ahead into the future. It often requires thinking in "broad brush-strokes." This kind of planning we can call "strategic" planning.

This chapter is about strategic, or long-term, planning.

If you need to be convinced of the value and importance strategic planning in your role as a library trustee, consider:

- In the modern era, societal roles are constantly changing. We continually adapt to new expectations and opportunities. Attitudes to gender, race, disability, and other human attributes need frequent updating. In the public arena, you and your fellow trustees can't afford to fall out of step.
- We are living in the midst of a technology revolution. Whatever is "latest and greatest" today is tomorrow's has-been. In terms of technology, you and your fellow trustees simply can't afford to sit still or stand pat.
- Governments from top to bottom operate under chronic money pressures. As recipients of public appropriations, public libraries are constantly challenged to justify funding requests. If you and your fellow trustees have a clear strategic vision for the future and a well-written plan to back up that vision, you will be in a good position to advocate funding for your library.

Of course, there are many other good reasons to embrace strategic planning and do it well:

- Assures that services and activities continue to reflect the library's mission
- Provides a context for setting priorities.
- Identifies achievements for the period and provides a "yard stick" to measure progress.
- Provides a strong foundation for decision-making if library funding or the community environment alters quickly.

The Planning Process

To do effective planning, you will need to proceed according to a rational process. The following sections summarize planning process. For more detail about planning process, consult the resources listed at the end of the chapter.

The planning process can be reduced to five basic questions.

1. What timetable will we set for ourselves?
2. Where are we now?
3. Where do we need to go, based on community needs?
4. How do we get there?
5. How will we measure our progress?

Setting the Planning Horizon

What timetable will your plan follow? What horizon will you set as the date by which stated goals will be accomplished?

A three-to-five year horizon is probably standard among most libraries. With the acceleration of technological change in our time, some library boards are opting for relatively short planning horizons. However, bear in mind the practical realities. A plan that has no hope of being achieved is sure to frustrate and disappoint. Think through this step in the planning process carefully, with ample board discussion and in full consultation with the library director.

Assessing Where We Are Now

"Know thyself," admonished the inscription at the Delphic Oracle in ancient Greece. It is still good advice.

Any serious attempt at strategic planning must start with a clear understanding of the current state of things. For you as a trustee, that probably means getting to know the library as thoroughly as you can. For the board as a whole, it may mean maintaining an up-to-date profile of library holdings, services, and programs.

An effective board should have a finger on the "pulse" of the library. Measuring that pulse will entail making at least the following evaluations, in consultation with the library director:

- List of services currently offered
- Circulation and other usage statistics, including any trends that emerge over time
- Composition and age of the collection, broken down by media type and, perhaps, genre
- Patron service areas (for example, reference or juvenile sections)
- Staff working areas
- Technology-based offerings

And since library services are highly dependent upon available facilities, a good profile should include a physical evaluation. Input from the library director and other staff members will be critical in making such an evaluation:

- Shelving capacity
- Accessibility of all public areas to disabled persons
- Ability to meet all government codes
- Quality of lighting
- Energy efficiency
- Adequate and appropriate signage
- Security
- Parking
- Convenience of location to the community at large

Assessing Needs

A public library is, above all, answerable to the community it serves. Priority number one for library administration—the library director and the board of trustees—is to anticipate community needs and act decisively to meet them. This is a challenging, but not impossible, task.

The key is maintaining relationships and open communication with community members. The library administration should keep lines of communication active and open with "stakeholders"—some or all of the following people or groups:

- Library staff
- Current library users
- Non-user members of the community
- Business organizations, such as the chamber of commerce
- Literacy advocacy groups
- Representatives of schools and other educational institutions
- Governmental agencies
- Community planning committee
- Ethnic community organizations, especially those representing significant minorities within the community
- Family service organizations, such as a county department of social services
- Financial institutions, such as banks and credit unions
- Public health officials and representatives of hospitals and clinics
- Representatives of neighboring or regional libraries
- Representatives from media in the community
- Advocacy organizations for the disabled
- Religious groups
- Senior centers, senior service organizations, and senior housing sites
- Youth service organizations such as Boy Scouts and Girl Scouts

Obtaining Information

In addition to communicating with stakeholders, your library board will probably need to access statistical data. For example, U.S. census data provides valuable information about the makeup of communities on the basis of age, race, gender, economic status, and other measures. Another good source is the Illinois Public Library Annual Statistics by the Library Resource Center, http://lrc.lis.uiuc.edu/IPLAR/

Consider carefully what other types of information is necessary to make planning decisions. You may need to conduct interviews or conduct a formal survey to elicit information more specific to your community and library. Seek only the information you need and will use, as surveys can be costly and time-consuming. Professional help is valuable, perhaps necessary.

Obtaining meaningful information in a survey can be tricky. For data to be representative of public opinion, the sample group surveyed must be randomly selected and contain enough responses. Questions must be crafted carefully to elicit useful information. The obvious question may not be the best way to encourage meaningful responses. The following is a simple example.

How To Phrase Survey Questions	
Wrong way	What changes would you like to see in your public library?
Responses	Participants are likely to answer based on their own preconceptions about the library.
Right way	What do you do (occupation)? What do you enjoy doing? What are your goals for the next year?
Responses	Participants are likely to yield useful information about their own needs.

When all the data have been collected, the board will need to conduct a formal needs assessment.

A Plan That Will Get Us There

The very first part of a strategic plan is a mission statement. Your library probably already has one. Creating or reviewing the mission statement should be the starting point for planning.

A mission statement is a crystal-clear, jargon-free, concise statement of an organization's purpose, function, and values. Guidelines for writing a mission statement are widely available. You can get help from the following sources:

- *Planning for Results: A Public Library Transformation Process* by Ethel Himmel and William James Wilson
  - Source: The American Library Association, 1998
- http://www.tgci.com/
  - Source: The Grantsmanship Center, a company that trains people in writing grant proposals
- http://www.nonprofits.org/
  - Source: The Internet Nonprofit Center, sponsored by The Evergreen State Society, a civic organization based in Seattle, Washington

The library mission statement should be disseminated to everyone—trustees, staff, and community. It should be revisited and revised periodically, perhaps every three years.

Goals, Objectives, and Activities

Out of the needs assessment conducted by the board flow goals, objectives, and activities. These components form the core of a meaningful strategic plan.

Data amassed is of little practical value unless and until it can be turned into useful tools for action. A well-done needs assessment should prepare planners to turn the focus to the business of defining goals, objectives, and activities, which will in turn, enable planners to identify and embrace an appropriate action plan.

- A **goal** is a general outcome that a target population (or the entire population served) will receive through library programs and services.
- An **objective** is the way in which the library will measure progress toward a specified goal. An objective consists of a measure, a standard for comparing the measure, and a timeframe.
- **Activities** are groups of related actions that the library will carry out in order to achieve goals and objectives.

The following table provides an example to illustrate goal/objective/activity relationships.

Goal	Computer-challenged adults in the community will have access to programs to help them gain a measure of computer literacy.
Objective	During fiscal year _____, as many as 100 adults will receive basic hands-on computer training.
Activity	A two-session computer literacy class will be offered one weeknight and one Saturday in each of four "semesters."

The goals-and-objectives paradigm is common to many types of planning. The interpretation presented here is inspired by the Public Library Association's *The New Planning for Results*, by Sandra Nelson. See the Resources section at the end of this chapter for bibliographical information about this work.

Specialized Planning

Some library activities require special planning efforts, perhaps assignment to a committee of the board. Two areas of library activity that might be candidates for special attention are technology planning and disaster planning. Both of these special plans have been required by the Illinois State Library.

Components of Technology Planning…

- Telephone service/voice mail/faxes/e-mail
- Internet connection service and email
- Equipment: photocopiers, fax machines, microfilm readers, printers
- Computers for staff use
- Computers for patron use
- Local area network to link computers within the library
- Circulation control software; online catalogs; automated acquisitions and cataloging
- Participation in regional computer networks and databases, if applicable
- System administrator to keep all computer systems going
- Library Web site
- TTY service for the hearing impaired

Components for Disaster Planning…

- Staff knowledge about how properly to handle medical emergencies
- Strategies in case of fire, tornado, or terrorism emergencies
- Strategy for salvaging library resources in an emergency in which the facilities are under threat
- Resource lists of services and products to aid in recovery from emergencies
- Communication plans:
  - for staff instructions
  - for informing the community

Resources

The following resource may help you and your board understand and refine strategic planning.

- *Planning for Results: A Public Library Transformation Process*

Available from the Public Library Association (PLA), a division of the American Library Association: go to this Web site: http://www.pla.org/ala/pla/pla.htm: Click on **Publications & Reports.**

Specific Titles

Andringa, Robert C. and Ted W. Engstrom. *Nonprofit Board Answer Book: Practical Guide for Board Members and Chief Executives.* Washington, D.C.: Board Source, 2001.

Brawner, Lee B., and Donald K. Beck, Jr. *Determining Your Public Library's Future Size: A Needs Assessment & Planning Mode.* Chicago: American Library Association, 1996.

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

Greiner, Joy M. *Exemplary Public Libraries: Lessons in Leadership, Management, and Service.* Westport, Conn.: Libraries Unlimited, 2004.

Halstead, Deborah, Richard Jasper, and Felicia Little. *Disaster Planning: A How-to-Do-It Manual for Librarians.* New York: Neal-Schuman Publishers, 2004.

Illinois Library Association. *Serving Our Public: Standards for Illinois Public Libraries.* Chicago: Illinois Library Association, 1997.

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

_____. *Preparing a Technology Plan.* Westport, Conn.: Libraries Unlimited, 2004.

Nelson, Sandra. *The New Planning for Results: A Streamlined Approach.* Chicago: American Library Association, 2001.

Yankey, John A. and Amy McClellan. *Board Source, Governance Series Booklets. #7: The Nonprofit Board's Role in Planning and Evaluation.* Washington, D.C.: Board Source, 2003.

HUMAN RESOURCES

On par with a library's holdings are its human resources. Without appropriately trained staff, library resources would be inaccessible and useless to the community. Trustees on the library board hire and evaluate the library director, who has the major responsibility for library operations and oversight of library staff. The trustees, in turn, set policies to govern human resources issues affecting all staff.

The single most important decision a library board makes is to hire a library director. The success of the library's mission—its programs and services—depends upon the competence and commitment of that one professional more than any other factor.

Obtaining—and keeping—a successful library director must be a top priority for the library board. Along the same lines, the board must ensure that salary and benefits remain competitive, within the library's means. The familiar adage, "you get what you pay for," is as applicable to library management as to any other field requiring advanced education and high professional standards.

The issue of benefits looms especially large these days. With the health insurance industry in a state of high fluidity and under intense cost pressures, providing solid, satisfactory health coverage poses a major challenge to all employers. Moreover, Illinois requires that a retirement plan be provided for full-time municipal employees. Some plans may include some part-time staff as well. In addition, many employees wish to participate in tax deferred compensation programs that can be authorized by the library board as an attractive, virtually no-cost benefit. Library boards must take all these expectations into account when designing benefit plans.

Maintaining open, positive relations with staff also must be a high priority for library boards. Regular performance reviews for the library director, maintaining proper relations with subordinate staff, and handling grievances all fall under this broad umbrella.

> Note: The Illinois Open Meetings Law, 5 ILCS 120, mandates that meetings of library boards be open to the public. However, the law does allow for closed meetings for discussion of sensitive topics such as interviewing of candidates, performance evaluations, hearing of grievances, and union negotiations. See the section, "Board Meetings and the Open Meetings Act," in Chapter 3 for the circumstances under which a closed meeting may be called.

Hiring a Library Director

Before any recruiting begins, the library board must draft a comprehensive and accurate job description.

Job Description

The table on page 33 summarizes the type of information that a job description for library director should contain. The job description must be kept current, as it is the basis not only for hiring but also for performance evaluations.

Prioritizing Goals

Before recruiting begins, the board should revisit the long-range, strategic plan for the library. (See Chapter 7, "Planning.") What are the main goals in the plan? What activities do they emphasize? Perhaps a goal calls for expanding inadequate facilities. Or perhaps the library board has embraced a long-term objective of reaching out to a growing and underserved minority in the community.

Make a one-page bullet list to emphasize the major goals that the board has endorsed for future direction. This information will be useful in the recruiting process and in interviews.

Recruiting

For larger libraries, one of the most effective ways to advertise availability of a library director position is to place ads in professional journals such as the *Library Journal* and *American Libraries*. Joblines—online job-search resources—are also available and can be used effectively by libraries of all sizes. Both the ALA and the ILA Web sites have joblines. Regional library systems also post position vacancies on their Web sites, which draw a great number of local inquiries. In addition, the regional library system has experienced staff who can assist the library board in planning for recruitment.

Joblines

Online Job-Search Resources

ALA	Go to http://www.ala.org/ select Professional Tools; select Human Resources; select Guide to Employment Resources
ILA	Go to http://www.ila.org/ Select Jobline

A job ad should include statistics indicating the scope of the job and salary information. A salary figure may be "ballparked" if the board wishes to leave room for negotiation. The ad might also highlight one or two major goals in the board's strategic plan for the library. The following is a sample job ad.

LIBRARY DIRECTOR

WANTED: Director for public library in small city of 25,000. Medium-sized library open 40 hours per week. Budget: $650,000. Staff: 4 professionals, 6 paraprofessionals. Salary: in the mid-40s. Competitive benefits.

Long range plans call for expansion of facilities; candidates must be able to cope creatively with disruption and change.

Legal Requirements

Library trustees, like other employers, must comply with state and federal laws that prohibit discrimination in hiring. It is illegal to discriminate on the basis of sex, race, creed, color, religion, age, country of national origin, individual lifestyle, or physical disability. If possible, have a legal advisor preview questions for and written communications to candidates.

For more information about conformance with the Americans with Disabilities Act (ADA) and other federal and state antidiscrimination laws, go to the ALA Web site, http://www.ala.org/: select **Professional Tools;** select **Human Resources;** select **Library Employment Resources.**

Interviewing candidates

Interviewing is an art, as many people intuitively realize. There are library consulting firms that specialize in recruiting and advising institutions on effective and recommended recruitment practices. The process generally follows the steps below.

A library board should delegate interviewing tasks to a committee of the board. The same individuals should participate in all the interviews. Before any interview is conducted, the committee should draft a list of questions that will be asked of each interviewee. Some of the questions should pertain to the long-range goals that the board has previously identified.

The committee should provide time after each interview for interviewers to make written notes of their impressions.

The committee submits its recommendation to the whole board. Final candidates should meet with the full board, and if possible, with key staff members. When the board has reached consensus on a candidate, references should be checked. The job offer should specify salary and benefits along with the preferred starting date. There may be some flexibility involved, but a deadline should be clear. The other candidates should be notified of the selection only after the chosen candidate has accepted.

Job Title: Library Director

I. Job Responsibilities

Note: Depending on the size of the library, some of the duties may be delegated to the staff, but the responsibility for the successful completion of the work remains with the library director

- **Administrative role** Hire and supervise library staff; implement policies as established by the board; receive and expend funds according to budget; oversee services.
- **General advisory role** Advise the board on issues from policymaking to budget preparation; inform the board about developments in the library field.
- **Financial role** Prepare draft budget for consideration by the board; participate in presentation of the annual budget to municipal officials; prepare grant applications.
- **Reportorial role** Prepare periodic budget reports and reports on circulation statistics or other relevant data; prepare annual report for ultimate submission to state library.
- **Collection management role** Oversee selection of all materials; catalogue and process materials according to accepted standards; weed materials in accordance with policies established by the library board; advise the board on collection development issues.
- **Facilities management role** Oversee maintenance of grounds and buildings; oversee custodial staff; oversee safety programs and state and federal regulations.
- **Public relations role** Interface with community members and groups to develop support for the library; prepare publicity plans and handle media relations.

II. Qualities the Board is Seeking

- Excellent interpersonal skills, with the ability to facilitate discussion and build consensus.
- Excellent communications skills, including public speaking ability
- Administrative skill, especially the ability to supervise staff and delegate responsibility, fairly and in accordance with board policies and state and federal laws.
- Ability to work well within lines of authority and to accept decisions made by the board.
- Excellent analytical skills. Ability to work with and manipulate statistical data.
- Ability to work with electronic media, including computers and the Internet.
- Ability to handle complaints and controversy with objectivity.
- Ability to plan and handle multiple, competing priorities, and accommodate deadlines.

III. Education and Experience

- Bachelor's degree; Master of Library Science degree preferred.

Performance Evaluations

Evaluation of the library director is an ongoing process, as is evaluation of the library's total offering of programs and services. The board should conduct such evaluations on at least an annual basis. The first such evaluation for a new director might occur at the end of a probationary period of several months.

The evaluation can be guided by a standard checklist of performance criteria. At least a couple of the performance criteria should be tied to goals in the library's long-range plan. The board and the library director should review the performance criteria at the beginning of the year so the basis of the future review is clear to all parties.

Setting Goals

No performance evaluation is complete without an eye to the future. The trustees and director should identify several objectives, based on goals in the long-range plan, for the director to work on in the coming months. These objectives then become inputs for future performance reviews.

Evaluation of the library director's performance should be based broadly on the following three factors.

Factors for Performance Evaluation

Job Description: Performance of the director as evaluated according to the written job description

Objectives: The director's progress carrying out previously identified objectives, in conjunction with specific long-range goals

Leadership: The success of the library in carrying out service programs, under the leadership of the director

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Written Components

For reasons of consistency and legal viability, a formal performance evaluation should generate written records. These records should consist of
- a formal written evaluation by the board, signed by a representative of the board.
- a signed self-assessment submitted by the library director.

The written records are legal protection for both parties in the event that a disagreement involving the director's performance of duties should arise. They also provide a baseline for future performance evaluations.

Records Confidentiality

Human resources records require sensitive handling. Personal details of an employee's record are private and confidential in nature. Medical information is especially sensitive and should be kept separately from general personnel records. Management and use of human resources records are governed by the Personnel Record Review Act: 820 ILCS 40. For a sample personnel records request form, go to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**. Then select **Personnel Policies;** select **Personnel Records.**

Terminating Employment

For any number of reasons, the board and/or the director may decide that it is time for the director to go. Though the director may have been hired under contract, that contract may not be legally enforceable. If the director wants to go, it is probably best for the board to accept that decision, even if there was a written or oral agreement about a longer period of employment.

If the situation is otherwise—the board has concluded that the director must go, though the director wants to stay—then the board faces the delicate task of terminating the director's employment. It is highly advisable for the board to consult a legal advisor before firing a director. Illinois is an "at will employment" state, and most directors serve at the pleasure of the board. To avoid the possibility of litigation, a legal advisor will advise the board whether to document cause for termination of an employee or terminate the director "at will."

Whatever the cause of the parting, the board should conduct an exit interview with the director. A frank and open discussion of differences can identify problem areas that the board may want to remedy in future director relationships, or at the least, pitfalls to avoid in the next round of hiring.

Trustee Relationships with Subordinate Staff

The library board works directly with the library director in the administration of the library, and the director is directly answerable to the board. However, the situation with subordinate staff is quite different. These staff members will have been hired by the library director (past or present) and report directly to her or him. Therefore it is important that trustees avoid interference in the lines of authority between director and subordinate staff.

Occasionally, an aggrieved employee may approach a trustee with a complaint. The proper response on the trustee's part is to direct the employee to take up the problem with the library director.

The board should have a clearcut, written policy for handling staff grievances. If the problem cannot be solved at the director's level, then it may have to come before the board—but only according to an established, written policy.

For a sample grievance policy, go to the Illinois State Library Administrative Ready Reference Menu: select **Policy Model.** Then select **Personnel Policies;** select **Grievance Procedure Policy.**

Salary and Benefits

Determining appropriate salary levels involves two hard realities of economics: available resources and supply-and-demand competition among the available pool of personnel. To attract good people, the board of trustees should offer a competitive salary for the range of duties each position entails. The board sets the compensation structures and the level of each job with a minimum and maximum salary for the position; the director administers the salary and benefit program for the other employees, according to the board's policies. The board confirms new hires and salaries.

The Illinois Library Association advocates fair compensation for library employees within these guidelines:
- A qualified, entry-level librarian should be compensated at no less than the same rate as an entry-level public school teacher with a master's degree, with adjustment to reflect a librarian's 12-month (rather than teacher's 10-month) work year.
- All other library staff should be compensated at levels that are competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

For additional help in setting appropriate salary for staff positions:
- confer with other comparable libraries in your library system or region and other local governmental agencies.
- consult the *ALA Survey of Librarian Salaries,* which is published annually and summarized in *American Libraries.* If there is a local survey available, consult it.
- seek input from other libraries of similar size, from school districts, or from the municipality.

Benefits are becoming an ever bigger part of the total rewards package. The cost of health insurance continues to rise at rates far ahead of annual inflation. If possible, the board should consult with a benefits specialist to find the best, most cost-effective combination of benefits. Some certified public accountants (CPA's) now offer benefits consulting as part of their services. Also seek options to join cooperatives to get good benefits at a more competitive price.

Human Resources Policy Manual

A necessary tool for employer and employees alike is a human resources policy manual. Such a manual might be prepared and maintained by a board committee in close consultation with the library director.

Document salary grades, benefits, paid holidays, vacation, and any other information relevant to staff in the manual. Distribute the manual to all staff members and have them sign a statement indicating that they received a copy. The manual is a guide to the policies of the library. Do not consider it or imply that it is a contract.

Union Negotiations

Public employees in Illinois have the right to join unions to bargain collectively for salary, benefits, and working conditions. In libraries in which staff members are unionized, it is the board's responsibility to negotiate terms of employment with union representatives. The library director should, of course, have input to these negotiations. In the final event, however, it is the board that will have to reach agreement in collective bargaining.

It is critically important that trustees adhere to state and federal laws governing labor relations when negotiating with union representatives. It is equally important that the board observe legally proper conduct during union organization and election activities.

It is highly recommended that the board may consult with an attorney with expertise in labor relations. The following resources may also be useful.

National Labor Relations Board:
http://www.nlrb.gov/

American Arbitration Association:
http://www.adr.org/

Resources

Baldwin, David A. *The Library Compensation Handbook: A Guide for Administrators, Librarians and Staff.* Westport, Conn.: Libraries Unlimited, 2003.

Cole, Jack and Suzanne Mahmoodi. *Selecting a Library Director: A Workbook for Members of a Selection Committee,* revised 1998. St. Paul, Minn.: Friends of the Library Development and Services, the Minnesota State Library Agency, a unit of the Minnesota Department of Education, 1998.

Cravey, Pamela. *Protecting Library Staff, Users, Collections and Facilities: A How-to-Do-It Manual.* New York: Neal-Schuman Publishers, 2001.

Evans, G. Edward. *Performance Management and Appraisal: A How-To-Do-it Manual for Trustees and Librarians.* New York: Neal-Schuman Publishers, 2004.

Manley, Will. *For Library Trustees Only: Living with Your Director.* Jefferson, N.C.: McFarland, 1993.

Saulmon, Sharon A. *Sample Evaluations of Public Library Directors.* Chicago: American Library Trustee Association, 1997.

Swan, James. *Working Together: A How-To-Do-it Manual for Trustees and Librarians.* New York: Neal-Schuman Publishers, 1992.

Wade, Gordon. *Working with Library Boards: A How-To-Do-It Manual for Librarians.* New York: Neal-Schuman Publishers, 1991.

Williams, Lorraine. *The Library Trustee and the Public Librarian: Partners in Service.* Metuchen, N.J.: Scarecrow Press, 1993.

FACILITIES

A public library serves people of all ages, widely varied educational experience, and multiple linguistic backgrounds. It endeavors to meet educational and cultural needs of these diverse communities against a backdrop of rapid and continual technological change. No wonder libraries and the facilities that house them tend to become mismatched over time. Consider any of the following scenarios in a public library. Do any sound familiar?

An Ill-fitting Suit…

- The library director has just catalogued and processed a major publisher's new 8-volume series of books on global warming and climate change. When library staff members attempt to shelve this timely and valuable source in the appropriate number range in the reference stacks, there is no room for shifting books on the shelves to accommodate the series. The director and staff now have to come up with a makeshift solution to their space problem.
- The local community has experienced something of a "baby boom" within the last decade; as a result, the Saturday story hour for children is popular as never before. Two years ago, the library split the 11 A.M. Saturday story hour into two story hours on Saturday, at 11 A.M. and 2 P.M. Now, both of the children's story sessions are overcrowded.
- Because of space and wiring limitations, the library can accommodate only two online card catalogue computer terminals. Five years ago, that level of support was adequate. Now, at high-use times, patrons have to take a number and wait in line to use the computerized card catalogue.
- When the library was built in 1914, large floor-to-ceiling windows were incorporated into the design to provide ample natural lighting in the main reading room. Then in the 1970s, the cost of energy and the cost of replacing large, custom panes of glass convinced the library board of that era to close up most of the window space and install small, standard-sized windows. Ever since, patrons have complained about the dark gloom in the reading room and the eerie, unpleasant shadows cast by the fluorescent lighting.

> ### A Cautionary Tale
>
> In the 1970s, the main library of the Chicago Public Library was moved out of its long-time, 1897 Beaux-Arts home, which the city then transformed into a downtown cultural center. The library was temporarily housed in the Mandel Building on Chicago's major commercial thoroughfare, Michigan Avenue. The library's holdings were scattered among several floors, challenging and confusing staff and patrons alike. Many users of the main library remember the 1970s as a frustrating era of misshelved or missing books. In 1982, the city moved the main library to occupy the recently vacated Goldblatt department store on the city's traditional Loop shopping street, State Street— another temporary and less than ideal arrangement.
>
> Through careful planning with the city and a reassessment of user needs, this story does have a happy ending. In 1991, Chicago dedicated the magnificent Harold Washington Library. The structure fittingly hosts the main collection of the nation's "second city" and lends a dignified, stable presence to Chicago's South Loop area.

In Chapter 7, "Planning," you read about the importance of long-range, or strategic library planning. Adept, timely planning may enable you to avoid unhappy scenarios such as those described above. Conversely, inadequate planning will surely land you sooner or later in one unhappy scenario or another (or many).

An important part of the library board's duties is providing and maintaining physical facilities. This responsibility involves monitoring existing facilities and—when necessary and appropriate—planning and budgeting for renovation or construction of facilities.

Evaluating Library Facilities

Staying one step ahead of the forces at work in our contemporary world challenges the most meticulous and thoughtful of planners. Demographic shifts alter communities; technological change renders yesterday's practices and procedures obsolete.

To stay on top of things, a board of trustees must keep a finger on the pulse of the library and community. One good way to do this, of course, is to solicit staff, patron, and community feedback, and to incorporate such feedback into the library's strategic planning. Another way to "take the pulse" is to conduct an annual evaluation of library facilities, possibly with the help of a professional library building consultant. The consultant is typically an experienced librarian who has extensive experience planning and implementing library building projects. At the heart of the planning process are the following questions:

- What are our users' needs?
- What services are we offering to meet those needs? What needs are we not meeting?
- Do our library facilities adequately support library services?

The final question, about facilities, is closely related to the first three. If trustees, library director, and staff find they cannot provide services to meet community needs in existing physical facilities, then facility changes of one kind or another will be necessary.

Evaluating physical space can become quite technical. Knowledge about library design and ergonomics (how space and facilities can be maximized for safe, efficient use by the human body) is critically important. As finances and professional availability allow, libraries are well advised to engage the services of a building consultant for facilities evaluation, especially if a building program appears to be in the offing.

Most regional library systems maintain lists of local and national library building consultants. The American Library Association provides an online list of such consultants. For more information, access the "LBCL Library Buildings Consultant List": go online to the ALA Web site, http://www.ala.org/: select **Professional Tools;** select **Admin. & Management;** select **Buildings;** select **LAMA Publications.**

Another online resource for library consultants is LibraryConsultants.org at http://www.libraryconsultants. org/.

Of course, the library director and staff will have major parts to play in any evaluation of library facilities, as they observe the daily use patterns of patrons and are aware of inadequacies that reoccur.

Precise metrics for determining library space needs are available in Appendix 7 of *Serving Our Public.* To obtain an electronic copy of this document go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/ departments/library/what_we_have/readyref/index.htm: select **Serving Our Public**.

Library Facility Evaluation Guidelines…

- Conformance to state and federal laws regarding access by persons with disabilities, particularly the Americans with Disabilities Act (ADA)
  - ADA became federal law in 1990. ADA establishes specific building codes to ensure accessibility for disabled people.
  - For more information, access "ADA Accessibility Guidelines for Buildings and Facilities" at the following federal government-sponsored Web site: www.access-board.gov/adaag/html/adaag.htm.

- Shelving space
  A board-established policy of "weeding out" old materials should clear the way for new materials. However, if new exceeds old, library staff will face a shelving crunch and solutions will be needed.
- Adequacy of display furniture
  Display furniture such as periodical or paperback racks take up floor space, but are important inclusions to store materials appropriately and attract patrons' interest.
- Staff usage areas
  Staff members need adequate working space. A computer workstation and adequate desk and file space are the minimal requirements. Staff also need amenities such as a break area with table and chairs.
- Facilities for technology support
  At minimum, a library needs computer terminal(s) for online card catalogue access, computer(s) for Internet access, photocopier(s), telephones, and fax machine(s); and adequate wiring support for all equipment requirements. Moreover, many patrons regard electrical outlets for their laptop computers as a necessity.
- Lighting
  Adequate artificial lighting is critical for use of materials as well as vision health. Additionally, natural light enhances the library environment aesthetically. Natural light must not, however, be strongly intrusive, as in direct morning or afternoon sunlight, especially in areas where computers will be in use.
- Circulation/checkout areas
  Counter space should be adequate to accommodate the flow of patrons. The checkout desk must have at least one station to accommodate wheelchair height, according to ADA regulations. This station will also be at a friendly height for young children.
- Reference
  If possible, a separate service point should be created for patrons to interact with the reference librarian. A study area, preferably with computers offering Internet access, should be in proximity of the reference librarian so personal assistance can be readily provided.
- Children's Services
  A separate area should be created for children that reflects their special interests, accommodates their collections, and allows for their youthful chatter. Staff assistance should be nearby to help children and parents in selecting age-appropriate materials. The space should accommodate school visits and programs, if possible.
- Meeting Room
  Although not all facilities can provide a space for library programs and community groups, it should be a goal for planning. The library can enhance its value to the community by providing programs of interest to children and adults. By offering a meeting place to civic groups, the library will become the "heart of the community" and a relevant resource in people's lives.
- Storage, Mechanical Equipment and Maintenance Areas
  A surprising amount of space is required for non-public service functions in a library. Storage is needed for supplies used in ordering and processing, for required retention of records, and for materials awaiting cataloguing or repair. Cleaning supplies and equipment must be stored safely, and convenient access to a "janitor's closet" with sink is essential for maintenance activities. Areas for heating and cooling equipment should be located in safe areas with attention given to the impact of noise of operation on the library service areas and neighbors.
- Special service areas
  If space is available, some libraries provide a quiet study room, a business resources room, or a local history room. Allocation of special spaces is determined by local needs and building layouts.
- Amenities
  Restrooms and water fountains must be clean and accessible to everyone, including the disabled. The number and/or size of bathrooms should accommodate patrons at all times without imposing long waits. Local zoning codes should be consulted.
- Climate control
  The library should provide a comfortable environment year-round. Heating and cooling systems must be clean and safe to protect against buildup of molds, bacteria, or other pathogens. The library should retain the regular services of a reputable heating/AC (HVAC) company.
- Cleaning service
  The importance of maintaining a clean environment has been highlighted in recent years by press stories about possible links between rising asthma rates in children and the dusty environments in which many children live. Library officials should continually monitor the adequacy of cleaning the library, whether done by janitorial staff or a service.
- General appearance and condition of building(s)
  The trustees should be alert to any evidence of possible structural problems. Where concerns arise, a structural engineer should be retained to make appropriate inspections. Facilities that look dated or shabby may turn away patrons: is it time for a major redecoration? An engineer can also prepare a schedule for structural maintenance (tuckpointing, window re-sealing, etc.) and systems maintenance (HVAC, electrical, etc.) for planning and budgeting purposes.

- Security
  The library should have adequate protection during off-hours, such as an appropriately alarmed and monitored security system. Security staff may also be needed to assure a safe, positive environment for patrons and staff when the library is open. The library might choose to hire an on-site security guard during certain hours, particularly in busy periods and closing hours.
  - For more information, access the online document, "Library Security Guidelines": go to the ALA Web site, http://www.ala.org/: select **Professional Tools;** select **Admin. & Management;** select **Buildings;** select **LAMA Publications.**
- Protection against fire
  Most municipalities have fire codes. Library trustees should verify that library facilities meet all such codes. In particular, care should be taken with flammable materials, and fire extinguishers and alarms should be installed according to code. Emergency exits should be well-marked and lit. Staff should have an evacuation plan and a storm "take-over" plan and practice it from time to time.
- Location in community
  Towns, cities, and communities change. Is the library still in a central, reasonably accessible location for the whole community? If not, should branch outlets or mobile service be considered?
- Parking
  Fifty years ago, far fewer people drove cars in their daily activities than today. Patrons expect to be able to drive to the library and park; otherwise, many will opt for some other activity. Verify that parking is adequate for the library hours of greatest use. Verify that disabled parking spaces are provided, in accordance with ADA regulations. There may be local guidelines or zoning codes regarding the number of parking spaces needed.

What Next?

A thorough, annual facilities evaluation might lead the trustees to any of several conclusions. For example, finding facilities to be adequate might lead them to identify a few minor improvements to be made. On the other hand, the trustees might identify major shortcomings in the facilities that can be remedied only by a building program. That program might take the shape of an expansion of existing facilities or the construction of an entirely new library.

Deciding To Build

A building program is a long, complex process. The potential payoff for the library's mission and future is huge, but the potential pitfalls are numerous.

A Building Committee

When trustees have concluded that fulfilling the library's mission in the community calls for new facilities, the board should form a building committee. This committee should embrace at least some of the trustees, members of the community, and the library director.

In the early stages, this committee might be called a Building Study Committee to reflect its pre-commitment function. Once an architect has been hired, plans have been approved, and a contractor has been hired, the committee might evolve into a Construction Committee.

Library Building Program Statement

A building committee's first major task is to draft a building program statement. This is a carefully written document that describes the general building requirements necessary to satisfy the library's functional needs (which, of course, should be based on community service needs identified in the library's strategic plan). Library building consultants can be very helpful with this process and may be required for library construction grants.

The building program statement will answer four questions, elaborating in considerable detail:

- What are the library's overall space needs?

- How should the space be broken down into departments or service areas?

- How should these areas relate to one another?

- What furniture and equipment will be needed in each area to function efficiently and respond to user needs?

The building committee will use the building program statement as a checklist for evaluating plans submitted by an architect later in the life of the project. A well-written building program statement will help ensure that the architect "gets it right" and should minimize or avoid disputes and confusion among the committee members about "what we decided on."

Hiring an Architect

Once the trustees have made a clear commitment to building and have prepared a building program statement, the board's next step will be to engage the services of an architect. A good way to approach this critically important task is to visit libraries that have recently completed building programs. Also see the "Resources" section at the end of this chapter.

The board should solicit presentations by several architects. Each candidate should be interviewed and examples of his or her work on similar projects should be reviewed. Establishing a harmonious working relationship between architect and building committee members is critically important.

When the board has made its selection, the architect and board will work out a formal written contract. The board will want to make provisions for attorney review of the contract.

Additionally, the board may need to include a contingency provision in the contract to allow for the outcome of a public referendum, if such is required. If the referendum fails, how will the architect be compensated? How can the board limit its financial outlay to accommodate this unwished-for outcome?

Funding a Building Program

Library funding comes from several sources. The following sections detail funding sources that may be available for a building program.

Levies

The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries may decide, by referendum, to levy 0.02 percent of property taxes for construction projects in addition to taxes allocated for support of libraries. (See 75 ILCS 5/3.)

Likewise, library districts may levy 0.02 percent of property taxes for construction projects. The additional levy requires a referendum if the requisite percentage of voters in the district petition for one. (See 75 ILCS 16/35.)

Bond Issues

Municipalities or library districts may issue bonds to fund construction programs. A bond issue requires voter approval in a referendum.

- For information about bond issues for libraries in municipalities, see 75 ILCS 5/5; 75 ILCS 35.
- For information about bond issues in library districts, see 75 ILCS 16/40-15.

There are financial consultants available to help estimate costs and plan for a referendum. Information about consultants may be obtained through the regional library system.

Grants

State construction grants may be available through the Illinois State Library. For information on such grants, go online to the Illinois State Library Administrative Ready Reference Menu (previously cited): select **Planning for Grants.**

Additionally, there are many opportunities available through national and local governmental agencies, not-for-profit organizations, foundations, and professional associations. Consult your regional library system for information and assistance.

Resources

Cravey, Pamela. *Protecting Library Staff, Users, Collections and Facilities: A How-to-Do-It Manual.* New York: Neal-Schuman Publishers, 2001.

The Library Journal, published by Reed Business Information, features special coverage of library building projects in its annual December issue. The article "Library Buildings 2003: These Joints Are Jumpin'" in the December 2003 issue features 195 public library building projects.

McCabe, Gerard B., and James R. Kennedy, eds. *Planning the Modern Public Library Building.* Westport, Conn.: Greenwood, 2003.

Sannwald, William W. *Checklist of Library Building Design Considerations,* fourth ed. Chicago: American Library Association, 2001.

Woodward, Jeannette. *Countdown to a New Library: Managing the Building Project.* Chicago: American Library Association, 2000.

BUDGETING AND FINANCIAL MANAGEMENT

Most people understand the basic logic of budgeting: you take in money, called income or revenue; and you spend money, called expenditure, to obtain goods and services. In a healthy, well-regulated economy—whether a home, business, or government—expenditure does not exceed income.

A public library is largely dependent on the governing authority for tax support. No less than other economies, the budgetary and financial health of a public library relies on the basic budgetary logic of revenue and expenditures.

Within budgetary constraints, library officials seek adequate revenues; authorize appropriate expenditures; and keep careful track of money flow. These activities are all part of a program of financial management.

Income for Public Libraries

Most of the income for public libraries comes from taxation on the part of the governing authority. For most Illinois public libraries, that authority is a city, town, village, county, or township. In district libraries, the library district is itself the taxing authority.

Revenue from Property Taxes

The primary source of revenue for most public libraries in Illinois is local property taxes. The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries will allocate 0.15 percent of property taxes to funding of those libraries. Communities may choose by referendum to raise the library tax rate to any percentage up to and including 0.60 percent.

Additionally, communities may decide, by referendum, to levy an additional 0.02 percent "maintenance levy" for maintenance, repairs, and alterations of library buildings and equipment.

Library districts may levy the same tax rates as the municipal libraries. The only difference is that a district library is its own taxing authority. Libraries districts receive their taxes directly from the county.

In recent years, some Illinois counties, including Cook County and the Chicago metropolitan "collar" counties have adopted so-call "tax caps," more properly called the Property Tax Extension Limitation Law (PTELL) 35 ILCS 200/18-185. This law constrains the rate of growth in property tax collection in neighborhoods where property values are rising rapidly. As a result of PTELL,

revenues available to public libraries in some locales are growing at a slower rate than formerly. For some libraries, revenues are actually decreasing due to the implementation of PTELL.

All of this becomes relevant and important when the time comes to estimate revenue in a budgeting cycle. To obtain reasonably reliable revenue projections, library trustees should work with municipal finance officers.

State Grants and Federal LSTA Grants

A number of state and federal grants are available to public libraries. In Illinois, most of these grants are administered through the Illinois State Library in Springfield.

The U.S. Congress allocates federal grants to public libraries through the Library Services and Technology Act (LSTA). This federal source of funding has been available in one form or another since 1956. In Illinois, public libraries apply for LSTA through the Illinois State Library.

Soliciting grants require special skills and thorough knowledge of the grant-application process. The library director or other staff member who is experienced in applying for grants should prepare and submit all grant applications.

To apply for federal or state grants, visit the Web site of the Illinois State Library. A good place to start is the Administrative Ready Reference Menu, http://www.cyber driveillinois.com/departments/library/what_we_have/read yref/index.htm: select **Planning for Grants**.

Grants from Other Organizations

There are many opportunities available through national, state, and local governmental agencies, not-for-profit organizations, and foundations, in addition to professional associations. Consult your regional library system for information and assistance regarding grant programs.

E-rate Funding from the Federal Government

The U.S. Congress passed legislation in 1996 to help public libraries cope with financial demands of the technological revolution, such as buying computers and leasing Internet service. The legislation set up the so-called "e-fund." According to provisions in the law, the e-fund is funded by a special federal tax on phone companies. The Federal Communications Commission (FCC) is charged with accepting applications for e-fund grants, approving grants, and distributing the money through the School and Library Division. More information on the application process can be obtained from the Universal Service Administrative Company Web site, www.sl.universalser vice.org.

Note that acceptance of e-fund grants requires libraries to adhere to certain federal regulations. Public libraries

must install and maintain filtering software on computers that support Internet connections, in compliance with the Children's Internet Protection Act (CIPA), passed by Congress in 2000. For more information on CIPA, see Chapter 6, "Intellectual Freedom."

Charitable Donations

Public libraries encourage charitable donations from private citizens and companies. (This topic is discussed in more detail in Chapter 11, "Fundraising.")

Public libraries may receive tax exempt charitable gifts in their role as part of a municipality or as a sovereign political subdivision (in the case of district libraries). Any such donation vests in the library board of trustees. The board of trustees automatically becomes a special trustee of the donated property. No special incorporation is required.

Another way in which a library may choose to accept charitable gifts is to set up a tax exempt foundation under Internal Revenue Service Code §501(c)(3). This approach has inherent costs, such as incorporation fees and accountant fees for preparing federal tax returns. Check with your regional library system about the possibility of joining an existing library foundation to facilitate starting your local library foundation. However, some libraries may find the foundation structure helpful in conducting development campaigns.

For more details about accepting charitable donations as a public library, go online to the Administrative Ready Reference Menu (previously cited): select **Charitable Giving**.

Library Expenditures

As we all know, everything costs. The services that a public library provides require staff, facilities, resources, and many other costly inputs. The following list summarizes the main categories of expenditures for a typical public library.

Library Expenditures

- Staff salaries and benefits
  Because libraries are service-driven organizations, expenses associated with obtaining and keeping competent, qualified staff will be the largest entry in the accounts ledger.
- Materials
  Books, videos, books-on-tape, and periodicals are all examples of library materials.
- Operations
  This category includes building maintenance, utilities, supplies used by staff and patrons, and many other items.

- Technology
  All the computers, scanners, printers, photocopiers, Internet connections, regional database connections, local area networks, and telecommunications fall into this category. Of course, technology needs are continually growing and changing and require frequent reinvesting to upgrade and improve services.
- Additionally, public libraries may have special, significant expenditures at particular times, such as expenditures associated with building a new library structure.

The Budgeting Process

Budgeting is a complex, collaborative process. It requires many different inputs and achieves best results when many voices expressing various viewpoints are heard. A budget should reflect the appropriate mix of visionary creativity and well informed fiscal reality.

In the broadest sense, two inputs are required to fashion a budget: (1) a needs and goals assessment, and (2) an estimate of available resources.

The needs and goals assessment comes directly from the library board's long-range plan. Planning and budgeting go hand-in-hand. "The budget is the long-range plan in numbers, and the long-range plan is the budget in words," as some library administrators have observed.

Lines of Responsibility

Although budgeting is a collaborative responsibility, ultimately the library board must put its stamp of approval on a budget and submit it to the governing (funding) authority. (Note that the ultimate funding authority in a library district is the library board itself. These comments apply to municipal libraries.)

The board has ultimate responsibility for the budget. However, trustees will not be able to do this job without significant input from staff, especially the library director.

The director, in turn, will probably depend upon other staff to help collect pertinent data and assess library needs. All these players should have a say.

Finally, the governing authority gives a thumbs up or down on budget matters, based on their understanding of community needs and interests.

Steps in the Budgeting Process

Budgeting is an ongoing activity in library management. The following list is intended only to suggest the broadest outline of the budgeting process.

Budgeting Guidelines…

- Begin well in advance of deadlines.
- Evaluate last year's budget. Ask: How well did it support services? How well did it enable library staff and trustees to carry out long-range plans?
- Consider salaries and benefits early in the process; these costs will rank among the highest in the budget. (See the "Library Expenditures" list earlier in this chapter.)
- Continually evaluate budget decisions in light of goals and objectives established during the planning process. (See Chapter 7, "Planning.")
- Earmark annually, if possible, a sum for a new program or service enhancement.
- Try to anticipate next year's problem areas and obtain preliminary estimates.
- Develop a multi-year plan to fund building and equipment repairs and replacement. Proactive planning will significantly reduce costly, unbudgeted capital expenses.
- Don't try to hide the budget: work to obtain staff and community buy-in.
- When the board has approved the budget, prepare to make a professional presentation to the appropriate funding authorities. Be prepared to explain and justify costs to municipal officials. Persuade authorities that they have a stake in the library's success in the community.

Financial Management of the Library

In general terms, financial management is all the things a library board, director, and staff members do to implement the budget. It is an ongoing daily, weekly, and monthly task.

Funds must be dispersed and collected continually to keep a public library running. State statutes and library board bylaws specify procedures for making purchases and dispersing funds. For example, a provision in the bylaws may grant the treasurer of the board check-writing privileges for expenses up to a certain amount; it may require joint signatures of both the treasurer and the board president for large expenses.

Typically a public library has an operating fund, out of which ongoing, regular expenses are paid. Additionally, libraries may have a capital fund and, perhaps an endowment fund. The following table summarizes types of library funds.

Types of Library Funds

Fund	Purpose
Operating	To pay day-to-day expenses and deposit regular sources of income
Capital	To pay for special, large expenses such as for a building program, major equipment purchase, or structural improvements
Endowment	May be established to receive and invest monetary charitable donations
Working Cash	Enables libraries to have in its funds, at all times, sufficient money to meet demands for ordinary and necessary and committed expenditures for library purposes. (75 ILCS 5/3-9 and 5/4-13; for district libraries, 75 ILCS 16/30-95 and 16/35-35)

Periodic Reports and Audits

Tracking the collection and dispersal of funds on a regular, rational basis is critically important. Personnel should file with the board regular financial reports reflecting standard accounting practices. Such reports might be generated by the library director or the director in collaboration with the board treasurer, for example. Reports might be presented on a quarterly basis for smaller operations, or on a monthly basis for larger libraries. Financial reports should be organized in useful categories with sufficient information to monitor expenses. Categories generally include:

- Salaries
- Benefit costs
- Commodities (supplies)
- Contractual expenses
- Capital expenses

More descriptive account lines may be added to each category to track expenses.

Public libraries in Illinois are required by law to submit an annual report to the principal funding agency (village, township, city, or library district) and to submit a duplicate copy to the Illinois State Library.

Public libraries are also advised to contract with a qualified professional to conduct an annual audit. Municipal public libraries with income of $850,000 or greater are required by law in Illinois to conduct an annual audit. District libraries must submit a comptroller's report even if they do not conduct an audit. These mandated records are public documents that must be retained and made available to the public.

Resources

The Illinois State Library's Administrative Ready Reference Menu (previously cited) offers several resources related to budgeting and financial management of a public library. The following items may be especially useful:

- Charitable Giving
  General guidelines and samples of letters to donors
- Non-Resident Fee Calculation
  A formula for calculating library fees to charge non-residents
- Ordinances
  Under "Financial" subhead: Illinois laws concerning financial aspects of library management
- Planning for Grants
  Information about grants available to public libraries through the Illinois State Library
- Policy Model
  Under "Financial" subhead: coverage on topics including budget and finance policy; division of financial responsibilities between the board and the library director; and investment of public funds
- Property Tax Extension Limitation Law (PTELL)
  Details about PTELL, popularly known as "tax caps" (See the subsection, "Revenue from Property Taxes," near the beginning of this chapter.)

Specific Titles

Berger, Steven. *Understanding Nonprofit Financial Statements,* revised. Washington, D.C.: Board Source, 2003.

Fry, Robert P. *Minding the Money: An Investment Guide for Nonprofit Board Members.* Washington, D.C.: Board Source, 2004.

Lang, Andrew S. *Board Source, Governance Series Booklets, #2: Financial Responsibilities of Nonprofit Boards,* revised ed. Washington, D.C.: Board Source, 2003.

Prentice, Ann E. *Financial Planning for Libraries,* second ed. Lanham, Md.: Scarecrow Press, 1996.

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

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 11, 16, 17, 18, 19, 22, and 24 in Chapter 1.

REFERENCE SERVICES

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

REFERENCE SERVICES STANDARDS

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.

2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially. (See Appendix R)

3. The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.

4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

7. The library provides easy access to accurate and up-to-date community information/resource files.

8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.

10. The library provides access to local and state maps.

11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

12. The library provides voter information, including precinct boundaries and location of polling places.

13. The library provides information about local history and events.

14. The library has telephone books for the local calling area and any other frequently requested areas.

15. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement. (See Appendix T)

16. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

17. Staff members are encouraged to attend at least one relevant continuing education event each year.

18. The library accepts and responds to reference requests received in all formats, including electronic, print, and phone.

19. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease. (See Appendix S)

REFERENCE SERVICES CHECKLIST

❑ All basic services are available when the library is open.

❑ The library has a reference service policy.

❑ The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.

❑ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

❑ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

❑ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

❑ The library provides easy access to accurate and up-to-date community information.

❑ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

❑ The library provides access to local ordinances or codes of all municipalities within its service boundaries.

❑ The library provides access to local and state maps.

❑ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

❑ The library provides voter information, including precinct boundaries and location of polling places.

❑ The library provides information about local history and events.

❑ The library has telephone books for the local calling area and any other frequently requested areas.

❑ The library has at least one current reference resource for each subject area.

❑ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

❑ Staff members are encouraged to attend at least one relevant continuing education event each year.

❑ The library evaluates its reference service on an annual basis.

BIBLIOGRAPHY

Cassell, Kay Ann and Uma Hiremath. *Reference and Information Services in the 21st Century: An Introduction.* 2nd ed. New York: Neal-Schuman, 2011.

Eberhart, George. *Whole Library Handbook 5: Current Data, Professional Advice, and Curiosa About Libraries and Library Services.* Chicago: American Library Association, 2011.

Johnson, Peggy. *Fundamentals of Collection Development and Management.* 2nd ed. Chicago: American Library Association, 2009.

Kresh, Diane. *The Whole Digital Library Handbook.* Chicago: American Library Association, 2007.

O'Gorman, Jack, ed. *Reference Sources for Small and Medium-sized Libraries.* 7th ed. Chicago: American Library Association, 2008.

Thomsett-Scott, Beth C., ed. *Implementing Virtual Reference.* Chicago: American Library Association, 2013.

READER'S ADVISORY SERVICES

Reader's Advisory Services is a patron-oriented service that promotes and encourages recreational reading. It is a service that offers advice, suggestions, recommendations, and selections to library users regarding authors, titles, and genres. It is a service that strives to respond to the recreational reading tastes of individual readers using the resources of the library to link readers and books.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally at the library's circulation desk where library staff members get to know the library patron's reading preferences and are able to suggest similar titles that the patron might enjoy reading.

READER'S ADVISORY STANDARDS

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.

2. The library has competently trained staff that has thorough knowledge of popular authors and titles.

3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

4. The library is aware of the importance of accuracy in reader's advisory service and relies on information sources of demonstrated currency and authority.

5. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

6. Staff members who are responsible for reader's advisory services in their library should attempt to stay current with community events by participating in community organizations, clubs, or councils.

7. Staff members who are responsible for reader's advisory services in their library should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.

8. The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

READER'S ADVISORY SERVICES CHECKLIST

❏ All basic services are available when the library is open.

❏ The library has competently trained staff that has thorough knowledge of popular authors and titles.

❏ The library maintains a well-rounded collection of both fiction and nonfiction titles.

❏ The library has a reader's advisory services policy.

❏ The library promotes the importance of leisure reading to its community members.

❏ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

❏ The library maintains a basic collection of reader's advisory reference materials.

❏ All staff members attend at least one relevant continuing education event each year.

❏ Staff members who are responsible for reader's advisory services in their library join at least one community organization, club, or council.

❏ Staff members who are responsible for reader's advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.

❏ The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

BIBLIOGRAPHY

Avila, Salvador. *Serving Latino Teens.* Westport, CT: Libraries Unlimited, 2012.

Booth, Heather. *Serving Teens Through Readers' Advisory (ALA Reader's Advisory Series).* Chicago: American Library Association, 2007.

Hysell, Shannon Graff. *Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers.* Westport, CT: Libraries Unlimited, 2013.

Moyer, Jessica E., ed. *The Readers' Advisory Handbook.* Chicago: American Library Association, 2010.

Okobi, Elsie A. Rogers Halliday. *Library Services for Adults in the 21st Century.* Westport, CT: Libraries Unlimited, 2013.

Orr, Cynthia and Diana Tixier Herald. *Genreflecting: A Guide to Popular Reading Interests.* 7th ed. Westport, CT: Libraries Unlimited, 2013.

Pandora, Cherie P. and Stacey Hayman. *Better Serving Teens Through School Library-Public Library Collaborations.* Westport, CT: Libraries Unlimited, 2013.

Peck, Penny. *Readers' Advisory for Children and 'Tweens.* Westport, CT: Libraries Unlimited, 2010.

Roberts, Ann and Stephanie G. Bauman. *Crash Course in Library Services for Seniors.* Westport, CT: Libraries Unlimited, 2012.

Saricks, Joyce. *Reader's Advisory Guide to Genre Fiction.* Chicago: American Library Association, 2009.

Zabel, Diane. *Reference Reborn: Breathing New Life into Public Services Librarianship.* Westport, CT: Libraries Unlimited, 2010.

WEBSITES

NoveList Plus – EBSCO
www.ebscohost.com/novelist/our-products/novelist-plus

The Reader's Advisory Online – Libraries Unlimited
rainfo.lu.com/

OFFICE OF THE ILLINOIS SECRETARY OF STATE

JESSE WHITE
SECRETARY OF STATE
& STATE LIBRARIAN

Search Cyberdriveillinois.com

Illinois Veterans History Project Illinois State Library

The Illinois Veterans History Project was launched by Secretary of State Jesse White to create a permanent record of the names and stories of Illinois war veterans and civilians who served our state and country during war, so that their contributions will not be forgotten.

How to Participate

To participate in the Illinois Veterans History Project, veterans or their family members can obtain an *Illinois Patriot Information Form* from the Secretary of State's office. Forms are also available at driver services facilities throughout Illinois and at Illinois public libraries. Interested persons may also print their own copies by downloading a PDF version of the form in either Regular Print Format or Large Print Format.

Veterans or their family members can complete this form and share their remembrances on the back or on a separate sheet of paper. Those who participate will receive an Official Certificate of Appreciation for their participation in this project.

Additionally, participants may submit an oral recorded history that will be placed in the Illinois Digital Archives and the Library of Congress Veterans History Project.

Secretary White created the Illinois Veterans History Project after the United States Congress passed a law in 2000 authorizing the Library of Congress to collect and preserve the histories of American veterans and civilians who served in wars from World War I to the present.

Participation Forms and Kits

- Illinois Patriot Information Form Regular Print Version
- Illinois Patriot Information Form Large Print Version
- Illinois Veterans History Project Interviewer's Release Form
- Illinois Veterans History Project Veteran's Release Form
- Library of Congress Veterans History Project Field Kit
- Library of Congress Veterans History Project Field Kit Companion Video

Quick Links

- Illinois Department of Veterans' Affairs
- Illinois State Archives' Patriot Information System
- Illinois Veterans History Project Collection (Illinois Digital Archives)
- Illinois Veterans History Project Veteran's Fact Sheet
- Illinois Veterans History Project Flier
- Illinois Veterans History Project Poster
- Illinois Veterans History Project You Tube Channel
- Library of Congress Veterans History Project Website
- Veteran Designation on Illinois Driver's License / State ID Card

Participation Forms and Kits are offered in PDF format unless otherwise stated. Get Adobe Acrobat Reader

About Us

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> Secretary of State Jesse White
> Privacy Policy
> Terms of Use

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> Contact Forms

Cyberdriveillinois.com   Amber Alert   National Center for Missing & Exploited Children

ALA Seattle

JANUARY 25–29, 2019
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MIDWINTER Meeting & Exhibits
ALA American Library Association

WSCC ADDITIONAL FACILITY

WASHINGTON STATE CONVENTION CENTER

WESTLAKE PARK

STEINBRUECK PARK

PIKE PLACE MARKET

PIER 66 TERMINAL

PIERS 62 & 63

PIER 59

PIONEER SQUARE

PIER 52 WA STATE FERRIES PIER 50

99

I-5

Street names: Wall St., Battery St., Bell St., Blanchard St., Lenora St., Virgina St., Stewart St., Olive Way, Pine St., Pike St., Union St., University St., Seneca St., Spring St., Madison St., Marion St., Columbia St., Cherry St., James St., Jefferson St., Yesler Way, S Washington St., S Main St., S Jackson St., S King St., Seneca St., Spring St., Madison St., Howell, Elliott Ave., Alaskan Way, Western Ave., 1st Ave., 2nd Ave., 3rd Ave., 4th Ave., 5th Ave., 6th Ave., 7th Ave., 8th Ave., Ave. E.

OFFICIAL HOTELS

1. Sheraton Seattle Hotel (HQ)
2. Hyatt Regency Seattle (Co-HQ)
3. Crowne Plaza Seattle Downtown
4. Fairmont Olympic Hotel
5. Grand Hyatt Seattle
6. Hyatt at Olive 8
7. Motif Seattle
8. The Paramount Hotel Seattle
9. Renaissance Seattle Hotel
10. W Seattle
11. The Westin Seattle

★ Seattle Public Library

VISIT seattle

ALA Midwinter Meeting and Exhibition 2019
January 25-29, 2019
Washington State Convention Center | Seattle, WA

	Rate per Night (Sgl Occupancy)	Rate per Night (Dbl Occupancy)	Rate per Night (Tri Occupancy)	Rate per Night (Quad Occupancy)	Convention Ctr Distance (miles)	Shuttle to Convention Center	Restaurants/Lounges	Room Service Available	High Speed Internet Included	Business Center/Fax	Exercise Facility	Pool
Crowne Plaza Seattle 1113 6th Ave	$159	$159	x	x	0.3	✓	2	✓	✓	✓	✓	✗
Fairmont Olympic Hotel 411 University St	$212	$212	x	x	0.4	✓	3	✓	✓	✓	✓	✓
Grand Hyatt Seattle 721 Pine St.	$199	$199	x	x	0.0	✗	6	✓	✓	✓	✓	✓
Hyatt at Olive 8 1635 8th Ave	$199	$199	x	x	0.1	✗	2	✓	✓	✓	✓	✓
Hyatt Regency Seattle 808 Howell St.	$199	$199	x	x	0.2	✓	3	✓	✓	✓	✓	✗
MOTIF Seattle 1415 5th Ave	$169	$169	x	x	0.2	✗	1	✓	✓	✓	✓	✗
Paramount Hotel 724 Pine Street	$172	$172	x	x	0.1	✗	1	✓	✓	✓	✓	✗
Renaissance Seattle Hotel 515 Madison St	$169	$169	x	x	0.4	✓	2	✓	✓	✓	✓	✓
Sheraton Seattle Hotel & Towers 1400 6th Ave	$189	$189	x	x	0.0	✗	4	✓	✓	✓	✓	✓
W Seattle Hotel 1112 4th Ave	$179	$179	x	x	0.4	✓	1	✓	✓	✓	✓	✗
The Westin Seattle 1900 5th Ave	$179	$179	x	x	0.3	✓	2	✓	✓	✓	✓	✓

✓: Available   ✗: Unavailable   *Rates noted above are variable rates depending on room types

OFFICIAL HOUSING PARTNER ONPEAK

Fountaindale Public Library District
Cash and Investment
August 31, 2018

	Begining Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	$83,701.20	$253,793.59	$337,494.79
Cash Checking/Payroll	$31,492.47	$19,627.86	$51,120.33
Petty Cash	$2,300.00	$129.25	$2,429.25
Total Cash	$117,493.67	$273,550.70	$391,044.37
Investments			
Investment - General/BMO Harris MM	$8,109,319.56	$88,327.77	$8,197,647.33
Investment - General/IL Funds/MM	$67,203.39	$1,503.68	$68,707.07
Investment - IL Funds/INB/E-Pay	$28,993.66	$20,367.94	$49,361.60
Investment - Special Reserve/BMO Harris MM	$1,958,998.32	$43,851.63	$2,002,849.95
Investment - Working Cash/BMO Harriss MM	$878.27	$19.67	$897.94
Investments - Working Cash/Madison	$629,365.30	($14,984.14)	$614,381.16
Investment - Working Cash/MM	$22,179.12	$7,345.82	$29,524.94
Investment - Morgan Stanley - CD/Bond	$416,621.26	$5,921.28	$422,542.54
Investment - Special Reserve/PMA	$11,258,640.05	$1,232,686.30	$12,491,326.35
Total Investments	$22,492,198.93	$1,385,039.95	$23,877,238.88
Bond Fund			
4-1211-40 Invest/BMO Harris MM Accoui	$1,105,143.03	($385,027.41)	$720,115.62
Total Bond Fund	$1,105,143.03	($385,027.41)	$720,115.62
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	$547,583.63	($547,583.63)	$0.00
9-1211-90 Invest/BMO Harris MM Accoui	$6,135.82	$33,589.34	$39,725.16
Total Building Project Fund	$553,719.45	($513,994.29)	$39,725.16
Total Cash and Investments	$24,268,555.08	$759,568.95	$25,028,124.03

Special Res. PMA - 1.592%
General - IL Fund - 1.962%
Money Market BMO Harris - 2.004%

Bonds:
Treas&Agencies 06-12; $610,369; 4.71%; C/V 08/18; $614,381; 2.05%

Fountaindale Public Library District
Revenue Report
August 31, 2018

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	$0.00	$0.00	0.00 %	$4,103,133.00	$4,103,133.00
Property Tax Dupage 2018 - Est.	$0.00	$0.00	0.00 %	$83,737.00	$83,737.00
Property Tax Will - 2017	$266,893.41	$386,632.77	9.58 %	$4,033,911.00	$3,647,278.23
Property Tax Dupage - 2017	$41,622.42	$43,909.65	53.34 %	$82,325.00	$38,415.35
Other Tax	$2,031.60	$22,133.15	6.63 %	$334,070.00	$311,936.85
Interest	$44,076.97	$109,998.59	63.53 %	$173,131.00	$63,132.41
Fines	$5,746.63	$12,101.59	48.41 %	$25,000.00	$12,898.41
Copy Machines	$648.65	$1,485.85	24.76 %	$6,000.00	$4,514.15
Fax Machine	$633.53	$1,491.91	29.84 %	$5,000.00	$3,508.09
Book Sales	$0.00	$0.00	0.00 %	$0.00	$0.00
Printing	$1,864.70	$4,128.49	25.80 %	$16,000.00	$11,871.51
Miscellaneous	$7,022.87	$7,277.85	58.22 %	$12,500.00	$5,222.15
Reimbursements	$0.00	$1,139.80	25.33 %	$4,500.00	$3,360.20
Board Reimbursements	$0.00	$0.00	0.00 %	$500.00	$500.00
Leases	$0.00	$0.00	0.00 %	$300.00	$300.00
Grant Income	$0.00	$0.00	0.00 %	$85,104.00	$85,104.00
Total Operating Funds	$370,540.78	$590,299.65	6.58 %	$8,965,211.00	$8,374,911.35
Building Project Fund Revenue					
Proceeds From Bond Sale	$0.00	$0.00	0.00 %	$0.00	$0.00
Interest Building Poject Fund	$67.37	$220.64	0.00 %	$0.00	($220.64)
Total Building Project Fund	$67.37	$220.64	0.00 %	$0.00	($220.64)
Bond Fund					
Property Tax - Will 2018 - Est.	$0.00	$0.00	0.00 %	$1,394,959.00	$1,394,959.00
Property Tax - Dupage 2018 - Est.	$0.00	$0.00	0.00 %	$28,469.00	$28,469.00
Property Tax - Will 2017	$85,695.74	$124,142.37	9.58 %	$1,295,466.00	$1,171,323.63
Property Tax - Dupage 2017	$13,491.06	$14,232.42	53.83 %	$26,438.00	$12,205.58
Interest Bond Fund	$1,074.84	$2,717.55	27.18 %	$10,000.00	$7,282.45
Interest Rebate Payment - BAB	$0.00	$82,701.61	50.00 %	$165,403.00	$82,701.39
Total Bond Fund	$100,261.64	$223,793.95	7.66 %	$2,920,735.00	$2,696,941.05
Total Revenue	$470,869.79	$814,314.24	6.85 %	$11,885,946.00	$11,071,631.76

Fountaindale Public Library District
Expenditure Report
August 31, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	$462,185.71	$776,439.63	16.69 %	$4,652,400.00	$3,875,960.37
Contractual Services	$23,006.50	$100,556.29	17.12 %	$587,500.00	$486,943.71
Supplies & Utilities	$46,947.85	$70,264.64	11.88 %	$591,500.00	$521,235.36
Library Materials	$68,082.31	$130,174.71	11.16 %	$1,166,600.00	$1,036,425.29
Capital Expenditures	$6,950.50	$7,806.81	1.80 %	$433,662.00	$425,855.19
Miscellaneous	$6,509.23	$8,383.34	11.98 %	$70,000.00	$61,616.66
Per Capita Grant	$0.00	$0.00	0.00 %	$84,604.00	$84,604.00
Other Grant Expenditures	$0.00	$250.00	50.00 %	$500.00	$250.00
Total General Fund Expenditures	$613,682.10	$1,093,875.42	14.42 %	$7,586,766.00	$6,492,890.58
Other Fund Expenditures					
Audit Fund Expenditures	$0.00	$0.00	0.00 %	$10,000.00	$10,000.00
Liability Insurance Fund Expenditures	$856.43	$856.43	0.65 %	$132,500.00	$131,643.57
Soc Sec/IMRF Fund Expenditures	$81,881.82	$152,778.28	16.38 %	$932,501.00	$779,722.72
Special Reserve Fund Expenditures	$0.00	$0.00	0.00 %	$40.00	$40.00
Maintenance Fund Expenditures	$19,328.40	$29,358.05	9.32 %	$315,000.00	$285,641.95
Total Other Fund Expenditures	$102,066.65	$182,992.76	13.16 %	$1,390,041.00	$1,207,048.24
Total Expenditures - Operating Funds	$715,748.75	$1,276,868.18	14.22 %	$8,976,807.00	$7,699,938.82
Building Project Fund Expenditures					
	$0.00	$0.00	0.00 %	$0.00	$0.00
Total Building Project Fund Expenditures	$0.00	$0.00	0.00 %	$0.00	$0.00
Bond Fund Expenditures					
Principal Payment - 2008	$0.00	$0.00	0.00 %	$0.00	$0.00
Interest Payment - 2008	$0.00	$16,800.00	50.00 %	$33,600.00	$16,800.00
Principal Payment - 2009	$0.00	$0.00	0.00 %	$1,475,000.00	$1,475,000.00
Interest Payment - 2009	$0.00	$277,750.00	50.00 %	$555,500.00	$277,750.00
Principal Payment - 2009B	$0.00	$0.00	0.00 %	$0.00	$0.00
Interest Payment - Bond 2009B	$0.00	$252,987.50	50.00 %	$505,975.00	$252,987.50
Principal Payment - 2016A	$0.00	$0.00	0.00 %	$85,000.00	$85,000.00
Interest Payment - 2016A	$0.00	$95,550.00	50.00 %	$191,100.00	$95,550.00
Total Bond Fund Expenditures	$0.00	$643,087.50	22.59 %	$2,846,175.00	$2,203,087.50
Total	$0.00	$643,087.50	22.59 %	$2,846,175.00	$2,203,087.50
Total Expenditures - All Funds	$715,748.75	$1,919,955.68	16.24 %	$11,822,982.00	$9,903,026.32

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District
Bills Paid - Operating Account
September - 2018

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Ashbury's at Boughton Ridge	Staff Appreciation Event 09/15/18	09/01/2018	50275	1-4353-10	$2,257.73
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - September 2018	09/01/2018	50270	1-4192-10	$27,103.14
Dearborn National Life Insurance Company	Employer Insurance Contribution - September 2018	09/01/2018	50271	1-4192-10	$484.61
Home Depot Credit Services	Building Supplies - Dates 07/16/2018 to 07/25/2018	09/01/2018	50272	8-4357-30	$15.44
Illinois Municipal Retirement Fund	Employer Insurance Contribution - August 2018	09/01/2018	727	5-4142-10	$75,839.19
John Coyne	Entertainment Services - Staff Appreciation Event 09/15/18	09/01/2018	50276	1-4353-10	$500.00
Shirley Williams	Financial Consulting Services - Installment #2	09/01/2018	50274	1-4253-10	$675.00
Southwest Suburban Immigrant Project	Sponsorship - Day of the Immigrant Festival 2018	09/01/2018	50273	1-4731-10	$500.00

$107,375.11

Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - August 2018

Gross Payroll	$425,891.01
FICA	$31,668.92
Total Gross Payroll & FICA	**$457,559.93**

Fountaindale Public Library District
Bills Payable Report
September 20, 2018

Vendor name	Invoice Description	Invoice #	Account #	Amount
4imprint, Inc.				
	Promo Giveaways - Adhesive Phone Wallets - PO5444-1819	16138466	1-4735-10	$ 1,981.22
	Totals for 4imprint, Inc.			$ 1,981.22
Accurate Truck & Bus Repairs, Inc.				
	Bkmb Mainten - Rubber Seals/Speedometer/Outlet - PO5504-1819	2061	1-4235-29	448.60
	Bkmb Mainten - Floor/Steps/Rubber Seals - PO5504-1819	2060	1-4235-29	3,653.14
	Totals for Accurate Truck & Bus Repairs, Inc.			$ 4,101.74
Amazon				
	Computer Supplies	6045787810108122	1-4354-14	156.42
	Periodicals	6045787810108122	1-4511-26	10.99
	ATSD Program Supplies	6045787810108122	1-4353-24	435.86
	Books - Adult Fiction	6045787810108122	1-4540-26	27.99
	Books - Juvenile Easy	6045787810108122	1-4546-26	40.50
	35 2nd Floor Computer Lab Privacy Panels	6045787810108122	1-4391-30	3,465.00
	Projection Screen	6045787810108122	1-4341-10	154.99
	Video Games - Adult	6045787810108122	1-4565-26	62.39
	Video Games - YA	6045787810108122	1-4563-26	29.99
	Staff Picks Prize Winner	6045787810108122	1-4711-10	20.99
	Totals for Amazon			$ 4,405.12
American Library Association				
	Outreach - Bookmarks - PO5515-1819	50501152	1-4353-28	81.75
	Membership - Dudek - 9/30/18 - 9/29/2019	1284918	1-4161-10	207.00
	Membership - Newell - 10/1/18 - 9/30/19	0082163	1-4161-16	138.00
	Totals for American Library Association			$ 426.75
Association of Illinois School Library Educators				
	Monarch/Bluestem Membership - Thompson - 2018-2019	5536-1819	1-4161-10	20.00
	Membership - Thompson - 2018-2019	5536-1819	1-4161-10	85.00
	Totals for Association of Illinois School Library Educators			$ 105.00
AT & T				
	Internet Service - August 2018	5362062400	1-4314-14	1,351.06
	Totals for AT & T			$ 1,351.06
AT & T Mobility - National Business Services				
	Telephone Service - Dates 7/10/18 - 8/9/18	13995659	1-4311-14	311.93
	Totals for AT & T Mobility - National Business Services			$ 311.93

Fountaindale Public Library District
Bills Payable Report
September 20, 2018

Vendor name	Invoice Description	Invoice #	Account #	Amount
ATLAS				
	Annual Membership - Mills - Dates 7/1/18-6/30/19	ATLAS2018-19	1-4161-10	$ 50.00
	Totals for ATLAS			**$ 50.00**
B&H Photo-Video				
	Library Supplies - Studio 300 - PO5526-1819	146798009	1-4371-27	50.88
	Audio Visual Collection - Studio 300 - PO5502-1819	145920884	1-4568-27	189.85
	Audio Visual Collection - Studio 300 - PO5502-1819	145893356	1-4568-27	108.00
	Audio Visual Collection - Studio 300 - PO5526-1819	146808069	1-4568-27	99.00
	Audio Visual Collection - Studio 300 - PO5526-1819	146798009	1-4568-27	194.85
	Totals for B&H Photo-Video			**$ 642.58**
Baker & Taylor - C009233				
	Adult Ref/NF Standing Order	C0092333	1-4531-26	562.68
	Totals for Baker & Taylor - C009233			**$ 562.68**
Baker & Taylor - L4176102				
	Books - Adult Non-Fiction	L4176102	1-4541-26	40.40
	Totals for Baker & Taylor - L4176102			**$ 40.40**
Baker & Taylor - L420685				
	Books - Juvenile World Languages	L4206852	1-4526-29	122.29
	Books - Adult Non-Fiction	L4206852	1-4541-29	255.60
	Books - Adult Large Print	L4206852	1-4543-29	70.69
	Books - Adult Fiction	L4206852	1-4540-29	287.37
	Books - Juvenile Fiction	L4206852	1-4544-29	145.30
	Books - Juvenile Non-Fiction	L4206852	1-4545-29	207.55
	Books - Juvenile Easy	L4206852	1-4546-29	192.15
	Books - Young Adult/Fiction	L4206852	1-4548-29	88.37
	Totals for Baker & Taylor - L420685			**$ 1,369.32**

Fountaindale Public Library District
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Vendor name	Invoice Description	Invoice #	Account #	Amount
Baker & Taylor - L420686				
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	$ 1,600.55
	Books - Adult World Languages	L4206862	1-4525-26	86.46
	Books - Juvenile World Languages	L4206862	1-4526-26	81.53
	Books - Adult Non-Fiction	L4206862	1-4541-26	6,086.76
	Books - Adult Fiction	L4206862	1-4540-26	7,132.55
	Books - Adult Large Print	L4206862	1-4543-26	164.26
	Books - Juvenile Easy	L4206862	1-4546-26	1,800.38
	Books - Young Adult/Fiction	L4206862	1-4548-26	631.04
	Books - Juvenile Fiction	L4206862	1-4544-26	2,243.12
	Books - Young Adult/Non-Fiction	L4206862	1-4549-26	706.79
	Professional Books	L4206862	1-4538-26	45.00
	Totals for Baker & Taylor - L420686			$ 20,578.44
Baker & Taylor - L420691				
	Books - Juvenile Fiction	L4206912	1-4544-26	417.46
	Books - Young Adult/Fiction	L4206912	1-4548-26	142.38
	Books - Adult Fiction	L4206912	1-4540-26	1,174.47
	Totals for Baker & Taylor - L420691			$ 1,734.31
Baker & Taylor - L420692				
	Books - Adult Fiction	L4206922	1-4540-29	49.89
	Totals for Baker & Taylor - L420692			$ 49.89
Barnes & Noble , Inc.				
	FPLD Nook Donatation - Veterans Day, El Grito - PO5507-1819	3708006	1-4720-10	390.58
	Totals for Barnes & Noble , Inc.			$ 390.58
Belynda Head				
	Program - R&B Line Dancing - Date 10/14/18	BH101418	1-4571-24	125.00
	Totals for Belynda Head			$ 125.00
Bibliotheca, LLC				
	Cloud Library Annual Subscription	SI0043123-US	1-4520-26	1,000.00
	Totals for Bibliotheca, LLC			$ 1,000.00

Fountaindale Public Library District
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Vendor name	Invoice Description	Invoice #	Account #		Amount
Blackstone Publishing					
	CD Audiobooks - Adult	1028667	1-4551-26	$	149.25
	CD Audiobooks - Adult	1024987	1-4551-26		131.24
	CD Audiobooks - Adult	1025157	1-4551-26		3.97
	CD Audiobooks - Adult	1024663	1-4551-26		45.00
	CD Audiobooks - Adult	1024232	1-4551-26		45.00
	CD Audiobooks - Adult	1021821	1-4551-26		45.00
	Totals for Blackstone Publishing			$	419.46
Bolingbrook Park District					
	Program - Yoga - Date 09/27/18	BPD092718	1-4571-24		50.00
	Program - Yoga - Date 10/11/18	BPD101118	1-4571-24		50.00
	Program - Conquer Your Core - Date 10/03/18	BPD100318	1-4571-24		50.00
	Totals for Bolingbrook Park District			$	150.00
Bolly Dancefit					
	Program - Hooray for Bollywood - Date 9/29/18	BD092918	1-4571-24		200.00
	Totals for Bolly Dancefit			$	200.00
Brian Smallwood					
	Mileage - Great Read - Dates 2/1/18-8/8/18	BS081018	1-4171-10		54.45
	Totals for Brian Smallwood			$	54.45
Brian Ultreras					
	Mileage - RAILS Workshop - 8/17/2018	BU090618	1-4171-10		6.32
	Totals for Brian Ultreras			$	6.32
Brooks Cafe					
	August Board Meeting Croissants & Cookies - PO5472-1819	13274	1-4355-16		44.00
	ILA Trustee Forum Bagels & Coffee - PO5513-1819	13276	1-4715-10		28.00
	August Donuts With Director Coffee - PO5473-1819	13275	1-4715-10		11.00
	Totals for Brooks Cafe			$	83.00
BRT Outdoor LLC					
	Summer Adv/Ice Crm Soc/B2 School 7/22-8/18/18 - PO5200-1718	6237	1-4731-10		1,000.00
	Totals for BRT Outdoor LLC			$	1,000.00
Business Office Systems					
	CSD Zody Task Chair - PO5450-1819	69424	1-4342-10		748.40
	Totals for Business Office Systems			$	748.40

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Bills Payable Report
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Vendor name	Invoice Description	Invoice #	Account #	Amount
Call One				
	Telephone & Internet - 8/15/18-9/14/18	1214291-1139282	1-4312-14	$ 729.52
	Telephone & Internet - 8/15/18-9/14/18	1214291-1139282	1-4314-14	1,968.00
		Totals for Call One		$ **2,697.52**
Cathryn Stanek-Whisler				
	Program - DIY Dreamcatchers - Date 10/10/18	CSW101018	1-4573-24	197.50
	Program - DIY Glove Monsters - Date 10/17/18	CSW101718	1-4571-24	205.00
		Totals for Cathryn Stanek-Whisler		$ **402.50**
Center Point Large Print				
	Books - Adult Large Print	1622627	1-4543-29	22.17
	Books - Adult Large Print	1612319	1-4543-26	112.05
	Books - Adult Large Print	1606958	1-4543-26	318.78
		Totals for Center Point Large Print		$ **453.00**

Fountaindale Public Library District
Bills Payable Report
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Vendor name	Invoice Description	Invoice #	Account #	Amount
Chase Card Services				
	SurveyMonkey - Annual Subscription	M3664-SEPT18	1-4631-14	$ 336.00
	Classmarker.com - COHS Self Assess Tool Credits	N3698-SEPT18	1-4631-14	25.00
	The Raffish - Local Author Collection Issue 1	T3680-SEPT18	1-4511-26	18.50
	Mcprohosting - Minecraft Club Server Hosting	N3698-SEPT18	1-4572-20	38.20
	ALA - Kalnicky - Intell. Freedom Roundtable Reg.	N3698-SEPT18	1-4151-16	6.25
	Walmart.com - Supply Closet Restock Blue/Black Pens	N3698-SEPT18	1-4351-10	37.38
	Office Depot - Supply Closet Restock Red Pens	N3698-SEPT18	1-4351-10	9.49
	Office Depot - Supply Closet Restock 11x17 Paper	N3698-SEPT18	1-4351-10	131.98
	Barnes&Noble - Summer Adventure/Great Page Race Prize Books	N3698-SEPT18	1-4353-24	299.26
	Mcprohosting - Minecraft Club Server Hosting	N3698-SEPT18	1-4353-24	38.20
	Walmart.com - ATSD Program Supplies	N3698-SEPT18	1-4353-24	4.79
	Walmart.com - ATSD Program Supplies	N3698-SEPT18	1-4353-24	66.90
	DollarTree - ATSD Program Supplies	N3698-SEPT18	1-4353-24	47.00
	Michaels - ATSD Program Supplies	N3698-SEPT18	1-4353-24	23.98
	Home Depot - ATSD Program Supplies	N3698-SEPT18	1-4353-24	24.86
	Meijer - ATSD Program Supplies	N3698-SEPT18	1-4353-24	70.99
	Southwest Airlines - Thompson ABOS Roundtrip Airfare	N3698-SEPT18	1-4171-10	291.96
	Southwest Airlines - Welko ABOS Roundtrip Airfare	N3698-SEPT18	1-4171-10	291.96
	LACONI - Fisher - Local Author/Writer Mashup Workshop	N3698-SEPT18	1-4151-10	15.00
	AART - Theobald, Hopwood, Luminais Seminar Reg.	N3698-SEPT18	1-4151-10	75.00
	Panera - 8/3/18 Staff Develop Day Breakfast	N3698-SEPT18	1-4715-10	426.60
	Beggars Pizza - Clean Up Day Lunch	N3698-SEPT18	1-4715-10	451.00
	Beggars Pizza - Clean Up Day Dinner	N3698-SEPT18	1-4715-10	305.00
	Hobby Lobby - Donation Baskets	N3698-SEPT18	1-4720-10	28.35
	GFS - Pathways Parade Candy	N3698-SEPT18	1-4735-10	527.34
	Facebook - Maker, Kanopy, Bkmb Ads	N3698-SEPT18	1-4731-10	11.47
	Facebook - Bkmb, Maker, Kanopy Promo Ads	N3698-SEPT18	1-4731-10	86.91
	Basecamp - Monthly Subscription	N3698-SEPT18	1-4522-14	65.00
	Jewel - COHS Graduation Reception Cupcakes	N3698-SEPT18	1-4711-10	84.95
	Jewel - August Birthday Cake	N3698-SEPT18	1-4711-10	35.99
	Mailchimp - Monthly Subscription	N3698-SEPT18	1-4731-10	50.00
	123RF - 5 Stock Promo Images	N3698-SEPT18	1-4731-10	39.00
	Woobox - Monthly Subscription	N3698-SEPT18	1-4731-10	29.00
	Brookfield Zoo - Summer Adventure Grand Prize	N3698-SEPT18	1-4575-10	131.00
	American Girl - Circ Collect. - Dolls, Books, Doll Clothes	N3698-SEPT18	1-4575-10	2,278.94
	Totals for Chase Card Services			$ 6,403.25

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Vendor name	Invoice Description	Invoice #	Account #	Amount
Cheryl Brown				
	Refund Lost Items - Let's Look at Construction	CB081818	1-3310-10	$ 8.90
	Totals for Cheryl Brown			$ 8.90
Comcast Cable				
	Cable TV - 9/3/18-10/2/18	8771201430367494	1-4316-14	103.36
	Totals for Comcast Cable			$ 103.36
Cover One				
	Library Supplies - Book Repair Glue Strips	16738	1-4371-12	217.80
	Totals for Cover One			$ 217.80
Creekside Printing				
	Fall Newsletter - Sept-Nov 2018 PO5520-1819	08161806	1-4256-10	7,587.00
	Totals for Creekside Printing			$ 7,587.00
Cristina Palomo				
	Program - DIY Stepping Stone - Date 9/20/2018	CP092018	1-4571-24	75.00
	Totals for Cristina Palomo			$ 75.00
Demco, Inc.				
	Green Color-Coding Labels	6440767	1-4351-10	15.44
	Programming Truck - ATSD - PO5339-1718	6435428	1-4341-10	497.70
	Totals for Demco, Inc.			$ 513.14
Diesel Service Center				
	Bookmobile Maintenance - 8/13/18 - PO5505-1819	D063502	1-4235-29	234.60
	Totals for Diesel Service Center			$ 234.60
Dynegy Energy Services				
	Electricity Service - 7/30/18-8/27/18	270493918091	1-4321-30	17,210.53
	Totals for Dynegy Energy Services			$ 17,210.53
Elizabeth Portillo				
	Program - Conversational ESL for Adults - Date 9/24/18	EP092418	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 10/01/18	EP100118	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 10/08/18	EP100818	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 10/15/18	EP101518	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 9/25/18	EP092518	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 10/02/18	EP100218	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 10/09/18	EP100918	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 10/16/18	EP101618	1-4571-24	40.00
	Totals for Elizabeth Portillo			$ 480.00

Fountaindale Public Library District
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Vendor name	Invoice Description	Invoice #	Account #		Amount
Elva Ambriz					
	Program - Club de Tejido - Date 09/26/18	EA092618	1-4571-24	$	50.00
	Program - Club de Tejido - Date 10/03/18	EA100318	1-4571-24		40.00
	Program - Club de Tejido - Date 10/10/18	EA101018	1-4571-24		40.00
	Program - Club de Tejido - Date 10/17/18	EA101718	1-4571-24		40.00
	Totals for Elva Ambriz			$	170.00
Findaway World, LLC					
	Playaway - Adult	265109	1-4560-26		71.94
	Playaway - Adult	264742	1-4560-26		501.57
	Playaway - Juvenile	266094	1-4562-26		37.48
	Playaway - Juvenile	265702	1-4562-26		39.98
	Playaway - Juvenile	265603	1-4562-26		96.86
	Playaway - Juvenile	264747	1-4562-26		277.58
	Playaway - Juvenile	263765	1-4562-26		339.01
	Playaway - Juvenile	265110	1-4562-29		252.65
	Playaway - Juvenile	263769	1-4562-29		339.01
	Launchpads - Juvenile	265702	1-4566-26		139.98
	Launchpads - Juvenile	264159	1-4566-26		679.95
	Playaway Circulation Case - Orange	264251	1-4371-12		87.40
	Totals for Findaway World, LLC			$	2,863.41
Gale/Cengage Learning					
	Books - Adult Fiction	64191655	1-4540-26		19.46
	Books - Adult Large Print	64756093	1-4543-26		142.45
	Books - Adult Large Print	64755706	1-4543-26		109.46
	Books - Adult Large Print	64755306	1-4543-26		26.99
	Books - Adult Large Print	64209234	1-4543-26		29.59
	Books - Adult Large Print	64201268	1-4543-26		45.73
	Books - Adult Large Print	64200763	1-4543-26		74.22
	Books - Adult Large Print	64200325	1-4543-26		101.96
	Books - Adult Large Print	64192766	1-4543-26		104.21
	Books - Adult Large Print	64192434	1-4543-26		85.47
	Electronic Audiobooks & Books	64319939	1-4520-26		258.40
	Books - Adult Large Print	64193615	1-4543-29		62.38
	Totals for Gale/Cengage Learning			$	1,060.32

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Vendor name	Invoice Description	Invoice #	Account #	Amount
Grasso Graphics, Inc.				
	1,000 Books Before Kindergarten Logs - PO5516-1819	29647	1-4256-10	$ 327.24
	eResources Rack Cards/Outreach Reminder Bkmk - PO5494-1819	29612	1-4256-10	1,229.79
	Totals for Grasso Graphics, Inc.			$ 1,557.03
Greenhaven Publishing				
	Books - Young Adult Non-Fiction	GRL500460I	1-4549-26	396.90
	Totals for Greenhaven Publishing			$ 396.90
IHLS-OCLC				
	Catalog Management	17432	1-4272-12	2,970.00
	Totals for IHLS-OCLC			$ 2,970.00
Illinois American Water				
	Fire Protection - 07/20/18-9/20/18	1025-210003089465	1-4331-30	42.63
	Irrigation - 07/20/18-08/17/18	1025-210003089915	1-4331-30	2,337.04
	Totals for Illinois American Water			$ 2,379.67
Illinois American Water/Bolingbrook				
	Water & Sewer - 07/20/18-08/17/18	1025-210003088318	1-4331-30	815.97
	Totals for Illinois American Water/Bolingbrook			$ 815.97
Illinois Central College Library				
	Lost Book - True to the Game	ICCL082418	1-3310-30	6.99
	Totals for Illinois Central College Library			$ 6.99
Illinois Library Association				
	Membership - Valencia - 2018-2019	146204	1-4161-16	75.00
	Membership - Spindel - 2018-2019	146137	1-4161-16	75.00
	Totals for Illinois Library Association			$ 150.00
Ilya Kabirov				
	Program - Great Reads Book Club - Date 09/26/18	IK092618	1-4571-24	75.00
	Totals for Ilya Kabirov			$ 75.00

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<u>General Fund</u>

Vendor name	Invoice Description	Invoice #	Account #		Amount
Ingram Library Services					
	CSD Circulating Doll Collection Book	35913732	1-4575-10	$	40.64
	Staff Summer Reading Prizes	36247792	1-4711-10		379.16
	Video Games - Juvenile	35733642	1-4564-26		56.98
	Video Games - Juvenile	35655545	1-4564-26		113.96
	Video Games - YA	35975283	1-4563-26		474.89
	Video Games - YA	35975281	1-4563-26		408.38
	Video Games - YA	35975280	1-4563-26		37.99
	Video Games - YA	35733641	1-4563-26		56.99
	Video Games - YA	35655546	1-4563-26		94.98
	Video Games - YA	35655544	1-4563-26		75.98
	Video Games - YA	35655543	1-4563-26		199.45
	Books - Adult Large Print	35855711	1-4543-29		36.00
	Books - Adult Large Print	36090939	1-4543-29		11.99
	Video Games - Adult	35975282	1-4565-26		142.47
	Video Games - Adult	35733640	1-4565-26		56.98
	Books - Adult Large Print	35855710	1-4543-26		87.58
	Books - Adult Non-Fiction	35975284	1-4541-26		11.69
	Books - Adult Fiction	35975284	1-4540-26		16.19
	Books - Adult Fiction	35792165	1-4540-26		13.49
		Totals for Ingram Library Services		$	**2,315.79**
IT Supplies					
	Computer Supplies - Communications Ink - PO5448-1819	ITS000000402290	1-4354-14		323.47
		Totals for IT Supplies		$	**323.47**
ITsavvy LLC					
	Adobe Creative Cloud MLP - PO5499-1819	01050018	1-4631-14		13,490.45
		Totals for ITsavvy LLC		$	**13,490.45**
Jeffrey P. Fisher					
	Mileage - Soon to be Famous Meeting - Date 8/29/18	JF083018	1-4171-10		37.79
		Totals for Jeffrey P. Fisher		$	**37.79**
Jennifer Cuevas					
	Per Diem - 2018 ILA Conference - 10/09/2018-10/11/2018	JC090918	1-4173-10		137.50
		Totals for Jennifer Cuevas		$	**137.50**
Juanita Lennon					
	Reimburse - ILA Forum Bkfst 8/18, Donuts & Pastries 8/21/18	JL083018	1-4715-10		38.35
		Totals for Juanita Lennon		$	**38.35**

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Vendor name	Invoice Description	Invoice #	Account #	Amount
Kanopy				
	Electronic Audio Visual	134234-PPU	1-4523-26	$ 312.00
	Electronic Audio Visual	132260-PPU	1-4523-26	36.00
	Totals for Kanopy			$ 348.00
Karen's Floral Expressions				
	C. Jason Sympathy Arrangement - PO5518-1819	2407	1-4711-10	69.95
	Totals for Karen's Floral Expressions			$ 69.95
Kathy Welko				
	Per Diem - 2018 ABOS Conference - 10/16-10/19	KW071918	1-4173-10	132.50
	Mileage - Dates 6/3/18-8/21/18	KW083118	1-4171-10	34.44
	Totals for Kathy Welko			$ 166.94
Kellie Chase				
	Program - 4 Sewing Classes - Date 10/9/18	KC100918	1-4571-24	175.00
	Totals for Kellie Chase			$ 175.00
Konica Minolta Business Solutions U.S.A., Inc.				
	Copy Overage - 7/15/18-8/14/18	9004864986	1-4234-14	1,365.54
	Maintenance - 8/15/18-9/14/18	9004868332	1-4234-14	391.82
	Totals for Konica Minolta Business Solutions U.S.A., Inc.			$ 1,757.36
Konica Minolta Premier Finance				
	Leased Equipment - September 2018	365991785	1-4234-14	1,616.00
	Totals for Konica Minolta Premier Finance			$ 1,616.00
Lands' End Business Outfitters				
	Staff Polo Order - PO5439-1819	SIN6497898	1-4711-10	32.74
	Totals for Lands' End Business Outfitters			$ 32.74
Laura Didier				
	Mileage - Dates 8/3/18-8/27/18	LD090418	1-4171-10	14.93
	Totals for Laura Didier			$ 14.93
Lauterbach & Amen, LLP				
	Professional Services - Financial Statement Audit	30274	1-4253-10	6,650.00
	Totals for Lauterbach & Amen, LLP			$ 6,650.00
Library Ideas LLC				
	Books - Juvenile World Languages	64068	1-4526-26	184.75
	Books - Juvenile Easy	64068	1-4546-26	1,687.75
	Totals for Library Ideas LLC			$ 1,872.50

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Vendor name	Invoice Description	Invoice #	Account #	Amount
Malwarebytes Corporation				
	Malwarebytes Endpoint Security - 8/9/18-11/19/19	INV-17642	1-4522-14	$ 3,875.50
	Totals for Malwarebytes Corporation			$ 3,875.50
Margaret J. Danhof				
	Per Diem - 2018 ILA Conference - 10/08/2018-10/11/2018	MD090518	1-4171-16	200.00
	Per Diem - 2018 ILA Conference - 10/08/2018-10/11/2018	MD090518	1-4173-16	178.50
	Totals for Margaret J. Danhof			$ 378.50
Marianne Thompson				
	Mileage - Dates 8/10/18 - 8/22/18	MT083018-Mileage	1-4171-10	48.45
	Expense Reimbursement - Program Supplies	MT083018-Expense	1-4353-28	22.67
	Per Diem - 2018 ABOS Conference - 10/16-10/19	MT071918	1-4173-10	132.50
	Totals for Marianne Thompson			$ 203.62
Matthew Bender & Co., Inc.				
	Adult Ref/NF Standing Order	04480724	1-4531-26	138.43
	Totals for Matthew Bender & Co., Inc.			$ 138.43
Michelle Wilson				
	Program - Genealogy Club - Date 10/10/18	MW101018	1-4571-24	125.00
	Totals for Michelle Wilson			$ 125.00

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Vendor name	Invoice Description	Invoice #	Account #		Amount
Midwest Tape					
	CD Music - Adult	96393798	1-4550-29	$	33.73
	CD Audiobooks - Adult	96320599	1-4551-29		40.29
	CD Audiobooks - Adult	96312260	1-4551-29		25.29
	DVD - Adult	96357602	1-4557-29		25.79
	DVD - Adult	96357600	1-4557-29		22.04
	DVD - Adult	96372363	1-4557-29		14.54
	DVD - Adult	96393799	1-4557-29		49.62
	DVD - Adult	96389020	1-4557-29		44.08
	DVD - Juvenile	96357603	1-4558-29		32.54
	DVD - Juvenile	96357601	1-4558-29		25.79
	DVD - Juvenile	96357599	1-4558-29		22.04
	DVD - Juvenile	96336023	1-4558-29		14.54
	DVD - Juvenile	96372364	1-4558-29		26.83
	DVD - Juvenile	96371955	1-4558-29		14.54
	DVD - Juvenile	96393800	1-4558-29		16.04
	DVD - Juvenile	96393797	1-4558-29		35.08
	DVD - Juvenile	96389019	1-4558-29		29.08
	DVD - Juvenile	96389018	1-4558-29		24.89
	CD Audiobooks - Juvenile	96318631	1-4553-26		20.29
	CD Audiobooks - Adult	96372284	1-4551-26		176.16
	CD Audiobooks - Adult	96389001	1-4551-26		30.29
	CD Music - Adult	96357598	1-4550-26		17.24
	CD Music - Adult	96357593	1-4550-26		68.21
	CD Music - Adult	96357592	1-4550-26		18.99
	CD Music - Adult	96357568	1-4550-26		13.49
	CD Music - Adult	96356930	1-4550-26		14.99
	CD Music - Adult	96356929	1-4550-26		14.99
	CD Music - Adult	96336022	1-4550-26		24.88
	CD Music - Adult	96336020	1-4550-26		38.82
	CD Music - Adult	96335978	1-4550-26		63.40
	CD Music - Adult	96335946	1-4550-26		34.48
	CD Music - Adult	96335858	1-4550-26		43.32
	CD Music - Adult	96335856	1-4550-26		78.20
	CD Music - Adult	96335855	1-4550-26		35.48
	CD Music - Adult	96323904	1-4550-26		23.24
	CD Music - Adult	96320592	1-4550-26		16.49
	CD Music - Adult	96320309	1-4550-26		34.48
	CD Music - Adult	96320307	1-4550-26		25.48

Vendor name	Invoice Description	Invoice #	Account #		Amount
Midwest Tape	(Cont'd)				
	CD Music - Adult	96318630	1-4550-26	$	14.84
	CD Music - Adult	96318622	1-4550-26		14.84
	CD Music - Adult	96318620	1-4550-26		29.68
	CD Music - Adult	96318507	1-4550-26		144.01
	CD Music - Adult	96318506	1-4550-26		38.22
	CD Music - Adult	96379289	1-4550-26		18.44
	CD Music - Adult	96372299	1-4550-26		14.84
	CD Music - Adult	96372298	1-4550-26		18.69
	CD Music - Adult	96372296	1-4550-26		14.84
	CD Music - Adult	96372283	1-4550-26		81.54
	CD Music - Adult	96372280	1-4550-26		27.58
	CD Music - Adult	96393793	1-4550-26		14.99
	CD Music - Adult	96393791	1-4550-26		14.24
	CD Music - Adult	96393786	1-4550-26		14.84
	CD Music - Adult	96393784	1-4550-26		13.94
	CD Music - Adult	96393783	1-4550-26		14.24
	CD Music - Adult	96389015	1-4550-26		12.74
	CD Music - Adult	96389000	1-4550-26		13.49
	CD Music - Adult	96388787	1-4550-26		13.94
	CD Music - Juvenile	96320600	1-4554-29		13.94
	CD Audiobooks - Adult	96357597	1-4551-26		40.29
	CD Audiobooks - Adult	96356921	1-4551-26		62.58
	CD Audiobooks - Adult	96335979	1-4551-26		38.29
	CD Audiobooks - Adult	96335859	1-4551-26		58.58
	CD Audiobooks - Adult	96320596	1-4551-26		100.58
	CD Audiobooks - Adult	96318621	1-4551-26		481.48
	CD Audiobooks - Adult	96318504	1-4551-26		40.29
	CD Music - Juvenile	96356920	1-4554-26		17.99
	CD Music - Juvenile	96318505	1-4554-26		28.33
	CD Music - Juvenile	96371107	1-4554-26		17.24
	CD Audiobooks - Young Adult	96393794	1-4555-26		40.29
	DVD - Adult	96357623	1-4557-26		39.39
	DVD - Adult	96357621	1-4557-26		90.42
	DVD - Adult	96357620	1-4557-26		90.78
	DVD - Adult	96357596	1-4557-26		198.84
	DVD - Adult	96357595	1-4557-26		463.01
	DVD - Adult	96357569	1-4557-26		34.89
	DVD - Adult	96357566	1-4557-26		16.79

Fountaindale Public Library District
Bills Payable Report
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General Fund

Vendor name	Invoice Description		Invoice #	Account #		Amount
Midwest Tape		(Cont'd)				
	DVD - Adult		96356949	1-4557-26	$	183.82
	DVD - Adult		96356948	1-4557-26		66.12
	DVD - Adult		96356947	1-4557-26		35.08
	DVD - Adult		96356946	1-4557-26		36.58
	DVD - Adult		96356945	1-4557-26		22.04
	DVD - Adult		96356943	1-4557-26		58.62
	DVD - Adult		96356940	1-4557-26		22.04
	DVD - Adult		96356928	1-4557-26		65.68
	DVD - Adult		96356927	1-4557-26		23.84
	DVD - Adult		96356926	1-4557-26		23.84
	DVD - Adult		96356924	1-4557-26		142.60
	DVD - Adult		96356923	1-4557-26		58.18
	DVD - Adult		96356922	1-4557-26		19.79
	DVD - Adult		96336005	1-4557-26		31.14
	DVD - Adult		96336003	1-4557-26		138.81
	DVD - Adult		96336002	1-4557-26		40.14
	DVD - Adult		96336001	1-4557-26		54.78
	DVD - Adult		96336000	1-4557-26		117.81
	DVD - Adult		96335945	1-4557-26		23.64
	DVD - Adult		96335944	1-4557-26		22.04
	DVD - Adult		96335943	1-4557-26		29.08
	DVD - Adult		96335942	1-4557-26		18.29
	DVD - Adult		96335941	1-4557-26		20.54
	DVD - Adult		96335854	1-4557-26		58.62
	DVD - Adult		96335853	1-4557-26		41.83
	DVD - Adult		96323903	1-4557-26		22.59
	DVD - Adult		96323901	1-4557-26		18.29
	DVD - Adult		96323900	1-4557-26		193.55
	DVD - Adult		96322519	1-4557-26		22.04
	DVD - Adult		96320617	1-4557-26		33.39
	DVD - Adult		96320615	1-4557-26		39.39
	DVD - Adult		96320598	1-4557-26		25.79
	DVD - Adult		96320597	1-4557-26		24.29
	DVD - Adult		96320595	1-4557-26		22.04
	DVD - Adult		96320594	1-4557-26		99.87
	DVD - Adult		96320593	1-4557-26		128.95
	DVD - Adult		96320591	1-4557-26		166.45
	DVD - Adult		96320590	1-4557-26		128.95

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Vendor name	Invoice Description		Invoice #	Account #		Amount
Midwest Tape		(Cont'd)				
	DVD - Adult		96318651	1-4557-26	$	39.39
	DVD - Adult		96318650	1-4557-26		49.89
	DVD - Adult		96318634	1-4557-26		22.04
	DVD - Adult		96318633	1-4557-26		25.34
	DVD - Adult		96318632	1-4557-26		65.68
	DVD - Adult		96318629	1-4557-26		25.79
	DVD - Adult		96318628	1-4557-26		41.08
	DVD - Adult		96318627	1-4557-26		32.84
	DVD - Adult		96318626	1-4557-26		88.16
	DVD - Adult		96318625	1-4557-26		45.58
	DVD - Adult		96318509	1-4557-26		64.16
	DVD - Adult		96392632	1-4557-26		38.64
	DVD - Adult		96392631	1-4557-26		40.14
	DVD - Adult		96379291	1-4557-26		14.54
	DVD - Adult		96379288	1-4557-26		73.86
	DVD - Adult		96379286	1-4557-26		14.54
	DVD - Adult		96379228	1-4557-26		33.39
	DVD - Adult		96373475	1-4557-26		10.79
	DVD - Adult		96373473	1-4557-26		18.29
	DVD - Adult		96372361	1-4557-26		40.14
	DVD - Adult		96372360	1-4557-26		33.39
	DVD - Adult		96372341	1-4557-26		34.89
	DVD - Adult		96372340	1-4557-26		222.48
	DVD - Adult		96372294	1-4557-26		44.08
	DVD - Adult		96372293	1-4557-26		55.33
	DVD - Adult		96372292	1-4557-26		144.99
	DVD - Adult		96372291	1-4557-26		39.58
	DVD - Adult		96372290	1-4557-26		102.70
	DVD - Adult		96372289	1-4557-26		25.04
	DVD - Adult		96372288	1-4557-26		69.87
	DVD - Adult		96372287	1-4557-26		78.41
	DVD - Adult		96372286	1-4557-26		109.77
	DVD - Adult		96372285	1-4557-26		77.37
	DVD - Adult		96371258	1-4557-26		340.26
	DVD - Adult		96371109	1-4557-26		66.12
	DVD - Adult		96371106	1-4557-26		22.04
	DVD - Adult		96393795	1-4557-26		51.12
	DVD - Adult		96393790	1-4557-26		85.45

Fountaindale Public Library District
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General Fund

Vendor name	Invoice Description		Invoice #	Account #		Amount
Midwest Tape		(Cont'd)				
	DVD - Adult		96393788	1-4557-26	$	22.04
	DVD - Adult		96393787	1-4557-26		41.08
	DVD - Adult		96393782	1-4557-26		44.08
	DVD - Adult		96393781	1-4557-26		32.84
	DVD - Adult		96393780	1-4557-26		53.08
	DVD - Adult		96393339	1-4557-26		44.08
	DVD - Adult		96393338	1-4557-26		102.70
	DVD - Adult		96393337	1-4557-26		24.29
	DVD - Adult		96389053	1-4557-26		84.38
	DVD - Adult		96389052	1-4557-26		17.64
	DVD - Adult		96389050	1-4557-26		157.56
	DVD - Adult		96389017	1-4557-26		214.52
	DVD - Adult		96389014	1-4557-26		51.58
	DVD - Adult		96389013	1-4557-26		73.18
	DVD - Adult		96389012	1-4557-26		103.16
	DVD - Adult		96389011	1-4557-26		32.84
	DVD - Adult		96389010	1-4557-26		51.58
	DVD - Adult		96389009	1-4557-26		19.79
	DVD - Adult		96389008	1-4557-26		36.58
	DVD - Adult		96389007	1-4557-26		20.54
	DVD - Adult		96389006	1-4557-26		51.58
	DVD - Adult		96389005	1-4557-26		19.79
	DVD - Adult		96389004	1-4557-26		18.29
	DVD - Adult		96389003	1-4557-26		40.33
	DVD - Adult		96389002	1-4557-26		25.04
	DVD - Adult		96379300	1-4557-26		16.14
	DVD - Juvenile		96357591	1-4558-26		40.04
	DVD - Juvenile		96357590	1-4558-26		19.89
	DVD - Juvenile		96357567	1-4558-26		32.54
	DVD - Juvenile		96357565	1-4558-26		25.79
	DVD - Juvenile		96356942	1-4558-26		80.08
	DVD - Juvenile		96356941	1-4558-26		20.54
	DVD - Juvenile		96356925	1-4558-26		32.84
	DVD - Juvenile		96356859	1-4558-26		22.04
	DVD - Juvenile		96335940	1-4558-26		73.74
	DVD - Juvenile		96323902	1-4558-26		18.29
	DVD - Juvenile		96318635	1-4558-26		14.54
	DVD - Juvenile		96318624	1-4558-26		16.04

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Bills Payable Report
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Vendor name	Invoice Description	Invoice #	Account #	Amount
Midwest Tape	(Cont'd)			
	DVD - Juvenile	96318623	1-4558-26	$ 40.04
	DVD - Juvenile	96379287	1-4558-26	33.18
	DVD - Juvenile	96373476	1-4558-26	46.16
	DVD - Juvenile	96372297	1-4558-26	25.34
	DVD - Juvenile	96372295	1-4558-26	36.58
	DVD - Juvenile	96372282	1-4558-26	120.12
	DVD - Juvenile	96372281	1-4558-26	97.05
	DVD - Juvenile	96393796	1-4558-26	32.08
	DVD - Juvenile	96393792	1-4558-26	175.80
	DVD - Juvenile	96393789	1-4558-26	90.99
	DVD - Juvenile	96389016	1-4558-26	95.32
	DVD - Juvenile	96388789	1-4558-26	67.26
	Totals for Midwest Tape			**$ 11,016.32**
Multicultural Books & Videos				
	Books - Juvenile World Languages	18-1414A	1-4526-26	122.77
	Books - Juvenile World Languages	18-1414A	1-4526-29	31.95
	Totals for Multicultural Books & Videos			**$ 154.72**
Nancy Castellanos				
	Per Diem - ILA Annual Conference - 10/9/18-10/11/18	NC071718	1-4173-10	127.50
	Totals for Nancy Castellanos			**$ 127.50**
Noelia Frias				
	Per Diem - 2018 Paylocity Client Conference - 10/4-10/5	NF051518	1-4173-10	77.00
	Totals for Noelia Frias			**$ 77.00**
Oriental Trading Company Inc.				
	CSD Program Supplies - PO5512-1819	691533758-02	1-4353-20	317.80
	CSD Program Supplies - PO5512-1819	691533758-01	1-4353-20	180.96
	Totals for Oriental Trading Company Inc.			**$ 498.76**
Paul Mills				
	Mileage - LIRA Executive Committee - 8/17/18	PM081718	1-4171-10	44.69
	Per Diem - 2018 ILA Conference - 10/8/18 - 10/11/18	PM090518	1-4173-10	178.50
	Donut Reimbursement - Donuts w/Director - 8/21/18	PM082118	1-4715-10	16.32
	Totals for Paul Mills			**$ 239.51**

Fountaindale Public Library District
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<u>General Fund</u>

Vendor name	Invoice Description	Invoice #	Account #	Amount
Penguin Random House LLC				
	CD Audiobooks - Juvenile	1080832050	1-4553-26	$ 10.00
		Totals for Penguin Random House LLC		$ 10.00
PeopleFacts				
	New Hire Background Checks - August 2018	33754-August18	1-4253-10	75.94
		Totals for PeopleFacts		$ 75.94
Petty Cash - District				
	Lennon - 2 Patron Banning Letters - Date 08/21/18	JL082118	1-4381-10	13.40
		Totals for Petty Cash - District		$ 13.40
Pitney Bowes				
	Equipment Lease - Dates 6/30/2018-9/29/2018	3102398682	1-4231-10	639.51
		Totals for Pitney Bowes		$ 639.51
Rachel Ford				
	Per Diem - 2018 ILA Conference - 10/09/2018-10/11/2018	RF090918	1-4173-10	137.50
		Totals for Rachel Ford		$ 137.50
Recorded Books, Inc.				
	CD Audiobooks - Adult	75935459	1-4551-26	39.49
	CD Audiobooks - Adult	75941005	1-4551-26	35.00
	CD Audiobooks - Adult	75939588	1-4551-26	61.70
	CD Audiobooks - Adult	75936535	1-4551-26	125.24
	CD Audiobooks - Adult	75930080	1-4551-26	113.09
	CD Audiobooks - Adult	75933352	1-4551-26	325.09
	CD Audiobooks - Adult	75925497	1-4551-26	77.70
	CD Audiobooks - Adult	75921822	1-4551-26	307.50
	Electronic Audiobooks & Books	75993621	1-4520-26	93.44
	Electronic Audiobooks & Books	75941833	1-4520-26	48.02
	Electronic Audiobooks & Books	75938959	1-4520-26	56.90
	Electronic Audiobooks & Books	75931820	1-4520-26	43.33
		Totals for Recorded Books, Inc.		$ 1,326.50
Rentals Unlimited				
	Rentals for Staff In-Service Day - 8/3/18	01-117697-04	1-4584-10	183.75
		Totals for Rentals Unlimited		$ 183.75

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Vendor name	Invoice Description	Invoice #	Account #		Amount
Robert Pennor					
	Program - Watercolor Pencil Drawing - Date 10/02/18	RP100218	1-4571-24	$	60.00
	Program - Watercolor Pencil Drawing - Date 10/09/18	RP100918	1-4571-24		60.00
	Program - Watercolor Pencil Drawing - Date 10/16/18	RP101618	1-4571-24		60.00
		Totals for Robert Pennor		$	180.00
Ronald Goldie					
	Program - Monthly Dungeons & Dragons Nights - Date 10/16/18	RG101618	1-4573-24		60.00
		Totals for Ronald Goldie		$	60.00
S & S Worldwide, Inc.					
	CSD Realia - Puzzle, Maracas, Dice - PO5482-1819	10388530	1-4569-26		98.23
	CSD Library Supplies - PO5482-1819	10388530	1-4371-20		384.00
	CSD Program Supplies - PO5482-1819	10388530	1-4353-20		661.54
		Totals for S & S Worldwide, Inc.		$	1,143.77
Sarah Dolley					
	Per Diem - ILA Annual Conference - 10/8/18 - 10/11/18	SD072618	1-4173-10		178.50
	Doll for Circulation	SD082218	1-4575-10		30.99
		Totals for Sarah Dolley		$	209.49
Scholastic Inc.					
	2018 Summer Adventure Prize Books - PO5489-1819	17556689	1-4353-24		7.40
	2018 Summer Adventure Prize Books - PO5489-1819	17545940	1-4353-24		750.51
		Totals for Scholastic Inc.		$	757.91
Sebert Landscaping Inc.					
	Lawn Maintenance - September 2018	169687	1-4392-30		1,436.00
		Totals for Sebert Landscaping Inc.		$	1,436.00
Showcases					
	CD Strongboxes	307679	1-4371-12		138.78
	CD/DVD Cases	307678	1-4371-12		370.33
		Totals for Showcases		$	509.11
Suburban Life Media					
	Periodicals	130814-2018	1-4511-26		114.00
		Totals for Suburban Life Media		$	114.00
Susan K. Maddox					
	Program - Cooking Demo w/ Chef Maddox - Date 10/02/18	SKM100218	1-4571-24		300.00
		Totals for Susan K. Maddox		$	300.00

General Fund

Vendor name	Invoice Description	Invoice #	Account #	Amount
Taste of Home				
	Adult Ref/NF Standing Order	01044	1-4531-26	$ 33.98
	Totals for Taste of Home			$ 33.98
Team One Repair, Inc.				
	MAXStick Receipt Paper - PO5539-1819	794543	1-4351-10	638.40
	Totals for Team One Repair, Inc.			$ 638.40
Terryberry				
	Employee Recognition - McCaig - PO5525-1819	F22123	1-4153-10	108.76
	Totals for Terryberry			$ 108.76
Tidal Construction Service Inc.				
	Remove/Replace Drywall - PO5379-1718	12350	1-4651-30	1,855.00
	Totals for Tidal Construction Service Inc.			$ 1,855.00
Today's Business Solutions, Inc.				
	Annual Billing - 2018-2019	8446	1-4234-14	8,967.00
	Totals for Today's Business Solutions, Inc.			$ 8,967.00
Toni Greathouse				
	Program - Tuesdays With Toni - Date 10/16/18	TG101618	1-4571-24	75.00
	Totals for Toni Greathouse			$ 75.00
Tressler LLP				
	Legal Expense - Attorney - 8/1/18 - 8/31/18	395435	1-4241-10	2,185.00
	Totals for Tressler LLP			$ 2,185.00
Unique Management Services, Inc.				
	Collection Services - August 2018	467371	1-4245-10	349.05
	Totals for Unique Management Services, Inc.			$ 349.05
UPS				
	Shipping - Account Refillment	0000603951358	1-4382-10	1,000.00
	Totals for UPS			$ 1,000.00
Valencia Boxing				
	Veterans Apprec. Bronze Sponsor - 9/29/18 - PO5517-1819	VB092918	1-4731-10	300.00
	Totals for Valencia Boxing			$ 300.00
Valley View School District				
	Diesel Fuel - 7/1/18 - 7/31/18	VVSD080318	1-4359-29	298.28
	Totals for Valley View School District			$ 298.28

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Vendor name	Invoice Description	Invoice #	Account #	Amount
Value Line Publishing, LLC				
	Online Databases	KF-693858-188	1-4521-26	$ 6,025.00
	Totals for Value Line Publishing, LLC			$ 6,025.00
Vanguard Energy Services, LLC				
	Gas Service - Dates 8/1/18 - 8/31/18	G404408090618	1-4322-30	613.34
	Totals for Vanguard Energy Services, LLC			$ 613.34
Verizon Wireless				
	Telephone Service - Dates 7/17/18 - 8/16/18	9812956098	1-4311-14	530.23
	Totals for Verizon Wireless			$ 530.23
Warehouse Direct				
	Communications Photo Ink Paper - PO5501-1819	3993886-0	1-4731-10	105.00
	Communications Smooth Pearlized White Paper - PO5501-1819	4009761-0	1-4731-10	78.45
	Admin Supply Closet - August 2018 - PO5492-1819	3987551-0	1-4371-10	31.65
	Outreach Water, Address Labels, Arrow Flags	4013386-0	1-4351-10	32.48
	Admin Supply Closet Letter Portfolios - PO5492-1819	3987551-1	1-4351-10	25.69
	Outreach Two-Pocket Folders	3989100-0	1-4351-10	208.92
	Finance Binders & Jacket Folders - PO5490-1819	3985408-0	1-4351-10	205.03
	Admin Supply Closet - August 2018 - PO5492-1819	3987551-0	1-4351-10	1,042.27
	Totals for Warehouse Direct			$ 1,729.49
	Total for Fund 1			$ 168,406.58

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Vendor name	Invoice Description	Invoice #	Account #		Amount
Arthur J. Gallagher Risk Management Services,					
	Treasurer's Bond - Renewal Premium	2723226	3-4422-10	$	6,200.00
	Totals for Arthur J. Gallagher Risk Management Services, Inc.			$	6,200.00
	Total for Fund 3			$	6,200.00

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Vendor name	Invoice Description	Invoice #	Account #	Amount
1000Bulbs.com				
	Building Lights - PO5498-1819	W01190583	8-4357-30	$ 165.02
	Totals for 1000Bulbs.com			$ 165.02
Amazon				
	Condiments For Staff Lounge	6045787810108122	8-4357-30	13.95
	Totals for Amazon			$ 13.95
Best Quality Cleaning, Inc.				
	Cleaning Service - September 2018	25895	8-4215-30	6,921.00
	Special Clean - 8/12 & 8/13/18 CSD Restrooms - PO5511-1819	25989	8-4211-30	225.00
	Special Clean - 9/1/18 1st Floor Men Washroom - PO5535-1819	26019	8-4211-30	75.00
	Special Clean - 8/24/18 1st Floor Men Washroom - PO5527-1819	26018	8-4211-30	75.00
	Totals for Best Quality Cleaning, Inc.			$ 7,296.00
Chase Card Services				
	eBay JOEYHRM - Damaged Scooter Replacement Parts	P3672-SEPT18	8-4211-30	58.50
	Totals for Chase Card Services			$ 58.50
Cintas Corporation				
	First Aid Refillment - 8/28/18	8403794623	8-4215-30	263.10
	Totals for Cintas Corporation			$ 263.10
Cintas Corporation #344				
	Mat Service - 8/16/18	344791465	8-4215-30	30.00
	Mat Service - 6/28/18	344766725	8-4215-30	30.00
	Mat Service - 8/30/18	344798559	8-4215-30	30.00
	Mat Service - 8/23/18	344794933	8-4215-30	30.00
	Totals for Cintas Corporation #344			$ 120.00
Combined Roofing Service				
	2018 Bi-Annual Roof PM and Repair	6131	8-4215-30	881.60
	Water Test/Repair Open Flashing Seams - 7/6/18 - PO5497-1819	6502	8-4211-30	2,026.11
	Totals for Combined Roofing Service			$ 2,907.71
Cutting Edge Document Destruction, LLC				
	Records Shred - 8/8/18	70017	8-4215-30	30.00
	Totals for Cutting Edge Document Destruction, LLC			$ 30.00
Graybar				
	Building Light Transformers - PO5508-1819	9305706170	8-4357-30	228.60
	Totals for Graybar			$ 228.60

Fountaindale Public Library District
Bills Payable Report
September 20, 2018

Maintenance Fund

Vendor name	Invoice Description	Invoice #	Account #	Amount
Groot Industries, Inc.				
	Garbage/Recycling - 9/1/18 - 9/30/18	2272209	8-4215-30	$ 319.38
	Totals for Groot Industries, Inc.			$ 319.38
Hansen Services, Inc.				
	Monthly Pest Control - August 2018	3896265	8-4215-30	103.00
	Totals for Hansen Services, Inc.			$ 103.00
Intrinsic Landscaping, Inc.				
	Green Roof Maintenance - 7/5/18	18-0310	8-4215-30	733.65
	Totals for Intrinsic Landscaping, Inc.			$ 733.65
Koroseal Interior Products, LLC				
	Bumper Guards - PO5519-1819	B371474	8-4211-30	334.38
	Totals for Koroseal Interior Products, LLC			$ 334.38
Tri-State Disposal Inc				
	Library Clean Up Dumpster - 8/9/18 - PO5452-1819	818500	8-4211-30	410.00
	Totals for Tri-State Disposal Inc			$ 410.00
Warehouse Direct				
	Building Clorox Disinfecting Wipes Buckets	3995308-0	8-4357-30	300.00
	Admin Supply Closet - August 2018 - PO5492-1819	3987551-0	8-4357-30	476.84
	Totals for Warehouse Direct			$ 776.84

Total for Fund 8 $ 13,760.13

Grand Total $ 188,366.71

Jennie Nguyen/Finance Manager

September 2018 Monthly Board Report
Paul Mills
September 20, 2018

<u>Director</u>

Find More Illinois

Find More Illinois is a program of RAILS, the Reaching Across Illinois Library System, which aims to expand resource sharing and facilitate discovery and interlibrary loan for Illinois libraries and their patrons. It provides a single discovery interface that draws from the online catalogs of participating libraries. In other words, patrons should be able to easily find and request the items they seek.

Find More Illinois began as a research project under a RAILS Committee of which I am now Chair and I am happy to report it has now entered the pilot stage. Christina Theobald, our Collection Management and Technical Services Manager, and I are going to attend an informational session for it now that it is in a pilot phase and see how it might fit in for our library. We currently utilize OCLC for interlibrary loan and bibliographic record services. The statewide contract for OCLC services is up in 2019, and we thought it best to explore our options as pricing for OCLC after the statewide contract expires is uncertain.

You may find more information here about Find More Illinois and also see how it works.

https://findmoreillinois.org

Unique Chat Services

The Pinnacle Library Cooperative plans to implement live chat from Unique Library on our public access catalogs (PACs) and our OverDrive ebook consortium site. The live chat services provide real-time assistance to engage patrons who visit our digital branches. Our library along with 4 other Pinnacle Library Cooperative members plan to implement this service on our websites as well at a later date.

Bookmobile Update

We recently brought our bookmobile in for service and the vendor, Accurate Truck & Bus Repair, reported the floor over the rear axle is starting to buckle over the frame rails. We also brought the vehicle to Rendel's and they concurred. Both of these vendors are used by Valley View School District for bus repairs and we have had previous good experiences with Rendel's. Our bookmobile is safe at this time but this issue does need to be addressed and we will do so. I will have an update at the Board Meeting.

Deputy Director (Nancy Castellanos)

August marks back to school time and the Public Services Departments were buy wrapping up summer activities such as Summer Adventure and hosting school lunches. Outreach had an opportunity to attend events such as Tools for Schools and school registrations, the Studio attended the local STEAM fair and the Children's Department kicked off their season of storytimes. We also had the opportunity for all 7th and 8th grade students at Brooks Middle School to come visit the library for a tour of the Vortex, Studio and an introduction to our services. The students seemed engaged and the teachers liked the idea of students feeling comfortable at our library, it was a group effort among various departments to pull this off and it all the tours went well.

Staff also spend the month of August learning and taking training on My Library Rewards. This program will award patrons with points for checkout out material which they can redeem for coupons for local business. The training went well and the staff had an opportunity to ask all their questions. We are now live with My Library Rewards and patrons have already started asking about it and are enthusiastic about signing up.

Form Marianne Thompson's report

Outreach Services

Summer Adventure Grand Prize Winner – MOPs show & Pizza party!

Vicky Gonzalez was the lucky winner of the MOPs Show & Pizza party this year. Her mother was so excited and had been wanting her to win this for several years! Melissa pulled together a nice selection of goodie bags & the cake coupons from Portillo's for the attendees. 17 attended the event, which included neighbors & friends of the family. Everyone brought food to share. The party moved to the backyard when the Bookmobile & staff prepared to leave. Cindy knew many of the children as students from Pioneer. Outreach staff really do a wonderful job providing this grand prize party each year.

MOPs show at Heritage Woods:

Due to the excessive heat, our MOPs show for Heritage Woods was moved inside. Cindy & Melissa set up at a table in the lobby. The residents enjoyed the show, with one of them making

funny comments. The new activities director, Meg, provided ice cream bars for the residents & our staff. Meg wants to do this again next summer, and invite students from the Little Saints of God preschool, which is next door to Heritage Woods. I think that is a fantastic idea!

Back-To-School Registration/Meet & Greets
Back-to-school registration days were successful. At McGee, one of the kindergarten teachers took a handful of Bookmobile magnets to hide around the school, thinking it would be fun for students to see them in unexpected places! At St. Dominic's the resource teacher took 2 Bookmobile magnets for her classroom. Kathy provided information about the Will County Mobile Workforce vehicle that comes to Fountaindale to a parent who had recently been laid off. A Girl Scout rep told Kathy she had a great time at the Ice Cream Social, because Melissa Bradley let her set up her Scout table in front of the library. Cindy attended the Salk Kinderbridge and promoted the library. Melissa & Marianne attended the BJ Ward Kinderbridge. Melissa did a wonderful job of explaining how to get a library card and how to use the Bookmobile at BJ Ward.

Autumn Leaves Memory Care Center
Melissa was invited to attend "book lovers day" at the facility. She was requested to bring the book *Chicken Soup for the soul; family caregivers* to read to the residents. Melissa also brought *Chicken Soup for the Cat & Dog Lover's Soul,* and another one called *Children make terrible pets* by Peter Brown. The residents really enjoyed the last book. Four days later, Melissa returned for her monthly visit and brought our "Cow Chip Tossing" game, which was a big hit.

Game Day @ Heritage Woods
Melissa & Dennis attended the monthly Game Day. Dennis says he is impressed with the services we provide for Heritage Woods. Dennis played Rummikub with Vonnie, one of our patrons, and he discovered she came from an area in Pennsylvania as his grandfather. Melissa also played UNO & Kings Corner with residents. Vonnie did beat Dennis at Rummikub, and they will have a rematch in the future! It was a fun day for all.

Tools 4 School

Tools 4 School is an annual event held at The Levy each August. DuPage Township provides backpacks to families in need. Other vendors are invited to provide haircuts and promote services available through the Village, Township, and County. Laura & Marleigha worked inside to pass out supplies to students in grades 3-5. Cindy worked on the Bookmobile with Dennis providing the important tool: a library card!

Adult Volunteers: We had 5 adult volunteers providing 5 hours of time for the last week of the summer lunch program.

Brooks Middle School Walking Tours
Outreach staff helped with the Brooks tours again this year. Instead of handing out hundreds of library card application forms, IT set up 2 computers for us in the Vortex. As students were visiting the Vortex as part of the tour, students were invited to come to our table and have their library account updated. Staff waived fines, issued replacement cards, updated pins, and provided library card applications to those who did not have a library card. We talked with 307 students and waived $1298.71 in fines for the students. Outreach staff said this was much easier and less complicated for us to work with the students in this manner.

Repairs & Maintenance of Outreach Vehicles:
- Aug 1: Bookmobile went in for an oil leak, which turned out to be a fuel leak. The quarterly maintenance was completed at this time.
- Aug 4: The circuit breaker tripped, the generator was running but there was no power in the Bookmobile. Resetting the breaker resolved the issue. The front AC unit also began to work. We will continue to monitor this, as it has happened a couple of times.
- Aug 13: The back stairs were bent again while at Diesel Services and we were unable to use the back door of the Bookmobile. Diesel Services straightened the stairs.
- Aug 22: The Bookmobile was taken to Accurate Truck & Bus Repairs to complete the installation of the door seals, fix the electrical outlet behind the driver's seat, and inspect the bump on the floor in front of the back workstation.
- Lost service days for August: 2

From Jeffrey Fisher's Report

Studio Services

In August 2018, Studio 300 had these stats:
- 978 patrons actively used our spaces.
- 3173 items were checked out.
  - 133 of that total circulated out of the lab.
- 44 patrons attended our 12 Orientations.
- 157 patrons came to our 11 other Adult/T(w)een programs.
- We led 2 formal tours with 17 people attending.
- 13 Non-FPLD people used Studio 300.
- We made 30 3-D prints (see other Maker stats below).
- And there were about 2665 blog page views.

After finishing up the last of our scheduled pop-up events, we turned to planning the future integration of our Maker functions into the Studio 300 lab and updating the Studio 300 Policy. We then set aside time for patrons to book 1-on-1 appointments during the rest of August to meet their needs. Both **Anna G**. and **Joe P**. continue to assist with these requests, and 23 patrons made 42 items. On August 25, they both represented FPLD/Studio 300 at the *Bolingbrook STEM Association Back-to-School* event held at BHS with 97 people stopping by the table (see pix) that afternoon.

Similarly, two workers from the Naperville PL visited the Maker lab for better insight into our CR-10 3D printer and other related items. Maker functions are indeed the talk these days.

All staff attended the *In-Service* day where we expanded our Google Drive, LEAP, and public services knowledge. Jeffrey recorded the Google training and posted the video and other related training resources to *Niche Academy* for all staff to use. And we worked hard during library clean-up day to freshen both the lab and the S300 staff office, too.

The last two weeks of the month featured extensive Brooks Middle School Tours of FPLD including time in Studio 300. In addition to leading these tours, Jeffrey compiled an extensive online resource for VVSD students to extend the capabilities of their Chromebooks at bit.ly/VVSD300.

Jeffrey attended his regular complement of meetings (Manager's, Programming Committee. PIC), met with Tasos P. to discuss plans for the Studio 300 office changes, and served his PIC duties. He also attended a *Soon to be Famous* meeting where the group finalized plans for the launch of the new manuscript contest. He's been working to update the STBF website on a new platform with a launch slated for later this Autumn. Also, HR posted the new Assistant Manager job opening and has been collecting applications ahead of the end-of-month priority deadline.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

August is a transition month for our department, in which we focused our efforts on helping middle school, high school, and college students prepare for a new school year. The required summer reading assignment books were completely checked out by the second week of August, which led our staff to place holds on items within our Pinnacle system, and help students with tablets to checkout electronic versions of the titles they needed. We've also been assisting students with using the online databases, and helping college students find and use the databases available to them through their college library website.

A majority of our staff attended the Staff Development Day on August 3. It was great to hear about the updates to the MyLibraryRewards project and to have some time to dedicate to an all department meeting.

The last program scheduled for our 'World War I and America' grant took place on August 8, and featured a live organ accompaniment to the silent film classic "Wings". This program was well received and garnered 25 attendees. Our final report for the World War I and America grant was submitted the next day to the project coordinators at the Gilder Lerhman Institute of American History.

Our department is currently analyzing programming statistics from the last fiscal year and using the data to make changes and adjustments for the remainder of this year and next year. We are enlisting ideas such as additional craft programs, language programs, and one-time art programs into our future schedules.

Programming:

Randi's Observations: Brooks Middle School students in grades 7, 8 and ESL visited the library in August. Outreach staff, Jeffrey Fisher, Tasos Priovolos, Nancy Castellanos and I all took part in these tours. Students were given an quick overview of our conduct policy, toured the 3rd and 2nd floors, visited the Vortex to check out books and get all their library account questions answered and finally have a special tour of Studio 300 that included a brief overview of Chrome apps, extensions and websites they could use for their own digital media projects on their Chromebooks. As a special added bonus, we waived the fines of students during their visit to the Vortex.

Teen Programming

- Tara's STEAM Punks program in August featured CD Mosaic Tiling. From Tara: Teens used cracked, cut, and broken CD pieces to make mosaic tiled photo frames and wall art. They were given sharpies to add color under the tiles and other collage materials like puzzle pieces and plastic gems to add some more texture to their mosaics. Quite a few teens saw a resemblance between the CD pieces and mermaid scales and chose to work with a marine theme. They used Mod Podge to seal their creations.

- From Tara: Artist Christine Thornton was with us for two programs in August. In Paint to the Rhythm, Christine shared the work of Wassily Kandinsky and introduced the teens to abstract art with the teens through a slide presentation, focusing particularly on his more "swirly" pieces. She then guided them in making their own abstract masterpieces with watercolor pencils and water. For her second class, Chicago Team Logos, though Christine Thornton has been here numerous times, this was the first time we tried a teen program with her in Meeting Room A. She said she enjoyed the larger space and classroom layout, however, we had much lower attendance. Teens used stencils to create their favorite teams' logos and watercolor pencils to add their own personal touches.

- We wanted to give the teens one last chance to sit back and relax at the library before school started. For Summer's Last Bash, teens watched Black Panther, ate popcorn, made Black Panther masks and kimoyo bead jewelry. Tara writes, "it was great to see the returning teen patrons getting to know the incoming 6th graders!"

- Cathryn Stanek-Whisler brought back the popular Kindness Rocks program for the second time. Tara writes, "Cathy guided teens as they painted river rocks with bright colors, varying designs and messages of love and peace. They were then covered in Mod Podge to seal the paint. The teens took home their transformed rocks with instructions to hide them outside for strangers to find them and find a little joy too."

- Due to a scheduling conflict, Tara was called in to host our CD Scratch Art craft. Tara writes, "this was a super-fun program. Teens painted a thin layer of acrylic paint onto the shiny side of old CDs. We waited for them to dry and then scratched patterns into the paint with bamboo skewers so that the shiny surface peeked through. The examples found online all used black paint, but I saw no reason to not offer multiple colors of paint. However, once we started, I soon found one. The teens were so meticulous in their painting that little time was left for drying and scratching. A few CDs were finished, but the majority were sent home with the teens in old CD cases (to keep the paint from getting everywhere) and a skewer to use at home. One teen found one of the clear dividers that many CD spools used to use and decided to paint on both sides so that the color from the back would show through the front! So creative!"

Career Online High School:

Currently Enrolled: 12

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 3

Graduate: 17

Adult Programming:

Maureen's Observations: Summer is winding down and fall is almost here. I am currently working on our winter slate of programs and hope to sprinkle in some new and exciting programs along with our regular slate of fitness classes, book clubs and craft programs.

Programs

Cooking Demo -Seasonal Salads and Sides with Chef Susan Maddox - She never disappoints. And her food samples are always delicious. She made 4 kinds of summer salads and gave tips on food preparation and also choosing the right produce. 16 patrons attended.

Create a Quote of Art 8/30/18 - To wrap up our summer adventure theme, Christine Thornton came back and showed attendees how to create a quote of art using their favorite song lyrics or one that she provided. After using transfer paper to put their design on watercolor paper, patrons then used watercolor pencils to color their work. It was a great program and Christine is a wonderful instructor. 13 patrons attended.

From Jessica Granados' Report:

Letrero con Flores de Fieltro - Felt Flowers Decoration

Tuesday, August 7, 6:30— 8:30 pm

I had seen an increase of our non-Spanish speaking patrons attending Spanish craft programs. I am considering this programs as bilingual and it has been very rewarding to see all of the attendees socializing and learning from each other. For this craft I was able to find wooden plaques to which I added a ribbon so that they can be hanged. For decoration Anna, from Studio 300, was able to help me create vinyl words to use as stencils. I had picked the words hello and welcome in Spanish. Our patrons had the option to pick their color theme. I then prepped and precut felt for them to create three different flowers with hot glue. The results were very cute!

Club de tejido- Spanish Knitting Club

Meets every Wednesday, 6:30- 8:30 pm

Through August it was decided to make a few changes for the club. We have seen a decrease on attendees and we made a plan to promote it for the fall season. By my managers recommendation we will provide basic supplies to our new attendees as continuing having an instructor available to teach them how to knit. Our fall months will be the time for our group to transition into just a social club where they will come to share their knowledge with the other attendees. We are hoping to see a change in numbers and also in providing other one time classes apart from the club starting next year.

The following clubs I opened for the month of August. All went without any problems.

Drawing with Pencils and Charcoals - Tuesday, August 07, 14, and, 28 2018, 6:30pm - 8:30pm

Yoga - Thursday, August 09 2018, 7:00pm - 8:00pm

Chess Club for Adults and Teens - Tuesday, August 21 2018, 7:00pm - 8:30pm

Tuesdays with Toni Book Club - Tuesday, August 21 2018, 7:00pm - 8:00pm

Unlike the last program, a good deal of people came to Toni's book club this time. Around 15 or so came to attend the club. They seemed enthusiastic about attending the club.

Minecraft Monthly Report – Agnes Babinski

1. **Summer Minecraft:**
- Summer Minecraft finished on August 14, right before the start of school. We only had two sessions in August. Our turnout was decent, we had about 12 kids per session.

Monthly Breakdown	Sessions per month	Attendance				Age Group			Guest Account Use		Attendance to Session Ratio
		Total	Overall Avg	Tuesday Avg	Thurs Avg	Elem.	Middle	H.S.	Average Per Session	% of Total	
April 2017	8	59	7	9	5	93%	7%	0%	5.9	80%	7.38
May 2017	9	62	7	8	6	76%	24%	0%	4.8	69%	6.89
June 2017	4	75	19	19	N/A	57%	43%	0%	13.5	72%	18.75
July 2017	3	73	24	24	N/A	56%	44%	0%	16.3	67%	24.33
August 2017	3	32	11	11	N/A	56%	44%	0%	7.3	69%	10.67
September 2017	8	90	11	14	9	46%	54%	0%	8.3	73%	11.25
May 2018	10	79	8	7	9	68%	28%	4%	6.4	81%	7.90
June 2018	4	60	15	15	N/A	58%	33%	10%	11.3	75%	15.00
July 2018	5	65	13	13	N/A	46%	48%	6%	8.4	65%	13.00
August 2018	2	23	12	12	N/A	43%	52%	4%	7.0	61%	11.50

For Summer 2017, we had 10 sessions, and 180 attendees. For 2018, we had 11 sessions, and 148 attendees. While this is lower, the attendance rate is pretty respectable. Summer 17 was also a bit much to handle as we ran out of computers almost every session, and it was harder to keep them "quiet". The summer turn out is also better than most of the school year sessions, so overall this has been a successful summer.

Overall	Total Sessions	Attendance				Grade Distribution			Guest Account Use		Attendance to Session Ratio
		Total	Total Avg	Tuesday Avg	Thurs Avg	Elem.	Middle	H.S.	Avg Accts. Used	% Using Guest Accts.	
Summer 2014	11	207	24	-	-	58%	39%	3%	-	-	18.82
August 2014 - May 2015	74	832	11	11	11	50%	44%	7%	3.0	24%	11.24
Summer 2015	18	196	11	12	10	67%	25%	8%	4.8	44%	10.89
August 2015 - May 2016	80	932	13	13	13	72%	26%	3%	3.5	26%	11.65
Summer 2016	8	112	14	14	NA	65%	31%	4%	7.8	55%	14.00
August 2016 - May 2017	62	536	8	9	7	80%	19%	3%	4.5	56%	8.65
Summer 2017	10	180	18	18	NA	57%	43%	0%	11.4	69%	18.00
September 2017 - May 2018	70	652	9	10	9	57%	42%	2%	6.4	68%	9.31
Summer 2018	11	148	13	13	NA	49%	44%	7%	8.9	67%	13.45

Shortly after the library opened on the last Saturday of the month, I had several customers who needed help. The first of those customers had a question that I've never encountered during all my years at the library. This customer wanted information on how to become a Notary Public in the State of Illinois. My first thought was that this was an occupation that was regulated by the Illinois Department of Financial and Professional Regulation https://www.idfpr.com After some searching on their website, I learned that Notary Public was not something that was regulated / licensed by the IDFPR.

As I was working with this customer, Jessica was now also at the desk assisting a customer with Ebooks / Eaudiobooks. The woman turned out to be a nurse and a Notary Public. She had overheard part of my conversation with the customer I was working with. She was fairly sure that Notary Public was on the IDFPR site. I showed this other customer where we had searched on the site. It was clear to both of us that Notary Public was not licensed or regulated by that department. Jessica's customer thought some more and she then suggested that I check to see if it is federally regulated. I thanked her for her information and said that I would follow up on her suggestion.

I returned back to working with the woman who wanted to become a Notary Public. I suggested that I take down her name and contact information and do some further checking and let her know what I find. That worked for her, because she had an appointment to go to and had to leave the library.

I changed my search strategy and learned, after a bit of online digging, that in Illinois, Notary Publics are appointed through the Secretary of State's Index Department. There is a form to be filled out and submitted for Notary Public. I also discovered very good information for the customer on the website of the National Notary Association.

At this point, I was able to email the customer with the information I found, including the two helpful links. My email is shown below. As of this writing, I have not heard back from the customer.

From Jenny Cuevas' Report

Circulation Services

My Library Rewards Training
For the month of August, Circulation was busy with training and preparing staff for our new program, My Library Rewards. This program will reward patrons for checking out library materials such as books and audio visual materials. For each item, a patron will be awarded 10 points, with a max of 100 points each week. Patrons can than go online and redeem a coupon of their choice to any local business that is participating in the program. Circulation staff were trained to use the software and answer any basic questions. The official launch for My Library Rewards is Monday, September 10th.

PIRC Updates
- White Oak Cresthill and Lockport are reducing the price of replacement items that are at least a year old, especially for Large Print items. They use discretion when reducing the cost of these items. All other libraries favored this processed, especially since the owning library will not receive the money for the paid item.

- The committee members discussed the use of staff library cards. All libraries agreed to monitor and ensure that staff privileges are not being abused. This can be done by running reports which can be created by Matt Hammermeister (ILS Manager). This topic was also taken to Governing Board. Overall, it was agreed that a set policy across Pinnacle could not be created since staff cards can be used differently at each library.

- Jenny Cuevas (Circulation Services Manager) discussed the idea of going fine free on children's library materials. Cuevas asked the committee members for their thoughts and feedback, and how it could potential affect other neighboring libraries within Pinnacle. White Oak is considering going fine free on children's materials as well. It was noted that a huge amount of fines are being waived for children, so that they could have access to the library. For example, during Summer Reading, Lemont went fine free for juvenile and young adult patrons, which turn out it to be a big hit. Committee members also discussed that going fine free across Pinnacle on children's materials could be an option as well. This would need to be presented to all Library Directors within Pinnacle.

- Marisa Barys will act as Interim Manager of Account Services until position if filled at Plainfield.

- Starting in September, all kids must have a library card in order to sign up for programs at Lemont.

American Girl and Barbie Dolls Coming Soon

On Thursday August 16th, Jenny Cuevas and Rachel Ford (Circulation Services Associate Manager) met with the Children's Services Department (CDS) along with staff from CMTSD to discuss the addition of American Girl and Barbie dolls to the collection, there will be approximately 28 dolls added to the collection. All departments started to brainstorm on procedures and guidelines. Further development will be coming in the upcoming months.

New STEP Program Coordinator and Student

- On Monday, August 20th Jenny Cuevas and Rachel Ford met briefly with Melanie Phelan from Valley View who will serve as the new coordinator/specialist for the STEP Program.

- We would like to welcome Cassandra Dunlap as our new STEP Intern, her first was Thursday August 23rd. Cassandra is outgoing and eager to learn, and we look forward to her development over the next couple of weeks.

Staff Updates

- We welcome our new Circulation Services Specialist, Kendra Fitzer. Her first day was Monday August 13th. Kendra will continue to train with Kate Thurston (Circulation Services Assistant Manager) as she continues to learn the responsibilities of her position.
- Jenny Cuevas, Kate Thurston, and Mary Sincic (Circulation Lead Specialist) took part in interviews for the Specialist position. We are happy to welcome Arianne Borchert as our new Circulation Services Specialist. Her first day was Monday, September 10th.

- Jenny Cuevas and Kate Thurston will continue with interviews, as one Specialist position remains open. Position has been reposted and candidates will be selected in the upcoming weeks.

Automated Materials Handling Machine (AMH) Repair

AMH was down on Saturday morning, August 11th. Jenny Cuevas was able to troubleshoot and get the machine back up. A ticket was opened on Monday, August 13th and a technician was able to come out the same day. The timing was adjusted and the merger was inspected. Since then, no further issues have been reported.

STATISTICS

Self-Check Payments	March	April	May	June	July	August
Credit/Debit	$3,681.67	$3,541.54	$3,449.42	$3,246.80	$3,331.54	$3,069.98
Cash	$192.10	$96.65	$166.70	$320.50	$201.95	$226.50
Total	$3,873.77	$3,638.19	$3,616.12	$3,567.30	$3,533.49	$3,296.48

Circulation Statistics

Total Checkouts (including Drive-Up)	64,755
New Patrons Registered	484
Holds Pulled from Shelves	7,041
Incoming RAILS Bins	272
Snags Resolved	79
Snags Retrieval Material Amount	$1,589.94

Drive-Up Statistics

Total Visits (August)	853	Previous Month (July)	769	Previous Year (August)	734

Self-Checks

Station	Checkouts	Renewals	Total
CSD 1	6,428	115	6,543
CSD 2	7,256	148	7,404
1st Floor CSD Total	13,684	263	13,947
CIRC 1	460	29	489
CIRC 2	866	58	924
CIRC 3	2,011	146	2,157
CIRC 4	831	109	940
CIRC 5	978	111	1,089
CIRC 6	2,855	201	3,056
CIRC 7	400	59	459
1st Floor CIRC Total	8,401	713	9,114
ATSD 2-1	3,195	70	3,265
ATSD 2-2	4,084	123	4,207
2nd Floor Total	7,279	193	7,472
ATSD 3-1	2,318	77	2,395
ATSD 3-2	1,122	43	1,165
3rd Floor Total	3,440	120	3,560
59% of FMPL Self-Checkouts			34,093

Children's Services

Monthly Overview of Children's Services: Wildlife inspired us in August. A brilliant male goldfinch caught everyone's eyes as he pulled seeds from the Echinacea plants outside the Creativity Park.

Cindy Hennessy, a local expert on the monarch butterfly stopped in several times, wowing both the staff and public with her caterpillars, chrysalises and butterflies.

We had such a wonderful experience in the library…Cindy Hennessy brought in some chrysalises that produced some beautiful monarch butterflies right before our eyes. We were able to share the experiences with our patrons. I took the new butterflies into Mini Movin' and Groovin' and let them hold the butterflies. In the afternoon, Susan and I had a couple of patrons help us release them once they were 5 hours old and could fly! *Debbie S.*

This month I posted two videos to the Flickr account. One was a short video of the Monarch butterfly emerging from his chrysalis...In the first 24 hours of having the Monarch Butterfly video uploaded to the Flickr account it had 60 views! *Susan F.*

I got to hold a butterfly on my finger (it tickled). She let us keep two newly-hatched butterflies (*maripositas,* one child told a younger sibling) that were released that afternoon. Children and adults kept coming over to look at them, and some of them also tried holding the butterflies. I don't think our photos really do it justice; the kids had such expressions of wonder and joy on their faces. *Sarah D.*

Chris Z. summed it up. "Something magical happened!"

Programming
SPECIAL EVENTS
Stuffed Animal Sleepover (2 programs, 80 attendance) When I lead this party my first thing to do is individually introduce each person, one at a time, and then have them introduce their stuffed animal and say something nice about him/her -- some like to go to the zoo and feed the giraffes, some a great cuddles, one even likes to swim. All of our friends had a special, unique quality…In the evening, Rosemary and I staged the animals and took pictures all around the library…When the children and friends reunited in the morning, we tossed them up on a parachute, sang and danced then grabbed our snack and settled in for the story. *Kathy B.*
I love the Stuffed Animal Sleepover, the children have such a good time leaving their stuffed animals at the library overnight. We had one girl who didn't want to leave her stuffy all night but I took some pictures of them and made a story up about how the stuffy was afraid and called home to have her mom pick her up. The children enjoyed a story time and lion cup craft, all who came had a good time... [on Wednesday] the second half of the stuffed animal sleepover...the children came to pick up the stuffed animals and then had a snack while watching the PowerPoint of all the antics the stuffed animals got into "overnight" at the library. *Rosemary B.*

Noche de la Familia We had 23 people in attendance despite the fact that it was pouring rain outside. The goal of our Music themed program was to expose kids to a variety of musical instruments, discover how to use them and even make one…The song "La vaca Lola" was enjoyed by the families a lot. Kids formed pairs to make the body of a cow. The kid in the front had a cow mask and the kid in the back wore a little paper tail. Then we walked around moving our heads, tails and making noises. Next Sarah read a new book called *Play This Book*. Kids played the musical instruments that were featured in the book. Sarah read vividly and amused the kids. In the end we played the guitars and all the instruments in a joined performance. Andreea D.

I helped Andreea with the program…people enjoyed hands-on play with instruments, songs with props, books about music, bubbles and colored lights and a tambourine craft. One little boy was so sleepy he was lying on the ground, but he didn't want to stop playing with the rhythm instruments! *Sarah D.*

ARTS & CRAFTS
Let's Create Summer Artist: Dog Days of Summer (67 = 38C + 29A) We used the watercolor pencils to create dog art. Some kids drew their own dogs others used the stencils I made. I really love this group they never cease to amaze me with their creativity. *Chris Z.*
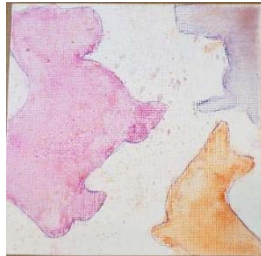
I overheard Chris talking to a parent that brings his daughter to Let's Create every month and he was telling Chris that his daughter loves coming to this program, because she can be creative and make art her own way. He also mentioned that he is very glad that we are providing such a great program for the kids, because they are not only creating art, but they are also learning something about the type of art that they are making. *Marta M.*

Arts & Fables: Traffic lights Kathy had great books that talked about stop and go lights. We had the kids use the steering wheels for one of the songs. They had a great story time and then I put together the materials for them to create their own traffic light to take home. We had a great crowd for our first program back since the spring. Special thanks to the teen volunteers for die cutting the red, green and yellow circles! *Debbie S.*

READING, WRITING & PUBLISHING

S'mores Club (4 tweens, 3 kids) We had several new faces join the group, including a boy who wanted to join S'mores last year when he was in second grade. 3 of the kids started writing book reviews using the Comic Life app on the Macs. The rest filmed video book reviews in the television studio.

It's amazing the impact a gateway series can have on a child. One of our reluctant readers discovered his gateway books! Damian G., now a 4th grader, had so much energy in last year's S'mores sessions, and I often had to bring him back after he would get distracted. In today's session, he told me that he read the first three *Harry Potter* books over the summer and is in the middle of reading the fourth book. He was excited to be back in S'mores and immediately got to work on Comic Life on the Macs. Thinking he would try to access Roblox, I checked in on him a few minutes later. I was surprised to find Damian creating a book to movie comparison of *Harry Potter and the Goblet of Fire* using Comic Life!

I spent some time in Studio 300 editing videos. I would love for the kids to be a part of this process, but it does take some time. I am considering either making S'mores Book Club longer or adding another session where the kids can edit their videos. I'm open to suggestions. *Joyce A.*

STEAM & LEARNING FUN
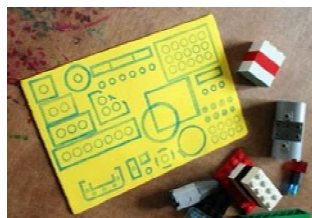
iMake (17) On 8/13, Andreea and I hosted iMake. We set up 2 tables with different activities: the tables closest to the sink were crafts and the tables closest to the back of the library were manipulatives. For crafts we had coloring sheets with dot markers, Lego painting and playdough with cookie cutters. For the manipulatives table we had Legos, Gears, Cord Pen Writer and Giant Crystal Connectors. We also had two Dash and Dot Robots available…For a few parents it was their first time bringing their kids to this program and they were surprised with all of the toys and materials that we had available for the children. They asked me if we provide this program every day, I told them that it's offered once a month and usually after school…I believe this program provides a great opportunity for children to interact with one another, share materials and work together to build things. *Marta M.*

GAMING & PLAY

Preschool Activity Time (83=49C, 34A) Cindy Hennessy (Monarch Lady) stopped by for a special visit …The kids and parents alike loved getting to see and handle the butterflies. *Susan F.*

STORYTIMES

Sensory Storytime (6) Marta's theme was boats. She read two books and led the singing of a modified version of "Row, Row, Row Your Boat" song. The kids did all of the movements,

including swaying and jumping. "We also sang and danced to the song "Over the Deep Blue Sea" which is a great repetition song that helps kids with sensory integration. The kids quickly recognized the repeated part and were singing it."

"For the sensory portion, I provided the children with a large tub of water and different types of boats to play with. I also added a droplet of blue food coloring to make the water blue color…Since it was such a small group, we were able to interact on a more personal level. I talked to the children about the texture and feel of the water. If the water was hot or cold. Do the boats go fast or slow in the water and if anyone has ever sailed on a boat. Some of the parents took it a bit on a different level, asking their children what color were the boats and which one was bigger or smaller. One of the boys was enjoying himself so much that he decided that he will experience the water full speed and climbed into the tub of water. The little boy did it so unexpectedly that even his mom was not able to stop him. Luckily, it was warm outside and the mom had extra clothes for him in the car.

Back to School Storytime (2 programs, 130 attendance) was the biggest yet. I read *How to Bake a Book.* I handed out ingredients (cutouts of animals, letters, shapes, colors, etc.) which we put into a pot, mixed up and then baked a book with a makeshift oven that I created out of a Portillo's box. We sang "Fruit Salad Salsa," and "Ponies sleeping in the barn," and then our book was done. When I reached in the oven, amazingly enough *Book! Book! Book!* was the compilation of all the ingredients we put in our mixture. Afterward we made bookmarks for when we come to the library. *Kathy B.*

Building Operations (Tasos Priovolos)

For the first part of August, we continued to host the extremely successful VVSD Summer Mobile Meal Program. This program allows children of our community to have a free lunch. A total of 743 lunches were served from August 1st through August 10th. A TOTAL OF 6,940 MEALS WERE SERVED DURING THE 2018 SUMMER MOBILE MEAL PROGRAM. Below is a summary of the number of lunches served in August:
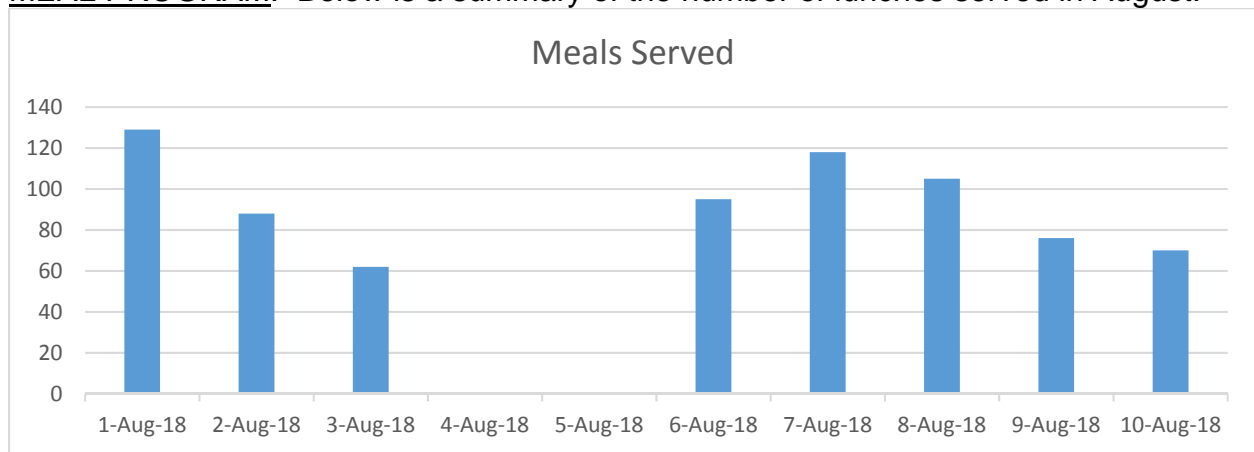
The entire Building Operations department assisted during the Staff In-Service day on 9/3. The building was back in order prior to opening.

We had another successful clean-up day!! This was a chance to have every department clean and organize their work areas. Staff were busy throughout the day organizing their departments.

Tasos assisted in reviewing the conduct policy for the 15 groups of Valley View students during their walking field trips. This was a great opportunity to highlight our services, programs, and expected behavior.

Tasos attended the RAILS Facility group meeting at Palatine Library. This group consists of staff who are responsible in maintaining their facilities.
Our green roof landscapers serviced our roof this month. This is part of the on-going maintenance required for the roof greenery.

ZENDESK -
In August, 42 new maintenance tickets were created, and 29 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

Polaris Leap Implementation
Work has begun to transition public services workstations and staff to primarily using Leap, the modern web browser version of the Polaris ILS. All staff have been communicated to regarding the transition efforts. IT has completed configuration of Leap at public workstations and has created easier access by installing desktop shortcuts. A majority of the public services staff attended ILS Manager Matt Hammermeister's Polaris Leap Overview at the Staff's In-Service Day. Christina is currently working on a series of Leap training videos that will soon be posted to Niche Academy. Additionally, Christina will be meeting with public service managers and distributing a survey in late September/October to gauge further training needs and identify any issues that require troubleshooting. Our target Leap transition date still remains December 3, 2018.

Mobile Hotspots
We have added 11 more hotspots to our collection for a total of 21 circulating and 1 used for the Career Online High School program. The month of August yielded a total of 24 circs. All of our circulating hotpots are currently either checked out or on hold.

Outreach Weeding
Christina met with Outreach Manager Marianne Thompson and Outreach Assistant Manager Kathy Welko in late July to discuss the need to weed Outreach and Bookmobile collections. They also discussed what collections would serve well to be continually developed and acquire new materials. CMTSD capitalized on the downtime in August to perform a large weed in both the Adult and Children's materials. Lynnette and Brett coordinated with Collection Development Aides Nathan and Mary to weed over 2,900 items comprising of low-circulation materials, duplicate copies, and items in poor condition. This is freed up much needed space in the Outreach department and allows for better access to new and more popular materials. Going forward, Lynnette and Brett will concentrate on acquiring new materials for Adult Nonfiction,

Adult Audiobooks, YA graphic novels, Juvenile Nonfiction focusing on popular subjects and STEAM, and Juvenile Spanish materials.

Standing Orders
Christina, Lynnette and Danette reviewed all of the library's current standing orders, including B&T's Continuations plan. They worked to cancel certain reference titles that cost over $1,000 and other titles that previously yielded low circulation. Using CHQ and analyzing consumer patterns, they added popular NOLO guides, travel books and other high-interest titles. Order-direct standing orders were also reviewed and consolidated.

Purchase On Demand Update
Since launching our consortium patron-driven acquisition program in May, Fountaindale has added 98 POD titles to the Pinnacle catalog. Of those, 11 titles have been purchased by the following Pinnacle libraries:

|			
Fountaindale:	4	Plainfield:	3
Lemont:	3	Shorewood-Troy:	1

We're currently exploring ways to further promote these purchase on demand titles. We have created a new website carousel entitled "Hidden Gems: Discover These New Authors" that is comprised of featured POD titles. This carousel is located under Books & More – Recommendations. Christina is trying to encourage the other Pinnacle libraries to begin adding titles.
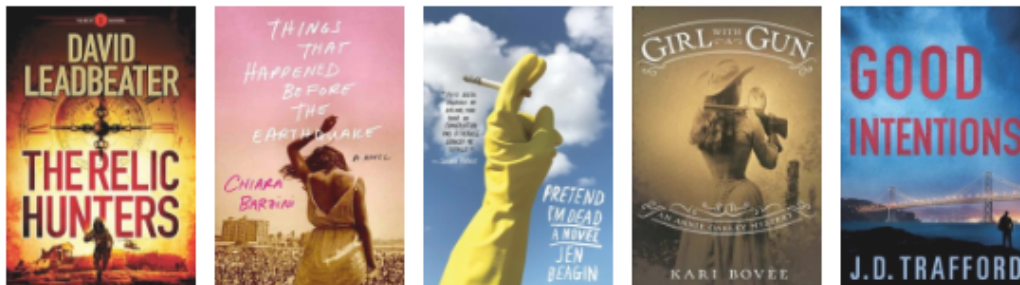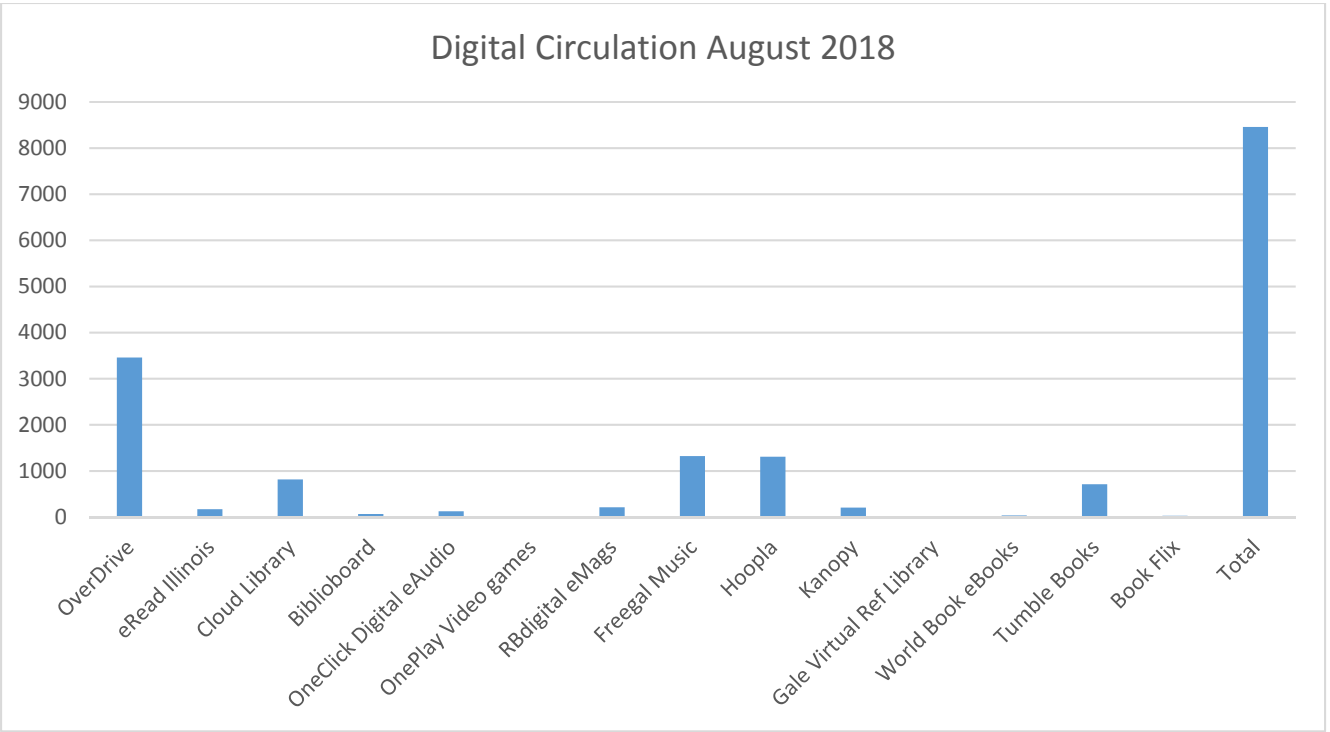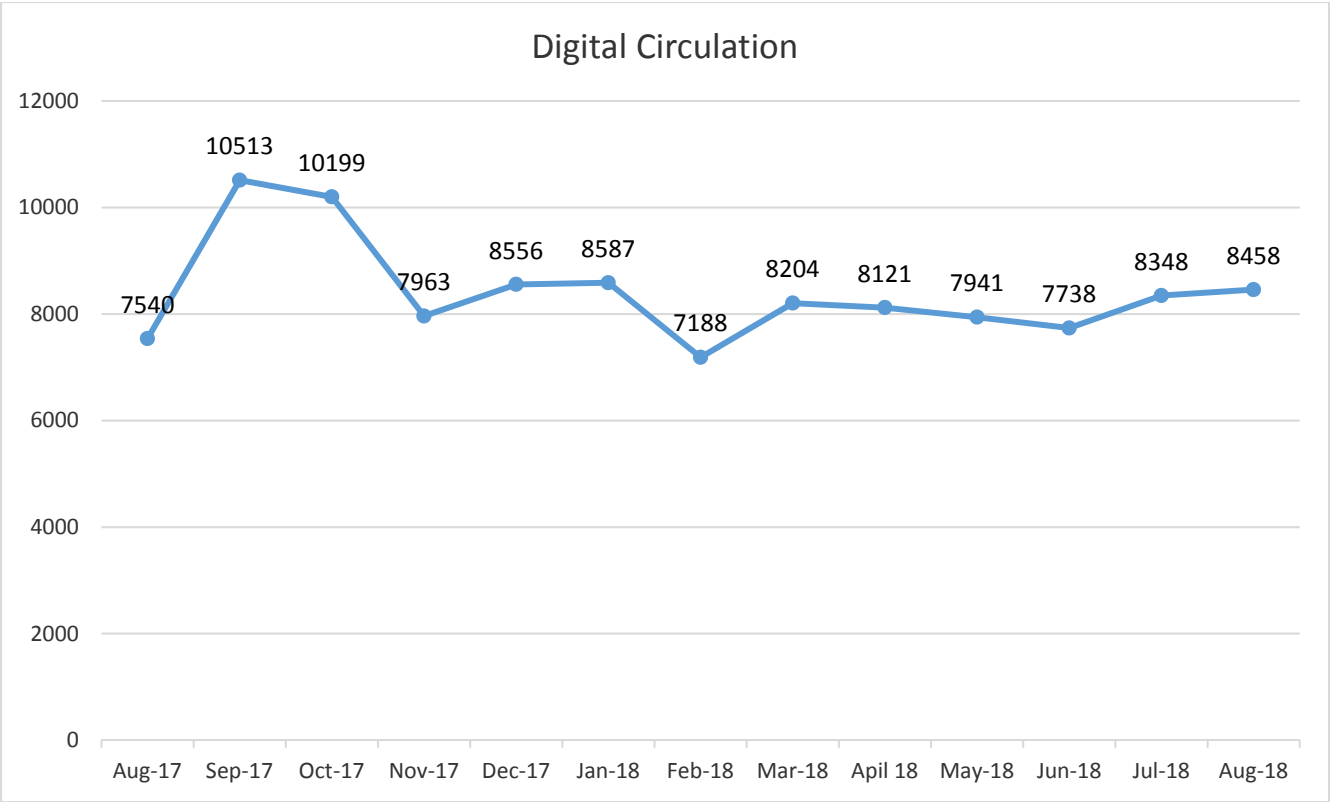

CMTSD Staff Updates
- Jacob Luce began working toward his MLIS through the University of Tennessee-Knoxville!
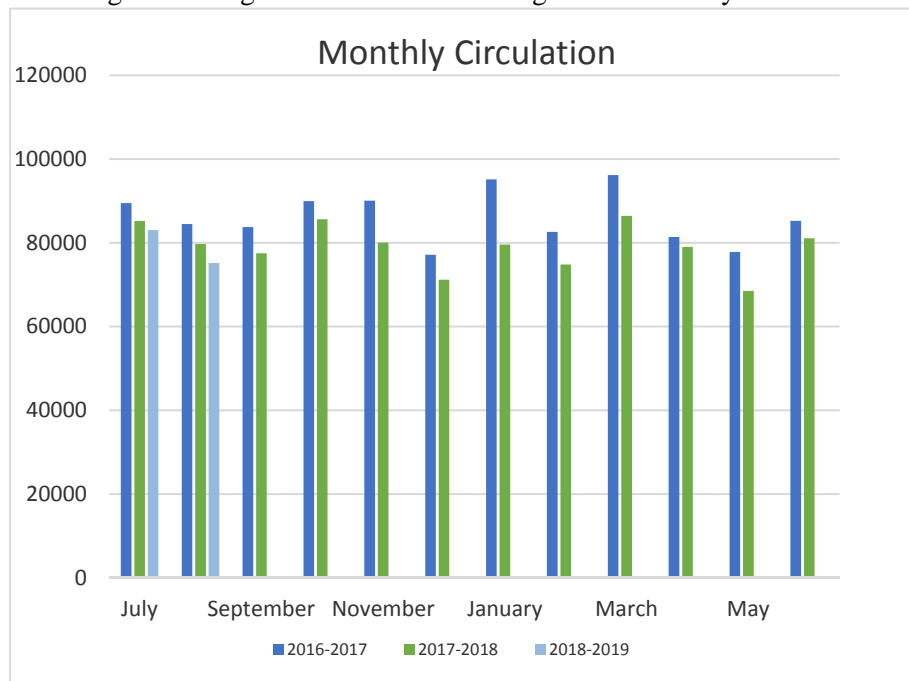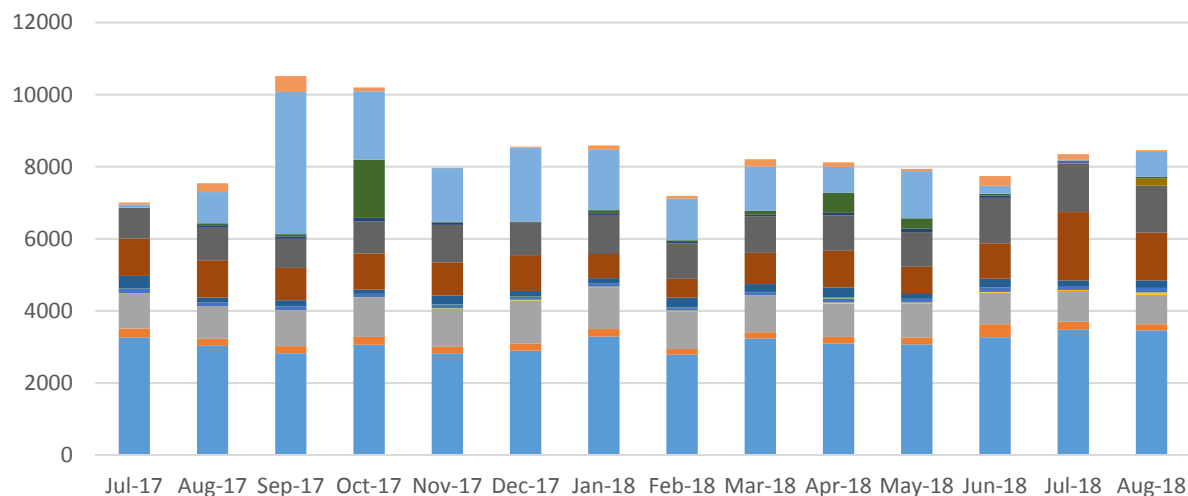
Comparison of Physical Collection Circulation
August 2017 to August 2018

Collection Categories	Aug 2017 Circs	Aug 2018 Circs	Change	% Change
Adult Audiobooks	1537	1171	-366	-24%
Adult Bookmobile Collection	506	265	-241	-48%
Adult Fiction	5345	5492	147	3%
Adult Non-Fiction	5079	5140	61	1%
Foreign Language Adult	241	175	-66	-27%
Foreign Language Juvenile	790	505	-285	-36%
Foreign Language Young Adult	14	35	21	150%
Graphic Novels	2536	2905	369	15%
Interlibrary Loan	274	390	116	42%
Juvenile Audiobooks	444	386	-58	-13%
Juvenile Bookmobile Collection	561	488	-73	-13%
Juvenile Fiction	5748	4822	-926	-16%
Juvenile Non-Fiction	3849	3346	-503	-13%
Large Print	728	876	148	20%
Local Author Collection	12	3	-9	-75%
Magazines	872	919	47	5%
Movies	14300	12637	-1663	-12%
Movies - Juvenile	7088	6008	-1080	-15%
Music CDs	2557	2170	-387	-15%
On-The-Fly	9	15	6	67%
Picture Books	10011	9930	-81	-1%
Reference	23	15	-8	-35%
STEAMboxes	60	37	-23	-38%
Studio 300 Collection	3497	3191	-306	-9%
Technology & Equipment	1139	1109	-30	-3%
Technology & Equipment - Juvenile	198	233	35	18%
Toys	123	156	33	27%
Videogames	2501	2200	-301	-12%
Young Adult Audiobooks	156	139	-17	-11%
Young Adult Bookmobile Collection	10	7	-3	-30%
Young Adult Fiction	1560	1550	-10	-1%
Young Adult Non-Fiction	441	372	-69	-16%
TOTALS	**72149**	**66687**	**-5462**	**-7.6%**

For August 2018, digital circulation was **11.3%** of the library's total circulation.

Digital Circulation

Month	Value
Aug-17	7540
Sep-17	10513
Oct-17	10199
Nov-17	7963
Dec-17	8556
Jan-18	8587
Feb-18	7188
Mar-18	8204
April 18	8121
May-18	7941
Jun-18	7738
Jul-18	8348
Aug-18	8458

Digital Circulation August 2018

Categories: OverDrive, eRead Illinois, Cloud Library, Biblioboard, OneClick Digital eAudio, OnePlay Video games, RBdigital eMags, Freegal Music, Hoopla, Kanopy, Gale Virtual Ref Library, World Book eBooks, Tumble Books, Book Flix, Total

Digital Collection Circulation

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Book Flix	57	246	437	105	4	28	122	76	197	129	66	270	141	27
Tumble Books	85	865	3948	1904	1484	2049	1672	1155	1233	719	1306	216	37	711
World Book eBooks	2	53	61	1611	23	8	83	47	110	555	289	51	36	34
Gale Virtual Ref Library	8	69	67	90	68	11	51	41	38	72	93	66	28	9
Kanopy													18	204
Hoopla	847	905	807	894	1039	912	1080	978	1017	981	963	1261	1349	1307
Freegal Music	1037	1033	901	1010	924	996	673	526	865	1015	756	984	1893	1320
RBdigital eMags	354	136	172	115	238	155	152	274	220	266	136	239	157	211
OnePlay Video games	2	3	0	0	3	12	0	13	2	41	0	0	0	0
OneClick Digital eAudio	129	110	102	90	108	77	81	70	95	109	101	125	109	125
Biblioboard	17	12	2	8	8	17	13	21	9	34	22	25	29	67
Cloud Library	961	883	994	1093	1061	1200	1166	1049	1011	923	949	874	853	814
eRead Illinois	245	195	199	218	196	195	207	154	175	186	189	357	225	170
OverDrive	3262	3030	2823	3061	2807	2896	3287	2784	3232	3091	3071	3270	3473	3459

Digital Content Fast Facts – August 2018

Overdrive

- There were **4,224 unique users,** which is a **10.6% growth** from last August
- **eBooks** accounted for **62.4%** of checkouts, while **eAudio** accounted for **37.6%** of the month's usage.
- **87.8%** of checkouts were for **Adult** titles, **6.5%** were for **Young Adult** titles, and **5.7 %** were for **Juvenile** titles.

cloudLibrary

- In August, there were **192 active users**
- Of 192 active users, **30 are new patrons**
- **92 titles** were purchased through our eAudio Pay Per Use, made up of 20 from Fountaindale and 72 from Lemont.

eRead Illinois/Axis 360

- In August, there were **76 active users**, **21** of which are **new users**
- The top 3 best circulating subjects include **general fiction**, **biographies** and **juvenile fiction**.

Hoopla

- **Audiobooks** were the most borrowed format, accounting for **42%** of all circs.
- There were **1,307 total circs** borrowed by **308 patrons**. The average number of circs was 4.20 circs per patron, with 45 individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for **45%** of all circs.

Kanopy

- The site was **visited 1,702 times**, received **2,220 page hits** and **204 video plays**.
- **Desktop computers** accounted for **34.3%** of all plays by device. **Cells phones** were the second highest device used, accounting for **27%** of plays.
- Since launching last month, **163** Fountaindale patrons have **created user accounts.**

Freegal

- August's top **streaming music genres**: Pop, Rock, World Music, Blues, R&B, Electronic and Country.
- August's top **downloaded music genres**: Rock, Pop, Classical, Blues, World Music and R&B.
- There were **6 new actives users** in the past month

Physical Items Added and Withdrawn

Physical Items	Aug 2018 Added	Aug 2018 Withdrawn
Adult Audiobooks	98	310
Adult Bookmobile Collection	84	1386
Adult Fiction	621	492
Adult Non-Fiction	251	602
Foreign Language Adult	29	1
Foreign Language Juvenile	10	18
Foreign Language Young Adult	0	0
Graphic Novels	158	29
Juvenile Audiobooks	20	1
Juvenile Bookmobile Collection	80	1524
Juvenile Fiction	203	27
Juvenile Non-Fiction	52	15
Large Print	54	4
Local Author Collection	2	0
Magazines	311	36
Movies	290	2
Movies - Juvenile	37	7
Music CDs	91	1
Picture Books	219	51
Reference	2	0
STEAMboxes	0	0

Studio 300 Collection	3	0
Technology & Equipment	19	18
Technology & Equipment - Juvenile	18	1
Toys	26	5
Videogames	36	5
Young Adult Audiobooks	4	0
Young Adult Bookmobile Collection	8	0
Young Adult Fiction	53	4
Young Adult Non-Fiction	43	348
TOTALS	**2822**	**4887**

Processing & Repair

- New cases: 231
- RFIDs/Stingrays: 85
- Repairs: 113
- New artwork: 19
- Stolen: 9
- DVDs/CDs: 232

Total: 689

Interlibrary Loan

410	**Items Received for our patrons** • 341 items from IL libraries • 69 items from out of state libraries
191	**Items Sent out to other libraries** • 100 to IL libraries • 85 to out of state libraries • 6 to XYZ libraries
483	**Items requested by our patrons this month** • 436 submitted in OCLC • 24 items were too new to request • 2 were available in Pinnacle • 18 were out of country only • 2 books on cassette requests • 1 videogame request
410	**Items received from OCLC libraries this month** • 341 from IL libraries • 69 from out of state libraries • 0 out of country libraries

NextReads Newsletters

Subscribers	53 New	0 Unsubscribed	0 Bounced
Newsletters	448 Items clicked open August New Movies highest clicks (197)	23.66% Mobile Views	76.34% Desktop Views
Emails	1,167 Sent 38.39% opened	Highest Subscribers - New York Times Fiction Bestsellers (78)	Thrillers and Suspense Highest Unique Opens (31 emails opened)

Displays

Harry Potter's 20th Anniversary Display

Lobby Tree
- Cats (Sarah?): 48
- Romance (Brian): 13

Lobby Display
- Catch up before the new season starts: 59
- Beach Reads: 77

Popular Picks: 124

3rd floor self-check
- Travel Oddities: 13
- Book Lovers: 9

CSD Holiday Wall
- Unusual Animals: 28
- Little Golden Books: 84
- Dragons: 68
- On the Farm: 35
- All About Me: 51
- Winnie the Pooh: 21
- When I Grow Up: 26

Picture Book Bins
- 1000 Books Before Kindergarten
- Pirates
- Apples
- Dear Dragon
- Mo Willems
- Brothers and Sisters

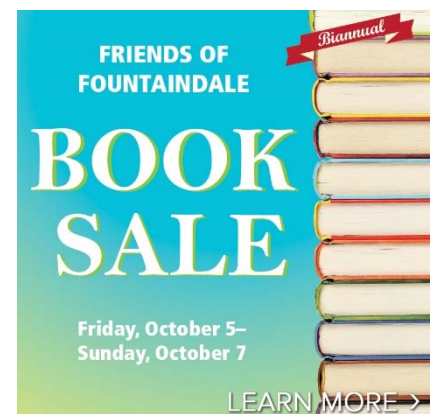### CSD Yellow Wall
- Jokes and Riddles: 55

Communications (Melissa Bradley)

Communications General Updates

- The Communications team, IT team, Paul and Nancy completed all the preliminary work on My Library Rewards in anticipation of the September 4 soft launch and September 10 official launch.

- Steven has been working with Outreach and Randi Carreno to set up the Rockin' Reading Race and Great Page Race programs on Beanstack.

- Melissa, Paul, Nancy, Tasos, Jenny and Christina have been reviewing our space audit document and discussing where and how we can improve library signage and spaces.

- Steven worked with Outreach to create new website posts that highlight Kathy and Cindy's booktalk lists throughout the school year. The new pages feature book carousels and searchable content that will make finding the content online easier for patrons.

- Melissa, Juanita and the staff committee have been working hard to finalize the details for the Staff Appreciation Party on September 15.

- The I Spy the Bookmobile photo contest ended. The contest ran from June 1 through August 31. We received 49 entries into the contest.

- The Mobile Maker Lab contest ended. The contest ran from June 7 to August 7. We received seven entries into the contest.

- Sabrina redesigned the Friend's Book Sale materials, created characters for Children's new math clubs and continued to provide materials for the My Library Rewards launch.

REWARD Yourself

my library rewards
Read. Reward. Redeem.®

fountaindale.org/rewards

Introducing our new math clubs!

MINI MATH MONSTERS
Grades K–2

NUMBER NINJAS
Grades 3–5

Biannual

FRIENDS OF FOUNTAINDALE

BOOK SALE

Friday, October 5–
Sunday, October 7

LEARN MORE →

Social Media Paid Ads
- The Mobile Maker Lab paid ad ended. The ad ran June 6–August 1. We spent $56, which reached 4,133 people and had 147 post engagements.

- The I Spy the Bookmobile paid ad ended. The ad ran June 7–August 31. We spent $84, which reached 7,884 people and had 242 post engagements.

- The Kanopy paid ad ended. The ad ran August 1–31. We spent $40, which reached 3,900 people and had 123 post engagements.

Strategic Planning
- Goal Team 2 added a new objective to our current strategic plan. We are planning and implementing a brand redesign campaign for 2020—the library's 50th anniversary.

- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,583 completed surveys.
  o The most frequent way people hear about our programs is via the website (45.01%) and *The Fountain* newsletter (35.45%).

Social Media Metrics
  o Facebook Metrics
    - 45 new people liked our page
    - 279 people viewed our page
    - 55,440 people saw our content
      - 13,915 people saw our content because a friend shared, liked or engaged with it
    - 2,381 people engaged with our content (clicked, liked, commented or shared)

  o Twitter Metrics
    - 0 new followers
    - 146 page views
    - 20,000 tweet impressions

  o Instagram Metrics
    - 21 new followers
    - 286 post likes

Email Marketing Metrics
- 8 emails sent
- 73 new subscribers
- Average open rate: 28.10% (industry average is 19.85%)
- Average click rate: 12.12%

Finance (Jennie Nguyen)

Audit: We went through another audit. We had a scheduling conflict with the library's annual cleanout project schedule. I was able to reschedule the auditors' fieldwork week to an earlier time. They used the room for the first four days of the five day planned audit. The auditors worked the full four days due to intern training during our audit fieldwork time.

Bond Refunding: The Executive Director and I spent time this month meeting with Ehlers and PMA to discuss and review documents for Library Refunding Bonds.

Budget: Compiled the necessary data to complete the *Chief Fiscal Officer's Estimate of Revenues by Source* document to be filed with the budget. Drafted the final Budget and Appropriation Ordinance for fiscal year 2018-2019 to be approved at the September Board meeting.

Amazon Delivery Mistake: Amazon mistakenly dropped 6 boxes meant for Arlington Heights Library. They were Arlington Heights Library's desks order. Amazon would not pick up the packages without an account number. We had notified them that we would not be able to provide our Amazon account number since the order does not belong to our library. After trying to schedule a pickup order with Amazon without success, we were able to get hold of someone at Arlington Heights Library to get in contact with Amazon to schedule a pickup. Arlington's staff was appreciative of our honesty with the Amazon delivery situation due to the fact she has been trying to convince them that their library had not received the package delivery. Thanks to John Hodur and the Finance team on working on solving this mistake.

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

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

Human Resources (Lea Pottle)

Staffing and Recruiting
Open Positions:
- Building Security Monitor
- Circulation Services Specialist
- Studio Services Assistant Manager

New Hires:
- Kendra Fitzer, Circulation Services Specialist, 8/13/18
- Arianne Borchert, Circulation Services Specialist, 9/10/18

Departures:
- Brent LaHa, Building Security Monitor (Seasonal), 8/16/18

Training and Development; Lea and Noey
- Courageous Leadership Webinar Series; Lea, Noey
- HR Source Roundtable for Libraries; Lea
- ACA Reform Webinar, Ameriflex; Lea, Noey
- In-Service day; Lea, Noey

Meetings; Lea and Noey
- Staff Committee Meeting; Noey
- Manager's Meeting; Lea

Harassment / Discrimination Training; Lea
- Provided annual training to 16 staff members, including current and new staff

Employee Handbook Updates; Lea
- Revised/edited employment policies to be brought to the Board. Reviewed documents with Executive Director, including suggestions made our lawyer

Sick Leave Policy Adjustments; Lea and Noey
- With the adoption by the Board of the revised Absence due to Illness/Sick Policy this month, we have reviewed procedures and balances to verify that staff had the correct amount of sick leave available to them. If necessary, accruals were adjusted and meetings were held with staff.
- Worked with Paylocity to move sick leave accruals to their automated system. Review will continue to make sure the transition is accurate.

Congratulations to Noey!
Noey was recognized at the Board Meeting for her 10 years of service to Fountaindale. Her family was present to share this important milestone. Thank you for your dedication!

Information Technology (John Matysek)

- During the month of August, 85 new help desk tickets were created by FPLD staff, and 80 new or existing tickets were solved by IT staff.

- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, participated in the annual library cleanup day, recycling multiple pieces of old/broken electronics.

- Met with vendor ITsavvy to discuss the specifics of Fountaindale's request for assistance with long-range budget forecasting/planning for IT network infrastructure equipment replacement.

- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor Barracuda to configure and deploy a no cost replacement network appliance for backing up files on the library network.

- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began configuration work on new laptops for the Outreach Department and Bookmobile.

- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured an additional 11 new mobile cellular hotspots for checkout by library patrons.

- Met with Paul Mills, Nancy Castellanos, Melissa Bradley, and Jennifer Cuevas to discuss current implementation status timeline and open issues regarding the new My Library Rewards program for patrons.

- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.

- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed laptops and peripherals for Outreach staff usage in the Vortex during multiple Brooks Middle School class visits to the library.

- Worked with vendor OCLC to troubleshoot and resolve patron remote access issues to multiple FirstSearch based online database resources.

August 2018 District Statistics

Population Total	67683

Total Circulation Statistics	75,145	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	64,755	Reading Clubs Offered	0	0	0	1	1	26,076	3,865
Bookmobile	1,932	Reading Clubs Members	0	0	0	5	5	Proctoring	Total Twitter Followers
Digital	8,458	Summer Reading Clubs	0	0	0	0	0	13	759
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	709	661
Interlibrary Loan Requests		New Physical Items	2,822	Total Visits	37,947	413	38,360	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	410	New Digital Items	19,034	New Cardholders	484	0	484	3,990	3,446
Items Sent to other Libraries	191	Collection Total	428,350	Active Cardholders	25,448	177	25,625	Pages Printed	COHS Students Enrolled
Circulation Holds Processing		Drive Through		Total Served	63,985	% Served	37.86%	26,147	12
Share Illinois requests filled	4	Visits	853	Computer and Internet Sessions					Monthly Wireless Sessions
Items loaned to Pinnacle libraries	5,880			Studio 300	Children's	Vortex	Lab/Commons	3rd Floor Lab	
Items borrowed from Pinnacle libraries	3,434			457	1,386	379	4,823	5	17,480

Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, 3rd Floor Lab & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
						Building Front	Building Rear	Church	Ashbury's
Number of events/uses	188	35	21	43	383				
Attendance	280	58	47	547	600	4,390	3,627	1,437	435

Programs and Tours for Adults					Programs and Tours for Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,316
Numbered offered	36	2	25	63	32	0	0	32	Android: 669
Attendance	428	66	218	712	604	0	0	604	
Programming hours	50	6	36	92	60	0	0	60	

Programs and Tours for Children					Passive Progams for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	174
Numbered offered	16	18	0	34	14	0	0	14	Total Attendance
Attendance	654	1,234	0	1888	419	0	0	419	7,958
Programming Hours	14.25	49.5	0	92	X	X	X	X	Total Programming Hours

Passive Programs for Children					Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				284
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	176	0	0	176	42	0	3	45	
Attendance	509	0	0	509	1,856	0	2,898	4,754	
Programming hours	X	X	X	X	40	0	X	40	

Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total
Reference Total	474	45	581	209	808	344	737	3,198
Library Information	91	1,454	482	259	667	159	3,184	6,296
One on One Assistance (Scheduled)	26	0	25	0	22	0	0	73

Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	
Circulation	75,145	79,689	-5.70%	Reference Questions	3,198	4,462	-28.33%	
Visitors	38,360	39,913	-3.89%	Computer Usage	7,050	7,643	-7.76%	
Card Holders	25,625	30,031	-14.67%	Wireless Sessions	17,480	11,708	49.30%	
Room Bookings	670	749	-10.55%	Program Attendance*	7,958	3,971	100.40%	*Includes virtual programs