

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
November 19, 2020 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room A (1st Floor)
and
Zoom Online Meeting
<https://us02web.zoom.us/j/88993013881>
Phone Number: 1 312 626 6799 Meeting ID: 889 9301 3881

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

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

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – October 15, 2020
5. Employee Recognition
 - a. John Hodur – 5 Years
 - b. Joseph Crookham – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Ordinance 2020-3 – Tax Levy Ordinance
 - b. Approval of Ordinance 2020-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act
 - c. Approval of Resolution 2020-8 – Resolution Regarding the Issuance of Non-Resident Library Cards
 - d. Approval of Statement of Receipts and Disbursements Fiscal Year 2019/2020
 - e. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest
 - f. Review of Serving Our Public 4.0
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – November, 2020
 - b. Bills Payable Report – November, 2020
13. Director's Report – October, 2020
14. Unfinished Business
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

November 2020 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Ordinance 2020-3 – Tax Levy Ordinance

This ordinance represents the total request of corporate and special purpose property taxes to be levied. The building bond levy is not included in this ordinance as it is covered by other ordinances.

Suggested Motion: Motion to approve Ordinance 2020-3 – Tax Levy Ordinance.

b. Approval of Ordinance 2020-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act

This ordinance authorizes the transfer of \$289,000 into the Buildings -- Capital to expend on multiple capital projects that have come to the fore recently. Specifically, we need to accomplish the following projects and the General Fund Balance would support them –

1. Replace the controller on Air Handler Unit Number 2. Cost estimate of \$40,000
2. Repair concrete in the floor in Childrens Services. Cost estimate of \$11,000
3. Replace the batteries in the UPS in the Server Room and service the unit. Cost estimate of \$23,000
4. Complete the safety project in the lower level back hall as identified by our building inspection. Cost estimate of \$90,000
5. Modify staff cubicles to include permanent tall partitions for safety. Cost estimate of \$125,000

The total cost estimate is \$289,000. The General Fund Balance can support these capital projects and they are needed ones.

Suggested Motion: Motion to approve Ordinance 2020-4 – An Ordinance Authorizing Certain Appropriation Transfers in the Fiscal Year 2020/2021 Budget and Appropriation Ordinance Pursuant to Section 30-90 of the Public Library District Act.

- c. Approval of Resolution 2020-8 – Resolution Regarding the Issuance of Non-Resident Library Cards

Every year we are required to choose whether to participate or not participate in the non-resident reciprocal borrowing program. It is my recommendation that we continue to participate.

Suggested Motion: Motion to approve Resolution 2020-8 – Resolution regarding the Issuance of Non-Resident Library Cards.

- d. Approval of Statement of Receipts and Disbursements Fiscal Year 2019/2020

This document is a summary of income and expenditures from the last fiscal year. It is prepared by our Finance Office with information from our auditors and other sources.

Suggested Motion: Motion to approve the Statement of Receipts and Disbursements for Fiscal Year 2019/2020.

- e. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest

This list contains the name and addresses of trustees and staff who will receive an economic interest statement that must be completed.

Suggested Motion: Motion to approve certified list of trustees and staff for filing with Will and DuPage Counties for Statements of Economic Interest.

- f. Review of Serving Our Public 4.0

This is a continuation of the review of Serving Our Public 4.0 that the Board began last month. As a reminder, the 2021 Illinois Per Capita Grant requires that every public library board review Serving Our Public 4.0.

The management team reviewed the checklists at the end of each chapter and found that we do meet the suggested requirements. Please see the completed checklist in the Board Packet with notes at the end of the document that cover checklist items that have additional information.

Suggested Motion: No action required at this time.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD OCTOBER 15, 2020
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, October 15, 2020 at 7 p.m.

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

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

Trustee Ruth Newell was present online via Zoom.

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

Jeffrey Fisher and Jennie Nguyen were present online via Zoom.

PUBLIC PRESENT

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

Joe Martin was present online via Zoom.

AGENDA APPROVAL

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

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

MINUTES OF THE PUBLIC HEARING – September 17, 2020

The minutes of the Public Hearing held September 17, 2020 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

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

MINUTES OF THE BOARD MEETING – September 17, 2020

The minutes of the board meeting held September 17, 2020 were presented. A motion to approve the minutes was made by Bermejo, seconded by Spindel. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Nook is the only source of revenue for the Friends. Hargett is overseeing the Nook and putting out new inventory, including Halloween children’s books.

NEW BUSINESS

Acceptance of Financial Report for Fiscal Year 2019/2020

Joe Martin from Brian Zabel & Associates, PC reviewed the Financial Report for Fiscal Year 2019/2020 with the Board.

The Financial Report for Fiscal Year 2019/2020 was prepared and presented by our auditing firm, Brian Zabel & Associates, PC. Discussion of the District's net position ensued.

A motion to accept the Financial Report for Fiscal Year 2019/2020 was made by Spindel, seconded by Kalnicky.

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

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

A motion to approve Resolution 2020-7 – Truth in Taxation Law Resolution was made by Valencia, seconded by Spindel.

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

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

A motion to approve Ordinance 2020-2 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2021/2022 was made by Spindel, seconded by Bermejo.

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

Approval of 2021 Fountaindale Public Library District Closing Schedule

A motion to approve the 2021 Fountaindale Public Library District Closing Schedule was made by Valencia, seconded by Spindel.

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

Approval of 2021 Staff Supplemental Floating Holidays

A motion to approve two (7.5 hour) Supplemental Floating Holidays for full time staff and two (4 hour) Supplemental Floating Holidays for part time staff which must be used by December 31, 2021 with implementation rules to be created by the Executive Director was made by Kalnicky, seconded by Spindel.

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

Approval of 2021 Fountaindale Public Library District Board Meeting Schedule

The 2021 Fountaindale Public Library District Board Meetings have been scheduled for the third Thursday of every month.

A motion to approve the 2021 Fountaindale Public Library District Board Meeting Schedule was made by Valencia, seconded by Spindel.

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

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

A motion to approve the library closing for Election Day on Tuesday, November 3, 2020 if required to be closed by the State of Illinois was made by Valencia, seconded by Kalnicky.

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

Review of Serving Our Public 4.0

The 2021 Illinois Per Capita Grant requires that every public library board reviews *Serving Our Public 4.0*. The management team is reviewing each chapter checklists and will have a report to present next month.

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

A motion to approve the request for trustees to attend the 2021 American Library Association Midwinter Meeting Virtual Conference from January 22 to 26, 2021 was made by Spindel, seconded by Valencia.

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

LIBRARY PROJECTS

Mills reported that the Holds Shelf project has been mostly completed in anticipation of early voting. Final work will be completed after early voting is complete.

CORRESPONDENCE

None.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – October, 2020

Bills paid for the month of October in the amount of \$63,238.12 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

Bills Payable Report – October, 2020

Bills payable for the month of October in the amount of \$148,658.82 was presented for approval. Motion to approve was made by Prodehl, seconded by Valencia.

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

DIRECTOR'S REPORT – September, 2020

Executive Director Mills reported that Communications Manager Melissa Bradley is coordinating the items to be put into the 2020 time capsule to be opened in 2045.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Trustee Spindel announced that she will be inducted as a new Bolingbrook Lion.

Trustee Newell is recovering from her recent surgery.

ADJOURNMENT

A motion to adjourn the meeting at 8:07 p.m. was made by Spindel, seconded by Prodehl.

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

STATE OF ILLINOIS)
) SS
 COUNTIES OF WILL)
 AND DUPAGE)

CERTIFICATION

The undersigned, STEVEN J. PRODEHL, hereby certifies that he is the Secretary of the Board of Library Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTIES, ILLINOIS, that he was duly elected, has qualified and is now acting Secretary, that he is the keeper of the records and seal of said District, and that the document attached hereto as Exhibit A is a true, complete and correct copy of Ordinance 2020-3 entitled, TAX LEVY ORDINANCE OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, FOR FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021, which Ordinance was duly passed by the Board of Library Trustees of said District on the 19th of November, 2020, approved by the President of said District on the 19th day of November, 2020, and which Ordinance has been duly filed with the undersigned as Secretary of said District and is now in full force and effect.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and affixed the corporate seal of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 19th of November, 2020.

(SEAL)

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

Ordinance 2020-3
 Tax Levy Ordinance
 Fountaindale Public Library District
 Will and Du Page Counties, Illinois

AN ORDINANCE for the levy of taxes for the general corporate purposes of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2020 and ending June 30, 2021; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special social security retirement expense tax levy, for a special Illinois Municipal Retirement Fund expense tax levy and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. By Ordinance 2020-1 entitled “Budget and Appropriation Ordinance of the Fountaindale Public Library District, Will and Du Page Counties, Illinois for Fiscal Year July 1, 2020 to June 30, 2021,” passed on September 17, 2020 the Board of Library Trustees did appropriate ELEVEN MILLION TWO HUNDRED FORTY THOUSAND ONE HUNDRED SEVENTY-SEVEN DOLLARS (\$11,240,177.00) for the corporate purposes of said District and that said Budget and Appropriation Ordinance is incorporated herein by reference.

SECTION 2. Of the total amount of ELEVEN MILLION TWO HUNDRED FORTY THOUSAND ONE HUNDRED SEVENTY-SEVEN DOLLARS (\$11,240,177.00) appropriated, the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, requires to be raised by taxation the sum of NINE MILLION TWO HUNDRED NINETY-THREE THOUSAND ONE HUNDRED FORTY-THREE DOLLARS (\$9,293,143.00) for the following purpose:

Estimated Expenditures	
Salaries	\$4,214,000
Total Salaries	\$4,214,000
Prof. Dev. & Training	\$10,000
Employee Recognition	\$1,500
Membership Dues	\$10,800
Dues - Institutional	\$1,000
Mileage & Transportation	\$26,000
Room/Board / Meals	\$12,000
Hiring and Placement	\$400
Insurance Benefit Plan	\$468,000
EAP	\$2,400
Total Personnel	\$532,100
Building Security	\$3,600
Equipment Rental	\$7,200
Equipment Maintenance	\$174,000

Leased Equipment	\$66,000
Bookmobile Maintenance	\$25,200
Legal Expense - Attorney	\$72,000
Legal Expense - Publication	\$3,000
Bank Service Fees	\$7,248
Payroll Service	\$21,600
Professional Services	\$66,000
Communication Contractual Services	\$71,400
Catalog Management	\$36,000
Computer Circulation Expense	\$138,000
Total Contractual Services	\$691,248

Telephone Service	\$12,000
Telephone Data/Internet/Cable	\$57,600
Electricity	\$217,200
Gas	\$50,400
Water & Sewer	\$36,000
Minor Library Equipment	\$10,000
Minor Office Equipment	\$3,000
Minor Library Furniture	\$3,000
Minor Office Furniture	\$3,000
Office Supplies	\$120,000
Program Supplies	\$58,000
Computer Supplies	\$9,000
Board Supplies	\$2,000
Fuel Expense Bookmobile	\$9,000
Library Supplies	\$50,000
Postage	\$14,400
Shipping	\$8,000
Buildings	\$24,000
Grounds	\$60,000
Total Supplies & Utilities	\$746,600

Books and AV	\$975,000
Opening Day Collection - Outreach	\$30,000
Programs - Adult	\$50,340
Programs - Children	\$16,800
Programs - Young Adult	\$24,000
Special Services/Events	\$7,200
Donations Expended	\$6,480
Computer Software	\$449,400
Total Library Materials	\$1,559,220

Library Equipment - Capital	\$301,200
Office Equipment - Capital	\$1,200
Library Furniture - Capital	\$1,200
Office Furniture - Capital	\$1,200
Special Projects	\$24,432
Automated Systems	\$96,000
PC Computer Equipment	\$420,000
Buildings - Capital	\$80,000

Grounds - Capital	\$24,000
Total Capital Expenditures	\$949,232
Miscellaneous	\$24,000
Public Relations Advertisements	\$51,600
Total Miscellaneous	\$75,600
Total General Fund	\$8,768,000
Audit Expense	\$5,143
Total Audit Fund	\$5,143
Unemployment Insurance	\$5,000
Workmen's Compensation	\$8,000
Liability Insurance	\$25,000
Umbrella Policy	\$14,800
Treasurer's Bond	\$7,200
Total Liability Insurance	\$60,000
FICA	\$150,000
IMRF	\$10,000
Total Social Security	\$160,000
Building Maintenance	\$260,000
Building Supplies	\$40,000
Total Maintenance	\$300,000
Total Estimated Expenditures	\$9,293,143

SECTION 3. NOW, THEREFORE, there be and hereby is levied upon all the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year 2020/2021 for general corporate purposes the sum EIGHT MILLION SEVEN HUNDRED SIXTY-EIGHT THOUSAND DOLLARS (\$8,768,000.00).

SECTION 4. In addition to the foregoing general corporate levy, there is herein specially levied a sum of FIVE THOUSAND ONE HUNDRED FORTY-THREE DOLLARS (\$5,143.00) for the audit expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 50 ILCS 310/9.

SECTION 5. In addition to the foregoing, there is hereby specially levied a sum of SIXTY THOUSAND DOLLARS (\$60,000.00) for liability insurance expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 745 ILCS 10/9-107.

SECTION 6. In addition to the foregoing, there is hereby specially levied a sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) for social security retirement expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 7. In addition to the foregoing, there is hereby specially levied a sum of TEN THOUSAND DOLLARS (\$10,000.00) for Illinois Municipal Retirement Fund expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 8. In addition to the foregoing, there is hereby specially levied a sum of THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) for special equipping and maintenance expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 75 ILCS 16/35-5.

SECTION 9. All unexpended balances of any item or items of the general corporate levy made by this ordinance may be expended in making up an insufficiency or deficit in any item or items in the same general corporate levy made by this ordinance.

SECTION 10. All unexpended balances not applied in the manner set forth in Section 8 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 11. The Secretary of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, is directed to file with the County Clerk of Will County, Illinois and the county Clerk of Du Page County, Illinois a certified copy of this Ordinance, and said County Clerks are hereby directed to cause the sum of EIGHT MILLION SEVEN HUNDRED SIXTY-EIGHT THOUSAND DOLLARS (\$8,768,000.00) for general corporate levy of this District; the sum of FIVE THOUSAND ONE HUNDRED FORTY-THREE DOLLARS (\$5,143.00) as a special audit expense tax levy of this District; the sum of SIXTY THOUSAND DOLLARS (\$60,000.00) as a special liability insurance tax levy of this District; the sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) as a special social security expense tax levy of this District; the sum of TEN THOUSAND DOLLARS (\$10,000.00) as a special Illinois Municipal Retirement Fund expense tax levy of this District and the sum of THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) as a special equipping and maintenance tax levy of this District to be extended up and against the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, in accordance with the laws and statutes of the State of Illinois.

SECTION 12. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 19th day of November, 2020.

Approved this 19th day of November, 2020.

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

ATTEST:

Steven J. Prodehl
Secretary

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES**

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the Will County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for year 2020.

Check One

- X The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.
- The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met. Said hearing was held on November 19, 2020.

Margaret J. Danhof, President
Board of Trustees
Fountaindale Public Library District
Will and DuPage Counties, Illinois

Date: November 19, 2020

Attach this Certificate to Tax Levy

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUES**

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the DuPage County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for 2020.

Check One

 X The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.

 The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **applicable** and have been met. Said hearing was held on November 19, 2020.

Margaret J. Danhof, President
Board of Trustees
Fountaindale Public Library District
Will and Du Page Counties, Illinois

Date: November 19, 2020

Attach this Certificate to Tax Levy

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT
ORDINANCE 2020 – 4**

**AN ORDINANCE AUTHORIZING CERTAIN APPROPRIATION TRANSFERS
IN THE FISCAL YEAR 2020/2021 BUDGET AND APPROPRIATION ORDINANCE
PURSUANT TO SECTION 30-90 OF THE PUBLIC LIBRARY DISTRICT ACT**

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

WHEREAS, on September 17, 2020, the Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois (“Library Board”) adopted an ordinance entitled *Ordinance 2020-1 Budget and Appropriation Ordinance of the Fountaindale Public Library District, Will and DuPage Counties, Illinois for Fiscal Year July 1, 2020 to June 30, 2021* (the “Ordinance”) following publication, notice and public hearing in accordance with Section 30-85 of the Public Library District Act of 1991 (75 ILCS 16/30-85); and

WHEREAS, pursuant to Section 30-90 of the Public Library District Act of 1991 (75 ILCS 16/30-90), the Library Board may from time to time make transfers from appropriations of any amount specified for any object or purpose, by ordinance if approved by a 2/3 vote of all trustees present and so long as the total amount appropriated is not thereby increased; and

WHEREAS, the Library Board believes it is in the best interest of the District to make transfers of certain funds from the General Fund for Fiscal Year 2020/2021; and

WHEREAS, the Library Board desires to utilize these transferred funds for the Library District’s capital projects.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL and DUPAGE COUNTY, ILLINOIS AS FOLLOWS:

Section 1: The foregoing recitals are incorporated in and made a part of this Ordinance as though fully set forth herein.

Section 2: That the authority to expend the following sums of money is hereby transferred from and to the indicated appropriation items:

From the Library District’s General Fund in the amount of \$289,000 to expend on capital projects of the Library District:

Buildings – Capital

Section 3: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 4: Ordinance 2020–4 shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this 19th day of November, 2020.

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

Steven J. Prodehl
Secretary, Board of Library Trustees
Fountaindale Public Library District

STATE OF ILLINOIS)
) SS
COUNTIES OF WILL)
AND DUPAGE)

SECRETARY’S CERTIFICATE

I, Steven J. Prodehl, do hereby certify that I am Secretary of the Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Library District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2020-4:

**AN ORDINANCE AUTHORIZING CERTAIN APPROPRIATION TRANSFERS
IN THE FISCAL YEAR 2020/2021 BUDGET AND APPROPRIATION ORDINANCE
PURSUANT TO SECTION 30-90 OF THE PUBLIC LIBRARY DISTRICT ACT**

adopted at a duly called Regular Meeting of the Board of Library Trustees for the Fountaindale Public Library District, held at 300 W. Briarcliff Road, Bolingbrook, Illinois, in said Library District at 7 p.m. on the 19th day of November, 2020.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Library District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, this 19th day of November, 2020.

Steven J. Prodehl
Secretary, Board of Library Trustees
Fountaindale Public Library District

(SEAL)

RESOLUTION 2020-8
RESOLUTION REGARDING THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS

WHEREAS, the Illinois General Assembly has passed Public Act 92-166, effective January 1, 2002, regarding the issuance of non-resident library cards; and

WHEREAS, Fountaindale Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Fountaindale Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District has determined for the 2020 calendar year, commencing January 1, 2021 and ending December 31, 2021, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: That the Fountaindale Public Library District shall participate in the reciprocal borrowing program of its region's library system and the non-resident library card program for the 2021 calendar year.

SECTION 2: From and after January 1, 2021, the non-resident fee card price will be \$572.37 calculated according to the General Mathematical Formula.

SECTION 3: The Fountaindale Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 4: A valid non-resident library card issued by the Fountaindale Public Library District shall accord a non-resident library cardholder all the services which this Library provides to its residents.

PASSED THIS 19th day of November, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS 19th day of November, 2020

ATTEST:

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

Steven J. Prodehl
Secretary, Board of Library Trustees

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
DISBURSEMENTS BY VENDOR AS OF 06/30/2020 \$1000 MIN.

1000Bulbs.com 1,099.51; 4imprint, Inc. 12,408.49; ABCO
Electrical Construction & Design LLC 7,372.00; AFLAC 2,829.68;
Allegra Print & Imaging 1,889.00; Allyse Schiller 1,656.96;
Alonti Cafe & Catering 2,529.30; Amazon 40,424.12; American
Building Services, LLC 3,910.26; American Library Association
3,573.68; AmeriFlex Business Solutions 2,607.70; Apple Inc.
70,488.00; ArchiveSocial, Inc. 2,388.00; Arthur J. Gallagher
Risk Management Services, Inc. 26,845.00; AT&T 19,398.80; B&H
Photo-Video 11,623.34; Backupify, Inc. 1,920.00; Baker & Taylor
377,799.28; Belynda Head 1,500.00; Best Quality Cleaning, Inc.
87,574.50; BiblioLabs LLC 4,330.00; Bibliotheca, LLC 93,625.88;
Blackbaud 11,654.40; Blackstone Publishing 2,769.92; Blue Cross
Blue Shield of Illinois 432,776.08; Bolingbrook Park District
1,597.00; BookPage 1,920.00; Bradford Systems Corporation
6,250.00; Bridgeall Libraries Limited 14,900.00; BRT Outdoor LLC
4,000.00; Business Office Systems 26,770.45; C. Acitelli Heating
& Piping Contractors, Inc. 27,572.45; Call One 34,767.21;
Calumet Decorating Services, Inc. 10,285.00; Carahsoft
Technology Corporation 13,125.00; Cathryn Stanek-Whisler
4,481.25; Center Point Large Print 3,697.89; Chase Card Services
31,550.92; Chicago Tribune 2,028.00; Christine Thornton
4,900.00; Cintas Corporation 6,269.63; Clear Choice Photo Booths
LLC 2,500.00; ClipperCreek, Inc. 2,345.76; Combined Roofing
Service 5,611.53; Comcast Cable 1,459.17; Compsych 1,766.40;
Constellation NewEnergy, Inc. 10,726.82; Costco 1,120.00; Covers
Unlimited Corp. 3,558.00; Creekside Printing 7,742.00;
CyberOptik 1,510.00; Dearborn National Life Insurance Company
6,709.01; Demco, Inc. 28,942.37; Diesel Service Center 4,449.47;
Discount School Supply 2,790.40; Dynegy Energy Services
145,831.12; Eagle Training Services Inc. 1,500.00; EBSCO
Subscription Services 17,634.37; Ehlers & Associates, Inc.
1,367,487.50; Elizabeth Portillo 3,440.00; Emergent Safety
1,441.30; Erika Doyle 1,250.00; Faronics Technologies USA Inc.
8,085.00; Fidelity Security Life Insurance/EYEMED 8,024.47;
Findaway World, LLC 23,136.58; First Bankcard 65,558.48;
Forms+Surfaces 2,165.00; Fun Express LLC 2,572.90; Gale/Cengage
Learning 16,176.28; Gallagher Bassett Services, Inc. 5,400.00;
Grasso Graphics, Inc. 8,966.53; Graybar 7,005.37; Groot
Industries, Inc. 4,220.86; H-O-H Water Technology 1,000.00;
Hansen Services, Inc. 1,030.00; Heartland Cabinet Supply, Inc.
1,250.00; Home Depot Credit Services 2,374.82; Homer Tree Care,
Inc. 1,100.00; HR Source 5,570.00; Huff Company 2,750.00; IHLS-
OCLC 8,194.95; Illinois American Water 19,272.92; Illinois
Library Association 2,529.00; Illinois Municipal Retirement Fund
548,381.18; Illinois State Treasurer 1,577.18; Imprint

Enterprises, Inc. 6,263.00; Ingram Library Services 26,867.37; Intrinsic Landscaping, Inc. 5,007.03; It's A Sign, Inc. 7,738.33; ITsavvy LLC 114,703.54; Jacob M. Luce 9,364.14; James Rachlin 6,737.50; JoAnn Stores, LLC 2,132.00; Johnson Controls 16,052.32; Kanopy 13,121.00; Kathryn Spindel 1,354.21; kd Repair 1,296.34; Kellie Chase 3,911.00; Koios, LLC 6,580.00; Konica Minolta 36,357.27; Lands' End Business Outfitters 1,587.64; Lauterbach & Amen, LLP 9,650.00; Libraries of Illinois Risk Agency (LIRA) 56,725.00; LibrariesFirst 11,000.00; Library Ideas LLC 22,479.75; LIMRiCC Unemployment Compensation Group Account 5,843.85; Lutron Services Co., Inc. 6,245.00; Lyngsoe Systems, Inc. 4,850.00; Magic Pure LLC 1,920.00; Mango Languages 7,100.27; Marilyn A. Burt 1,200.00; McKula, Inc. 1,200.00; Menconi Terrazzo LLC 11,980.00; Midwest Tape 207,049.98; MIR Appraisal Services, Inc. 3,700.00; Mobility Works 1,745.09; Mocavo 1,990.00; Morningstar Inc. 4,810.00; Mosio, Inc. 1,199.00; National Lift Truck, Inc. 1,200.00; Natola Concrete, Inc. 5,150.00; NCPERS Group Life Ins. 1,872.00; Netrix, LLC 38,890.04; Niche Academy 2,040.00; Otis Elevator Company 18,682.38; OverDrive, Inc. 24,000.00; Pace Systems, Inc. 68,061.24; PeopleFacts 1,707.05; Pinnacle Library Cooperative 141,360.69; Pit Stop 1,035.00; Pitney Bowes 3,573.60; Poblocki Sign Company, LLC 5,498.00; Premium Incentive Sales, Inc. 3,945.25; PressReader 11,550.00; ProQuest LLC 32,231.85; Rainmakers Irrigation 8,740.00; Reaching Across Illinois Library System (RAILS) 19,758.50; Recorded Books, Inc. 48,229.19; Rendel's Inc. 1,599.16; Rentals Unlimited 2,089.75; Robert Pennor 1,260.00; Ruth Newell 1,076.32; S&S Worldwide, Inc. 1,403.84; Scholastic Inc. 29,460.41; Sebert Landscaping Inc. 38,155.00; Second Story Promotions 1,347.57; Shaw Media 1,455.00; Showcases 4,545.24; SmithGear 1,074.00; Specialty Vehicle Services, LLC 6,575.00; Stanley Steemer International, Inc. 9,950.00; Steiner Electric Company 4,706.77; Summit Bodyworks 199,167.00; Superior Service Solutions, Inc. 9,000.00; Susan K. Maddox 3,300.00; Swank Movie Licensing USA 2,146.00; Team One Repair, Inc. 2,553.60; Terryberry 1,626.66; The Bugle Newspapers 3,574.24; The New York Times 1,105.00; The Shop Bolingbrook 1,960.00; Theatre-on-the-Hill 2,400.00; Titan Image Group, Inc. 17,367.50; Today's Business Solutions, Inc. 14,633.46; Top Secret Studios 1,190.25; Trane U.S. Inc. 98,788.39; Tressler LLP 32,210.00; Tria Architecture, Inc. 6,900.66; TruSeal 17,077.45; Tumbleweed Press, Inc. 1,435.33; ULINE 1,708.21; Unique Management Services, Inc. 2,890.85; UPS 7,350.00; US - Yellow Pages 1,036.00; USCutter 1,051.87; VALIC 12,480.00; Valley View School District 2,169.03; Value Line Publishing, LLC 6,100.00; Vanguard Energy Services, LLC 13,993.60; Verizon Wireless 6,559.24; Vidabox 1,166.26; Village

of Bolingbrook 1,557.00; Walter Daniels Construction Company
123,962.20; Warehouse Direct 38,466.78; Windy City Ice Cream,
LLC 1,644.16; World Book, Inc. 9,002.30; Zions Bank
1,398,810.00; Zoobean, Inc. 2,525.00; **All Other Vendors**
65,768.11 TOTAL \$7,061,925.07

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

PAYROLL 2019-2020

PAYROLL: UNDER \$15,000

Ahmed, Anam; Anderson, David; Anderson, Mary P; Appiah, Adwoa M; Bell, Tyrese M; Bhatti, Adeel N; Burton, Kirsten-Andre; Ciucci, Linda S; Cox, William; Cummins, Matthew; Drury, Bridget E; Dziadus, Julia A; Espinal, Bonabie F; Fredrick, Jennifer; Fuller, Eric T; Gadri, Aman; Garcia Silva, Anabel; Gogliotti, Anna K; Gottlick, James M; Jagiel, Lauren M; Johnson, Jenna M; Koutsogiannis, Christina; Marroquin, Gerardo; Mercado, Ethan E; Montes, Adam; Morales, Ruth; Oestreich, Christine N; Olszanowski, Babs L; Roman, Aldo A; Schwager, Brittany A; Siddiqi Sayeed, Sabah Z; Slone, Amanda; Smith, Dawn; Soto, Marlen; Strickland, Kate A; Suarez, Rayessa Madison C; Tucker, Maria C; Walker, Julie A

PAYROLL: \$15,000 TO \$40,000

Abdullah, Ishmael; Alvarez, Nabil; Ambriz, Nelly B; Andes, Sandra; Babinski, Agnieszka M; Bauer, Rosemary A; Bennett, Kathy E; Borchert, Arianne; Braid, McKayla A; Castle, Christopher W; Clash, Justin A; Clemens, Patrick W; Cortez, Uriel; Crookham, Joseph H; DiSandro, Jenna; Dobrescu, Andreea; Edwards, Erica; Evans, Marleigha K; Falasz, Rebecca L; Fitzer, Kendra C; Ford, Susan M; Garzaro, Maureen; Gillespie, Anna M; Henderson, Carol R; Herman, Roy A; Hopkins, John B; Issac, Bini; Jagiel, Susan E; Khan, Harris M; Kolalis, Ashley M; Makowski, Marta A; McCaig, Cheryl; Mekeel, Daniel J; Mitchel, Nicholas; Nguyen, Anthony; Oestreich, Jack D; Peddicord, Nathan J; Peters, Jason M; Petrov, Tzvetana; Raleigh, Dennis M; Robles, Jose R; Saltzman, Sarah A; Schaefflein, Kelsey J; Schiller, Allyse S; Schneidman, Diana; Schroeder, Debra S; Sincic, Mary C; Slivinski, Dominique L; Stamper, Monica; Taylor, Charles V; Voss, Leigh A; Zahorcik, Christine M

PAYROLL: \$40,000 and OVER

Ali, Amina; Alvarez, Adriana; Arellano, Joyce M; Bedoya, Daniel; Boyer, Carolyn S; Bradley, Melissa I; Burkiewicz, Ann M; Carreno, Randi; Consalvo, Cindy J; Didier, Laura; Dolley, Sarah E; Dudek, Debra M; Fisher, Jeffrey P; Ford, Steven M; Frias, Noelia; Halvorsen, Christopher R; Hildebrandt, Randall E; Hodur, John J; Hopwood, Katherine L; Jason, Christine A; Korczak, Nancy; Lennon, Juanita; Luce, Jacob M; Luce, Melissa; Luminais, Brett M; Martinez, Melisa; Matysek, John M; Mills, Paul D; Nguyen, Jennie; Pottle, Leandra E; Priovolos, Tasos C; Purrazzo, Jay; Smallwood, Brian M; Smallwood, Sabrina C; Theobald, Christina L; Thompson, Marianne M; Tuitman, Dawne J; Waters-Thurston, Katherine L

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

GENERAL FUND

Fund Balance - July 1, 2019 \$ 6,150,785

REVENUES & OTHER FINANCIAL SOURCES

Taxes	7,898,367
Interest	114,254
Fines	58,297
Others	21,148
State Grant	84,604

TOTAL REVENUES 8,176,670

PERSONNEL SERVICES

Salaries	3,860,189
Employee Hospitalization and Medical Insurance	355,311
Hiring and Placement Expenditures	150
Dues	8,670
Professional Development and Training	30,834
Mileage and Travel	24,889
Employee Recognition	1,638
EAP	1,766

4,283,447

CONTRACTUAL SERVICES

Equipment Rental and Maintenance	157,845
Legal Fees and Expenditures	29,705
Bookmobile Maintenance	11,179
Circulation Control	72,848
Payroll Services	18,287
Collection Expense	2,515
Professional Services	38,930
Communication Services	42,267
Catalog Management	26,242
Computer Systems Maintenance	32,035
Bank Service Fees	5,268
Security	2,350

439,471

SUPPLIES & UTILITIES

Telephone	19,320
Electricity	143,938
Cable TV	1,459
Internet Services	36,619
Gas	13,994
Water and Sewerage	17,410
Buildings and Grounds	70,426
Office Supplies	21,189
Library Supplies	25,455
Postage and Shipping	17,557
Computer Supplies	3,314
Program Supplies	24,432
Board Supplies	1,213
Fuel Expenditures - Bookmobile	2,169
Minor Furniture and Equipment	5,324

403,819

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

LIBRARY MATERIALS	
Library Materials	<u>879,030</u>
STATE GRANT	
Office & Library Equipment	<u>84,604</u>
MISCELLANEOUS	
Public Relations	34,533
Other	<u>8,705</u>
	<u>43,238</u>
CAPITAL OUTLAY	<u>690,378</u>
TOTAL EXPENDITURES	<u>6,823,987</u>
TRANSFER IN	-
TRANSFER OUT	(637,050)
Fund Balance - June 30, 2020	<u>\$ 6,866,418</u>
<u>AUDIT FUND</u>	
Fund Balance - July 1, 2019	\$ 9,046
REVENUES	
Taxes	<u>8,395</u>
EXPENDITURES	
CONTRACTUAL SERVICES	
Audit Expenses	<u>8,800</u>
Fund Balance - June 30, 2020	<u>\$ 8,641</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

LIABILITY INSURANCE FUND

Fund Balance - July 1, 2019	97,527
REVENUES	
Taxes	<u>44,926</u>
EXPENDITURES	
Insurance	<u>80,229</u>
TOTAL EXPENDITURES	<u>80,229</u>
Fund Balance - June 30, 2020	<u>\$ 62,224</u>

ILLINOIS MUNICIPAL RETIREMENT FUND

Fund Balance - July 1, 2019	\$ 704,187
REVENUES	
Taxes	<u>335,676</u>
EXPENDITURES	
Personnel Services IMRF	<u>349,464</u>
Fund Balance - June 30, 2020	<u>\$ 690,399</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

SOCIAL SECURITY FUND

Fund Balance - July 1, 2019	\$	192,691
REVENUES		
Taxes		<u>236,497</u>
EXPENDITURES		
Personnel Services		
FICA Tax		<u>286,428</u>
Fund Balance - June 30, 2020	\$	<u><u>142,760</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

SPECIAL RESERVE FUND

Fund Balance - July 1, 2019	\$ 17,303,361
REVENUES	
Interest	<u>248,469</u>
EXPENDITURES	<u>-</u>
TRANSFER IN	-
Fund Balance - June 30, 2020	<u><u>\$ 17,551,830</u></u>

EQUIPPING & MAINTENANCE FUND

Fund Balance - July 1, 2019	\$ 161,027
REVENUES	
Taxes	<u>309,268</u>
EXPENDITURES	
Building Maintenance	<u>273,069</u>
Fund Balance - June 30, 2020	<u><u>\$ 197,226</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

WORKING CASH FUND

Fund Balance - July 1, 2019	\$ 1,053,546
REVENUES	
Investment Interest	<u>17,950</u>
EXPENDITURES	<u>-</u>
TRANSFER IN	-
TRANSFER OUT	(17,950)
Fund Balance - June 30, 2020	<u>\$ 1,053,546</u>

DEBT SERVICE FUND

Fund Balance - July 1, 2019	\$ 1,458,275
REVENUES	
Taxes	2,586,664
Interest	187,449
Other	-
OTHER FINANCING SOURCES	
Debt Issuance	7,290,000
Premium on Debt Issuance	1,148,814
Transfer In	<u>655,000</u>
TOTAL REVENUES	<u>11,867,927</u>
EXPENDITURES	
Bond Payments	11,686,574
OTHER FINANCING USES	
Loss on Refunding	<u>-</u>
TOTAL EXPENDITURES	<u>11,686,574</u>
Fund Balance - June 30, 2020	<u>\$ 1,639,628</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2019 through June 30, 2020 (by Funds)

CAPITAL PROJECT FUND

Fund Balance - July 1, 2019	<u>\$ 10,613</u>
REVENUES	
Interest	<u>143</u>
EXPENDITURES	
Capital Outlay	<u>10,613</u>
TRANSFER OUT	-
Fund Balance - June 30, 2020	<u>\$ 143</u>

	2020	2021	2022	2023	2024
Chapter 2: Governance and Administration					
Library has an elected or appointed board of trustees.	X				
Library has a qualified library administrator.	X				
Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.	X				
Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.	X				
Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.	X				
Library has a mission statement and a long-range/strategic plan.	X				
Library maintains an understanding of the community by surveys, hearings and other means.	X				
Library board reviews library policies on a regular basis.	X				
Library board members participate in local, state, regional, and national decision making that will benefit libraries.	X				
Library develops an orientation program for new board members.	X				
Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.	X				
Library keeps adequate records of library operations and follows proper procedures for disposal of records.	X				
Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.	X				
Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.	X				
Library maintains insurance covering property and liability, including volunteer liability.	X				
Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.					
Chapter 3: Personnel					
Library has a board-approved personnel policy.	X				
Library has staffing levels that are sufficient to carry out the library's mission.	X				
Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.	X				
Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.	X				
Library salaries and fringe benefits account for up to 70 percent of total operations budget.	X				
Library gives each new employee a thorough orientation.	X				
Library evaluates staff annually.	X				
Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.	X				
Library provides staff access to library literature and other professional development materials.	X				
Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.	X				
The library complies with state and federal laws that affect library operations.	X				

Chapter 4: Access					
The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.	X				
At least once every five years, the board directs a review of the library's long-term space needs.					
The staff are familiar with the requirements contained in the Americans with Disabilities Act (ADA) and work to address deficiencies in order to provide universal access to all patrons.	X				
The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.	X				
The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.	X				
The library has the minimum required number of parking spaces.	X				
The library's entrance is easily identified, clearly visible, and well lighted.	X				
The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.	X				
The library has adequate internal signage.	X				
The library's lighting levels comply with lighting standards.	X				
All signage is in compliance with applicable federal, state, and local regulations.	X				
The library building supports the implementation of current and future telecommunications and electronic information technologies.	X				
The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.	X				
Space is allocated for child and family use with furniture and equipment designed for use by children.	X				
The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.	X				
Shelving in the areas serving young children is scaled to their needs.	X				
Chapter 5: Facility Management					
Ongoing Building Maintenance Checklist					
The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.	X				
Elevators should be maintained at least annually, and should comply with applicable codes for safety.	X				
Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).	X				
The building facade should be inspected once a year.	X				
Parking lot resealing and restriping should be performed every one to three years.	X				
HVAC systems should be inspected and maintained at least twice a year (before summer and winter).	X				
Alarm system should be checked for proper operation at least once a year.	X				
Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.	X				
Emergency lighting should be checked once a month.	X				

Sprinkler systems should be inspected as required by code, but at least once per year.	X				
Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.	X				
Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.	X [1]				
Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.	X				
Landscaping sprinklers should be checked and maintained twice a year.	X				
Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.	X				
Hard surface flooring should receive thorough cleaning and/or polishing once per year.	X				
Window cleaning should be performed at least once per year.	X				
Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	N/A				
Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.	X				
Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.	X				
Snow removal should be performed on an as-needed basis (either self-performed or contracted).	X				
Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	X				
Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	X				
Building Periodic Repair Checklist					
Tuck pointing of masonry: On an as-needed basis.	X				
Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.	X				
Interior painting and wall coverings: On an as-needed basis.	X				
Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.	X				
Wood and trim components: On an as-needed basis.	X				
Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	X				
Windows: Replace broken seals broken glass, caulking and glazing as needed.	X				
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	X				
Landscaping: Inspect trees and sod replacement every one to two years.	X				
Graffiti removal: Perform on an as-needed basis.	X				
Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	X				
Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	X				
Capital Project Checklist *Warranties and professional consultation should determine capital items.					
Parking lot reconstruction (not routine sealing)	X				
Re-roofing	X				

Window replacement	X				
HVAC equipment replacement	X				
Lighting replacements and upgrades	X				
Building additions	X [2]				
Interior remodeling (carpeting, walls, furnishings, etc.)	X				
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	X				
Major facade repairs	X				
Major code upgrades	X				
Capital Asset Plan Item List *Any item that is not accounted for in library operating budget should be on this list.					
Building structure	X				
Site elements such as parking lots, paving, site furnishings and signs	X				
HVAC systems	X				
Plumbing	X				
Elevators	X				
Building envelope including facade, windows and roofs	X				
Furnishings	X				
Environmentally Friendly Components *The best time to upgrade for energy code conformance is when a library does replacement of library systems.	X				
Roof	X				
Mechanical systems	X				
Windows	X				
Library façade repair or replacement	X				
Lighting/LED	X				
Low-flow/water saving	X				
Chapter 6: Safety					
The library provides a list of emergency call numbers at all staff phones in the library.	X				
The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.	X				
The library has an emergency manual and disaster plan.	X				
The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.	X				
The library provides a call list and contact information that is reviewed biannually.					
Emergency medical supplies are stored in a designated location and are accessible to staff.	X				
Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.	X				
A prioritization list shows what should be salvaged in order of importance.					
A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.	X [3]				

A procedure exists for letting staff know when it is unsafe to enter the building.	X				
The library has a designated tornado shelter.	X				
Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.	X				
The library provides adequate security for staff, users, and collections.	X				
The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.	X				
At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.	X				
Copies of the emergency manual and disaster plan are provided to community safety personnel.	X [4]				
A policy for security camera usage has been adopted and signage is posted.	X				
Chapter 7: Collection Management					
The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.	X				
Library budgets should put priority on purchasing materials that best serve their community.	X				
The library has a written collection development policy approved by the board.	X				
Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings and RDA.	X				
Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.	X				
The library considers forming a cooperative collection plan with other libraries in close proximity to one another.	X				
The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.	X				
The library publicizes and promotes interlibrary loan to its patrons.	X				
Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.	X				
Chapter 8: System Member Responsibilities and Resource Sharing					
Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	X				
Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.	X				
The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	X				
The library administrator, library staff and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	X				
The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	X				

If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	X				
Chapter 9: Public Services: Reference and Reader's Advisory Services					
Reference Service Checklist					
All basic services are available when the library is open.	X				
The library has a reference service policy.	X				
The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language and literacy.	X				
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.	X				
The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.	X				
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.	X				
The library provides easy access to accurate and up-to-date community information.	X				
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.	X				
The library provides access to local ordinances or codes of all municipalities within its service boundaries.	X [5]				
The library provides access to local and state maps.	X [6]				
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.	X [7]				
The library provides voter information, including precinct boundaries and location of polling places.	X				
The library provides information about local history and events.	X				
The library has at least one current reference resource for each subject area.	X				
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.	X				
Staff members are encouraged to attend at least one relevant continuing education event each year.	X				
The library evaluates its reference service on an annual basis.	X				
Reader's Advisory Service Checklist					
All basic services are available when the library is open.	X				
The library has competently trained staff that has thorough knowledge of popular authors and titles.	X				
The library maintains a well-rounded collection of both fiction and nonfiction titles.	X				
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	X				
The library maintains a basic collection of reader's advisory reference materials.	X				
All staff members attend at least one relevant continuing education event each year.	X				
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	X [8]				

Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	X				
The library accepts and responds to reader's advisory requests received in person, on the phone or electronically.	X				
Chapter 10: Programming					
Library programs are provided free of charge, or on a cost recovery basis.	X				
Library programs are located in a physically accessible location.	X				
Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	X				
The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	X				
The library presents educational, cultural, and recreational programs that reflect community needs and interests.	X				
Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	X				
The library provides outreach programs to specific populations who cannot visit the library.	X				
The library has programming that seeks to serve children and their caregivers.	X				
The library has programming that seeks to serve young adults.	X				
The library has programming that seeks to serve adults and senior citizens.	X				
The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	X				
The library is encouraged to partner with other organizations to offer programs.	X				
Chapter 11: Youth/Young Adult Services					
All basic youth services are available when the library is open.	X				
The library provides staff trained in serving youth.	X				
The library has policies towards serving youth which it reviews at least every two years and youth staff have input in these policy revisions and creations.	X				
The library actively promotes respect for diversity and creates an inclusive, welcoming and respectful library atmosphere for all patrons.	X				
The library provides staff trained in assisting youth with disabilities, language and literacy barriers.	X				
The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	X				
The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements and Internet policies.	X				
The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	X				
The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	X				
The library's programming is designed to reflect the needs and interests of youth in the community.	X				

Library programs are provided free of charge or on a cost-recovery basis.	X				
The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.	X [9]				
The library considers community demographics, special populations and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	X				
The library strives to partner with youth-facing organizations in the community.	X				
The library provides youth with research and information literacy instruction through tours, training sessions and one-on-one interactions.	X				
The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	X				
Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	X				
Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	X				
The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	X				
The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	X				
The library provides outreach services towards youth to increase awareness of services, attract new users and reach underserved populations.	X				
The library strives to partner with and support local schools, including private schools and homeschoolers.	X				
Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	X				
The library provides a space specifically for use by children and families.	X				
The shelving used for housing children's materials is appropriately sized to allow for easier access.	X [10]				
The library provides early literacy programming, including regular story time, for children and families.	X				
The library provides programming which facilitates play and fun for children and families.	X				
The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	X				
The library provides a summer reading opportunity to encourage reading and learning during the summer.	X				
The library provides a welcoming environment for young adults both individually and in groups.	X				
The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	X				
The library provides materials both physical and digital for young adults that are intended for them.	X				
The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	X				
Chapter 12: Technology					
Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	X				
The library has:	X				

a telephone, with a listing in the phone book;	X				
a telephone voice mail and/or answering machine;	X				
a fax and/or scanner;	X				
a photocopier;	X				
effective Internet access with sufficient capacity to meet the needs of both the staff and the public;	X				
library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);	X				
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	X				
up-to-date computers for staff and public access with sufficient capacity to meet needs;	X				
up-to-date printers for staff and public access with sufficient capacity to meet needs;	X				
up-to-date antivirus and Internet security software protection installed on every library computer;	X				
up-to-date Internet browsers, web applications, and plug-ins;	X				
a valid email address, accessible via the library's website, for the library administrator; and	X				
a website that includes basic library information such as hours, location, contact, official name of library and content required by the Open Meetings Act.	X				
The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.	X				
The wait time for patron workstations does not exceed 15 to 30 minutes.	X				
The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.	X				
The library provides 24/7 remote access to library services and resources through:					
a web-accessible library catalog;	X				
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	X				
appropriate regional, state, national, and international bibliographic databases;	X				
other authenticated electronic resources that are available for direct patron use; and	X				
virtual reference service, and/or text messaging services, and/or a library email account.	X				
The library staff must be:	X				
computer literate;	X				
trained to use and assist patrons in the use of electronic resources and materials; and	X				
accessible via email and/or through messaging services.	X				
The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software and the Internet.	X				
The library provides web links and access to regional and/or statewide initiatives including:	X				
regional library system consortial web-based catalogs;	X				
the CARLI academic library catalog (I-Share);	X				
Illinois State Library-sponsored databases/e-resources;	X				
other electronic collections as available; and	X				
virtual reference service.	X				
As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.	X				

The library has a board-adopted Internet acceptable use policy.	X				
The Internet acceptable use policy is reviewed annually.	X				
The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services and connectivity.	X				
The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.	X				
The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.	X				
The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:	X				
wireless access (Wi-Fi);	X				
Internet connectivity upgrades sufficient for patron and staff use;	X				
networking (local area vs. wide area);	X				
library Intranet;	X				
an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;	X				
patron self-checkout functionality;	X				
new technologies/potential services; for example, social networking, makerspace and mobile apps;	X				
current and functional meeting room technology;	X				
adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and	X				
ongoing staff continuing education/training related to all aspects of technological services.	X				
The library protects the integrity, safety, and security of its technological environment.	X				
The library's automated catalog and its components comply with current state, national and international standards.	X				
The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	X				
Chapter 13: Marketing, Promotion and Collaboration					
The library has a communications plan that supports the library's long-range/strategic plan.	X				
The library staff and trustees participate in two or more cooperative activities with other community organizations.	X				
The library's services and programs are promoted in the community. Check the applicable publicity methods.	X				
flyers	X				
brochures	X				
website	X				
newsletter	X				
posters	X				

banners	X				
displays	X				
podcasting					
presentations	X				
speeches	X				
billboards	X				
other					
The library maintains at least one social media account.	X				
The library invites local, state, and federal officials to visit the library.	X				
The library's website is updated at least monthly.	X				
The board, administration, and staff conduct an annual library walk-through.	X				
The board, administration, and appropriate staff visit other libraries.	X				
The budget includes funds for public relations and marketing activities.	X				
The library's promotional methods and services are ADA compliant.	X				
A designated staff member coordinates the library's marketing efforts.	X				
The library's staff receives customer service and marketing training.	X				
The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources and long-range/strategic plan.					
The library surveys patrons and the community to judge awareness of the library's programs and services.	X				

[1] Drain lines rodded as needed.

[2] Not on Capital Improvement Plan but space analysis has/will be conducted to determine.

[3] Elevator inspections and fire extinguisher inspections checklists are in place. Emergency lighting and system inspections are contracted to appropriate vendors.

[4] Have not requested.

[5] Online access

[6] Online access

[7] Online access

[8] Library committees

[9] The Programming Committee plans to discuss this further in a future meeting.

[10] Overall we are doing well with this, however, we can do better with the picture book shelving. The shelving in this area is quite tall for the intended audience. Also, since the majority of the intended audience is not reading independently yet, face out shelving would be ideal to help children browse and select books. CSD & the Collection teams have talked about this before; new shelving in this area would be a huge project that requires more research, analysis and conversation.

To All of the Wonderful Staff at Fountaindale Library:

Fountaindale Library is doing everything right! I am not talking about the protocols you have set up for safe operation during this pandemic. I am referring to the staff.

I have been living in Bolingbrook for 28 years. I used the library only occasionally. Then in January of 2019, my mother, Betty Witte, moved into Atria in Bolingbrook. Since she was what I would term a voracious reader, one of the first things to take care of was getting her set up with the library. At first, when I inquired about getting her a library card, I was told the library came to Atria...once a month. Knowing that would never satisfy her needs, the next step was to actually get her a card. I was told she would have to come to the library to fill out the form for the card in person. When I explained she was 95 and it would be difficult for her to come into the library, the library sent someone out to her! I'm not quite sure if I remember her name...Rachel? Anyway, my mother was issued her own library card in the comfort of her own apartment! Not only was the paperwork completed in my mom's home, but we were assisted with setting up and obtaining computer access. At that time, the library even offered to drop off and pick up books. I declined that generous offer, knowing there would be multiple trips in any given week. And I was more than able, as well as willing, to take care of that aspect. Save your wonderful resources for someone who truly had no way to get books to and from the library. My mother diligently made her lists of books to be checked out from the library from book reviews and lists she found on the computer. Her lists consisted of only books published in 2019 with a minimum of a three-star rating!

As I had predicted, I made multiple trips to the library, to both drop off and pick up. I took advantage of the convenient drive through check out and return. Each and every time I made the phone call to pick up the books on hold, I was greeted by a pleasant, cheerful, helpful person. Each and every time. I have never had an unpleasant phone conversation. Do you realize what a feat this is? And if I had questions, they were always answered competently and politely.

My mother died November 30th of 2019. For her last 11 months of life, living here in Bolingbrook, she was never without something to read, thanks to you. And when I came into the library to cancel her card, explaining that my mother had just passed away, the woman who took care of me said, "Please don't tell me your mother was Betty." She was so kind and gentle and empathetic. People at the library recognized my mother's name and were familiar with her just by the sheer volume of books that she read. I frequently heard comments about how pleased they were to have a patron who was such an avid reader!

And now I am the one who is frequently utilizing the wonderful services at your library. I guess I have my mother to thank for really introducing me to Fountaindale Library! And again, my many encounters are ALWAYS pleasant. The people that make up the library staff are all so exceptional...because they are ALWAYS so nice, cheerful, pleasant, helpful, competent and efficient. What an amazingly rare asset Fountaindale Library has with their shining employees! I applaud the many wonderful employees at Fountaindale Library! Keep up the outstanding work!

Thank you!
Ruth Ogden

Fountaindale Public Library District

Cash and Investment

October 31, 2020

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$0.00	\$772,488.23	\$772,488.23
Cash Checking/BMO Operating	\$783,397.51	(\$783,397.51)	\$0.00
Cash Checking/Payroll	\$186,644.40	\$20,979.41	\$207,623.81
Petty Cash	\$2,429.25	\$302.84	\$2,732.09
Total Cash	<u>\$972,471.16</u>	<u>\$10,372.97</u>	<u>\$982,844.13</u>
Investments			
Investment - General Fund/Wintrust MM	\$6,677,388.60	\$1,888,464.54	\$8,565,853.14
Investment - IL Funds/General	\$70,052.78	\$1,152.87	\$71,205.65
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$7,296.99	\$65,043.30
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$35,655.51	\$2,078,064.10
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$2,602.83)	\$1,072,066.62
Investment - Special Reserve/PMA	\$15,260,952.35	\$282,803.03	\$15,543,755.38
Total Investments	<u>\$25,183,218.08</u>	<u>\$2,212,770.11</u>	<u>\$27,395,988.19</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,447,597.04	\$1,080,798.15	\$2,528,395.19
Total Bond Fund	<u>\$1,447,597.04</u>	<u>\$1,080,798.15</u>	<u>\$2,528,395.19</u>
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	(\$10,613.02)	\$0.00
Total Building Project Fund	<u>\$10,613.02</u>	<u>(\$10,613.02)</u>	<u>\$0.00</u>
Total Cash and Investments	<u>\$27,613,899.30</u>	<u>\$3,293,328.21</u>	<u>\$30,907,227.51</u>

Special Res. PMA - 2.08 %
General - IL Fund - 0.099%
Money Market Wintrust - 0.145%

Fountaindale Public Library District

Revenue Report

October 31, 2020

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020 Est.	\$0.00	\$0.00	0.00 %	\$4,371,495.00	\$4,371,495.00
Property Tax Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$89,214.00	\$89,214.00
Property Tax Will - 2019	\$142,208.69	\$4,222,281.73	95.51 %	\$4,420,765.00	\$198,483.27
Property Tax Dupage - 2019	\$4,433.49	\$83,025.55	92.03 %	\$90,220.00	\$7,194.45
Other Tax	\$18,962.04	\$54,161.00	72.20 %	\$75,020.00	\$20,859.00
Interest	\$2,659.68	\$75,334.20	86.58 %	\$87,010.00	\$11,675.80
Circulation Fees	\$2,665.99	\$4,468.83	0.00 %	\$0.00	(\$4,468.83)
Copy Machines	\$361.60	\$1,624.11	81.21 %	\$2,000.00	\$375.89
Fax Machine	\$377.67	\$1,866.98	37.34 %	\$5,000.00	\$3,133.02
Printing	\$1,497.30	\$5,904.39	39.36 %	\$15,000.00	\$9,095.61
Miscellaneous	\$148.29	\$2,860.87	0.00 %	\$0.00	(\$2,860.87)
Reimbursements	\$35.41	\$16,032.34	0.00 %	\$0.00	(\$16,032.34)
Board Reimbursements	\$7.50	\$87.50	0.00 %	\$0.00	(\$87.50)
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	100.00 %	\$84,604.00	\$0.25
Total Operating Funds	\$173,357.66	\$4,552,251.25	49.26 %	\$9,240,628.00	\$4,688,376.75
Building Project Fund Revenue					
Interest Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
Total Building Project Fund	\$0.00	\$0.06	0.00 %	\$0.00	(\$0.06)
Bond Fund					
Property Tax - Will 2020 Est.	\$0.00	\$0.00	0.00 %	\$1,907,637.00	\$1,907,637.00
Property Tax - Dupage 2020 Est.	\$0.00	\$0.00	0.00 %	\$38,931.00	\$38,931.00
Property Tax - Will 2019	\$46,234.30	\$1,372,730.69	71.96 %	\$1,907,636.64	\$534,905.95
Property Tax - Dupage 2019	\$1,455.47	\$27,256.43	149.84 %	\$18,190.00	(\$9,066.43)
Interest Bond Fund	\$218.28	\$828.14	8.28 %	\$10,000.00	\$9,171.86
Total Bond Fund	\$47,908.05	\$1,400,815.26	36.08 %	\$3,882,394.64	\$2,481,579.38
Total Revenue	\$221,265.71	\$5,953,066.57	45.36 %	\$13,123,022.64	\$7,169,956.07

Fountaindale Public Library District

Expenditure Report

October 31, 2020

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$330,110.58	\$1,459,984.13	31.82 %	\$4,588,300.00	\$3,128,315.87
Contractual Services	\$10,546.84	\$129,789.53	22.53 %	\$576,000.00	\$446,210.47
Supplies & Utilities	\$39,551.12	\$120,099.33	18.21 %	\$659,650.00	\$539,550.67
Library Materials	\$58,538.37	\$284,296.56	21.91 %	\$1,297,500.00	\$1,013,203.44
Capital Expenditures	\$382.20	\$21,217.64	2.85 %	\$744,360.00	\$723,142.36
Miscellaneous	\$1,426.61	\$3,449.81	4.60 %	\$75,000.00	\$71,550.19
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Total General Fund Expenditures	\$440,555.72	\$2,018,837.00	25.16 %	\$8,025,414.00	\$6,006,577.00
Other Fund Expenditures					
Audit Fund Expenditures	\$2,600.00	\$2,600.00	21.49 %	\$12,100.00	\$9,500.00
Liability Insurance Fund Expenditures	\$0.00	\$1,323.80	1.04 %	\$127,500.00	\$126,176.20
Soc Sec/IMRF Fund Expenditures	\$47,644.67	\$223,186.24	29.35 %	\$760,550.00	\$537,363.76
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$35,588.99	\$79,269.83	24.32 %	\$326,000.00	\$246,730.17
Total Other Fund Expenditures	\$85,833.66	\$306,379.87	24.99 %	\$1,226,190.00	\$919,810.13
Total Expenditures - Operating Funds	\$526,389.38	\$2,325,216.87	25.13 %	\$9,251,604.00	\$6,926,387.13
Building Project Fund Expenditures					
	\$143.22	\$143.22	100.00 %	\$143.22	\$0.00
Total Building Project Fund Expenditures	\$143.22	\$143.22	100.00 %	\$143.22	\$0.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$890,000.00	\$890,000.00
Interest Payment - 2016A	\$0.00	\$93,800.00	50.00 %	\$187,600.00	\$93,800.00
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$1,050,000.00	\$1,050,000.00
Interest Payment - 2018	\$0.00	\$220,125.00	50.00 %	\$440,250.00	\$220,125.00
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$20,000.00	\$20,000.00
Interest Payment - 2019	\$0.00	\$145,800.00	50.00 %	\$291,600.00	\$145,800.00
Total Bond Fund Expenditures	\$0.00	\$459,725.00	15.97 %	\$2,879,450.00	\$2,419,725.00
Total	\$143.22	\$459,868.22	15.97 %	\$2,879,593.22	\$2,419,725.00
Total Expenditures - All Funds	\$526,532.60	\$2,785,085.09	22.96 %	\$12,131,197.22	\$9,346,112.13

Fountaindale Public Library District

Bills Paid - Operating Account

November 2020

Payee Name	Description	Payment Date	Check/Draft		Payment Amount
			Number	Account Number	
AFLAC	Employer Insurance Contribution - October 2020	11/1/2020	834	1-4192-10	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - November 2020	11/1/2020	54534	1-4192-10	\$23,326.25
Dearborn National Life Insurance Company	Employer Insurance Contribution - November 2020	11/1/2020	54535	1-4192-10	\$543.98
Fidelity Security Life Insurance/EyeMed	Employer Insurance Contribution - November 2020	11/1/2020	54536	1-4192-10	\$192.45
Home Depot	Building Supplies	11/1/2020	54537	8-4211-30	\$17.47
	Building Maintenance	11/1/2020		8-4357-30	\$64.52
Illinois Municipal Retirement Fund	Employer Insurance Contribution - October 2020	11/1/2020	836	5-4142-10	\$29,736.86
LIMRiCC Unemployment Compensation	Unemployment Insurance - 3rd Quarter Ending 09/30/2020	11/1/2020	54538	3-4143-10	\$687.58
Matthew Bero	FPLD Photo Shoot & HD Cover Video	11/1/2020	54539	1-4256-10	\$1,450.00
					<u>\$56,031.20</u>



 Jennie Nguyen, Finance Manager

<u>Gross Payroll & FICA Expense - October 2020</u>	
Gross Payroll	\$296,246.25
FICA	\$18,199.27
Total Gross Payroll & FICA	<u>\$314,445.52</u>

Fountaindale Public Library District

Board Reimbursements

October 2020

Payee Name	Description	Payment Date	Account Number	Payment Amount
Margaret Danhof	2019 ALA Midwinter Reimbursement	10/30/2020	1-3616-10	\$7.50
				<u>\$7.50</u>