

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
January 17, 2019 | 7 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 – December 20, 2018
 - b. Executive Session – December 20, 2018
5. Employee Recognition
 - a. Randi Carreno – 15 Years
 - b. Christine Tucker – 5 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Ordinance 2019-1 – An ordinance abating a portion of the tax heretofore levied for the year 2018 to pay principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.
 - b. Approval of Resolution 2019-1 – A Resolution Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust
 - c. Approval of Revised Circulation Policy and revised Circulation Policy Appendix 1 and Appendix 2
 - d. Approval of Revisions to Strategic Plan
 - e. Approval of Request to Travel for Trustees to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019
 - f. Approval of Request to Travel for Executive Director to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019
 - g. Approval of Discipline Action Policy Section for the Employee Handbook
 - h. Approval of Internal Complaint Procedure Section for the Employee Handbook
 - i. Approval of Open Door Policy Section for the Employee Handbook
 - j. Approval of Performance Improvement Plans Section for the Employee Handbook
 - k. Approval of Written Warnings Section for the Employee Handbook
9. Library Projects
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – January, 2019
 - b. Bills Payable Report – January, 2019
13. Director’s Report – January, 2019
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

January 2019 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Ordinance 2019-1 – An ordinance abating a portion of the tax heretofore levied for the year 2018 to pay principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

This ordinance will abate \$465,784 of the building levy for tax year 2018.

Suggested Motion: Motion to approve Ordinance 2019-1. An ordinance abating a portion of the tax heretofore levied for the year 2018 to pay principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

- b. Approval of Resolution 2019-1 – A Resolution Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust.

This resolution will enable PMA, the firm which manages our reserve fund, to participate in a new AAA rated money market fund that will be called Illinois Public Reserve Investment Management Trust (IPRIME). IPRIME has been spearheaded by PMA and staff from the Warren-Waukegan Fire Protection District and the Park District of Oak Park. IPRIME will offer an online portal that will enable maturities to mature into the fund, enable Property Tax deposits ACH'ed directly into the fund and allow for the District to set up on-line wire transfers (and pre-date transfers in the system).

Suggested Motion: Motion to approve Resolution 2019-1 – A Resolution Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust.

c. Approval of revised Circulation Policy and Circulation Policy Appendix 1 and Appendix 2

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

- Clarify language to state that associated patrons only have access to pick up holds and not to the full account.
- Removed associated patrons from having the ability to update contact information.
- Defined delinquency.
- Allow patrons under 18 to pay for the fines on their parent's card.
- Added that patrons who initiate an application online need to come into the building within 30 days.
- Clarified that business cards will be valid for a year.
- Clarified that only one library card will be issued per property owner.
- Changed language in school section to reflect language from the IGA.
- Updated lending policy to reflect items now circulate from five days to three weeks.
- Added that renewal limits are set by the library according to material type.
- Added that billed items will be reduced by 50% if the item is older than 2 years when the patron pays in person at the Circulation desk. Kits and equipment are excluded.

This draft revision of Appendix 1 of our Circulation Policy features the following suggested changes:

- Updated list of what can be used as a photo ID and proof of address and clarified that one of each is needed to get a library card or two documents with proof of address if the photo ID does not have current address.
- Updated list of what can be presented to get a business library card.

This draft revision of Appendix 2 of our Circulation Policy features the following suggested changes:

- Added fine schedule for hotspots
- Clarified that the maximum fine charges listed above do not limit the total charge for an item if the item is lost or damaged.

This draft policy has been reviewed by our attorney and he had no recommended changes.

Suggested Motion: Motion to repeal the existing Circulation Policy and Circulation Policy Appendix 1 and Appendix 2 and approve the revised Circulation Policy and Circulation Policy Appendix 1 and Appendix 2.

d. Approval of Revisions to Strategic Plan

Since the Board last approved revisions to our Strategic Plan, the Strategic Plan liaisons have met with the Goal Owners to review the work being done to meet the objectives set forth in our Strategic Plan. The liaisons have several revisions to recommend to the plan, and I have included a summary here.

Modify the date for Objective 1.6:

“By April 2019, create a disaster recovery plan.”

Modify the date for Objective 1.7

“By June 2019, update facility, fixture, and equipment replacement plan.”

Change Objective 2.5

“By November 2019 create a plan to celebrate the library’s 50th anniversary.”

Modify the date for Objective 5.5

“By February 2019, conduct a staffing analysis and develop a staffing plan.”

Extend the Strategic Plan to July 2019.

Suggested Motion: Motion to approve the revisions to the Strategic Plan.

- e. Approval of Request to Travel for Trustees to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019

This action is required in order for trustees to attend the ALA Annual Conference this year.

Suggested Motion: Motion to approve the requests to travel for Trustees to the 2019 American Library Association Annual Conference in Washington, D.C. – June 20-25, 2019.

- f. Approval of Request to Travel for Executive Director to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019

This action is required in order for the Executive Director to attend the ALA Annual Conference this year.

Suggested Motion: Motion to approve the request to travel for the Executive Director to the 2019 American Library Association Annual Conference – June 20-25, 2019.

- g. Approval of Discipline Action Policy Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Removed the reference to an employee's behavior in his or her personal life, per attorney recommendation.
2. Removed rule violations that are no longer applicable.
3. Negligent actions that may result in injury to co-workers or District property has been moved to a Group Two offense.
4. Added that illegal behavior will be reported to law enforcement as appropriate.

Our attorney was consulted with this draft as well.

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

h. Approval of Internal Complaint Procedure Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Added that complaints about harassment will be investigated and resolved according to the District's Anti-Discrimination and Anti-Harassment policy.
2. Added that employees must attempt to resolve complaints by going to their immediate supervisor first.
3. Removed that a supervisor has 5 days to resolve the complaint; wording was added to reflect fair and prompt consideration of the complaint, resolving the issue within a reasonable period of time.
4. Added that employees not satisfied with the resolution may appeal to the Executive Director for a final decision.

Our attorney was consulted with this draft as well.

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

i. Approval of Open Door Policy Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Added that employees will not be retaliated against for pursuing their right to speak with any level of management.

Our attorney was consulted with this draft as well.

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

j. Approval of Performance Improvement Plans Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Changed the name of this section from “Dismissals Other Than Immediate Termination” to “Performance Improvement Plans” to better reflect the content.
2. Added that an employee will be asked to sign an acknowledgment to confirm they understand the PIP and the disciplinary action that may be taken should performance not improve.
3. Added that an employee’s work performance will be considered when determining merit increases, promotions or transfers.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Dismissals other than Immediate Termination Section in the Employee Handbook and to approve the revised Performance Improvement Plans Section for the Employee Handbook.

k. Approval of Written Warnings Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Clarified that a written warning is used to address an employee’s unacceptable conduct and outlining a course of corrective action.
2. Removed that employees who have received a written warning are not eligible for salary increases, bonus awards, promotions or transfers; an employee’s eligibility for these benefits are addressed in separate policies.

Our attorney was consulted with this draft as well.

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

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD DECEMBER 20, 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, December 20, 2018 at 7 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, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustees Spindel, Newell and Valencia

Trustee Spindel entered at 7:02 p.m.

Trustee Newell entered at 7:06 p.m.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett, 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 Prodehl.

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

MINUTES OF THE PUBLIC HEARING – NOVEMBER 15, 2018

The minutes of the Public Hearing held November 15, 2018 were presented. A motion to approve the minutes was made by Prodehl, seconded by Bermejo. Minutes were approved as read.

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

MINUTES OF THE BOARD MEETING – NOVEMBER 15, 2018

The minutes of the board meeting held November 15, 2018 were presented. A motion to approve the minutes was made by Kalnicky, seconded by Prodehl. Minutes were approved as read.

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

Trustee Spindel entered at 7:02 p.m.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett commented that there have been very good days at the Nook Store. The store will be closed on Sunday, December 23 for the Christmas holiday. Hargett also reported that longtime Friends member, Lyle Vana passed away earlier this month. Finally, Art and Judy Bilski, who have taken charge of the Friends book sales are moving to Florida in 2019. The Bilskis will organize the 2019 Spring Book Sale.

Trustee Newell entered at 7:06 p.m.

NEW BUSINESS

Approval of Ordinance 2018-7 – Ordinance Transferring Funds to the Special Reserve Fund

A motion to approve Ordinance 2018-7 – Ordinance transferring funds to the Special Reserve Fund was made by Kalnicky, seconded by Prodehl.

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

Approval of Accidents and Emergencies Section for the Employee Handbook

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

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

Approval of Appearance and Dress Code Policy Section for the Employee Handbook

A motion to repeal the existing Appearance and Conduct/Dress Code Policy section in the Employee Handbook and approve the revised Appearance and Dress Code Policy section for the Employee Handbook was made by Spindel, seconded by Newell.

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

Approval of Bulletin Boards Section for the Employee Handbook

A motion to repeal the existing Bulletin Boards section in the Employee Handbook and approve the revised Bulletin Boards section for the Employee Handbook was made by Kalnicky, seconded by Spindel.

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

Approval of Contest and Program Prizes Section for the Employee Handbook

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

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

Approval of Education Assistance Section for the Employee Handbook

A motion to approve repeal the existing Education Assistance section in the Employee Handbook and approve the revised Education Assistance for the Employee Handbook was made by Newell, seconded by Spindel.

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

Approval of Emergency Closings Policy Section for the Employee Handbook

A motion to repeal the existing Emergency Closings section in the Employee Handbook and approve the revised Emergency Closings section for the Employee Handbook was made by Kalnicky, seconded by Bermejo.

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

Approval of Visitors at the Workplace Section for the Employee Handbook

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

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

Approval of Workplace Violence Policy Section for the Employee Handbook

A motion to repeal the existing Violence in the Workplace section in the Employee Handbook and approve the revised Workplace Violence Policy section for the Employee Handbook was made by Newell, seconded by Spindel.

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

Approval of Request to Travel for Trustees to 2019 Illinois Library Association Trustee Forum Workshop – March 16, 2019

A motion to approve the request to travel for Trustees to the 2019 Illinois Library Association Trustee Forum Workshop on March 16, 2019 was made by Spindel, seconded by Newell.

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

Approval of Permanent Polling Place Agreement with Will County

A motion to approve the Permanent Polling Place Agreement with Will County was made by Spindel, seconded by Kalnicky.

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

LIBRARY PROJECTS

Mills updated the Board on the 2nd floor Computer Lab remodel. Building Manager, Tasos Priovolos continues to work with our architect, Sheehan Nagle Hartray. The blueprints will be available in early January. Mills plans to bring all cost estimates to the Board in February 2019.

CORRESPONDENCE

The Bugle published an article about Fountaindale Public Library receiving accolades from two respected institutions.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – December, 2018

Bills paid for the month of December in the amount of \$79,848.34 was presented for approval. Motion to approve was made by Prodehl, seconded by Spindel.

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

Bills Payable Report – December, 2018

Bills payable for the month of December in the amount of \$205,343.91 was presented for approval. Motion to approve was made by Spindel, seconded by Kalnicky.

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

DIRECTOR'S REPORT – November, 2018

Mills reported that IMRF (the Illinois Municipal Retirement Fund) has decided to reduce its assumed rate of return on investments to 7.25% from 7.5%. This will likely translate into higher rates for the District in calendar year 2020.

Mills also discussed the included HR Source article about the possibility of a higher minimum wage in 2019. Lea Pottle and Mills have been reviewing this.

Mills noted the RAILS (Reaching Across Illinois Library System) standards included in the Board Packet. This year is a data collection year only. Mills said that the standards may serve as aspirational goals for libraries in RAILS.

Trustee Prodehl discussed the dinosaur programs in November and also discussed a forthcoming sequel to “Lawyers in the Library.” Prodehl noted that the first available date for the program is June 1, 2019 and this highlighted the need for more meeting room space.

UNFINISHED BUSINESS

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

A motion for final approval of request to travel for Trustees Spindel, Newell and Danhof to the 2019 American Library Association Midwinter Meeting in Seattle, WA from January 25-29, 2019 was made by Spindel, seconded by Prodehl.

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

REPORTS

Building – None.

Finance – None.

Strategic Plan – The liaisons met earlier this week. There are just a few changes which will be brought to the Board for approval next month.

Personnel – None.

ANNOUNCEMENTS

Community Service Council (CSC) has partnered with the Will County Veterans' Assistance Commission to work with all veterans in Will County beginning January 17, 2019.

The next Illinois Library Association Legislative Meet-up will take place on February 1, 2019 at Tinley Park Library.

The Museum and Library Services Act was passed on December 19. The new legislation approves the Institute of Museum and Library Services until the year 2025.

EXECUTIVE SESSION

A motion was made by Spindel, seconded by Kalnicky, to enter Executive Session at 7:37 p.m. for 5 ILCS 120/2 (c) (21) “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.” and for Litigation 5 ILCS 120/2 (c) (11) “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

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

A motion was made by Spindel, seconded by Bermejo, to return to Open Session at 7:51 p.m.

OPEN SESSION

Approval of Report on Review of Closed Meeting Minutes

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

A motion to approve the report on review of the closed meeting minutes was made by Spindel, seconded by Kalnicky.

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

ADJOURNMENT

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

MINUTES of a regular public meeting of The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, held at the Bolingbrook Public Library Building, 300 West Briarcliff Road, Bolingbrook, Illinois, in said Library District at 7:00 o'clock P.M., on the 17th day of January, 2019.

* * *

The meeting was called to order by the President, and upon the roll being called, Margaret J. Danhof, the President, and the following Library Trustees were physically present at said location: _____.

The following Library Trustees were allowed by a majority of the members of The Board of Library Trustees in accordance with and to the extent allowed by rules adopted by The Board of Library Trustees to attend the meeting by video or audio conference: None.

No Library Trustee was not permitted to attend the meeting by video or audio conference.

The following Library Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____.

The President announced that the next item of business before The Board of Library Trustees was the consideration of an ordinance abating a portion of the tax heretofore levied for the year 2018 to pay the principal of and interest on the District's outstanding General Obligation Library Building Bonds, Series 2008.

Whereupon Library Trustee _____ presented and read by title an ordinance as follows, a copy of which was provided to each Library Trustee prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NUMBER 2019-1

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2018 to pay the principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

* * *

WHEREAS, The Board of Library Trustees (the “*Board*”) of the Fountaindale Public Library District, Will and DuPage Counties, Illinois (the “*District*”), by Ordinance Number 2008-3 adopted on the 8th day of October, 2008 (the “*Bond Ordinance*”), did provide for the issue of \$10,000,000 General Obligation Library Building Bonds, Series 2008 (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, on the 17th day of October, 2008, a duly certified copy of the Bond Ordinance was filed in the office of the County Clerk of Will County, Illinois (the “*Will County Clerk*”), and on the 20th day of October, 2008, a duly certified copy of the Bond Ordinance was filed in the office of the County Clerk of DuPage County, Illinois (the “*DuPage County Clerk*”); and

WHEREAS, the District has surplus funds in the “Library Bond and Interest Fund of 2008” (the “*Bond Fund*”) established pursuant to Section 10 of the Bond Ordinance for the purpose of paying the principal of and interest on the Bonds; and

WHEREAS, it is necessary and in the best interests of the District that a part of the tax heretofore levied for the year 2018 to pay the principal of and interest on the Bonds be abated:

NOW, THEREFORE, Be It Ordained by The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Abatement of Tax. A portion of the tax heretofore levied for the year 2018 in the Bond Ordinance shall be abated by that amount representing surplus funds in the Bond Fund, and the amount of the tax levied in Section 9 of the Bond Ordinance for the year 2018 to pay the principal of and interest on the Bonds, the amount of the tax to be abated for said year, and the remainder of the tax levied which is to be extended for said year to pay the principal of and interest on the Bonds are as follows:

YEAR	AMOUNT LEVIED	AMOUNT OF TAX TO BE FURTHER ABATED	REMAINDER OF TAX TO BE EXTENDED
2018	\$1,261,240	\$465,784	\$367,816

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the Will County Clerk and with the DuPage County Clerk (collectively, the “County Clerks”), and it shall be the duty of the County Clerks to abate said tax levied for the year 2018 in accordance with the provisions hereof and as shown hereinabove in Section 2 hereof.

Section 4. Superseder and Effective Date. All ordinances, resolutions and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded; and this Ordinance shall be in full force and effect immediately upon its adoption.

Adopted January 17, 2019.

Recorded in the District records on January 17, 2019.

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

Attest:

Steven J. Prodehl
Secretary, The Board of Library Trustees

Library Trustee _____ moved and Library Trustee _____ seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Library Trustees voted AYE:

_____.

NAY: _____.

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Steven J. Prodehl
Secretary, The Board of Library Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of The Board of Library Trustees (the “Board”) of the Fountaindale Public Library District, Will and DuPage Counties, Illinois (the “District”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of January, 2019, insofar as same relates to the adoption of Ordinance Number 2012-4 entitled:

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2018 to pay the principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

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 an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, 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 Public Library District Act of 1991 of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 17th day of January, 2019.

Steven J. Prodehl
Secretary, The Board of Library Trustees

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Will, Illinois, and as such official I do further certify that on the ____ day of _____, 2019, there was filed in my office a duly certified copy of Ordinance Number 2019-1 entitled:

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2018 to pay the principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

duly adopted by The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, on the 17th day of January, 2019, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2019.

County Clerk

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DuPage, Illinois, and as such official I do further certify that on the ____ day of _____, 2019, there was filed in my office a duly certified copy of Ordinance Number 2019-1 entitled:

AN ORDINANCE abating a portion of the tax heretofore levied for the year 2018 to pay the principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois.

duly adopted by The Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois, on the 17th day of January, 2019, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2019.

County Clerk

(SEAL)

RESOLUTION NO. 2019-1

A RESOLUTION APPROVING AND AUTHORIZING (1) PMA FINANCIAL NETWORK, INC. AND PMA SECURITIES, INC. TO PROVIDE INVESTMENT SERVICES AND (2) EXECUTION OF THE DECLARATION OF TRUST ESTABLISHING THE ILLINOIS PUBLIC RESERVES INVESTMENT MANAGEMENT TRUST

WHEREAS, the Board of Trustees (“Board”) of the Fountaindale Public Library District (the “Entity”), deems it to be in the best interest of the Entity for its treasurer to make use, from time to time, of investments which are legal under the Constitution and laws of the State of Illinois (the “State”), including through participation in joint investments permitted by the Constitution and laws of the State; and

WHEREAS, this Board deems it to be in the best economic and administrative interest of this unit of local government for its treasurer to make use of, from time to time, PMA Financial Network, Inc. and PMA Securities, Inc. in securing investments in accordance with an Investment Policy presented to the Board as it may be amended from time to time; and

WHEREAS, separately, certain political corporations or subdivisions intend to enter into a Declaration of Trust establishing the Illinois Public Reserves Investment Management Trust (the “Fund”), for the purpose of combining their respective available investment funds so as to enhance the investment opportunities available to them and increase the investment earnings accruing to the benefit of the respective municipalities on behalf of which they acted; and

WHEREAS, the Fund is an investment opportunity for political corporations or subdivisions of the State of Illinois excluding school districts, community college districts and educational service regions (called “Participants”); and

WHEREAS, the authority for the Participants to jointly invest their funds in the Fund comes from the following sources:

- (i) Article VII, Section 10 of the Constitution of the State of Illinois provides, among other things, that the State shall encourage intergovernmental cooperation and use its technical and financial resources to assist intergovernmental activities among its units of local government; and
- (ii) The Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), as amended, provides a statutory framework that supplements the constitutional grant of intergovernmental cooperation powers, and provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, *provided* that such contract shall be authorized by the governing body of each party of the contract and shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties; and

- (iii) The Illinois Municipal Code (65 ILCS 5/3.1-35-50) (the “Municipal Code”), as amended, provides among other things, that the corporate authorities of each municipality may exercise jointly, with one or more other municipal corporations or governmental subdivisions or districts, all of the powers set forth in the Municipal Code including, among other things, that each State municipal treasurer is permitted to join with other municipal treasurers or municipalities for the purpose of investing the municipal funds of which the treasurer has custody;
- (iv) The Local Government Debt Reform Act (30 ILCS 350/1 *et seq.*), provides that “a governing body may authorize and upon such authorization the treasurer of any governmental unit may . . . join with the treasurers of other governmental units for the purpose of jointly investing the funds of which the treasurer has custody.”

WHEREAS, the Fund’s assets can only be invested in instruments authorized by the Public Funds Investment Act (30 ILCS 235/1 *et seq.*), as amended; and

WHEREAS, the Fund’s Declaration of Trust shall set forth fully the purposes, powers, rights, objectives and responsibilities of the Participants; and

WHEREAS, no public entity shall become a Participant in the Fund unless and until such public entity, including the Entity, has adopted and authorized the Declaration of Trust; and

WHEREAS, the Participants anticipate that other municipal treasurers (i.e. those persons officially charged with the collection, receipt, tabulation, custody, deposit, investment or disbursement of municipal funds) or official custodians of municipal funds may wish from time to time to become Participants; and

WHEREAS, this Board deems it necessary and in the best interests of the Entity to participate in the Fund, including any series thereof, by having the Entity become a Participant.

NOW, THEREFORE, BE AND IT HEREBY IS RESOLVED, AS FOLLOWS:

RESOLVED, that the preambles to this Resolution are hereby found and determined to be true, correct and complete and are hereby incorporated into the text of this Resolution; and it is

RESOLVED, that the officers or employees of the Entity may make use of investments permitted under the Constitution and laws of the State, and that which are also permitted by the Investment Policy of the Entity, including the programs of PMA Financial Network, Inc. and PMA Securities, Inc. (collectively, the “PMA Programs”); and it is

RESOLVED, that monies of the Entity may be invested, at the discretion of the officers or employees of the Entity, through the intermediaries PMA Financial Network, Inc., PMA Securities, Inc. and Prudent Man Advisors, Inc.; and it is

RESOLVED, that the Entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with third-party financial institutions participating in the PMA Programs, and it is

RESOLVED, that monies of the Entity may be deposited in third-party financial institutions, from time to time in the discretion of the Entity's officers and employees, pursuant to the PMA Programs, and PMA Financial Network, Inc. and PMA Securities, Inc. are authorized to act on behalf of the Entity as its agent with respect to such accounts and agreements; and it is

RESOLVED, that the Entity is hereby authorized to become a Participant of the Fund; and it is

RESOLVED, that officers or employees of the Entity are hereby empowered and directed to execute the Declaration of Trust establishing the Fund at such time the Declaration of Trust is executed; and it is

RESOLVED, that the officers or employees of the Entity are hereby empowered to take any and all actions to invest the Entity's available funds from time to time in the Fund and withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and it is

RESOLVED, that the officers or employees of the Entity are hereby empowered and directed to execute and deliver all documents, certificates and other instruments necessary to further the intent and purpose of this Resolution; and it is

RESOLVED, that all resolutions or motions in conflict herewith are hereby superseded to the extent of such conflict, and that this Resolution shall be in full force and effect forthwith upon its adoption.

The following individuals, or their successors, currently holding the office or position are designated as “Authorized Officials” with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of the Entity:

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

Kathryn J. Spindel
Treasurer, Board of Trustees

Paul D. Mills
Executive Director, Fountaindale Public Library District

Jennie Nguyen
Finance Manager, Fountaindale Public Library District

PASSED this 17th day of January 2019.

AYES:

NAYS:

ABSENT:

APPROVED this 17th day of January 2019.

ATTEST:

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

Steven J. Prodehl
Secretary, Board of Trustees

[Seal]



ILLINOIS PUBLIC RESERVES INVESTMENT MANAGEMENT TRUST™

Guarding, guiding and growing your investments

IPRIME BENEFITS

- Daily Liquidity
- Expected to be AAAM Rated by Standard & Poor's
- ACH Direct Deposit of County, State and Federal Tax Disbursements
- Online Reporting Access
- Self-Directed Wire Transfers
- Fixed-Income Investment Platform
- Cash Flow Management
- Bond Proceeds Management (PMA Securities)
- Credit Risk Analysis

About IPRIME

A Complete Line of Value Added Services

The Illinois Public Reserves Investment Management Trust™ (IPRIME™) referred to as “the Fund” is an investment pool for Municipal Treasurers acting on behalf of counties, townships, cities, towns, villages, libraries, park districts, water supply districts, fire protection districts, sanitary districts, housing authorities and other municipal subdivisions of the State of Illinois. The Fund is expected to launch February 1, 2019.

The Investment Shares Series will be comprised of money market instruments having a maximum remaining maturity of one year (except U.S. government obligations that may have remaining maturities of up to two years). The primary objectives of the Investment Shares Series are to offer the highest possible investment yield, protect principal, preserve liquidity, and maintain Standard & Poor's highest local government investment pool rating of AAAM. In addition, the fund offers access to PMA Financial Network's Fixed Income and Deposit Programs.

IPRIME Products & Services

Investment Shares Series

The Investment Shares Series will offer a competitive yield, requires no minimum balance, and allows unlimited withdrawals. We expect this conservatively-managed portfolio to be rated AAAM by Standard & Poor's. The Investment Shares Series is designed to meet your daily liquidity needs.

With the experience and expertise of PMA, the Investment Shares Series grants our investors access to a powerful investment management team that functions with a high standard of vision, synergy, and quality.

VISIT US AT

www.iprimetrust.org
www.pmanetwork.com

CONTACTS



Courtney Soesbe
Vice President,
Senior Relationship Officer

o 630.657.6421
f 630.718.8701

csoesbe@pmanetwork.com

2135 CityGate Lane, 7th Floor
Naperville, IL 60563
www.pmanetwork.com



PMA Financial Network, Inc. | PMA Securities, Inc. | Prudent Man Advisors, Inc.
Member FINRA, SIPC | Registered Investment Advisor



Tim Matthew
Associate Vice President,
Relationship Management Officer

o 630.657.6427
f 630.718.8701

tmatthew@pmanetwork.com

2135 CityGate Lane, 7th Floor
Naperville, IL 60563
www.pmanetwork.com



PMA Financial Network, Inc. | PMA Securities, Inc. | Prudent Man Advisors, Inc.
Member FINRA, SIPC | Registered Investment Advisor



Erik Stoltz
Institutional Investment
Sales Manager-IL

o 630.657.6434
f 630.718.8701

estoltz@pmanetwork.com

2135 CityGate Lane, 7th Floor
Naperville, IL 60563
www.pmanetwork.com



PMA Financial Network, Inc. | PMA Securities, Inc. | Prudent Man Advisors, Inc.
Member FINRA, SIPC | Registered Investment Advisor

Term Series Pools

The IPRIME Board of Trustees has authorized the creation of an unlimited number of investment pools labeled Term Series. Each Term Series will be comprised of statute allowable investments and will have a designated maturity of between 30 days and three years.

Fixed Income Investments

IPRIME Participants also have the option to invest in Certificates of Deposits with FDIC insurance up to the \$250,000 limit, Certificates of Deposits secured by a FHLB Letter of Credit (for large block investing), collateralized deposits, U.S. Government Treasury securities, U.S. Government Agency securities, and other fixed rate instrumentalities allowable under Illinois state statute.

Cash Flow Management Program

Give your municipality a complete and accurate analysis of its cash flow forecast so you can invest confidently and with a purpose.

Bond Proceeds Management Program

Maximize your bond issuance efficiency with a comprehensive investment and arbitrage management program for bond proceeds through PMA Securities, Inc.

Discover the Power of IPRIME

PMA Financial Network and its affiliate companies have earned a well-deserved reputation among municipal entities in Illinois. As investment advisor of the Fund, Prudent Man Advisors is known for excellent performance built around the safety, liquidity and yield that public sector officials depend on and expect.



www.iprimetrust.org

Securities, public finance services and institutional brokerage services are offered through PMA Securities, Inc. PMA Securities, Inc. is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. Prudent Man Advisors, Inc., an SEC registered investment adviser, provides investment advisory services to local government investment pools. All other products and services are provided by PMA Financial Network, Inc. PMA Financial Network, Inc., PMA Securities, Inc. and Prudent Man Advisors (collectively "PMA") are under common ownership.

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FOUNTAINDALE PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

Fountaindale Public Library District provides items on loan to serve the needs of the Fountaindale community for the purposes of education, enrichment and discovery. Use of Library items is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of circulating items by individuals whose activities interfere with Library operations, adversely affect public safety or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy as it deems necessary and appropriate.

CONFIDENTIALITY OF BORROWERS RECORDS

Fountaindale Public Library District recognizes the rights of its borrowers to freedom of access to library items. Library borrowers' records are confidential and shall not be made available to any outside agency, group or person to the extent provided by law.

As designated in the Patron Association guidelines below, individual patrons may grant access for hold pick up to their family members or other designees. Parents/guardians will be granted access to their children's records up to and through age 17.

Cards that are presented by anyone other than the borrower or an associated borrower may be reclaimed by Fountaindale Public Library District.

Account PINs can only be changed by the borrower when presenting a Photo ID or when the account has an accompanying patron photograph.

Cards must be in good standing in order for patron to have full benefits. A card that is not in good standing is considered delinquent. Delinquency is defined by having fines over our acceptable threshold, including collection agency fees.

PATRON PHOTOGRAPHS

As an identity theft precaution, the Library will photograph residents for the sole purpose of including the photograph as an identifying piece in our borrower database.

Photographs will be taken at the time of patron registration and may be updated upon renewal of library cards. Patron photographs must be on file for select library privileges/services including, but not limited to, checking out Studio 300 and other equipment.

PATRON ASSOCIATIONS (ACCOUNT LINKING)

Parents/guardians are responsible for activity on their children's accounts. The Library reserves the right to associate (link) the accounts of parents and/or guardians to the accounts of their children under the age of 18. Children who are associated with their parents may not verify or update contact information on their parents' accounts.

Parents who are associated with children may not present the child's card for general checkout if the parent(s) card has a delinquent status.

Adult borrowers (age 18 and older) may grant the Library permission to associate their own account to the account of other designees of their own choosing. In creating these associations, adults give permission to other adults with whom they are linked to use their personal library cards for holds pickup, to check on or pay fines and fees. General checkout on an adult's card by someone other than the cardholder is not permitted.

Associations may only be requested by adults who are both physically present and provide photo ID.

The Library reserves the right to associate and block from use all patron accounts belonging to the same address based on the delinquency of any one patron account until all accounts in the household are in good standing.

GUIDELINES FOR BORROWERS

Borrowers apply for the right to use the services and facilities of Fountaindale Public Library District and agree to abide by the rules of the Library, to pay all fines and fees charged to their accounts (as well as all Juvenile and Young Adult accounts linked by association) and to promptly inform the library of a lost card, change of address or change of personal contact information such as email and phone number.

Borrowers understand that they are solely responsible for items checked out with their card.

A child's parent/legal guardian will assume responsibility for charges incurred while the child (age 17 and younger) is or was in their care. Parents may temporarily suspend or permanently cancel a child's account at any time, however charges remain the responsibility of the parent/legal guardian.

APPLYING FOR A LIBRARY CARD

Residents of Fountaindale Public Library District are encouraged to begin the library card application process by visiting the Library with two pieces of identification with current residency along with a valid photo ID. Acceptable pieces of identification are listed in [Appendix 1](#). They may also choose to initiate the registration process online. Residents will be asked to visit the library to verify their application with the documentation listed in [Appendix 1](#) within 30 days.

ANY RESIDENT AGE 18 OR OLDER of the Library District may obtain a borrower's card by completing an application and furnishing two pieces of identification with current residency along with a valid photo ID. Acceptable proofs of current residency are listed

in [Appendix 1](#). Proof of residency must contain a street address; no P.O. boxes will be accepted.

ANY RESIDENT AGE 17 AND YOUNGER may obtain a borrower's card when accompanied by a parent or legal guardian, who will provide the appropriate identification and sign the application on his or her behalf. Children of shared legal guardianship may have up to two library cards, provided that one or both addresses fall within the boundaries of the Library District.

BUSINESS, INSTITUTIONS AND/OR LOCAL ENTITIES — Owners or administrators of businesses, institutions or entities located within the Library District boundaries may obtain a business card upon furnishing appropriate documentation and showing a valid photo ID (see [Appendix 1](#)). A business library card is valid for one year. The business owner or institution shall be responsible for payment of any lost, damaged items, or fines. The library reserves the right to associate the business library card with the owner's personal library card, when applicable. If the personal card is not in good standing, the business library card will be blocked. Only one library card will be issued per business.

PROPERTY OWNERS — Individuals who own property that is not their primary residence within the Library District boundaries may obtain or renew a borrower's card annually by furnishing a valid photo ID in addition to their property tax bill. The library reserves the right to associate the property owner's library card with the individual's personal library card within the Pinnacle system. If the personal card is not in good standing, the property owner's library card will be blocked. A property owner who has already been issued a Fountaindale Public Library District resident card will not be issued a property card. Only one library card will be issued per taxable property.

SCHOOL — The Administrator or Library/Media Center Director of a public school that lies within the Fountaindale Public Library District can apply for a school account, and can extend account access to teachers and faculty by providing their names on an

annual basis. The institution will be responsible for the addition/deletion of names from the approved list of users. The library will not check out to individuals whose names do not appear on said list. Institutions are responsible for all lost and damaged library items borrowed by teachers and faculty who use the card. Borrowing privileges are valid for one year from August 1st through July 31st. Teachers and faculty may check out items for educational purposes and classroom use only. Loan periods for teachers and faculty are extended to four weeks. Interlibrary loan items and select equipment may not be checked out on these accounts. Any cards issued to teachers and faculty are only valid at the Fountaindale Public Library and cannot be used to check out materials at any other library.

TEMPORARY VISITORS AND RESIDENTS IN TRANSITION — Seasonal visitors or residents in transition temporarily residing within Library District boundaries will be eligible to obtain a temporary borrower's card for all library services upon providing a photo ID or letter from a social service agency/temporary employer. Additionally, the temporary visitor will need to bring in a piece of mail or other acceptable evidence of residency to gain library privileges or the Library will mail a postcard to confirm residency which will need to be returned by the temporary visitor. This process will need to be repeated every 90 days in order to extend privileges.

NON-RESIDENT BORROWER — Eligibility for this type of card is also subject to the appropriate provisions of Illinois state Statutes. Any person who does not already pay taxes for library service may obtain a borrower's card by completing an application and furnishing two pieces of identification along with a valid photo ID as listed in [Appendix 1](#) and paying the non-resident fee currently in effect. All members of a non-resident borrower's household are then entitled to individual borrower cards without additional payment. Payment of the non-resident fee entitles the borrower to all library services.

RECIPROCAL BORROWER — Any person presenting a current photo ID along with a valid borrower's card from a library participating in the Illinois reciprocal borrowing

program may obtain reciprocal borrowing privileges upon completion of a Fountaindale Public Library District application. Reciprocal borrowing privileges are valid for one year, or until the expiration date on the reciprocal borrower's home library account, whichever comes first. Privileges will be denied if the patron's home library deems their card to not be in good standing. Interlibrary loan and select equipment and services will not be granted to reciprocal borrowers. Reciprocal borrowers are also eligible for an Access Card which, for an annual fee, provides the same privileges to non-residents for Fountaindale services and programs as a resident cardholder, in addition to the borrowing privileges already extended to non-residents with the use of their home library card. Details are listed in the [Access Card Policy](#) on our website.

ADDRESS CHECK

A renewal of account information is required every three years unless specified otherwise below. A valid photo ID with the borrower's name and current address must be shown in person at this time. Two pieces of current mail will be needed if the photo ID address does not match the address on the account.

REPLACEMENT OF LOST AND/OR DAMAGED LIBRARY CARDS

It is the responsibility of the borrower to immediately report lost cards to the Library.

The borrower may use electronic versions of their library cards. The borrower remains responsible for the use of the card and the account with such usage.

Persons age 12 and older can replace lost or damaged Fountaindale Library cards upon presentation of a current photo ID.

Parents/legal guardians can present their own photo ID on behalf of their children up to and through age 17 to be issued a replacement card without the child present.

There is no cost for replacement cards.

LENDING POLICIES

Items from our Library collection circulate from five days to three weeks depending on type.

Items from our Outreach collection circulate for four weeks.

Special loan periods and limits on number of items are set based on demand.

Newspapers, reference and local history items do not circulate. Overnight or weekly use of items in the reference collection may be authorized by the librarian on duty. Select equipment circulates in-house only.

ITEM RENEWALS

Circulating items may be renewed by contacting the Library or online. Renewal limits are set by the library according to material type. Items that may not be renewed include those that others are actively waiting for, Studio 300 equipment and other specialty equipment and materials.

FINE FREE AND OVERDUE ITEMS

Fines shall be charged for each day an item is overdue with the exception of items that circulate from the Outreach collection. Items borrowed with a school card will not accrue fines. Items that are overdue are assessed fines according to the schedule in [Appendix 2](#). Fines will not accrue on days the library is closed.

A borrower account with overdue items may be blocked from use with privileges suspended until the item is returned and/or account charges are paid.

BILLED, LOST AND DAMAGED ITEMS

Non-equipment items that are billed or lost and have not yet been paid for may be returned.

Items that are billed or lost will be charged to the borrower according to the price stated in the item record. For items (excluding equipment and kits) owned by the district for more than 2 years, the charge will be reduced to 50% of the price stated in the item record when borrower pays in person at the Circulation Desk. Borrowers will be blocked from use with privileges suspended until the account charges are paid.

Patrons who return Fountaindale Library items in good condition within 90 days of paying for them will receive a refund on the cost of the item. Payments made by credit or debit cards shall be refunded as credits to the borrower's credit/debit card accounts, which typically takes up to two billing cycles to post.

The Library will determine when an item is damaged beyond repair and when damaged items are the responsibility of the borrower to pay for according to the price in the item record. The damaged item may be returned to the borrower if requested within 30 days.

Replacement copies will at times be accepted in lieu of paying for damaged or lost items. Replacement items will not be accepted after lost or damaged items have been paid. Replacement copies must be the same edition and format. Borrowers who wish to use this option must first contact the library prior to purchasing a replacement copy.

COLLECTION AGENCY

The library utilizes collection agency services for adult patron accounts with charges in excess of \$24.99. An additional non-refundable fee will be automatically added to the patron account when the account is sent to the collection agency. Non-equipment items in good condition can still be returned once an account is in collections. All library privileges will be suspended until the account is paid in full. Payment plans may be arranged with the Circulation Manager at the Library's discretion.

FAILURE TO COMPLY

Fountaindale Public Library District staff reserves the right to invalidate a library account and to grant temporary extensions of account privileges in appropriate circumstances.

DAMAGES AND LIABILITY

Any individual shall be held responsible for willful or accidental damage to the Library collections caused by the individual and/or when checked out to their account or accounts for which they are responsible.

APPEAL AND REVIEW

The Board of Trustees of Fountaindale Public Library District will review the Circulation Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the circulation of items and procedures as related to lending and borrowing.

Any appeals for changes to, or exceptions to, any portion of the Circulation 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 JANUARY 2, 2019

FOUNTAINDALE PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

APPENDIX 1 — ACCEPTABLE IDENTIFICATION FOR OBTAINING A LIBRARY CARD

Residents of Fountaindale Public Library District must present one valid photo ID and one additional piece of documentation. If valid photo ID does not have current address, two additional pieces of documentation showing current address will be needed.

ACCEPTABLE PHOTO ID

- Government-issued photo ID with current address
- Driver's license (traffic ticket not accepted as a replacement)
- Temporary secure paper license
- State ID card or temporary secure State ID card
- Firearms Owner Identification (FOID) Card
- Park District ID
- Pilot's License
- Passport with recent picture
- Permanent Resident or Immigration Card
- School-issued ID (current year)

ACCEPTABLE DOCUMENTATION SHOWING CURRENT ADDRESS

- AARP Card
- Bills: Cable TV, Credit card, Utility (current or last month, paper or electronic)
- Current car registration
- Driver's permit
- Insurance card (with address, paper or electronic)
- Mortgage papers or rental lease
- School registration (recent)
- Voter's identification

ACCEPTABLE DOCUMENTATION FOR A BUSINESS, INSTITUTION OR LOCAL ENTITY ACCOUNT

- Business License
- Letter of Incorporation
- Rental Agreement

- Property Tax Bill
- Photo ID that matches with individual listed on document above. When applicable, a letter written by the administrator or owner deputizing another employee to create the account may be included. The deputized person would then need a photo ID.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

APPENDIX 2 — Fine Schedule

\$0.10 per day (up to \$5) per item: All books, audiobooks, magazines, puppets, puzzles, audiovisual items such as DVDs, Blu-rays, music CDs, Playaways, etc.

\$1 per day (up to \$10) per item: Launchpads, eBook Readers, streaming media devices, and Video Games

\$2 per day (up to \$75) per item: Mobile hotspots

\$5 per day (up to \$25) per item: Tablets, laptops, and Studio 300 equipment

The maximum fine charges listed above do not limit the total charge for an item if the item is lost or damaged.

Fountaindale Public Library District



Strategic Plan: January 2014 to July 2019

December 2013
(Amended January 2019)
Bolingbrook, Illinois

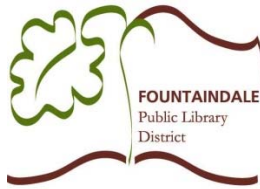


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East side of third floor, Fountaindale Public Library



FOUNTAINDALE Public Library District

300 W. Briarcliff Road
Bolingbrook, IL 60440
Phone: 630-759-2102
Fax: 630-759-6180
TDD: 630-754-4949
Email: info@fountaindale.org
Website: www.fountaindale.org

Dear Reader,

Welcome to the Fountaindale Public Library District's Strategic Plan. Our plan was developed collaboratively through both a survey and focus groups that solicited and received feedback from all of the key stakeholders in our library – our Patrons, our Friends, our Community Leaders, our Staff, and our Board. We are grateful to all of the participants for their time, thoughtfulness, and energy in the development of our plan. We also owe a special thanks to the Strategic Planning Committee members without whom we would not have this plan.

Our Strategic Plan will be our guide for developing and delivering outstanding services for our community, and we thank you for taking the time to read it.

Kindest Regards,

Margaret J. "Peggy" Danhof
Board President

Paul Mills
Executive Director

BOARD OF TRUSTEES

Peggy Danhof <i>President</i>	Robert Kalnicky <i>Vice President</i>	Kathy Spindel <i>Treasurer</i>	Gayle Graske <i>Secretary</i>	Thomas Gilligan <i>Trustee</i>	Ruth Newell <i>Trustee</i>	Steven Prodehl <i>Trustee</i>
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Executive Summary

Overview

In 2011, the Fountaindale Public Library District fulfilled a seven-year quest to expand the library space and the services offered by building, equipping, staffing, and opening a new library. After two years of settling into the new building, the library began a new journey initiated by a strategic planning process to refocus the library on a desired future direction over the next four years. The strategic planning process was guided by a three-person strategic planning committee (See Appendix B, Strategic Planners) and was conducted in three phases--Assess Current State, Develop Draft Strategic Plan, and Publish Strategic Plan.

Assess Current State

To develop an understanding of the current state of the library, data was collected by two methods during August 2013. The first collection method was a self-select electronic survey resulting in 420 respondents. The second method gathered information through ten focus group sessions representing seven stakeholder groups resulting in 165 contributors. The current state assessment identified the following key strategic challenges facing the Fountaindale Public Library District:

- Providing consistent, high-quality services during times of uncertain funding.
- Demonstrating the library's relevance and benefit to the community.
- Empowering the staff to meet patron high-tech and high-touch expectations.
- Integrating appropriate technologies into library services and products.
- Providing digital media within an environment of legal and economic constraints.

Develop Draft Strategic Plan

During October 2013, the strategic planners convened at the library to develop a Draft Fountaindale Public Library District Strategic Plan for the period January 2014 to December 2017. The planners drafted vision and mission statements, planning assumptions, and the goals and objectives.

Publish Strategic Plan

During November 2013, the strategic planners released the draft strategic plan for review and feedback by the community. Using this feedback, the planners improved the strategic plan and submitted the final version of the plan to the Board of Trustees for approval. The following strategic focus areas and goals represent the framework for the 22 objectives (pages 9 to 11) that serve as the roadmap for Fountaindale Public Library District over the next four years:

- Facilities: Maintain an attractive, safe, and high-functioning facility.
- Marketing: Foster community awareness of library services.
- Partnerships: Establish strong community partnerships.
- Services: Develop and deliver quality services.
- Staff: Engage and empower a patron-focused staff.

About Fountaindale Public Library District

Library History

The history of the Fountaindale Public Library District is strongly rooted in its citizens' desire for cultural improvement with civic pride and spirit necessary to make that desire a reality.

Fountaindale's origin goes back to 1967 when the communities of Bolingbrook and Romeoville were in the early stage of growth. Through the efforts of a small group of citizens, the Fountaindale Public Library District was officially formed in 1970 when the library opened in temporary space at Park View School in Romeoville. In a matter of three years the wishes of the citizens were realized.



Fountaindale Public Library entrance at night

The immediate challenge of the first elected Board of Trustees was to develop plans for library facilities in each community. The communities showed their continuing support for the library by approving a referendum in 1973 to construct two identical library facilities in each community.

The new libraries, which opened to the public in 1975, served the communities well for over thirty years. In 2004, during the long-range planning process, a Citizens Planning Committee strongly supported the need to expand the library, voicing a need for more space, more programs, more books, more technology and other related materials. In response, the Board of Trustees initiated a site survey, a telephone survey, a space-needs analysis and focus groups to assess the community's support of a new library in Bolingbrook and to determine if the present site could accommodate an expanded library. The results of these surveys demonstrated to the Board that the community was supportive of a new library, and the best location was the current library site. By 2005 the Board had contracted with Owners Services Group as the owner's representative and with Nagel Hartray as the architects. The project to build a new library was underway. The Board of Trustees voted in November 2007 to place a library funding referendum on the February 2008 primary election ballot. The election was held, and the referendum passed by a narrow margin when the absentee and provisional ballots were counted.

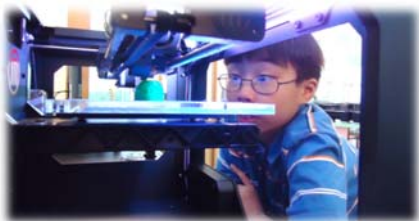
In August 2008, the Romeoville building was transferred to the then Des Plaines Valley Library District (now White Oak Public Library District) by court order. This action united most of the Village of Romeoville into one library district.

The ground breaking for the new Bolingbrook building was held in August 2009. Construction began when the site was cleared and temporary parking was installed. The new library opened on March 7, 2011. The old building was then demolished. This 114,000-square-foot building has become a focal point and cornerstone of the Bolingbrook community. Once again the residents expressed their needs and were rewarded with a modern building located within the Bolingbrook Village Campus area to serve the citizens for many decades to come.

The new building has received several awards since it opened. The American Institute of Architects presented the library with a citation of merit in the Distinguished Building Category, and the Brick Association presented the library with a Best in Class award for the Municipal/Government category. The library achieved LEED Gold Status for the building in 2012 as well. Additionally, the new building has been featured in several publications, and the library has also been honored by the Bolingbrook Chamber of Commerce with a Best of Bolingbrook Business Award in 2012.

Patron Profile

The Fountaindale Public Library District serves 67,683 patrons per the 2010 Census. The District's population is diverse and is forecast to continue to diversify. Approximately 83 percent of the population of the District is composed of families with children, and the District enjoys a high level of homeownership (77.2% in 2012). It is anticipated that the District's population will remain steady over the life of this Strategic Plan with anticipated growth being 1.5% over the next four years.



Services

The Fountaindale Public Library District provides a wide array of services to our community. We have a collection of over 350,000 items, access to a nationwide network of libraries, strong programming for all ages, and a high-tech audio-visual creative space.

Budget

The Fountaindale Public Library District operates on a budget of approximately \$7.9 million. The budget is available on the Fountaindale Public Library District web site. The overwhelming majority of the budget comes from local property taxes. Other sources of funding for the budget include fines and fees and grant funds from the State of Illinois.

Governance

The Fountaindale Public Library District Board of Trustees consists of seven members elected by library district residents. Each term is six years, and the Trustees serve without compensation. The Board of Trustees is the governing body of the library and bears fiduciary responsibility to its taxpayers.



*Back row, left to right: Robert Kalnicky, Ruth Newell, Thomas Gilligan, Kathy Spindel
Front row, left to right: Steven Prodehl, Peggy Danhof, Gayle Graske*

The Executive Director, who is hired by the Board, is responsible for the day-to-day management and operation of the library district.

Acknowledgement

We would like to thank the Strategic Planning Committee and all of the participants in our focus groups and in our survey for devoting their time and energy to make our library better and stronger. We would also like to thank Mr. Harry Christiansen of Christiansen Consulting, LLC, for his very capable and professional facilitation of this entire strategic planning process. The Fountaindale Public Library District Board of Trustees approved this plan.



Mission

The Fountaindale Public Library District inspires community through education, enrichment, and discovery.



Vision

Your exploration gateway.

Planning Assumptions

- Funding constraints will require the library to do more with less.
- Technological advances will impact library operations.
- Patron needs and expectations will increase.
- Legal and economic barriers will impede the library's ability to provide access to electronic resources.
- Patron access to electronic media will challenge the library in keeping the community engaged.
- The changing role of public libraries will impact the library's ability to convey its value to the community.



Goals and Objectives

Goal 1: Maintain an attractive, safe, and high-functioning facility.	
Facilities	<p style="text-align: center;">Objectives</p> <p>1.1: Beginning July 2014, implement an annual assessment and improvement plan for key building functions.</p> <p>1.2: By July 2015, improve functionality of drive-through.</p> <p>1.3: By December 2015, ensure reliability of bookmobile and outreach services.</p> <p>1.4: Beginning July 2016, implement an annual assessment and improvement plan for key technologies and equipment.</p> <p>1.5: By May 2016, make recommendation on future infrastructure of Outreach Services.</p> <p>1.6: By April 2019, create a disaster recovery plan.</p> <p>1.7: By June 2019, update facility, fixture, and equipment replacement plan.</p>

Goal 2: Foster community awareness of library services.

Marketing

Objectives

- 2.1:** By March 2014, establish a process for community dialogue.
- 2.2:** Beginning January 2015, annually evaluate and implement the most effective methods to communicate with the community.
- 2.3:** Beginning July 2015, strengthen participation in major community outreach events.
- 2.4:** Starting in January 2016, enhance the community's understanding of the value of the library.
- 2.5:** By November 2019 create a plan to celebrate the library's 50th anniversary.

Goal 3: Establish strong community partnerships.

Partnerships	Objectives
	3.1: Beginning January 2014, board members and select library staff will maintain their high level of involvement with state and national library-related organizations.
	3.2: Beginning July 2014, annually develop new and enhance current partnerships with local businesses and entities.
	3.3: By July 2015, begin a phased implementation of a library volunteer program.
	3.4: By July 2017, investigate feasibility of developing a library foundation and, if appropriate, establish a foundation.

Goal 4: Develop and deliver quality library services.

Services	Objectives
	4.1: Beginning July 2014, continually improve patron access to e-resources.
	4.2: Beginning July 2014, ensure collections and services match patron interests.
	4.3: Beginning January 2015, annually review and improve language services.
	4.4: By January 2015, implement a continual process improvement program for services.
	4.5: By June 2017, establish a self-publication service.
	4.6: By December 2018, create a space utilization report.
	4.7: By December 2018, determine the feasibility of becoming a passport acceptance center.

Goal 5: Engage and empower a patron-focused staff.

Staff	Objectives
	5.1: Beginning July 2014, continue to ensure the library remains a premier place to work.
	5.2: By December 2016, implement an improved staff performance evaluation process.
	5.3: By July 2015, enhance the patron-focused culture.
	5.4: By June 2018, implement a technology training program.
	5.5: By February 2019, conduct a staffing analysis and develop a staffing plan.

Appendix A: Board of Trustees

<u>Term Expires</u>	<u>Name/Address</u>	<u>Office Title</u>
2019	Margaret J. (Peggy) Danhof 650 Feather Sound Drive Bolingbrook, IL 60440	Board President
2015	Thomas Gilligan 610 Cochise Circle Bolingbrook, IL 60440	Trustee
2015	Gayle Graske 128 Springhill Drive Bolingbrook, IL 60440	Board Secretary
2017	Robert Kalnicky 1453 Somerfield Drive Bolingbrook, IL 60490	Board Vice President
2017	Ruth Newell 380 Ingleside Drive Bolingbrook, IL 60490	Trustee
2015	Steven Prodehl 349 Marian Court Bolingbrook, IL 60440	Trustee
2019	Kathy Spindel 445 N. Ashbury Avenue Bolingbrook, IL 60440	Board Treasurer

Appendix B: Strategic Planners

<u>Name</u>	<u>Affiliation</u>
* Gayle Graske	Secretary, Board of Trustees
* Robert Kalnicky	Vice President, Board of Trustees
* Paul Mills	Executive Director, Fountaindale Public Library
Jan Rieser	President, Friends of the Fountaindale Public Library
Kathy Schmidt	Building & Technical Services Coordinator, Fountaindale Public Library
Catherine Yanikoski	Deputy Director, Fountaindale Public Library
* Strategic Planning Committee	

Amendment History

June 24, 2014

Objectives 1.1 (language), 1.3 (language), 1.4 (language), 3.2 (language), and 3.3 (date).

September 23, 2014

Objective 5.2 (date).

February 18, 2016

Objective 1.5 (NEW), Objective 2.4 (date).

April 19, 2018

Objective 1.6 (NEW), Objective 1.7 (NEW), Objective 2.5 (NEW), Objective 4.6 (NEW), Objective 4.7 (NEW), Objective 5.5 (date).

January 17, 2019

Objective 1.6 (date), Objective 1.7 (date), Objective 2.5 (language), Objective 5.5 (date)

Point of Contact

Paul Mills

Executive Director

Fountaindale Public Library District

300 West Briarcliff Road

Bolingbrook, IL 60440

T: 630.685.4157

E: pmills@fountaindale.org

Discipline Action Policy- DRAFT

As an integral member of the District, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, and/or the District.

Whether employees are on duty or off, his or her conduct may reflect on the District. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

These rules and regulations, and others which may be established from time to time, are published to provide and promote understanding of what is considered unacceptable conduct. These rules are not all inclusive and unacceptable conduct not specifically covered by these rules may result in disciplinary action depending upon the circumstances. Any of the following acts of misconduct are in violation of the District's rules. Repeated violations of the same rule, violations of more than one rule in a single act, violations of different rules at different times and aggravating circumstances may be cause for accelerated disciplinary action.

These guidelines apply to all employees:

Group One Rules:

1. Stopping work before the specified end of the workday.
2. Loitering during work hours.
3. Regular failure to punch time card, or to otherwise accurately account for time worked.
4. Repeated failure to be at the work station at the scheduled beginning of the workday.
5. Smoking, eating or drinking in prohibited areas.
6. Creating or fostering unsanitary conditions.
7. Repeated failure to wear protective clothing and/or equipment as mandated by the district.
8. Unexcused Absenteeism.
9. Careless operation of district equipment and/or machinery.
10. Obscene, abusive, inflammatory or derogatory language. This includes the spreading of rumors and/or malicious gossip.
11. Horseplay during working hours.
12. Threatening and/or coercing fellow employees.
13. Leaving the building or assigned work area during working hours, with the exception of approved rest breaks and meal breaks, without the expressed permission of the supervisor/manager.
14. Unauthorized use of district property.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the District, based on violations either of the above or of any other of the District's policies, rules, or regulations, you will be subject to disciplinary action as follows:

First Offense
Second Offense
Third Offense
Fourth Offense

Verbal Warning
Written Warning
Disciplinary Suspension
Termination

The District is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

Group Two Rules

1. Refusal to obey a direct, reasonable order that pertains to an employee's position as described; insubordination.
2. Negligent actions that result in injury to co-workers or damage to district property.
3. Deliberate destruction or damage to district property.
4. Falsification of any kind or type of district records.
5. Falsification of time records, or the completion of time records for another employee.
6. Theft of district property, or the property of a co-worker.
7. Any violation of local, state or federal laws on district premises.
8. Immoral or indecent actions on district premises.
9. Fighting.
10. Failure to return from an absence on the agreed upon date.
11. Revealing any confidential district information.

When a violation of a Group Two Rule occurs the employee may be subject to immediate termination. Any illegal behavior shall be reported to law enforcement as appropriate.

An employee may be placed on investigative suspension when it is necessary for the District to conduct a full investigation to determine the facts of the case. An investigative suspension is a period of time, normally not to exceed five (5) working days, during which an employee is relieved of his or her job duties with pay pending an investigation of the employee's major incident(s) of non-performance, inappropriate behavior, and/or violation of District rules. However, an investigative suspension may be extended beyond five (5) working days as circumstances warrant.

Internal Complaint Procedure- DRAFT

It is the policy of the District to provide an effective and timely method for staff to bring forth workplace issues and concerns. These issues and concerns may include working conditions, performance, policies, procedures, or problems with co-workers or supervisors.

Complaints about harassment as defined by the District's Anti-Harassment and Anti-Discrimination policy will be investigated and resolved according to that policy.

If an employee believes that he or she has a legitimate work-related complaint, the employee must first attempt to resolve the issue(s) through discussions with his or her immediate supervisor.

The employee's immediate supervisor should provide fair and prompt consideration to the complaint. If a resolution to the complaint is not reached within a reasonable period of time, the employee may bring it to the attention of the next level supervisor or the Human Resources Manager as a formal complaint.

Employees must submit all formal complaints in writing. The document should describe the incident or complaint and the evidence upon which it is based.

The District will attempt to resolve the complaint while preserving the confidentiality and privacy of those involved to the extent feasible.

Employees who are not satisfied with the resolution, may submit in writing an appeal to the Executive Director, who will review the complaint and make a final decision.

Open Door Policy- DRAFT

The District has an open door policy for all employees. The purpose of this policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Employees are encouraged to openly discuss with their supervisor any problems, complaints, suggestions, or observations, so appropriate action may be taken. Discussion with an employee's immediate supervisor should occur first, but an open door policy means that he or she may also discuss issues and concerns with the next levels of management and/or the Human Resources Manager.

By listening to employees, the District is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions. While there may not be an answer or solution to every concern, employees have the opportunity to be heard by the District.

Employees who pursue his or her right to talk to any level of management will experience no retaliation.

Performance Improvement Plans- DRAFT

All employees are expected to meet the District's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the District's policies and procedures.

If an employee does not meet these standards, the District may, under appropriate circumstances, take corrective action, other than immediate dismissal. An employee's supervisor or manager may develop a performance improvement plan (PIP) to address these issues.

The intent of the PIP is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the District's policies and procedures and/or other disciplinary problems.

The employee's supervisor or manager, and the Human Resources Manager, as appropriate, will meet with the employee to review the PIP. The employee will be asked to sign an acknowledgment to confirm that they understand. If an employee does not improve performance as outlined in the PIP, further disciplinary action may be taken, up to and including termination.

An employee's work performance will be considered when determining his or her eligibility for a merit increase, promotion, or transfer.

Written Warnings- DRAFT

A written warning is a serious disciplinary action. A written warning is a letter from the Executive Director, or designated Manager, to an employee of the District in which the employee's unacceptable conduct is described. The warning will outline a course of corrective action that needs to be taken within a specific time frame.

The employee's supervisor and/or manager should discuss the problem and present a written warning to the employee in the presence of the Human Resources Manager. The employee will be advised of both the corrective action and the appropriate disciplinary action that will be taken if the problem is not corrected or reoccurs. The employee will be requested to acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments will be placed in the employee's personnel file maintained by the Human Resources Department.

Fountaindale Public Library District

Cash and Investment

December 31, 2018

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$290,108.41	\$373,809.61
Cash Checking/Payroll	\$31,492.47	\$160,038.20	\$191,530.67
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$450,275.86	\$567,769.53
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$236,849.21)	\$7,872,470.35
Investment - General/IL Funds/MM	\$67,203.39	\$2,007.41	\$69,210.80
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$23,680.18	\$52,673.84
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$58,340.84	\$2,017,339.16
Investment - Working Cash/BMO Harris MM	\$878.27	\$26.17	\$904.44
Investments - Working Cash/Madison	\$629,365.30	(\$3,729.52)	\$625,635.78
Investment - Working Cash/MM	\$22,179.12	(\$6,956.52)	\$15,222.60
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$6,274.08	\$422,895.34
Investment - Special Reserve/PMA	\$11,258,640.05	\$2,327,563.42	\$13,586,203.47
Total Investments	\$22,492,198.93	\$2,170,356.85	\$24,662,555.78
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	\$625,395.69	\$1,730,538.72
Total Bond Fund	\$1,105,143.03	\$625,395.69	\$1,730,538.72
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 Account	\$6,135.82	\$33,876.73	\$40,012.55
Total Building Project Fund	\$553,719.45	(\$513,706.90)	\$40,012.55
Total Cash and Investments	\$24,268,555.08	\$2,732,321.50	\$27,000,876.58

Special Res. PMA - 1.670%
 General - IL Fund - 2.328%
 Money Market BMO Harris - 2.298%

Bonds:
 Working Cash/Madison Bond Value/Rate: 12/2018 \$625,636 @ 1.95%

Fountaindale Public Library District

Revenue Report

December 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	\$73,281.31	\$4,022,918.73	99.73 %	\$4,033,911.00	\$10,992.27
Property Tax Dupage - 2017	\$1,365.80	\$79,582.45	96.67 %	\$82,325.00	\$2,742.55
Other Tax	\$4,448.43	\$44,772.79	13.40 %	\$334,070.00	\$289,297.21
Interest	\$48,484.79	\$306,093.72	176.80 %	\$173,131.00	(\$132,962.72)
Fines	\$5,021.84	\$33,668.77	134.68 %	\$25,000.00	(\$8,668.77)
Copy Machines	\$434.55	\$4,159.17	69.32 %	\$6,000.00	\$1,840.83
Fax Machine	\$411.69	\$3,645.18	72.90 %	\$5,000.00	\$1,354.82
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,715.07	\$12,030.66	75.19 %	\$16,000.00	\$3,969.34
Miscellaneous	\$233.39	\$11,651.51	93.21 %	\$12,500.00	\$848.49
Reimbursements	\$0.00	\$4,257.16	94.60 %	\$4,500.00	\$242.84
Board Reimbursements	\$0.00	\$48.80	9.76 %	\$500.00	\$451.20
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	\$135,396.87	\$4,522,828.94	50.45 %	\$8,965,211.00	\$4,442,382.06
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$77.75	\$508.03	0.00 %	\$0.00	(\$508.03)
Total Building Project Fund	\$77.75	\$508.03	0.00 %	\$0.00	(\$508.03)
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	\$23,529.61	\$1,291,702.84	99.71 %	\$1,295,466.00	\$3,763.16
Property Tax - Dupage 2017	\$442.71	\$25,795.03	97.57 %	\$26,438.00	\$642.97
Interest Bond Fund	\$3,468.32	\$14,542.55	145.43 %	\$10,000.00	(\$4,542.55)
Interest Rebate Payment - BAB	\$0.00	\$82,701.61	50.00 %	\$165,403.00	\$82,701.39
Total Bond Fund	\$27,440.64	\$1,414,742.03	48.44 %	\$2,920,735.00	\$1,505,992.97
Total Revenue	\$162,915.26	\$5,938,079.00	49.96 %	\$11,885,946.00	\$5,947,867.00

Fountaindale Public Library District

Expenditure Report

December 31, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$323,398.60	\$2,048,638.15	44.03 %	\$4,652,400.00	\$2,603,761.85
Contractual Services	\$657,556.73	\$906,347.71	65.21 %	\$1,389,815.00	\$483,467.29
Supplies & Utilities	\$38,468.32	\$225,985.73	38.21 %	\$591,500.00	\$365,514.27
Library Materials	\$84,934.39	\$401,092.25	34.51 %	\$1,162,285.00	\$761,192.75
Capital Expenditures	\$18,721.58	\$59,168.69	13.64 %	\$433,662.00	\$374,493.31
Miscellaneous	\$1,214.42	\$22,154.48	31.65 %	\$70,000.00	\$47,845.52
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	\$1,124,294.04	\$3,663,637.01	43.69 %	\$8,384,766.00	\$4,721,128.99
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$0.00	\$7,615.88	5.75 %	\$132,500.00	\$124,884.12
Soc Sec/IMRF Fund Expenditures	\$72,109.59	\$465,110.00	49.88 %	\$932,501.00	\$467,391.00
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$19,995.44	\$94,728.50	30.07 %	\$315,000.00	\$220,271.50
Total Other Fund Expenditures	\$92,105.03	\$576,104.38	41.45 %	\$1,390,041.00	\$813,936.62
Total Expenditures - Operating Funds	\$1,216,399.07	\$4,239,741.39	43.37 %	\$9,774,807.00	\$5,535,065.61
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
Escrow Expenditures	\$393,170.83	\$393,170.83	0.00 %	\$0.00	(\$393,170.83)
Total Bond Fund Expenditures	\$393,170.83	\$1,036,258.33	36.41 %	\$2,846,175.00	\$1,809,916.67
Total	\$393,170.83	\$1,036,258.33	36.41 %	\$2,846,175.00	\$1,809,916.67
Total Expenditures - All Funds	\$1,609,569.90	\$5,275,999.72	41.80 %	\$12,620,982.00	\$7,344,982.28

Kathryn J. Spindel/Treasurer



Memo

To: Board of Trustees

From: Jennie Nguyen, Finance Manager

Subject: Working Budget Adjustment

Under the advisement from our auditor at Lauterbach & Amen, the working budget for fiscal year 2018-2019 has been adjusted to reflect the \$800,000 transfer out the General Fund to fulfill the bond obligation, according to Ordinance 2018-4.



Fountaindale Public Library District
Bills Paid - Operating Account

JANUARY 2019

<u>Payee Name</u>	<u>Description</u>	<u>Payment Date</u>	<u>Check/Draft Number</u>	<u>Account Number</u>	<u>Payment Amount</u>
Aflac	Employer Insurance Contribution - December 2018	01/01/2019	741	1-4192-10	\$36.29
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - January 2019	01/01/2019	50888	1-4192-10	\$29,695.33
Dearborn National Life Insurance Company	Employer Insurance Contribution - January 2019	01/01/2019	50889	1-4192-10	\$574.51
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - January 2019	01/01/2019	50890	1-4192-10	\$155.81
Home Depot	Building Maintenance - Doorbell & Brass Fittings	01/01/2019	50891	8-4211-30	\$35.38
	Building Supplies - Wire Ties & Super Glue			8-4357-30	\$32.38
Illinois Municipal Retirement Fund	Employer Insurance Contribution - December 2018	01/01/2019	743	5-4142-10	\$52,411.54
Shirley Williams	Financial Consulting Services - Installment #6	01/01/2019	50892	1-4253-10	\$675.00
					<u>\$83,616.24</u>



 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - December 2018
 Gross Payroll \$291,400.83
 FICA \$21,574.28
 Total Gross Payroll & FICA **\$312,975.11**

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Adult Reading Round Table	Annual Membership - Saltzman - 1/1/19-12/31/19 - PO5702-1819	ARRT-2019	1-4161-10	\$ 15.00
	<i>Totals for Adult Reading Round Table</i>			\$ 15.00
Allyse Schiller	Mileage - 12/7/18-12/28/18	AS010219	1-4171-10	5.23
	<i>Totals for Allyse Schiller</i>			\$ 5.23
Amazon	December 2018 District Supply Closet Restock	A24-1819	1-4351-10	19.78
	December 2018 District Supply Closet Restock	A24-1819	1-4351-10	48.21
	CSD Program Supplies	A22-1819	1-4353-20	264.72
	CSD Program Supplies	A22-1819	1-4353-20	23.94
	ATSD Program Supplies	A21-1819	1-4353-24	68.58
	ATSD Program Supplies	A21-1819	1-4353-24	13.88
	Teen Program Supplies	A23-1819	1-4353-24	15.08
	Teen Program Supplies	A23-1819	1-4353-24	116.64
	Teen Program Supplies	A23-1819	1-4353-24	15.99
	Bkm Push Cart Dolly Replacement	A18-1819	1-4371-28	79.97
	Books - Adult Fiction	6045787810660346	1-4540-26	76.29
	DVD - Adult	6045787810108122	1-4557-26	24.99
	Video Games - YA	6045787810660346	1-4563-26	133.93
	Studio - Gold, Gray, Light Blue, Trans Red PLA	A25-1819	1-4371-27	75.94
	Studio - iPhone Charger, Drawing Monitor Pen	A25-1819	1-4568-27	191.99
	Electronic Devices - Fire HD 8 Tablet / Roku / Accessories	6045787810660346	1-4527-26	994.17
	STEAM Boxes	6045787810660346	1-4528-26	18.99
	<i>Totals for Amazon</i>			\$ 2,183.09
American Library Association	Bermejo - Membership Dues - 1/31/19-1/31/20	2220250	1-4161-16	120.00
	<i>Totals for American Library Association</i>			\$ 120.00
AT & T	Internet - December 2018	3833994408	1-4314-14	1,349.79
	<i>Totals for AT & T</i>			\$ 1,349.79
AT & T Mobility - National Business Services	Telephone Service - 10/10/18-12/9/18	14421284	1-4311-14	617.40
	<i>Totals for AT & T Mobility - National Business Services</i>			\$ 617.40

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
B&H Photo-Video				
	Studio - Various Camera/Recording Equip. - PO5656-1819	151445816	1-4568-27	\$ 847.98
	Studio - Cube Speaker, Tripod, Stabilizer - PO5656-1819	151412337	1-4568-27	988.84
	Tablet Charging Cart - PO5684-1819	152037376	1-4341-10	219.00
	Canon Camera, Shoulder Bag, 32GB Memory - PO5696-1819	152338724	1-4354-14	749.00
	<i>Totals for B&H Photo-Video</i>			\$ 2,804.82
Baker & Taylor - C009233				
	Adult Ref/NF Standing Order	5015296361	1-4531-26	305.59
	<i>Totals for Baker & Taylor - C009233</i>			\$ 305.59
Baker & Taylor - L030107				
	Studio - Adult Programs	2034225758	1-4571-27	102.51
	<i>Totals for Baker & Taylor - L030107</i>			\$ 102.51
Baker & Taylor - L420685				
	Adult Fiction Books	2034227834	1-4540-29	100.57
	Books - Adult Fiction	2034211742	1-4540-29	32.35
	Books - Adult Fiction	2034191444	1-4540-29	9.59
	Books - Adult Fiction	2034184003	1-4540-29	68.32
	Adult Non-Fiction Books	2034227834	1-4541-29	61.88
	Books - Adult Non-Fiction	2034211742	1-4541-29	48.33
	Books - Adult Non-Fiction	2034188753	1-4541-29	137.39
	Books - Adult Non-Fiction	2034184003	1-4541-29	52.40
	Adult Large Print Books	2034227834	1-4543-29	199.72
	Books - Adult Large Print	2034211742	1-4543-29	175.12
	Books - Adult Large Print	2034191120	1-4543-29	182.31
	Books - Adult Large Print	2034191444	1-4543-29	20.85
	Books - Adult Large Print	2034188753	1-4543-29	36.09
	Books - Adult Large Print	2034184003	1-4543-29	18.48
	Juvenile Fiction Books	2034227834	1-4544-29	13.59
	Juvenile Easy Books	2034227834	1-4546-29	25.58
	Books - Young Adult/Fiction	2034211742	1-4548-29	11.57
	Juvenile Non-Fiction & Ref Books	2034227834	1-4545-26	10.92
	<i>Totals for Baker & Taylor - L420685</i>			\$ 1,205.06

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	Juvenile Non-Fiction & Ref Books	2034220089	1-4545-26	\$ 12.62
	Juvenile Non-Fiction & Ref Books	2034236625	1-4545-26	257.60
	Books - Juvenile Non-Fiction	2034203887	1-4545-26	236.13
	Books - Juvenile Non-Fiction	2034208438	1-4545-26	49.37
	Books - Juvenile Non-Fiction	2034194520	1-4545-26	12.54
	Books - Juvenile Non-Fiction	2034178247	1-4545-26	12.59
	Books - Juvenile Non-Fiction	2034178276	1-4545-26	78.86
	Books - Juvenile Non-Fiction	2034187400	1-4545-26	123.25
	Juvenile Easy Books	2034222202	1-4546-26	392.27
	Juvenile Easy Books	2034220089	1-4546-26	164.15
	Juvenile Easy Books	2034236625	1-4546-26	564.77
	Books - Juvenile Easy	2034203887	1-4546-26	99.31
	Books - Juvenile Easy	2034202971	1-4546-26	292.70
	Books - Juvenile Easy	2034206018	1-4546-26	20.90
	Books - Juvenile Easy	2034202981	1-4546-26	831.31
	Books - Juvenile Easy	2034194520	1-4546-26	317.83
	Books - Juvenile Easy	2034194585	1-4546-26	572.93
	Books - Juvenile Easy	2034178247	1-4546-26	498.25
	Books - Juvenile Easy	2034191891	1-4546-26	99.22
	Books - Juvenile Easy	2034187400	1-4546-26	61.44
	Young Adult Fiction Books	2034227069	1-4548-26	41.34
	Young Adult Fiction Books	2034220089	1-4548-26	72.72
	Young Adult Fiction Books	2034236625	1-4548-26	81.22
	Books - Young Adult/Fiction	2034203887	1-4548-26	31.60
	Books - Young Adult/Fiction	203408427	1-4548-26	16.46
	Books - Young Adult/Fiction	2034206035	1-4548-26	26.92
	Adult Non-Fiction Books	2034230284	1-4541-26	66.39
	Adult Non-Fiction Books	2034222038	1-4541-26	105.78
	Adult Non-Fiction Books	2034220089	1-4541-26	361.02
	Adult Non-Fiction Books	2034236625	1-4541-26	639.76
	Books - Adult Non-Fiction	2034203887	1-4541-26	581.64
	Books - Adult Non-Fiction	2034206015	1-4541-26	30.16
	Books - Adult Non-Fiction	2034191964	1-4541-26	12.70
	Books - Adult Non-Fiction	2034191910	1-4541-26	178.59
	Books - Adult Non-Fiction	2034192141	1-4541-26	69.06
	Books - Adult Non-Fiction	2034187400	1-4541-26	392.95
	Adult Large Print Books	2034230277	1-4543-26	31.34
	Adult Large Print Books	2034220089	1-4543-26	53.18

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Large Print	2034236625	1-4543-26	\$ 40.18
	Books - Adult Large Print	2034203887	1-4543-26	60.78
	Books - Adult Fiction	2034210902	1-4540-26	140.85
	Books - Adult Fiction	2034192141	1-4540-26	119.96
	Books - Adult Fiction	2034187400	1-4540-26	276.46
	Books - Adult Fiction	2034180934	1-4540-26	69.79
	Books - Adult Fiction	2034194545	1-4540-26	34.81
	Adult Fiction Books	2034230277	1-4540-26	45.84
	Adult Fiction Books	2034230284	1-4540-26	39.54
	Adult Fiction Books	2034222038	1-4540-26	51.51
	Adult Fiction Books	2034220089	1-4540-26	442.84
	Adult Fiction Books	2034236625	1-4540-26	882.46
	Books - Adult Fiction	2034203887	1-4540-26	581.11
	Books - Adult Fiction	2034210903	1-4540-26	331.76
	Books - Adult Fiction	2034208427	1-4540-26	71.99
	Juvenile Fiction Books	2034222056	1-4544-26	265.17
	Juvenile Fiction Books	2034220089	1-4544-26	214.05
	Juvenile Fiction Books	2034236625	1-4544-26	461.02
	Books - Juvenile Fiction	2034203887	1-4544-26	129.78
	Books - Juvenile Fiction	2034210870	1-4544-26	44.17
	Books - Juvenile Fiction	2034202971	1-4544-26	16.08
	Books - Juvenile Fiction	2034194585	1-4544-26	20.84
	Books - Juvenile Fiction	2034178247	1-4544-26	25.08
	Books - Juvenile Fiction	2034178276	1-4544-26	20.84
	Books - Juvenile Fiction	2034187400	1-4544-26	201.69
	Books - Juvenile Fiction	2034178248	1-4544-26	57.77
	Juvenile Non-Fiction & Ref Books	2034238601	1-4545-26	145.78
	Books - Adult Large Print	2034191910	1-4543-26	36.09
	Books - Adult Large Print	2034180928	1-4543-26	70.63
	Books - Young Adult/Fiction	2034187400	1-4548-26	46.14
	Young Adult Non-Fiction Books	2034220089	1-4549-26	21.56
	Young Adult Non-Fiction Books	2034236625	1-4549-26	112.24
	Books - Young Adult/Non-Fiction	2034203887	1-4549-26	11.49
	Books - Young Adult/Non-Fiction	2034206172	1-4549-26	137.26
	Books - Young Adult/Non-Fiction	2034187400	1-4549-26	47.75
	Adult World Languages Books	2034230314	1-4525-26	36.20
	Adult World Languages Books	2034220089	1-4525-26	47.36
	Adult World Languages Books	2034236625	1-4525-26	33.51

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult World Languages	2034203887	1-4525-26	\$ 44.28
	Books - Adult World Languages	2034191936	1-4525-26	42.09
	Books - Adult World Languages	2034187400	1-4525-26	47.85
	Juvenile World Languages Books	2034220089	1-4526-26	16.14
	<i>Totals for Baker & Taylor - L420686</i>			<u>\$ 13,033.61</u>
Baker & Taylor - L420692				
	Bookmobile Adult Fiction Books	2034217261	1-4540-29	16.83
	<i>Totals for Baker & Taylor - L420692</i>			<u>\$ 16.83</u>
Barnes & Noble , Inc.				
	BB Vet. Foreign Wars Nook Donation - PO5655-1819	3767952	1-4720-10	129.99
	<i>Totals for Barnes & Noble , Inc.</i>			<u>\$ 129.99</u>
Belynda Head				
	Program - R&B Line Dancing - 2/17/19	BH021719	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			<u>\$ 125.00</u>
Blackstone Publishing				
	Adult CD Audiobooks	1071835	1-4551-26	157.47
	Adult CD Audiobooks	1071820	1-4551-26	135.00
	Adult CD Audiobooks	1070048	1-4551-26	131.23
	Adult CD Audiobooks	1066645	1-4551-26	45.00
	Adult CD Audiobooks	1072435	1-4551-29	45.00
	<i>Totals for Blackstone Publishing</i>			<u>\$ 513.70</u>
Bolingbrook Area Chamber of Commerce				
	Chamber Membership - 2019 - PO5671-1819	111044	1-4162-10	375.00
	<i>Totals for Bolingbrook Area Chamber of Commerce</i>			<u>\$ 375.00</u>
Bolingbrook Park District				
	Program - Yoga - 1/31/19	BPD013119	1-4571-24	50.00
	Program - Conquer Your Core - 2/9/19	BPD020919	1-4571-24	50.00
	Program - Zumba - 2/9/19	BPD020919	1-4571-24	75.00
	<i>Totals for Bolingbrook Park District</i>			<u>\$ 175.00</u>
Bond Trust Services Corporation				
	Gen. Oblig. Refund Library Bond Series 2016A Pay Agent Fee	47307	1-4253-10	400.00
	<i>Totals for Bond Trust Services Corporation</i>			<u>\$ 400.00</u>

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Call One				
	Telephone & Internet Service - 12/15/18-1/14/19	1214291-1139282	1-4311-14	\$ 820.89
	Telephone & Internet Service - 12/15/18-1/14/19	1214291-1139282	1-4314-14	1,968.00
	<i>Totals for Call One</i>			\$ 2,788.89
Cathryn Stanek-Whisler				
	Program - DIY: Snowball Wreath - 2/21/19	CSW022119	1-4571-24	233.75
	Program - Cozy Valentine Holder - 2/13/19	CSW021319	1-4573-24	160.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 393.75
Center Point Large Print				
	Books - Adult Large Print	1647281	1-4543-29	44.34
	Books - Adult Large Print	1644629	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			\$ 363.12
Chase Card Services				
	Basecamp - Annual Subscription	N3698-JAN19	1-4631-14	749.00
	American Airlines - Newell - 2019 ALA Midwinter Flight	N3698-JAN19	1-4171-16	316.40
	American Airlines - Danhof - 2019 ALA Midwinter Flight	N3698-JAN19	1-4171-16	286.40
	SmartSign - 2 Slow Pedestrian Signs	P3672-JAN19	1-4392-30	97.43
	All Partitions - Shelves for Public Restrooms	N3698-JAN19	1-4391-30	714.68
	Hobby Lobby - ATSD Program Supplies	N3698-JAN19	1-4353-24	9.99
	Popcorn Supply - ATSD 6 oz. Popcorn Popper	N3698-JAN19	1-4353-24	83.66
	Meijer - CSD Preschool Activity & Happy Noon Year Supplies	N3698-JAN19	1-4353-20	32.37
	GFS - CSD Preschool Activity & Happy Noon Year Supplies	N3698-JAN19	1-4353-20	39.96
	ALA - Luminais - Managing Children's Collections eCourse	N3698-JAN19	1-4151-10	199.00
	DPLA - Fisher - DPLAFest 2019 Registration	N3698-JAN19	1-4151-10	156.84
	ILA - Arellano - IL Youth Services Inst. 2019 Registration	N3698-JAN19	1-4151-10	175.00
	Hobby Lobby - BB Vet. Foreign Wars - Donation Gift Basket	N3698-JAN19	1-4575-10	14.37
	Jewel - December Birthday Cake	N3698-JAN19	1-4711-10	37.99
	Mailchimp - Monthly Subscription	N3698-JAN19	1-4731-10	50.00
	Woobox - Monthly Subscription	N3698-JAN19	1-4731-10	29.00
	CrazyEgg - Annual Subscription - Heat Map Image Website	N3698-JAN19	1-4731-10	290.00
	Facebook - Clear Up Fines, Digital Date Night, Dinovember Ad	N3698-JAN19	1-4731-10	33.87
	GoDaddy.com - 2 Yr SSL Cert. Communico	N3698-JAN19	1-4522-14	104.98
	Tapco - Concrete Base Sign	P3672-JAN19	1-4651-30	422.50
	ILA - Circulation Manager Job Posting	N3698-JAN19	1-4191-10	100.00
	Mobile Beacon - Replace Patron Lost Device	N3698-JAN19	1-4348-14	79.99
	<i>Totals for Chase Card Services</i>			\$ 4,023.43

**Fountaindale Public Library District
Bills Payable Report
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General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chicago Tribune	Periodicals	40172770	1-4511-26	\$ 390.00
		<i>Totals for Chicago Tribune</i>		<u>\$ 390.00</u>
Christina Beaird	Program - Genealogy Club: Google for Genealogy - 2/13/19	CB021319	1-4571-24	150.00
		<i>Totals for Christina Beaird</i>		<u>\$ 150.00</u>
Christine Thornton	Program - Cozy Winter Cottages: A Painting Workshop - 2/7/19	CT020719	1-4573-24	300.00
		<i>Totals for Christine Thornton</i>		<u>\$ 300.00</u>
Cindy Consalvo	Mileage - 12/3/18-12/21/18	CC010219	1-4171-10	26.44
		<i>Totals for Cindy Consalvo</i>		<u>\$ 26.44</u>
Comcast Cable	Cable - 1/3/19-2/2/19	8771 20 143 036749	1-4316-14	102.98
		<i>Totals for Comcast Cable</i>		<u>\$ 102.98</u>
Country Magazine	Periodicals	0212674113	1-4511-26	14.98
		<i>Totals for Country Magazine</i>		<u>\$ 14.98</u>
D & Z House of Books	Juvenile World Languages Books	2018/1092228	1-4526-26	346.24
		<i>Totals for D & Z House of Books</i>		<u>\$ 346.24</u>
Demco, Inc.	CSD - Print Protectors & Gingerbread Bookmarks - PO5645-1819	6506020	1-4371-20	84.99
	CMTSD - Small & Large Easels - PO5666-1819	6515244	1-4341-10	3,442.81
		<i>Totals for Demco, Inc.</i>		<u>\$ 3,527.80</u>
Dennis Raleigh	Mileage - 12/26/18	DR010219	1-4171-10	17.28
		<i>Totals for Dennis Raleigh</i>		<u>\$ 17.28</u>
Diane McArroy	Program - Paint Night - Let's Tango - 2/13/19	DM021319	1-4571-24	400.00
		<i>Totals for Diane McArroy</i>		<u>\$ 400.00</u>
Dulce Baguilat	Refund Lost Book - Barcode 30401700035771	20401506789268	1-3310-10	29.27
		<i>Totals for Dulce Baguilat</i>		<u>\$ 29.27</u>

**Fountaindale Public Library District
Bills Payable Report
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Dynegy Energy Services	Electricity - January 2019	270493919011	1-4321-30	\$ 11,927.52
		<i>Totals for Dynegy Energy Services</i>		<u>\$ 11,927.52</u>
Elizabeth Portillo	Program - Conversational ESL for Adults - 1/21/19	EP012119	1-4571-24	80.00
	Program - Conversational ESL for Adults - 1/28/19	EP012819	1-4571-24	80.00
	Program - Conversational ESL for Adults - 2/4/19	EP020419	1-4571-24	80.00
	Program - Conversational ESL for Adults - 2/11/19	EP021119	1-4571-24	80.00
	Program - Conversational ESL for Adults - 2/18/19	EP021819	1-4571-24	80.00
	Program - Conversational ESL for Adults - 1/22/19	EP012219	1-4571-24	40.00
	Program - Conversational ESL for Adults - 1/29/19	EP012919	1-4571-24	40.00
	Program - Conversational ESL for Adults - 2/5/19	EP020519	1-4571-24	40.00
	Program - Conversational ESL for Adults - 2/12/19	EP021219	1-4571-24	40.00
	Program - Conversational ESL for Adults - 2/19/19	EP021919	1-4571-24	40.00
		<i>Totals for Elizabeth Portillo</i>		<u>\$ 600.00</u>
Elizabeth Randall	Program - Getting Organized to Reduce Stress - 1/30/19	ER013019	1-4571-24	250.00
		<i>Totals for Elizabeth Randall</i>		<u>\$ 250.00</u>
Ellison Educational Equipment Inc.	CSD Die Cuts & Cutting Pads - PO5672-1819	3223646	1-4371-20	212.75
		<i>Totals for Ellison Educational Equipment Inc.</i>		<u>\$ 212.75</u>
ELM USA	CMTSD - Compound, Green Pad, Yellow Pad, Solution, Filter	17329	1-4371-12	294.50
		<i>Totals for ELM USA</i>		<u>\$ 294.50</u>
Findaway World, LLC	CMTSD - Launchpad Cord, AC Power Adapter - PO5659-1819	274657	1-4371-12	271.08
	Adult Playaway	274819	1-4560-26	444.19
	Playaway - Juvenile	274098	1-4562-26	329.04
	Playaway - Juvenile	274792	1-4562-29	287.91
	Playaway - Juvenile	273747	1-4562-29	74.96
	Launchpads - Juvenile	273723	1-4566-26	729.95
		<i>Totals for Findaway World, LLC</i>		<u>\$ 2,137.13</u>
Fun Express LLC	Outreach Program Supplies - PO5694-1819	694188098-01	1-4353-28	111.26
		<i>Totals for Fun Express LLC</i>		<u>\$ 111.26</u>

**Fountaindale Public Library District
Bills Payable Report
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning				
	Gale Course Annual Subscription - 12/18/18-12/17/19	65723732	1-4521-26	\$ 5,834.00
	Adult Ref/NF Standing Order	65681527	1-4531-26	593.25
	Books - Adult Fiction	65658476	1-4540-26	19.46
	Books - Adult Large Print	65677911	1-4543-26	75.72
	Books - Adult Large Print	65677467	1-4543-26	45.73
	Books - Adult Large Print	65676699	1-4543-26	50.23
	Books - Adult Large Print	65665201	1-4543-26	139.45
	Books - Adult Large Print	65665544	1-4543-26	56.23
	Electronic Audiobooks & Books	65689380	1-4520-26	258.40
	<i>Totals for Gale/Cengage Learning</i>			\$ 7,072.47
Greenhaven Publishing				
	Young Adult Non-Fiction Books	GLR5010741	1-4549-26	396.90
	<i>Totals for Greenhaven Publishing</i>			\$ 396.90
HR Source				
	Benchmark Circ Manager - PO5678-1819	8356	1-4253-10	200.00
	Bedoya - Manager Bootcamp - 3/20/19-3/22/19 - PO5695-1819	8448	1-4151-10	945.00
	Cox - Manager Bootcamp - 3/20/19-3/22/19 - PO5695-1819	8447	1-4151-10	945.00
	J. Luce - Manager Bootcamp - 3/20/19-3/22/19 - PO5695-1819	8446	1-4151-10	945.00
	<i>Totals for HR Source</i>			\$ 3,035.00
Illinois American Water				
	Fire Protection - 11/20/18-11/18/19	1025-21000308946E	1-4331-30	42.66
	Irrigation - 11/20/18-12/18/18	1025-21000308991E	1-4331-30	120.77
	<i>Totals for Illinois American Water</i>			\$ 163.43
Illinois American Water/Bolingbrook				
	Water & Sewer - 11/20/18-12/18/18	1025-21000308831E	1-4331-30	772.47
	<i>Totals for Illinois American Water/Bolingbrook</i>			\$ 772.47
Illinois Government Finance Officers Association				
	J. Nguyen & Schiller Membership Renewals - 2019	5686-1819	1-4161-10	400.00
	<i>Totals for Illinois Government Finance Officers Association</i>			\$ 400.00
Illinois State Genealogical Society (ISGS)				
	2019 Institute Membership Renewal - PO5698-1819	ISGS-2019	1-4162-10	40.00
	<i>Totals for Illinois State Genealogical Society (ISGS)</i>			\$ 40.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ilya Kabirov	Program - Great Reads Book Club - 1/23/19	IK012319	1-4571-24	\$ 75.00
	<i>Totals for Ilya Kabirov</i>			<u>\$ 75.00</u>
Ingram Library Services	Juvenile Video Games	37859122	1-4564-26	56.99
	Juvenile Video Games	37859119	1-4564-26	75.98
	Video Games - Juvenile	37811732	1-4564-26	47.49
	Video Games - Juvenile	37731632	1-4564-26	531.86
	Video Games - Juvenile	37731630	1-4564-26	104.47
	Books - Adult Large Print	37722758	1-4543-29	20.70
	Adult Video Games	37859120	1-4565-26	170.96
	Adult Video Games	37859118	1-4565-26	56.98
	Adult Video Games	37859116	1-4565-26	56.99
	Video Games - Adult	37731633	1-4565-26	113.98
	Video Games - Adult	37731631	1-4565-26	113.98
	Video Games - YA	37731635	1-4563-26	170.85
	Video Games - YA	37731634	1-4563-26	132.93
	Video Games - YA	37731629	1-4563-26	56.99
	Books - Adult Fiction	37811731	1-4540-26	8.99
	Books - Adult Fiction	37722757	1-4540-26	5.99
	Books - Adult Large Print	37722758	1-4543-26	41.40
	Books - Young Adult/Fiction	37731636	1-4548-26	16.19
	Young Adult Video Games	37859121	1-4563-26	75.98
	Young Adult Video Games	37859117	1-4563-26	170.97
	<i>Totals for Ingram Library Services</i>			<u>\$ 2,030.67</u>
ITsavvy LLC	VMware Support & Subscription - PO5675-1819	01077831	1-4233-14	5,853.00
	Barracuda Storage/Updates/Replacement/Support - PO5674-1819	01076971	1-4233-14	9,845.00
	ASG Prof. Service & Project Management - PO5568-1819	05037567	1-4253-14	2,950.00
	Crucial 8GB RAM & Samsung 1 TB SSD - PO5693-1819	01077705	1-4354-14	311.00
	Mouse Pads & Ethernet Cables - PO5657-1819	01075120	1-4354-14	787.50
	<i>Totals for ITsavvy LLC</i>			<u>\$ 19,746.50</u>
Jacob M. Luce	Tuition Reimburse - Information Environment	JL121918	1-4151-10	2,283.00
	<i>Totals for Jacob M. Luce</i>			<u>\$ 2,283.00</u>

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Jeffrey DiOrio	Program - Chess Club for Adults and Teens - 1/15/19	JD011519	1-4571-24	\$ 90.00
	Program - Chess Club for Adults and Teens - 2/19/19	JD021919	1-4571-24	90.00
	<i>Totals for Jeffrey DiOrio</i>			\$ 180.00
Jessica Granados	Program - Linterna China Decorada - 1/24/19	JG012419	1-4571-24	100.00
	Program - Rosas de Papel - 2/11/19	JG021119	1-4571-24	100.00
	Mileage - Dates 1/17/18-12/12/18	JG121718	1-4171-10	47.74
	<i>Totals for Jessica Granados</i>			\$ 247.74
Johnson Controls Security Solutions	Quarterly Security - 1/1/19-3/31/19	31645841	1-4221-30	308.89
	<i>Totals for Johnson Controls Security Solutions</i>			\$ 308.89
Juanita Lennon	Reimburse - Board Chips & Donuts/Pastries Food	JL010319	1-4355-16	12.99
	Reimburse - Board Chips & Donuts/Pastries Food	JL010319	1-4715-10	12.67
	<i>Totals for Juanita Lennon</i>			\$ 25.66
Kanopy	Electronic Audio Visual	141112-PPU	1-4523-26	202.00
	<i>Totals for Kanopy</i>			\$ 202.00
kd Repair	BKM Gen. Oil Change & Prevent Maint - 12/14/18 - PO5667-1819	28623	1-4235-29	247.64
	<i>Totals for kd Repair</i>			\$ 247.64
Kellie Chase	Program - 4 Sewing Classes - 1/23/19	KC012319	1-4571-24	175.00
	Program - 4 Sewing Classes - 2/4/19	KC020419	1-4571-24	175.00
	Program - 4 Sewing Classes - 2/19/19	KC021919	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 525.00
Konica Minolta Business Solutions U.S.A., Inc.	Copy Overage - 11/15/18-12/14/18	9005232021	1-4234-14	896.72
	Maintenance - 12/15/18-1/14/19	9005234193	1-4234-14	323.84
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,220.56
Konica Minolta Premier Finance	Leased Equipment - January 2019	375027125	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,616.00

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Laura Didier	Mileage - 12/3/18-12/28/18	LD010219	1-4171-10	\$ 49.01
		<i>Totals for Laura Didier</i>		<u>\$ 49.01</u>
Lynnette Hopwood	Mile - TOYS/PinDigital/Give Them What.../B&T 8/13/18-12/5/18	LH121118	1-4171-10	132.36
		<i>Totals for Lynnette Hopwood</i>		<u>\$ 132.36</u>
Marilyn A. Burt	Program - Paint on Pine: #inspired - 1/19/19	MAB011919	1-4573-24	375.00
		<i>Totals for Marilyn A. Burt</i>		<u>\$ 375.00</u>
MatterHackers, Inc.	Studio - Taulman Clear T-Glaze - PO5688-1819	MH205016	1-4371-27	36.13
		<i>Totals for MatterHackers, Inc.</i>		<u>\$ 36.13</u>
Michael McCann	Program - Samurai Warriors - 1/17/19	MM011719	1-4571-24	150.00
		<i>Totals for Michael McCann</i>		<u>\$ 150.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Adult CD Audiobooks	96774599	1-4551-29	\$ 50.29
	CD Audiobooks - Adult	96716646	1-4551-29	242.74
	Adult DVD	96774600	1-4557-29	143.78
	Adult DVD	96749208	1-4557-29	14.54
	Adult CD Music	96774598	1-4550-26	14.99
	Adult CD Music	96774569	1-4550-26	83.94
	Adult CD Music	96749780	1-4550-26	59.81
	CD Music - Adult	96691955	1-4550-26	13.04
	CD Music - Adult	96691951	1-4550-26	29.68
	CD Music - Adult	96691942	1-4550-26	29.83
	CD Music - Adult	96691941	1-4550-26	28.33
	CD Music - Adult	96681331	1-4550-26	14.84
	CD Music - Adult	96681319	1-4550-26	27.73
	CD Music - Adult	96681317	1-4550-26	45.37
	CD Music - Adult	96681313	1-4550-26	56.31
	CD Music - Adult	96675133	1-4550-26	13.49
	CD Music - Adult	96716630	1-4550-26	39.48
	CD Music - Adult	96716641	1-4550-26	14.84
	CD Music - Adult	96716631	1-4550-26	13.04
	CD Music - Adult	96713979	1-4550-26	16.49
	Playaway - Adult	96675131	1-4560-26	63.49
	Adult CD Audiobooks	96774565	1-4551-26	25.29
	Adult CD Audiobooks	96774563	1-4551-26	27.29
	Adult CD Audiobooks	96774562	1-4551-26	37.29
	Adult CD Audiobooks	96749553	1-4551-26	53.29
	Adult CD Audiobooks	96749015	1-4551-26	40.29
	Adult CD Audiobooks	96747456	1-4551-26	80.58
	Adult CD Audiobooks	96747454	1-4551-26	85.58
	Adult CD Audiobooks	96747452	1-4551-26	140.87
	CD Audiobooks - Adult	96691956	1-4551-26	342.03
	CD Audiobooks - Adult	96691944	1-4551-26	25.29
	CD Audiobooks - Adult	96681318	1-4551-26	45.29
	CD Audiobooks - Adult	96716637	1-4551-26	195.74
	CD Audiobooks - Adult	96716632	1-4551-26	55.29
	CD Audiobooks - Adult	96714204	1-4551-26	55.29
	Juvenile CD Audiobooks	96747451	1-4553-26	35.29
	Juvenile CD Music	96774561	1-4554-26	19.49
	CD Music - Juvenile	96681310	1-4554-26	38.98

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Music - Juvenile	96713977	1-4554-26	\$ 48.72
	CD Audiobooks - Young Adult	96691940	1-4555-26	75.29
	Adult DVD	96774597	1-4557-26	117.24
	Adult DVD	96774596	1-4557-26	143.36
	Adult DVD	96774594	1-4557-26	98.52
	Adult DVD	96774593	1-4557-26	77.37
	Adult DVD	96774592	1-4557-26	25.79
	Adult DVD	96774591	1-4557-26	22.04
	Adult DVD	96774568	1-4557-26	22.04
	Adult DVD	96774567	1-4557-26	53.08
	Adult DVD	96774566	1-4557-26	36.58
	Adult DVD	96774564	1-4557-26	134.09
	Adult DVD	96774388	1-4557-26	34.89
	Adult DVD	96774387	1-4557-26	23.64
	Adult DVD	96774389	1-4557-26	23.64
	Adult DVD	96771189	1-4557-26	57.78
	Adult DVD	96771712	1-4557-26	26.14
	Adult DVD	96771711	1-4557-26	33.64
	Adult DVD	96771710	1-4557-26	14.54
	Adult DVD	96770099	1-4557-26	71.66
	Adult DVD	96770098	1-4557-26	14.54
	Adult DVD	96770096	1-4557-26	38.78
	Adult DVD	96749610	1-4557-26	77.37
	Adult DVD	96749582	1-4557-26	96.70
	Adult DVD	96749551	1-4557-26	14.54
	Adult DVD	96749550	1-4557-26	42.39
	Adult DVD	96749471	1-4557-26	51.58
	Adult DVD	96749198	1-4557-26	18.29
	Adult DVD	96749178	1-4557-26	65.68
	Adult DVD	96749102	1-4557-26	85.47
	Adult DVD	96748999	1-4557-26	23.54
	Adult DVD	96748994	1-4557-26	34.89
	Adult DVD	96748945	1-4557-26	29.08
	Adult DVD	96748498	1-4557-26	46.14
	Adult DVD	96747493	1-4557-26	42.18
	Adult DVD	96747492	1-4557-26	18.29
	Adult DVD	96747491	1-4557-26	22.04
	Adult DVD	96747490	1-4557-26	75.87

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	96746924	1-4557-26	\$ 31.89
	Adult DVD	96746922	1-4557-26	66.78
	Adult DVD	96746769	1-4557-26	245.33
	Adult DVD	96746767	1-4557-26	36.58
	Adult DVD	96747458	1-4557-26	59.08
	Adult DVD	96747455	1-4557-26	132.70
	Adult DVD	96747453	1-4557-26	43.62
	Adult DVD	96746766	1-4557-26	18.29
	Adult DVD	96740582	1-4557-26	38.64
	DVD - Adult	96691958	1-4557-26	18.29
	DVD - Adult	96691957	1-4557-26	19.79
	DVD - Adult	96691954	1-4557-26	25.79
	DVD - Adult	96691953	1-4557-26	22.04
	DVD - Adult	96691952	1-4557-26	16.04
	DVD - Adult	96691949	1-4557-26	32.84
	DVD - Adult	96691948	1-4557-26	58.18
	DVD - Adult	96691947	1-4557-26	65.68
	DVD - Adult	96691945	1-4557-26	36.58
	DVD - Adult	96691857	1-4557-26	23.64
	DVD - Adult	96681333	1-4557-26	77.37
	DVD - Adult	96681332	1-4557-26	39.58
	DVD - Adult	96681329	1-4557-26	51.58
	DVD - Adult	96681328	1-4557-26	44.08
	DVD - Adult	96681327	1-4557-26	19.79
	DVD - Adult	96681326	1-4557-26	36.58
	DVD - Adult	96681325	1-4557-26	77.37
	DVD - Adult	96681324	1-4557-26	32.84
	DVD - Adult	96681323	1-4557-26	143.49
	DVD - Adult	96681322	1-4557-26	98.52
	DVD - Adult	96681321	1-4557-26	51.58
	DVD - Adult	96681320	1-4557-26	65.68
	DVD - Adult	96681316	1-4557-26	98.52
	DVD - Adult	96681315	1-4557-26	150.24
	DVD - Adult	96681312	1-4557-26	23.54
	DVD - Adult	96681015	1-4557-26	51.03
	DVD - Adult	96681014	1-4557-26	62.28
	DVD - Adult	96675135	1-4557-26	17.54
	DVD - Adult	96675132	1-4557-26	29.08

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	96740861	1-4557-26	\$ 22.04
	DVD - Adult	96716731	1-4557-26	20.54
	DVD - Adult	96716645	1-4557-26	22.04
	DVD - Adult	96716644	1-4557-26	17.54
	DVD - Adult	96716643	1-4557-26	19.79
	DVD - Adult	96716642	1-4557-26	18.29
	DVD - Adult	96716640	1-4557-26	22.79
	DVD - Adult	96716639	1-4557-26	25.34
	DVD - Adult	96716638	1-4557-26	79.62
	DVD - Adult	96716635	1-4557-26	166.57
	DVD - Adult	96716633	1-4557-26	47.68
	DVD - Adult	96716599	1-4557-26	42.39
	DVD - Adult	96716597	1-4557-26	54.03
	DVD - Adult	96714759	1-4557-26	25.79
	DVD - Adult	96714758	1-4557-26	59.37
	DVD - Adult	96714212	1-4557-26	25.79
	DVD - Adult	96714211	1-4557-26	63.12
	DVD - Adult	96714210	1-4557-26	58.62
	DVD - Adult	96714209	1-4557-26	18.29
	DVD - Adult	96714208	1-4557-26	44.08
	DVD - Adult	96714207	1-4557-26	171.70
	DVD - Adult	96714206	1-4557-26	206.32
	DVD - Adult	96714205	1-4557-26	25.79
	DVD - Adult	96714203	1-4557-26	179.20
	DVD - Adult	96714202	1-4557-26	132.70
	DVD - Adult	96714201	1-4557-26	20.54
	DVD - Adult	96714200	1-4557-26	36.58
	DVD - Adult	96714141	1-4557-26	34.89
	DVD - Adult	96714140	1-4557-26	62.28
	DVD - Adult	96714139	1-4557-26	23.64
	DVD - Adult	96714138	1-4557-26	33.39
	DVD - Adult	96714137	1-4557-26	33.39
	Juvenile DVD	96774595	1-4558-26	65.66
	Juvenile DVD	96749612	1-4558-26	31.04
	Juvenile DVD	96749580	1-4558-26	8.54
	Juvenile DVD	96749055	1-4558-26	98.52
	Juvenile DVD	96748965	1-4558-26	62.08
	Juvenile DVD	96747450	1-4558-26	87.24

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Midwest Tape	(Cont'd)			
	DVD - Juvenile	96691950	1-4558-26	\$ 14.54
	DVD - Juvenile	96691946	1-4558-26	39.58
	DVD - Juvenile	96681330	1-4558-26	16.04
	DVD - Juvenile	96681314	1-4558-26	98.78
	DVD - Juvenile	96740799	1-4558-26	14.54
	DVD - Juvenile	96740798	1-4558-26	36.58
	DVD - Juvenile	96716733	1-4558-26	128.95
	DVD - Juvenile	96716732	1-4558-26	18.29
	DVD - Juvenile	96716636	1-4558-26	65.68
	DVD - Juvenile	96716489	1-4558-26	32.54
	DVD - Juvenile	96713976	1-4558-26	18.29
	<i>Totals for Midwest Tape</i>			<u>\$ 9,070.14</u>
Noel S. Parlour				
	Refund Lost Item - End Game - Barcode 30401528912946	20401507573521	1-3310-10	29.00
	<i>Totals for Noel S. Parlour</i>			<u>\$ 29.00</u>
Noelia Frias				
	Mile - 9/20 SHRM, 10/4&10/5 Paylocity Conf - 9/20-12/13/18	NF121918	1-4171-10	85.67
	<i>Totals for Noelia Frias</i>			<u>\$ 85.67</u>
Paul Mills				
	Reimburse - Donuts - Donuts w/Director 1/3/19	PM010319	1-4715-10	10.50
	<i>Totals for Paul Mills</i>			<u>\$ 10.50</u>
PeopleFacts				
	New Hire Background Checks - November 2018	33754-112018	1-4253-10	122.24
	New Hire Background Checks - December 2018	33754-122018	1-4253-10	159.33
	<i>Totals for PeopleFacts</i>			<u>\$ 281.57</u>
Petty Cash - District				
	Lennon - 6 Cert. Letters Filed Petition Candidates	1470	1-4381-10	40.20
	Ehlers IRS Letter	JL120518	1-4381-10	6.70
	Lennon - 4 Banning Notification Letters	1471	1-4381-10	26.80
	<i>Totals for Petty Cash - District</i>			<u>\$ 73.70</u>
Pitney Bowes Inc.				
	Equipment Maintenance - 7/1/18-12/31/18	1010524637	1-4233-10	416.52
	<i>Totals for Pitney Bowes Inc.</i>			<u>\$ 416.52</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Recorded Books, Inc.	CD Audiobooks - Adult	76045428	1-4551-29	\$ 118.50
	Electronic Audiobooks & Books	76046095	1-4520-26	127.89
	Electronic Audiobooks & Books	76046096	1-4520-26	77.26
	Adult CD Audiobooks	76043670	1-4551-26	7.95
	CD Audiobooks - Adult	76045732	1-4551-26	34.99
	CD Audiobooks - Adult	76045565	1-4551-26	65.70
	CD Audiobooks - Adult	76046723	1-4551-26	6.95
	CD Audiobooks - Adult	76045428	1-4551-26	44.00
	<i>Totals for Recorded Books, Inc.</i>			\$ 483.24
Rendel's Inc.	Bkm Oil Change & Fix Back-up Camera - PO5679-1819	02871	1-4235-29	807.57
	<i>Totals for Rendel's Inc.</i>			\$ 807.57
Robert Pennor	Program - Drawing with Pencils and Charcoals - 2/5/19	RP020519	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 2/12/19	RP021219	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 2/19/19	RP021919	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			\$ 180.00
Ronald Goldie	Program - Monthly Dungeons and Dragons Nights - 2/19/19	RG021919	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			\$ 60.00
S & S Worldwide, Inc.	CSD - Crayola Washable Crayons - PO5644-1819	10602050	1-4353-20	295.75
	CSD - Crayola Washable Crayons - PO5644-1819	10568355	1-4353-20	172.25
	Outreach Program Supplies - PO5689-1819	10606741	1-4353-28	223.88
	<i>Totals for S & S Worldwide, Inc.</i>			\$ 691.88
Scholastic Inc.	2018 Great Page Race Prize Books - PO5633-1819	18314370	1-4575-10	474.61
	<i>Totals for Scholastic Inc.</i>			\$ 474.61
Sebert Landscaping Inc.	Additional Fall Cleanup - PO5682-1819	S488663	1-4392-30	975.00
	Sidewalk & Lot Deicer - 11/28/18-11/29/18	174092	1-4392-30	304.00
	Sidewalk & Lot Deicer - 11/30/18	174148	1-4392-30	398.00
	Snow Maintenance - December 2018	173313	1-4392-30	2,625.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 4,302.00

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Shaw Media	BB 2019 Chamber of Commerce Directory Ad - PO5615-1819	121810071633	1-4731-10	\$ 529.00
	<i>Totals for Shaw Media</i>			<u>\$ 529.00</u>
Sheehan Nagle Hartay Architects, Ltd.	Architectural Services - 2nd Fl Comp. Lab & Studio	333.01.01	1-3191-10	13,950.00
	<i>Totals for Sheehan Nagle Hartay Architects, Ltd.</i>			<u>\$ 13,950.00</u>
Showcases	CMTSD - 200 Clear DVD Cases	309744	1-4371-12	408.24
	CMTSD - 250 Black DVD & 20 CD Cases	309616	1-4371-12	341.17
	<i>Totals for Showcases</i>			<u>\$ 749.41</u>
SNI Companies	Salaries - Contracted Staff - Glade: 12/17/18-12/21/18	252275	1-4125-10	467.80
	Salaries - Contracted Staff - Glade: 12/26/18-12/28/18	349865	1-4125-10	292.38
	Salaries - Contracted Staff - Glade: 12/31/18-1/2/19	350986	1-4125-10	467.80
	<i>Totals for SNI Companies</i>			<u>\$ 1,227.98</u>
Susan K. Maddox	Program - Cooking Demonstrations with Chef Maddox - 2/6/19	SKM020619	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<u>\$ 300.00</u>
Tall Media Services	Half Page Ad - 5687-1819	1395	1-4731-10	700.00
	<i>Totals for Tall Media Services</i>			<u>\$ 700.00</u>
Terryberry	Staff Recog. Cert., Box Kit, Frame, Key Chain - PO5643-1819	F62175	1-4153-10	490.63
	Granados - 10 Year Recogn. 13 pc Knife Set - PO6598-1819	F66084	1-4153-10	123.87
	<i>Totals for Terryberry</i>			<u>\$ 614.50</u>
Tressler LLP	Legal Expense - Attorney - December 2018	399562	1-4241-10	6,479.00
	Legal Expense - Attorney - Tax Objection 18TX237	399563	1-4241-10	5,909.00
	<i>Totals for Tressler LLP</i>			<u>\$ 12,388.00</u>
Tumbleweed Press, Inc.	Electronic Audiobooks & Books	89646	1-4520-26	1,435.33
	<i>Totals for Tumbleweed Press, Inc.</i>			<u>\$ 1,435.33</u>

**Fountaindale Public Library District
Bills Payable Report
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General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Unique Management Services, Inc.	Collection Expense - December 2018	493349	1-4245-10	\$ 447.50
<i>Totals for Unique Management Services, Inc.</i>				\$ 447.50
Valley View School District	Bkm & Van Fuel - 12/5/18-12/27/18	VVSD010719	1-4359-29	214.92
<i>Totals for Valley View School District</i>				\$ 214.92
Vanguard Energy Services, LLC	Gas Service - Dates 12/1/18-12/31/18	G404408010819	1-4322-30	3,279.81
<i>Totals for Vanguard Energy Services, LLC</i>				\$ 3,279.81
Verizon Wireless	Telephone Service - 12/17/18-1/16/19	9820488206	1-4311-14	552.54
<i>Totals for Verizon Wireless</i>				\$ 552.54
Warehouse Direct	CMTSD - Transparent Tape	4130399-0	1-4371-12	50.76
	Outreach - Water, AAA Batteries, Assorted Hang Folders	4128387-0	1-4351-10	82.28
	December 2018 District Supply Closet Restock	4144785-0	1-4351-10	663.35
<i>Totals for Warehouse Direct</i>				\$ 796.39
Zoobean, Inc.	12 Month Beanstack Premium Service - PO5663-1819	1424	1-4631-14	2,525.00
<i>Totals for Zoobean, Inc.</i>				\$ 2,525.00
Total for Fund 1				\$ 149,893.17

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

Liability Insurance

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Arthur J. Gallagher Risk Management Services,	Treasurer's Bond - Renewal Premium & State Assessment	2840184	3-4144-10	\$ 22,945.00
<i>Totals for Arthur J. Gallagher Risk Management Services, Inc.</i>				<u>\$ 22,945.00</u>
Libraries of Illinois Risk Agency (LIRA)	Property/Casualty Insurance - 12/31/18-12/31/19	LIRA2019	3-4411-10	33,780.00
	Property/Casualty Insurance - 12/31/18-12/31/19	LIRA2019	3-4421-10	11,068.00
<i>Totals for Libraries of Illinois Risk Agency (LIRA)</i>				<u>\$ 44,848.00</u>
Total for Fund 3				<u>\$ 67,793.00</u>

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Bond Trust Services Corporation				
	Gen. Oblig. Library Build Bonds Series 2009 Principal & Int.	45418	4-4281-40	\$ 1,475,000.00
	Gen. Oblig. Library Building Bonds Series 2008 Interest	45417	4-4285-40	16,800.00
	Gen. Oblig. Library Build Bonds Series 2009 Principal & Int.	45418	4-4286-40	29,500.00
	Building Bonds Series 2009B Interest	45419	4-4287-40	252,987.50
	Gen. Oblig. Refund Library Series 2016A Principal & Interest	45420	4-4283-40	85,000.00
	Gen. Oblig. Refund Library Series 2016A Principal & Interest	45420	4-4288-40	95,550.00
	<i>Totals for Bond Trust Services Corporation</i>			\$ 1,954,837.50
Zions Bank				
	Bond Series 2018 Interest	2905395	4-4289-40	65,979.17
	<i>Totals for Zions Bank</i>			\$ 65,979.17
	Total for Fund 4			\$ 2,020,816.67

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC	Electric Work in Various Locations - PO5623-1819	11430	8-4211-30	\$ 4,342.00
<i>Totals for ABCO Electrical Construction & Design LLC</i>				\$ 4,342.00
Al Warren Oil Co., Inc.	Kohler Generator Diesel Fuel - PO5588-1819	W1176142	8-4357-30	763.46
<i>Totals for Al Warren Oil Co., Inc.</i>				\$ 763.46
Amazon	Building - Furniture Repair Adhesive	A19-1819	8-4357-30	16.98
	Building - Magicard LC-8 Color Ribbon	A20-1819	8-4357-30	251.00
	December 2018 District Supply Closet Restock	A24-1819	8-4357-30	39.40
<i>Totals for Amazon</i>				\$ 307.38
Best Quality Cleaning, Inc.	2nd FI Men & 1st FI Women Special Clean - PO5662-1819	27163	8-4211-30	150.00
	1st FI Family Washroom Special Clean - PO5677-1819	27185	8-4211-30	75.00
	1st FI Men's Washroom Special Clean - PO5681-1819	27186	8-4211-30	75.00
	Cleaning Service - January 2019	27387	8-4211-30	6,921.00
<i>Totals for Best Quality Cleaning, Inc.</i>				\$ 7,221.00
Chase Card Services	Menards - Vortex 2 Gang Mud Rug	P3672-JAN19	8-4211-30	8.80
	Menards - 4 Amp Fuse	P3672-JAN19	8-4211-30	1.94
	Menards - Quiet Reading Rooms & Study Rooms Brown Wire	P3672-JAN19	8-4211-30	48.17
	Menards - Step Stool & Blank Plate	P3672-JAN19	8-4211-30	20.26
	Batteries Plus - Space Saver Shelves	N3698-JAN19	8-4211-30	39.90
	Menards - Liebert Unit Condensate Pump	N3698-JAN19	8-4211-30	59.09
<i>Totals for Chase Card Services</i>				\$ 178.16
Cintas Corporation	First Aid Restock - December 2018	8403951278	8-4215-30	577.20
<i>Totals for Cintas Corporation</i>				\$ 577.20
Cintas Corporation #344	Weekly Mat Service - 12/20/18	344105917	8-4215-30	30.00
	Weekly Mat Service - 12/27/18	344109366	8-4215-30	30.00
	Weekly Mat Service - 12/13/18	344102513	8-4215-30	30.00
	Weekly Mat Service - 12/6/18	344849049	8-4215-30	30.00
	Weekly Mat Service - 1/3/19	344112777	8-4215-30	30.00
<i>Totals for Cintas Corporation #344</i>				\$ 150.00

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Complete Pump Service Co Inc	Circ Pump & Motor Repair - PO5625-1819	77735	8-4211-30	\$ 185.00
		<i>Totals for Complete Pump Service Co Inc</i>		<u>\$ 185.00</u>
Gill Reprographics, Inc.	2nd Fl. Mtg Rm Prints - PO5664-1819	CHI 35703	8-4211-30	56.00
		<i>Totals for Gill Reprographics, Inc.</i>		<u>\$ 56.00</u>
Graybar	Oversize 2G SS Dplx RCPT Plate - PO5665-1819	9307823387	8-4211-30	63.86
	CSD/Vortex/Studio Outlet Expansion Parts - PO5627-1819	9307503067	8-4211-30	212.12
	CSD/Vortex/Studio Outlet Expansion Parts - PO5627-1819	9307525886	8-4211-30	108.12
		<i>Totals for Graybar</i>		<u>\$ 384.10</u>
Groot Industries, Inc.	Garbage & Recycle - 1/1/19-1/31/19	2781492	8-4215-30	357.70
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 357.70</u>
Hansen Services, Inc.	Monthly Pest Control - 12/18/18	3901596	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 103.00</u>
H-O-H Water Technology	Quarterly Water Treatment - Jan, Feb, Mar 2019 - 5159-1718	547571	8-4215-30	250.00
		<i>Totals for H-O-H Water Technology</i>		<u>\$ 250.00</u>
Intrinsic Landscaping, Inc.	Green Roof Maintenance - November 2018	18-0619	8-4215-30	733.65
		<i>Totals for Intrinsic Landscaping, Inc.</i>		<u>\$ 733.65</u>
Koroseal Interior Products, LLC	Storytime Room Corner Guards - PO5624-1819	B405381	8-4211-30	172.95
		<i>Totals for Koroseal Interior Products, LLC</i>		<u>\$ 172.95</u>
Otis Elevator Company	Yearly Elevator Service - Dates 1/1/2019-12/31/2019	CYS05242119	8-4215-30	17,672.88
		<i>Totals for Otis Elevator Company</i>		<u>\$ 17,672.88</u>
Pace Systems, Inc.	2019 CCTV Platinum Warranty - PO4451-1617	207896	8-4215-30	5,865.00
		<i>Totals for Pace Systems, Inc.</i>		<u>\$ 5,865.00</u>

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

Maintenance Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
SimplexGrinnell	Fire Systems Contract - 1/1/19-12/31/19	20614230	8-4215-30	\$ 14,100.00
		<i>Totals for SimplexGrinnell</i>		<u>\$ 14,100.00</u>
Village of Bolingbrook	Semi-Annual Elevator Inspection - Date 11/16/18	61828	8-4211-30	225.00
		<i>Totals for Village of Bolingbrook</i>		<u>\$ 225.00</u>
Warehouse Direct	Toilet Tissue, Floor Cleaner, Paper Towels	4140690-0	8-4357-30	811.30
	December 2018 District Supply Closet Restock	4144785-0	8-4357-30	182.56
		<i>Totals for Warehouse Direct</i>		<u>\$ 993.86</u>
		Total for Fund 8		<u>\$ 54,638.34</u>

**Fountaindale Public Library District
Bills Payable Report
January 17, 2019**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Graybar	Studio Makerspace Can Lights - PO5648-1819	9307616055	9-4294-90	\$ 1,027.42
		<i>Totals for Graybar</i>		<u>\$ 1,027.42</u>
		Total for Fund 9		<u>\$ 1,027.42</u>
			Grand Total	<u><u>\$ 2,294,168.60</u></u>



Jennie Nguyen/Finance Manager

January 2019 Monthly Board Report
Paul Mills
January 17, 2019

Director

2nd Floor Room Conversion

We have received the plans from the architect and I have sent them onto CCS International for cost estimating services. I anticipate bringing the cost estimate and the proposed costs for furniture and for laptops and accompanying cart to the February Board Meeting for the Board's consideration.

JJC LTA Advisory Board

The Joliet Junior College (JJC) LTA Advisory Board met in December. The program may soon be offering hybrid (i.e. both online and in-person) courses soon which would make them more attractive to prospective students. Marketing efforts for the program were reviewed and regular advising sessions for all current students will be re-established.

Deputy Director (Nancy Castellanos)

During the month of December some of our public services Departments were busy offering very exciting programs for our patrons. The Children Department begin their Disney days to provide activities during the school's winter break. In the last nine days of the year they had 1,004 participants come through the department to attend programs or do the scavenger hunt, even during the quiet days around the holidays it was fun to see the Children's Department full! Outreach also debuted a new Story Time at Ikea that was great success with 96 attendees. Our new partnership with Ikea was off to a new start and the Outreach staff are eager to go back at the end of January.

The Circulation Department ran a toiletry drive during the December and gave the opportunity to patrons to eliminate some of their fines by bringing in donations. By the end of the month the library collected 14 boxes of toiletries that were then donated to the DuPage Township food patron.

In December I also had the opportunity to be a guest in the local television program Bridging the Gap hosted by Deputy Mayor Mike Lawler. I was there with volunteers from SCORE to promote the series of business roundtables that Fountaindale will host in partnership with SCORE. It was a great opportunity to talk about the series of programs and the services the library has to offer to local business owners. The first roundtable was on Monday, January 7th and we had 20 attendees.

From Marianne Thompson's report

Outreach Services

NEW STORYTIME AT IKEA:



The first ever storytime held at IKEA had a record audience of 96 attendees! According to Elora, our IKEA contact, the previous largest storytime audience at IKEA was 15! This speaks highly of IKEA & Fountaindale's social media promotions, and to Laura's following of children & parents for her storytimes! Everyone had a great time! The space is very large and works well for everyone. There was a separate area to serve the cookies and milk, with space available for families to sit & eat. Elora stayed with the group for the entire storytime and was available for any questions/issues that came up. Elora also provided some origami monster bookmarks for attendees; they ran out, hopefully there will be more next time! We look forward to the next one on Thursday, January 31!

Panera Bread Christmas Storytime & Cookie Decorating:

This is Panera's annual Cookie Decorating and storytime, in addition to the regular 2 monthly visits. There were 15 attendees. Everyone had a great time listening to stories, providing activities, and all stayed for the 2 hours! All of the children participated in the storytime & activities and had a wonderful afternoon!

Panera Bread Storytimes: Laura noted some new people attending at Panera. She also had an opportunity to speak with the local manager. Panera will soon be adding deliveries to their service.

Headstart Bilingual Storytime:

Melissa's theme for her bilingual storytime was "snow". One of the activities with the song "Skater's Waltz" included pieces of wax paper for the children to "skate on". Everyone had fun with this activity. She brought out the parachutes and everyone threw in plush snowballs, which was a lot of fun for the group!



Autumn Leaves:

Melissa provided some trivia questions from a senior memory book for the residents. She then read from "Chicken Soup for the Soul Christmas Treasury for kids". The stories were enjoyable for the residents. Melissa also provided a paper wreath craft. One of the residents wanted to make the wreath more elaborate. Melissa showed her how to take tissue paper and wrap it

around a pencil, put glue on the end, and attach it to the paper plate. This gave the wreath a fuller 3D effect. When the resident completed it, she was so happy, she called her daughter over to show her what she made. She decided to attach the wreath to her scarf for the photo!



Guest Reader at Wood View: Melissa read to Mrs. Szuba's & Mrs. Thayer/Hendrickson's 2nd grade classes. The students enjoyed the stories, especially her "over-dramatic" expressions as she read. One student told Melissa she was a good storyteller! Each student received a bookmark.

Cindy: Students at Oak View were very responsive to Cindy's booktalks. The student were so well behaved, Cindy mentioned that to the office staff, to let the principal know. A parent of an Oak View student told Cindy that her daughter came home from school and asked to see the Fountain. Cindy talks about this all the time to promote programs. The daughter circled all the programs she wanted to attend and told her mom that, "Mrs. C told her class about it and that they should keep it and not toss it...because, Mom, it's free!" Very nice!

Sarah: Sarah continues to work on her "Blind date with a book" program. This will be focused on our patrons at Heritage Woods. Supplies and a prize were purchased for the program.

Marleigha: Marleigha enjoys going to Furqaan Academy because this is the one school where children in K-12 can all visit the Bookmobile. Students at Furqaan especially enjoy reading the series "Dog Man" and "My Weird School" which she makes sure are brought for each visit.

The students at Pioneer were very excited about the Christmas books on the Bookmobile, and the items were all checked out. The students and teachers seem to be big fans of the book How the Grinch Stole Christmas, as this was also in the theatres.

Kathy: At the McGee school visit, the LMC director asked Kathy to send her digital copies of the signs made to promote CSD programs. The director had used fundraising money to purchase a large TV monitor for the library and plans to promote library programs on along with McGee's programs! Information for 2 FPLD programs fit side by side on the screen at one time.

At the Jane Addams Van visit, materials were brought for students to make cards for the holidays. Randi and Kathy made cards for the multi-needs students and gave them to their teachers. The teachers had the students practice writing notes to their families. One of these students asked Randi for a basketball, backboard, and hoop each time he visits. Randi made all three and the teachers commented how happy he was! The LMC director had written on her whiteboard outside of the library that Fountaindale was there that day.

We are seeing more patrons come to our stop on Saturday at Target. We moved the vehicle from Kohl's to Target and immediately saw an increase in patron visits! One patron returned books, and put the date in his phone for the next time we are at Target!

Marianne: The Membership Services manager from Highland Park Public Library contacted me with 12 questions for how we use our Library Express Van and how we obtained it. I replied via email and also called her to see if she had other questions. I sent photos and information from when we purchased our Van from Farber.

I was appointed President of B'LONG (Bookmobile & Outreach Services Networking Group) at the November meeting, and I am hosting the January meeting at Fountaindale. I updated the mailing list, and have begun planning the agenda. 2019 will be the year for us to have a Roundup, which will be held at Warren Newport-Library in Gurnee in July.

Dec 6, Kathy and I went to Atria at River Trail to register residents for library cards. We also took a small collection of materials in case anyone wanted to check out. Residents were very excited to see us there! Our first visit will be January 3, 2019 and then we will visit every 4 weeks.

Repairs & Maintenance of Outreach Vehicles:

Dec 14: Bookmobile was taken to KD Repair for routine oil change & preventative maintenance on the generator.

Dec 22: Coolant had leaked on the ground from the Van. It resolved itself, a one-time leak, probably after more coolant had been added to the tank. We will continue to monitor this.

Dec 26: Bookmobile was taken to Rendel's for routine oil change, preventative maintenance, and checking the back-up camera, which has been malfunctioning off and on. The check engine light had also come on again, and the service person told Kathy as long as it is clearing out quickly on its own and it is at start-up, this is normal and not of concern. We have never been told this by Diesel Services.

Dec 27: The Bookmobile was still at Rendel's. The camera is obsolete and no longer made or supported. Rendel's tried to locate a retro-fit part, but we ended up getting a new camera that is in color!

Connectivity: IT purchased a second SIM card & line to take care of the drop in connectivity for the Bookmobile. All seems to be working well. John Matysek is monitoring our usage.

From Jeffrey Fisher's report

Studio 300

During December, Studio 300 accrued these stats:

- 840 patrons actively used our spaces.
- 2902 items were checked out.
 - 45 of that total circulated out of the lab.
- 49 patrons attended our 9 Orientations.
- 261 patrons came to our 11 other Adult/T(w)een programs.
 - Total programming hours came to 30.
- 27 Non-FPLD people used Studio 300.
- Maker-related: 29 people created 168 items plus an additional 46 3D prints.
- And there were about 2663 blog page views.



We had a huge turnout, 202 patrons, for our fifth annual *Holiday Memories Family Photo Day* which resulted in 96 finished portraits. Once again **Adriana A.** did an amazing job with both her photography and PhotoShop skills. Here are the [finished images](#):

- <https://www.flickr.com/photos/fountaindalelib/albums/72157704486113544>

Also, we were indebted to the enthusiastic effort provided by both of our volunteers, one adult and one teen, who directed traffic, assisted patrons with their choices, and generally provided excellent customer service so Adriana could focus on taking the best portraits.

Our two *Digital Date Nights* brought in 17 patrons who experimented with several technologies in Studio 300. Pictures from the events are on the Studio 300 blog [here](#) and [here](#).

The Studio 300 maker technology proved to be a popular place for unique holiday gifts ideas. Our two *Maker Open Shop* days were well-received with 14 people making 33 items. During the rest of the month, 15 additional patrons made 135 total items. **Anna G.**, **Joe P.**, and **Adriana A.** assisted patrons as needed. Related to this topic, construction began on the area to be dedicated to the maker machines. To-date electrical and networking upgrades, wall repair, and painting are nearly finished.



Anna G. helped out CSD/ATSD-Teens with another well-received *Hour of Code* and the Teen Makers for ATSD-Teens, too. Jeffrey assisted CSD with their *Lego Friends Animation* program. Their finished video is on our [YouTube](#) channel.

The *Indie Filmmakers* from Independence Elementary visited Studio 300 twice to edit and finalize their films made during their semester-long after school activity. The students completed two short films using any Studio 300 resources.

Our new staff members continue to make terrific progress as they learn the Studio 300 and FPLD operational details. And both **Wil C.** and **Patrick C.** attended *Anti-Discrimination and Anti-Harassment Training* this month.

Jeffrey met with Christina T. to discuss and plan a cataloging project centered on the Studio 300 circulating collection. He also met with Paul M. and Nancy C. to discuss options for allowing minors to contribute their creative work to our local content portals (BPM and CCC).

The *Soon to Be Famous Illinois Author Manuscript* contest kept Jeffrey busy helping libraries and authors nominate and upload their manuscripts respectively for the competition. He nominated seven FPLD patrons for the new contest this year which closes January 2 when judging begins. A winner will be announced in April 2019.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

December was a great month for helping patrons with their holiday holds, introducing them to our streaming services, and helping students with the last rush of exams and term papers. The new signs and posters for our streaming services, as well as the computer screen savers at our reference desks have been very eye catching. Our staff have been assisting patrons with ebook checkouts and adjustments with settings within each app. Many of our patron questions revolved around accessing items during the holiday season or while traveling out of state to visit family members.

I wrote two genealogy blog entries for December, but I scheduled one of them to be published on January 3 highlighting a future episode of "We'll Meet Again", which airs on PBS. Earlier in the year, Tom Degutis and I conducted research for the show, and I had the opportunity to speak with Emalie J., who was the first commercial airline pilot for Illinois Central Air. Emalie lives in Bolingbrook, and she was being featured on the show, although she didn't know who was trying to reunite with her. I wasn't privy to that information, but she had an amazing

experience piloting and being charged with an all female flight crew in the 1970s. I can't wait to see the episode, which airs on January 8, 2019 on our Chicago PBS station.

Programming (includes):

YA Programs:

Randi's Observations: I like to gather year-end programming statistics and share those with our staff. As always, we provided numerous programming opportunities over the last 12 months. From January through December, we had 10,483 teens participate in programs in the library and the middle schools, use our maker cart and Craft-on-the-Go, answer questions of the week, participate in the Great Page Race, watch movies on early release days, volunteer and more. This was a five percent increase from 2017 (9,954). My team will continue to offer quality programming after school, in the evenings and on weekends.

- Cathryn Stanek-Whisler was back in December with her popular Graham Cracker Gingerbread Houses. Tara was on hand to assist. Tara writes, "The teens always love this program and who wouldn't? It's full of frosting, graham crackers, sugar cones (upside down and covered with green frosting, they look just like evergreens!), candy canes, gum drops, Skittles, candy straws and other small candies! And I always love watching the sugar-fueled engineering extravaganza! Some teens focused on making their gingerbread houses as large and as elaborate as possible while others spent their time making some amazing frosted landscaping. One girl perhaps sampled too much of the frosting meant to hold her house together as it collapsed into a graham cracker catastrophe. She made the best of it though and used that as her inspiration for a natural disaster scene!"



- For December *Teen Makers DIY*, our teen makers created holiday signs using string art. The teens used a hammer and nails to create a pattern in our pre-made frames and then wrapped embroidery floss around the nails to finish off their designs. Anna provided

patterns including gingerbread people, ornaments, candy canes and more, with most choosing the candy cane. We also provided ribbon that teens could use to hang their completed projects.



- Last December's *DIY Ornament* program was such a hit that we decided to bring it back again in 2018. All three of us scoured the internet for simple holiday ornament designs that could be made quickly. Most of the supplies came from our craft supply stock. Tara writes, "We found four pages worth of examples and supplied the teens with yarn, craft sticks, craft stems, pompoms, cardstock, tinsel, wooden snowflakes, ribbon, bows, wooden rings, cotton balls, plastic ball ornaments and LED tea lights. We encouraged the teens to look to the examples for inspiration or make up their own designs and they made a ton of beautiful ornaments and holiday decorations!"
- Christine Thornton taught the teens about the art of tangling during *Tangled Winter Cards* – using lines, dots, curves and doodles to fill shapes and add visual interest. It's also extremely relaxing. The teens drew their tangles in reindeer, trees and other holiday shapes and then glued them on to cardstock to make gorgeous, unique holiday cards!



- Super Smash Bros. is very popular in the Vortex and we thought December was a great time to hold a tournament, particularly with the release of the new Nintendo Switch Super Smash Bros. Ultimate. We hit a brief snag as the copy of the game we ordered for the Vortex did not arrive. Thankfully, Nathan P. in IT loaned us his copy. Two of our regular teen patrons volunteered their time unlocking characters so that we would be all ready for the game day. Ashe writes, "It was great getting to use the new version as it has a tournament mode! It took a little extra time setting up, but once finished, it was great and ran super smoothly! I assigned each teen a number so they had no problem finding out who was next up. We had 18 teens total! It was such a fun time! Congratulations to Andrew, our winner!!"



Career Online High School:

Currently Enrolled: 9

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 3

Graduate: 20

Pending Graduate: 0

Adult Programming:

Maureen's Observations: Programming slowed down a bit this month as it usually does in December because of the holidays. We offered our usual book clubs and regular programs with a sprinkle of craft programs here and there. ESL celebrated their last class of the year with a holiday party. Instructor, Elizabeth Portillo sent me this picture. It looks like they had a blast learning together.



Jessica Granados' last day as and FPLD ATSD Specialist was on Thursday, December 13. She will be missed. She has agreed to come back on a contract basis to for Spanish programs. Our department bid her farewell with a small party and a gift.

One of Jessica's last programs was the Ugly Sweater program, where patrons brought in a sweater and we provided the embellishments to make it ugly. They had a blast doing this! After the program, Jessica had a great idea--post the pics on Instagram and have our followers vote for the ugliest one! It got a lot of response and it was fun! Now, I'm trying to think what other programs we can make as contests!

Programs

- **Yarn Ornaments in English and Spanish-** Jessica and I did some experimenting this month and decided to host the same program both English and Spanish. She taught the Spanish version and Cathryn Stanek-Whisler of Plentiful Programs taught the English version. Both classes had low attendance but it could be due to the weather or that people just had other things to do. 13 registered for the English Program but only 4 attended and 10 registered for the Spanish class but only 6 attended.
- **Coffee and Conversation Book Club** - This month our club discussed Anne Perry's "A Christmas Return." Our discussion about Anne Perry was more interesting than our discussion of the book. Most found it boring and predictable. We also had a cookie exchange (I wish I took pics) and welcomed a new member, Gayle Graske.
- **Bicentennial Painting Program** - This program really surprised me. I thought since it was held so close to the holidays that there would be cancellations or no shows since 26 were registered. But most of them showed and there were 26 in attendance. Christine Thornton did a wonderful job, showing them how to draw a cardinal and the watercolor pencil painting their masterpieces. Two patrons came up to the 3rd floor desk to let me know how much they enjoyed the program. Christine also told me that she has never had so many males in any of the art classes she has taught at libraries.



From the Reference Desk of Tom Degutis

---"Thank you for your help in searching AND for your patience to do the searches for me. Merry Christmas!"

--- SOURCE: Comment from a customer who I had helped at the 3rd Floor Desk, on the second Wednesday of December, with finding "Christmas romances" written by her three favorite authors.

Over the years that I've worked with customers here at library, I've found that people really respond to and appreciate a staff member's willingness to help with their inquiry and with the staff member's effort to look a bit further if the solution is not initially found.

On the second Wednesday of the month, a customer came to me at the 3rd Floor Desk. She was looking for what she described as "Christmas romances". She didn't have any titles in mind, so I asked her who some of her favorite authors were. She told me her three favorites were Kat Martin, Donna Grant, and Monica McCarty.

I tried searching the resource Novelist Plus, but did not find that really helpful.

I next tried a SUBJECT search in the Pinnacle catalog for Christmas romance. It was not providing the results that the customer and I were looking for.

I wound up going to the Fantastic Fiction website and looking up the customer's three favorite authors. Together, we went through lists of each author's books, looking for any volume that had "Christmas" in the title. We didn't find much in the area of "Christmas romances," but we did find a few titles that the customer wanted to read and was able to find them while she was still at the library.

She was happy to be leaving the library with some books by her favorite authors, even if they weren't "Christmas romances."

Before she left the 3rd Floor, the customer said "Thank you for your help in searching AND for your patience to do the searches for me. Merry Christmas!"

Specialist Highlight

Andre Burton

I've had several one on ones this month as a lot of patrons were looking to check out eBooks and stream different movies and TV shows through Kanopy or one of our other services. I also had a lot of patrons looking for various movies for the holidays, mainly a lot of the classic Christmas titles. I've also had more faxes than usual this month.

From the Computer Commons

Uriel Cortez

A challenging question I received was from a patron who needed help uploading her pictures of her trip to the computer then to the Costco.com website in order to have them printed. The upload part was fairly simple because it gave us the option of importing all pictures from her phone on to the PC as one of the standard options almost instantly after plugging her phone to the pc and drivers were installed. I managed to figure out how to upload picture over onto Costco simply by helping the patron create a free account on the Costco website, going over to the my pictures tab then clicking on to upload pictures. After that you want to choose where you saved your pictures from (either from the pc or flash drive etc) then simply choosing the pictures you want and pressing upload when you're done. The patron walked away happy.

From Wendy Birkemeier's Report

Children's Services

Monthly Overview of Children's Services

We had a great month. Fall Storytimes ended as families prepared to celebrate the holidays. We collaborated with ATSD on a JourneyCare program and introduced the new **Roots** series. How could we top DiNovember? By offering **Disney Days** as our winter break theme.

Behind the scenes we were busy writing and approving publicity, planning spring and summer programs, hiring performers, and preparing our new doll collection to circulate.



Programming Highlights

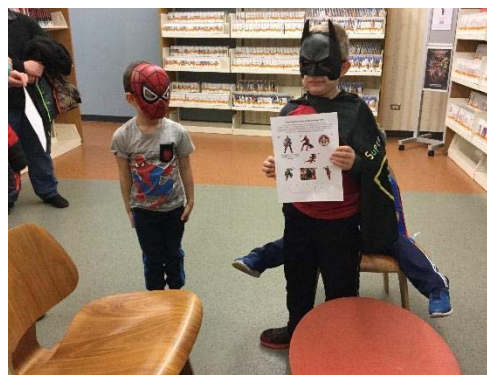


Disney Days (1,004 participated in 9 Disney Days of fun through 12/30 with 4 more days of activities in January 2019). Each day we featured a different theme with a movie, a craft and a scavenger hunt. We also offered a Kickoff Mary Poppins Day on December 15 and a Superhero Preschool Activity Time. Everyone in the department was involved in the planning and execution of this amazing series of programs. Debbie S. coordinated it all. Here are some of her comments.

Planning and executing Disney Days was one of my goals for the year I have always enjoyed all things Disney so I was excited to get the assignment! I started with setting up two display cases outside the storytime room with Disney materials. Then Kathy and I put together a bulletin board display featuring the Disney Castle with a paraphrased quote from Walt Disney and a reference to winter break featuring Disney. I put together a holiday display featuring Disney characters behind and around the CSD desk. This was all such fun to put together!



Months ago, I set up a Google doc to brainstorm with the rest of the staff. We decided everyone would take a day for a make-it take it craft. We would have a different movie for a theme each day and we would show the movie in the Storytime Room. We wanted to have a scavenger hunt each day. We thought we would have an estimating jar that the kids could enter a guess to win a prize basket. We really like the way the cardboard cutouts of characters attract the patron's attention so we planned to purchase some of those for the department. We planned bigger events, like the Mary Poppins day... We decided on a Superhero Preschool Activity Time, a Royal Party and a Mickey and Minnie themed Happy Noon Year Party. We hired Paint on Pine to do a Disney paint party and we decided to make Mickey Mouse ears in Arts and Fables. It all came together in the document and with talking with team members.



Mary Poppins Winter Break Kickoff With the release of *Mary Poppins Returns* just before Christmas, we celebrated the original movie with a party, a showing of the 1964 movie, a scavenger hunt and a craft on 12/15.

Scavenger Hunt (32) The premise was that Mary Poppins had left pictures of her clothing all over the children's department. If you found all of her items, you would find the letters that would reveal a word associated with the new movie. The kids did a great job finding all the clues and it revealed the word 'returns'. They came to the desk and received the treasure chest prize of the day: a "Wonder" pencil and a bookmark. *Debbie S.*



Mary Poppins Party (14) We danced with our umbrellas and made kites out of glow sticks and scarves. Imagination runs wild with anything Disney. *Kathy B.*

Mary Poppins Movie (18) Kids and adults were singing to the songs but left before the end (after about 2 hours) due to it being such a long movie. *Susan F.*

Umbrella Craft (48) The craft was advertised to be held from 3-4 pm. We had patrons asking about it so we started a little early and temporarily set up in front of the CSD desk about 1:00. We migrated to the Creativity Park at three and brought the Mary Poppins soundtrack with us for background music. We had a great turn out and everyone really enjoyed the craft. *Debbie S.*



Superhero Preschool Activity Time (62) The children made Thor's Hammer out of a marshmallow and a pretzel stick, a superhero mask, a superhero bookmark, and a superhero paper clip refrigerator magnet. Many parents came up to me and said it was so much fun! I also had the craft for the day, a superhero sun catcher, we had 20 children make the sun catcher. *Rosemary B.*



Happy Noon Year! (122) Kathy B. And Debbie S. planned a Disney-themed party. They included all of the New Year's traditions with the kids: music, games, (Disney Scene it), the countdown, fireworks (from Disney World on YouTube), horns and blowers, Auld Lang Syne, a toast of sparkling grape juice, a balloon drop, snacks and a rendition of the Mickey Mouse Club song. Teen volunteers helped. Everyone had a blast!

The same day (12/30) the scavenger hunt attracted 82 children. We still had umbrellas left so we had another craft session with them at the front of our department and in the Secret Garden as well as the Creativity Park. 92 participated. 25 people attended The Three Musketeers with Mickey, Donald and Goofy. What a day!



Disney Days in December

Activity	Events	Attendance
Scavenger Hunt	9	314
Craft	9	304
Movie	9	171
Total	27	789

More Program Highlights

Roots (6) Earnest Davis presented the program in place of Judith and Ernie. It was a small group, but everyone enjoyed the program. Patrons learned about Elijah McCoy's life and that the phrase "the real McCoy" was inspired by his invention. We also learned about Mae Jemison. A homeschool teacher mentioned what great timing this program had; she and her children just finished a lesson on Jemison the week before the program!



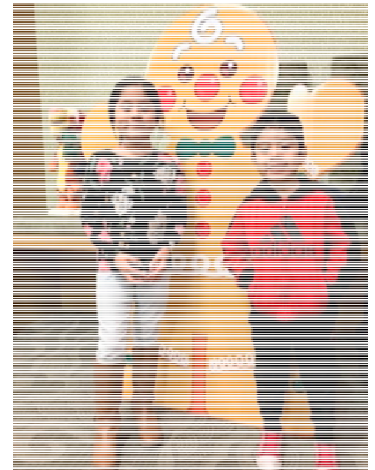
Judith Davis and her son, Ernie, have done an extensive amount of research! They even traveled to the Henry Ford Museum in Detroit this summer to get more information on Elijah McCoy, and they visited the Space Center in Houston. Their slideshow presentation was well-done. I found a steam engine craft and a paper plate astronaut helmet craft to tie in to the presentation. The day before the program, Ernie was involved in an accident that resulted in him having emergency surgery. Ernie's dad, Earnest, came in to the library to tell me the news in person. When I asked how Ernie was doing, dad told me that Ernie is more worried about missing the Roots presentation. He was looking forward to presenting with his mom. Dad was very emotional and said that he would present the slideshow in their place because "I don't want to let them down. They worked so hard on this." *Joyce A.*

Wilbur the Elephasaurus (21) Rosemary B. hosted local author Denise Allegretti. They read the story and played Jeopardy based on the story. Wilbur appeared!



Noche de la Familia: Navidad (29) There was an excellent turnout. Andreea planned songs, stories and crafts that everyone enjoyed. We also served cookies and cocoa. *Sarah D.*

TechnoKids: Play Interland - Digital Citizenship (11) Andreea put together a program on internet safety. The idea and some of the information came from Nancy and Paul. It was a topic covered in a presentation they went attended. Some of the schools use the program and we were lucky enough to have a young man in our group who was familiar with the program. The other kids were very interested in his take on the material. They enjoyed the Chromebook and the interactive programs that reinforced the concepts. I think we all learned some things and it reinforced those things that we already knew. *Debbie S.*



One family that came to the program said that they heard about the topic and thought that it will be a great addition to the education of their daughter. The mom said: This is the kind of program that I think it is better for her to do it at the library, work on a Chromebook and have the concepts explained by a teacher. I was aware they are teaching Digital Citizenship in schools but because we are homeschooling I thought this would be our best option. The parents stayed for the whole duration of the program. *Andreea D.*



Tween DIY: LEGO Friends Animation (6) Last year, 1 girl attended the LEGO animation program at the end of November (2 more registered for the program but did not attend). This year 2 girls registered for and attended...One was particularly interested in the LEGO Friends pieces, and, although she was the youngest person there, she confidently worked on her project by herself.... Jeffrey taught the class and the LEGO Friends pieces were new to him. All of the tweens seemed to be having a good time. *Sarah D.* (Sarah wanted to attract girls to this program, but we did not really promote it as such beyond using “LEGO Friends” in the title. I took a question from a mom whose son wanted to come but thought it would be “girly.” Wendy B.)



Storytimes

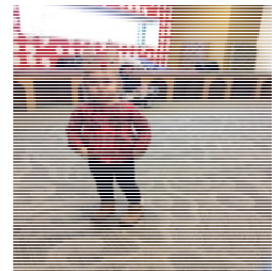


All staff members commented on how much they enjoyed the last sessions of Storytime. They featured snow, cookies, families, and more.

Sensory Storytime was dedicated to snow. Marta found a supply of instant snow and mixed it up. “I placed the snow in two large tubs along with colorful glass pebbles, shovels and cups. I encouraged the children to scoop the snow with their shovels and touch it with their hands. We talked about the texture and color of the snow and some things that we can make out of snow. The children described the snow as cold, wet, soft and smoochy. A little boy pick up some snow and threw it up in the air and said, ‘Look! It’s snowing,

Mommy.’...Two special needs children attended the program. Both families seemed happy with the sensory experience their kids received, because they mentioned to me that their kids seemed to enjoying the activities that I prepared.

Polish Storytime... I had the kids make a little holiday craft. We made Rudolf ears out of construction paper. The parents assisted the kids with the hand tracing and cutting. But the kids glued on their Rudolf ears and faces on their own... At the end of the program, one of the mom’s said to me, “Who would have seen just a great program at a library in Poland? A library in Poland is considered just an old and dusty place. Mrs. Marta you are truly doing something amazing for our kids”. That was a comment that was very nice to hear. *Marta M.*



Romanian Storytime The community was excited to participate at this final program of 2018...For this special edition of the program we celebrated a year since we started presenting the storytime. One mom offered to bring a special homemade decoration that symbolizes 1 year. Another mom brought a large cake to share it with the other families... We gathered around the beautiful cake and sang: Happy Birthday! Families enjoyed very much the program and told me how happy they are to have a storytime in Romanian language. One family homeschools their children and came for the program from Oswego.



The group organizer posted on Facebook a nice video recap of the program and we got many positive comments. The program was advertised head of time as an event and we got 20 likes and that gave us an idea how many people will come. We had 21 adults and 25 children so it was pretty close. *Andreea D.*

Program Type	Number 2018	Attendance 2018
Storytimes	25	808
Active Programs	13	444
Passive Programs	32	895
Games played in the library	78	147
TOTAL	148	2294

Public Service

Reference Request: I had a special interaction with one patron this month. A mom came in looking for books or other materials that could help her 5-year-old daughter learn sight words. She told me that her daughter is in kindergarten and has trouble learning her sight words. I was able to find some helpful DVD's and musical cd's that help with sight word recognition. I also suggested to this mom that a great way to teach sight words is also through songs and poems. I told her that when I had my home daycare I taught my daycare kids sight words through fun and silly songs, for example "the word on" On top of spaghetti all covered with cheese I laid my poor meat ball and somebody sneezed. *Marta M.*

Stories of the Month: Wednesday December 12, a 3-year-old, girl came in the children's department saying "she loves the library" and was so happy to be here. I gave her an "I Visited the Library" sticker and she was so excited to have the sticker. She was also so excited to play on the computer, play with the dinosaur busy box, and so very excited to go to storytime. *Rosemary B.*

A young adult patron came up to the desk asking for some tracing paper. Chris was unable to find anything that would work, when I remembered seeing waxed paper in the Creativity Park cabinets. So I grabbed some and took it to the patron. I returned to check on her to see if the paper had worked and if she needed any more. She showed me what she needed it for and told me that she didn't own a protractor. She used the waxed paper to make a modified version to do her homework. I had a protractor back at my desk and returned to give it to her to keep. She shared with me that she was in a new school district that was much further ahead than her last one and was confused about her Geometry homework. I offered to take a look for her and was able to help her get back on track. I actually ran into this patron at the store later in the week and asked how she was doing. She said she got an A on all of her homework packets and was going to be taking her final on Friday. I was very happy she was doing so well with just a little help from me! *Susan F.*

Circulation Services

Staff Updates

- All Circulation staff did an amazing job during the month of December. Even with being down one Lead Specialist and the Circulation Manager position, they still managed to cover all service points, incorporate vacation time and handle the increase in work during the holidays.

- Danny B. started his new position as the Associate Manager of Circulation on Dec 3rd. He has settled in well and has already started working closely with our Aides and conducted interviews for the open Circulation Aide position.
- Leigh Ann V. was offered the full time Lead Circulation Specialist position and her first day will be on Monday, January 14th.
- Interviews were conducted for the Circulation Aide position and a candidate was selected. Jenna J. will be our new Circulation Aide and her first day will be on January 15th.
- Interviews were also conducted for the Circulation Manager position and a candidate was selected. Amina Ali who currently works for the University of Chicago Libraries has accepted the position. Her first day will be January 28th.

Toiletry Drive

During the month of December, the library conducted a toiletry drive and offered patrons the opportunity to get rid of fines by bringing in donations. The Circulation Department collected 14 boxes of toiletries. This came out to 839 items and \$1,034.19 in fines waived. All donates were given to the DuPage Township Food Pantry.

RAILS Count

December was a busy month for delivers from RAILS. The library received a total of 249 bins! Dec. 26th and Jan. 2nd were extremely busy with 12 bins and 22 bins respectively. It is always busy the day after a holiday and everyone jumped in to help!

Items pulled

Circulation staff were also busy pulling items for patrons. 6,354 items were pulled for patrons during December. December 26th staff pulled 498 items and on January 2nd they pulled 754 items.

Drive thru

We had a total of 742 visits for the drive thru during the month of December.

Building Operations (Tasos Priovolos)

The final design prints for the lower level maker lab millwork/electric/data was approved. The electrical, data, and drywall repairs were completed. Final painting will be completed soon. Millwork manufacturing has been delayed due to the holidays. We are hoping to have that started soon.

Reviewed the final design prints for the proposed 2nd Floor computer lab conversion to a meeting space. This proposed room will allow patrons to reserve this additional room while keeping the existing programs in the same space.

New electrical outlets were installed in the computer area of the Vortex and at the computer lab in the Children's department. These new outlets were needed to accommodate the new pc's that were installed. New electrical outlets were also installed under the windows in the Quiet Reading Room in order to allow patrons to charge their electrical devices.

The lighting system in the Quiet Reading Room and Quiet Study Room were re-wired in order to allow our Lutron lighting system to control these lights. Lutron will be programming these new circuits and our user interface at their next preventative maintenance visit in January.

The entire Building Operations department attended the annual anti-discrimination and harassment training provided by our Human Resources department.

Tasos met with the other strategic plan goal owners to discuss and update the status of our assigned goals. We also met with the Board Liaisons to discuss the status of our assigned goals.



ZENDESK -

In December, 38 new maintenance tickets were created, and 47 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

Staff Updates

- Christina, Danette and Jake began interviewing applicants for the part-time Acquisitions Aide. We hope to fill this position in January.

Readalong & VOX Books Collection

After a few months of planning and collaboration, we finally launched our rebranded Readalong Collection and introduced a new format called VOX Books! VOX Books is the brand name of a new type of picture book that contains an audio component permanently attached to the front cover. It is ready for listening—no CD, computer or other device required. This convenient format will likely replace picture books + CDs, as these are being published with less frequency. VOX Books are now shelved with the Children's Book + CD collection; together they are branded as our Readalong collection. Brett worked on selecting titles to build our starter collection and helped to facilitate the shelving. Dawne and Chris worked to re-catalog almost 400 EBKDs (Children's Books + CD) in addition to the new VOX Books. Our processor Anna swiftly completed the re-labeling of the EBKDs in record time.

As of today, over half of the newly acquired VOX Books are checked out!



American Girl & Barbie Doll Collection

Cataloging and processing of the new Fountaindale Doll Collection was completed this month. Christina and Catalogers Dawne and Chris collaborated on new cataloging procedures. Dawne and Chris performed original cataloging for all of the dolls, while Linda and Dawne worked to professionally package and prep the dolls for circulation.

Windowing & Weeding Project

We are continuing with the windowing of materials in the Juvenile Fiction and Adult Non-Fiction collections. Lynnette and the Collection Aides are also working to weed and shift the Adult Non-Fiction collection as they implement the windowing process. We are striving to have both collections completely windowed with face-out materials by the end of January or early February. Weeding of the Adult Music CDs was also completed this month.

Continuing Education, Trainings & Orientations

- Dec 7 – College of DuPage Student Interview (Dawne)

Comparison of Physical Collection Circulation

December 2017 to December 2018

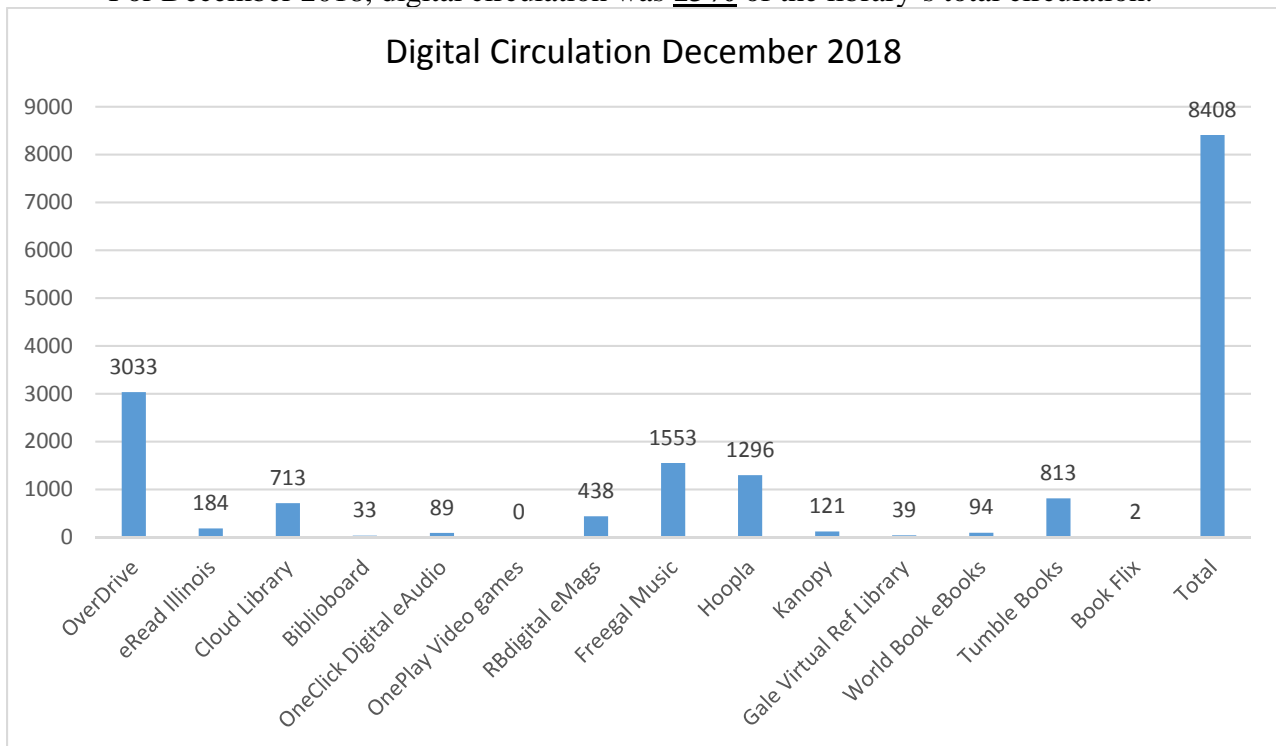
Collection Categories	Dec 2017 Circs	Dec 2018 Circs	Change	% Change
Adult Audiobooks	1049	830	-219	-21%
Adult Bookmobile Collection	398	257	-141	-35%
Adult Fiction	4417	4046	-371	-8%
Adult Non-Fiction	4384	3829	-555	-13%
Foreign Language Adult	175	157	-18	-10%
Foreign Language Juvenile	536	429	-107	-20%
Foreign Language Young Adult	12	16	4	33%
Graphic Novels	2422	2066	-356	-15%
Interlibrary Loan	208	232	24	12%
Juvenile Audiobooks	474	445	-29	-6%
Juvenile Bookmobile Collection	2260	1586	-674	-30%
Juvenile Fiction	4451	4099	-352	-8%
Juvenile Non-Fiction	2995	2978	-17	-1%
Large Print	556	698	142	26%
Local Author Collection	6	5	-1	-17%
Magazines	840	863	23	3%
Movies	12683	11746	-937	-7%
Movies - Juvenile	6273	4915	-1358	-22%
Music CDs	2450	2028	-422	-17%
On-The-Fly	10	14	4	40%
Picture Books	8546	7696	-850	-10%
Reference	8	2	-6	-75%
STEAMboxes	33	42	9	27%
Studio 300 Collection	2571	2896	325	13%

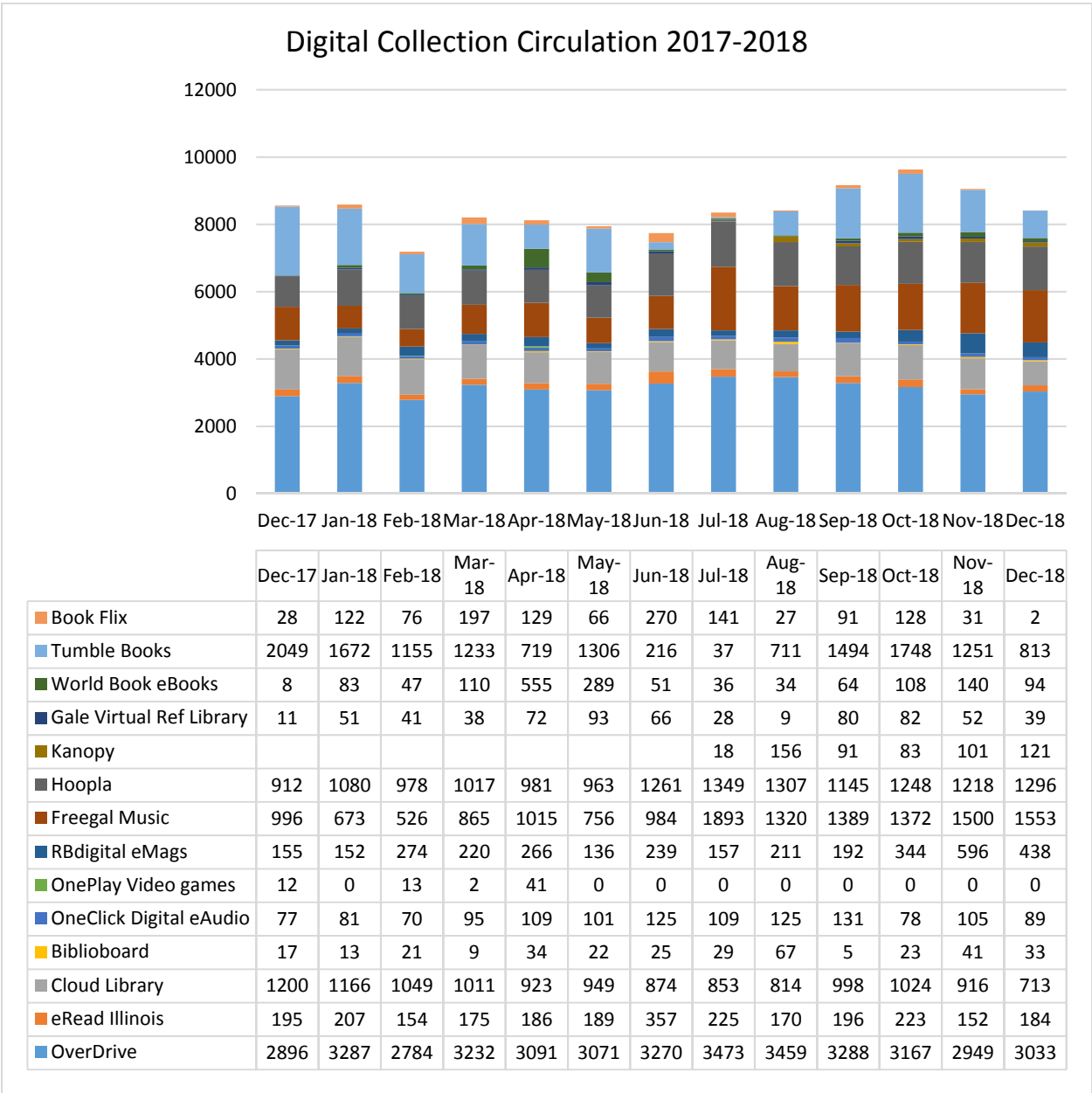
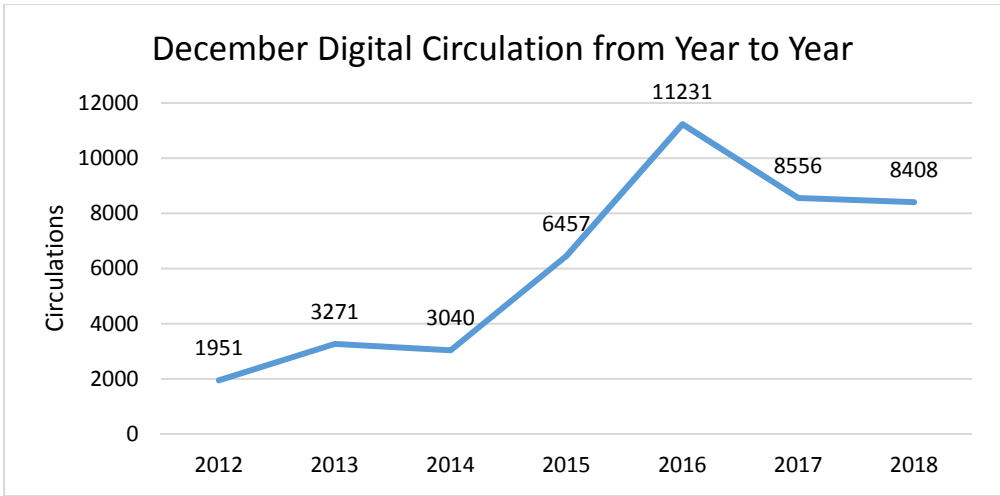
Technology & Equipment	941	807	-134	-14%
Technology & Equipment - Juvenile	116	163	47	41%
Toys	125	84	-41	-33%
Videogames	2214	1943	-271	-12%
Young Adult Audiobooks	140	71	-69	-49%
Young Adult Bookmobile Collection	23	14	-9	-39%
Young Adult Fiction	1101	1086	-15	-1%
Young Adult Non-Fiction	193	227	34	18%
TOTALS	62610	56270	-6340	-10%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,428	vs.	DVD	13,755
CD Audiobook	878	vs.	Playaway Audiobook	602

For December 2018, digital circulation was 13% of the library's total circulation.





Digital Content Fast Facts December 2018

Overdrive

- There were **4,137 unique users**, which is a **11.7% growth** from last December
- **eBooks** accounted for **62.8%** of checkouts, while **eAudio** accounted for **37.2%** of the month's usage.
- **88.2%** of checkouts were for **Adult** titles, **7.1%** were for **Young Adult** titles, and **4.6 %** were for **Juvenile** titles.

cloudLibrary

- In November, there were **165 active users**. **Of those, 18 are new patrons**.
- **64 titles** were purchased via eAudio Pay Per Use: 16 from FPLD and 48 from Lemont.

eRead Illinois/Axis 360

- In December, there were **87 active users**, **28** of which are **new users**.
- The top 4 best circulating subjects for December are **General Fiction, Juvenile Fiction, Religion** and **Biographies**.

Hoopla

- **Audiobooks** were the most borrowed format, accounting for **46%** of all circs.
- There were **1,296 total circs** borrowed by **305 patrons**. The average number of circs was 4.20 circs per patron, with **44** individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for **49%** of all circs, followed by **Adult Non-Fiction** with **29%** and **Juvenile Fiction** with **13%**.

Kanopy

- The **top 5 videos played** were *Beyond the Lights*, *Clue*, *The Birth of a Nation*, *The African Queen* and *The Quiet Man*.
- Our patrons played **121 distinct video titles** and **213 video plays**.
- The site was **visited 1,037 times** and received **1,326 page hits**.
- There were 34 active users in December, with **1 user** capping off at **all 13 plays**.

Freegal

- December yielded **230 music downloads** and **1,323 songs streamed**.
- December's top **streaming music genres**: Pop, Holiday, Rock, New Age, and R&B.
- December's top **downloaded music genres**: Classical, Holiday, Pop, Country

Physical Items Added and Withdrawn

Physical Items	Dec 2018 Added	Dec 2018 Withdrawn
Adult Audiobooks	75	1
Adult Bookmobile Collection	67	0
Adult Fiction	287	34
Adult Non-Fiction	256	483
Foreign Language Adult	33	2
Foreign Language Juvenile	21	0
Foreign Language Young Adult	1	0
Graphic Novels	106	664
Juvenile Audiobooks	39	1
Juvenile Bookmobile Collection	33	4
Juvenile Fiction	73	851
Juvenile Non-Fiction	70	12
Large Print	39	5
Local Author Collection	0	0
Magazines	283	104
Movies	262	489
Movies - Juvenile	59	2
Music CDs	44	1575
Picture Books	294	27
Reference	9	2
STEAMboxes	0	0
Studio 300 Collection	19	14
Technology & Equipment	5	5
Technology & Equipment - Juvenile	5	0
Toys	0	0
Videogames	41	7
Young Adult Audiobooks	13	0
Young Adult Bookmobile Collection	4	0
Young Adult Fiction	63	8
Young Adult Non-Fiction	64	4
TOTALS	2265	4294

Acquisitions

- Purchase Orders created and released: 188
- Invoices Paid: 300
- Periodicals Weeded: 151

Processing & Repair

- New cases: 139
- RFIDs/Stingrays: 18
- Repairs: 18
- New artwork: 22
- Stolen: 3* (#1644 / #1650 / #1656)
- Disc repairs: 126
- Processed (spine & pocket): 1238
- New stickers: 840
- Discard & de-processing: 3413
- Playaway battery covers: 8

Interlibrary Loan

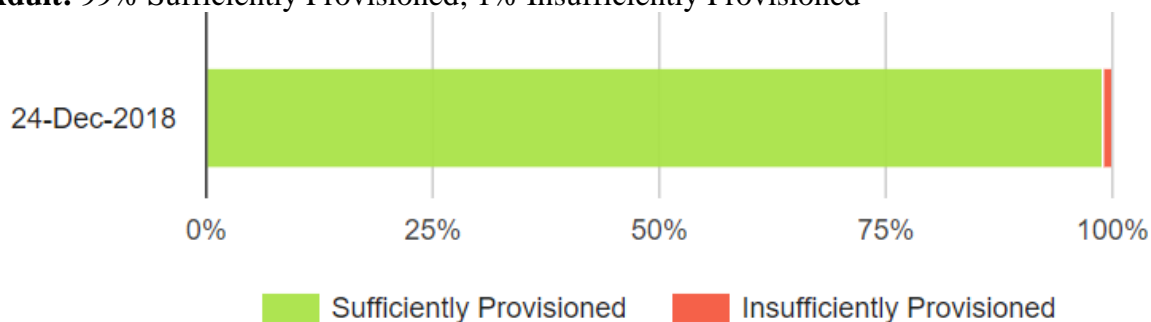
236	<p>Items Received for our patrons</p> <ul style="list-style-type: none"> • 189 items from IL libraries • 47 items from out of state libraries
165	<p>Items Sent out to other libraries</p> <ul style="list-style-type: none"> • 88 to IL libraries • 68 to out of state libraries • 9 to XYZ libraries
316	<p>Items requested by our patrons this month</p> <ul style="list-style-type: none"> • 292 submitted in OCLC • 7 items were too new to request • 9 were available in Pinnacle • 8 were out of country only • 1 videogame request out of state • 1 videogame request in state • 1 audiocassette • 1 eAudio • 2 XYZ Patrons
230	<p>Items requested by OCLC libraries this month</p> <ul style="list-style-type: none"> • 117 from IL libraries • 113 from out of state libraries

CollectionHQ Statistics

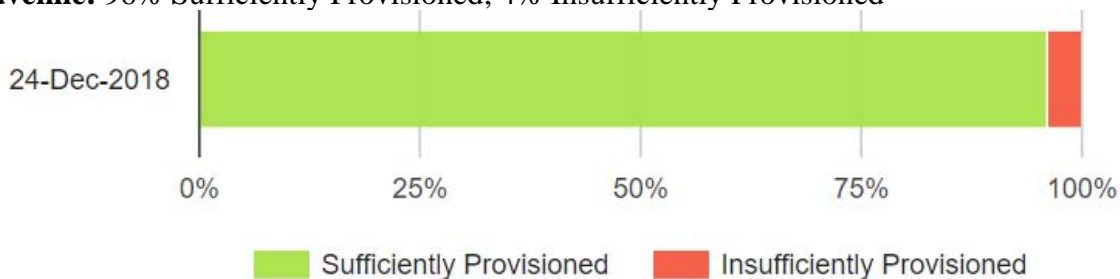
CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	26,834 Down 1,231 items 22.58%	4,023 Up 143 items 20.22%	14,831 Down 7 items 13.39%	45,688 Down 1,618 items 18.76%
Collection Check - <i>Anything that has not circulated in <u>4 years</u></i> <i>CHQ Recommendation: less than 10%</i>	3,242 Up 29 items 12.08%	404 Up 22 items 10.04 %	1,165 Up 77 items 8.37%	4,888 Up 113 items 10.70%
Grubby - Items that have circulated <u>75</u> times or more <i>CHQ Recommendation: less than 10%</i>	10,851 Down 174 items 9.13%	846 Up 14 items 4.25%	13,663 Up 25 items 12.34%	25,547 Down 187 items 10.17%
DOA <i>Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months.</i> <i>CHQ Recommendation: less than 10%</i>	1,907 Down 177 items 15.44%	443 Up 14 items 33.28%	1,389 Down 146 items 17.36%	3,924 Down 185 items 17.24%
Turnover <i>December 26, 2017 to December 24, 2018</i>	2.22 Turnover	1.83 Turnover	2.86 Turnover	2.47 Turnover

CollectionHQ Popular Author Provisions

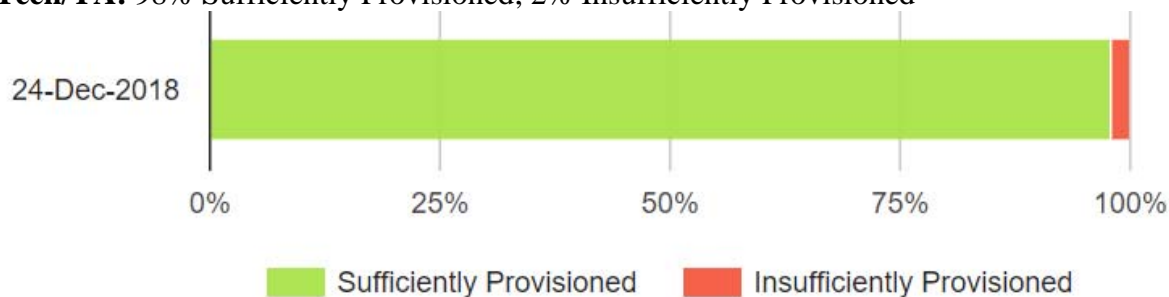
Adult: 99% Sufficiently Provisioned; 1% Insufficiently Provisioned



Juvenile: 96% Sufficiently Provisioned; 4% Insufficiently Provisioned



Teen/YA: 98% Sufficiently Provisioned; 2% Insufficiently Provisioned



NextReads Newsletters

Subscribers	9 New	2 Unsubscribed	1 Bounced
Newsletters	<ul style="list-style-type: none"> 325 Items clicked open November New Movies highest clicks (294) 	23.08% Mobile Views	76.92% Desktop Views
Emails	<ul style="list-style-type: none"> 1,132 Sent 35.63% opened 	Highest Subscribers - New York Times Fiction Bestsellers (74)	New York Times Fiction Bestsellers 12.16.2018 issue Highest Unique Opens (29 emails opened)

Displays

Lobby Tree

- Fantastic Beasts (32)
- Disney (57)

Lobby Display

- Christmas Movies and Music (831!)
- Cozy Christmas (88)
- Illinois 200th (46)

3rd floor self-check

- Holiday Baking

CSD Yellow Wall

- American Girl and Barbie: 28
- Christmas: 27

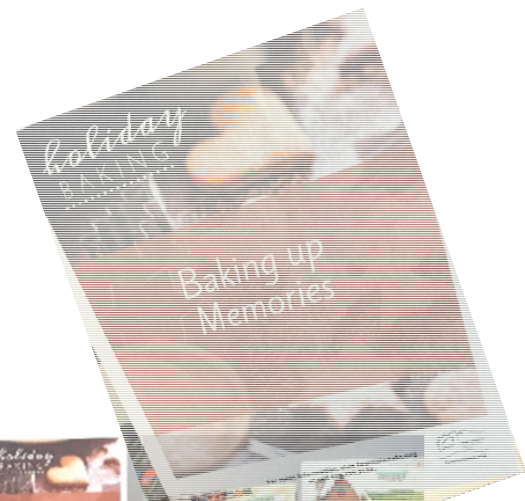
Holiday

- Christmas DVDs: 752
- Christmas: 329
- SpongeBob Squarepants: 5
- 1000 Books: 17
- Arctic Animals: 13

Holiday Bins

- 1000 Books: 19





Communications (Melissa Bradley)

Communications General Updates

- Steven and Melissa worked with Susan and Joyce from CSD to determine a way to better present our Ellison Die collection on the website.
- Melissa, Nancy, Lea and Christina met to plan the February 2018 Staff In-Service Day.
- Communications met with Collection Management & Tech Services to discuss ways to better promote the collection, enhance signage and create a better user experience for our patrons.
- Sabrina created beautiful collateral for CSD's Winter Break programming.



Media Coverage

- [The Bugle covered our Library Journal and Standard & Poor's High Marks press release.](#)
- [IKEA](#) included our new storytime in their eNewsletter.
- [The Herald-News](#) mentioned us in their Great Read coverage.

Strategic Planning

- Goal Team 2 added a new objective to our current strategic plan. We are planning and implementing a campaign to increase the public's awareness of our services and to celebrate the library's 50th anniversary in 2020.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,831 completed surveys.
 - The most frequent way people hear about our programs is via the website (44.71%) and *The Fountain* newsletter (35.24%).

Social Media Paid Ads

- The Winter Toiletry Drive paid ad ended. The ad ran November 28–December 21. We spent \$25, which reached 1,414 people and had 127 post engagements.
- The Digital Date Night paid event ended. The ad ran December 8–17. We spent \$10, which reached 498 people and had 5 event responses.

Social Media Metrics

- Facebook Metrics
 - 37 new people liked our page
 - 183 people viewed our page
 - 53,867 people saw our content
 - 18,577 people saw our content because a friend shared, liked or engaged with it
 - 3,042 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 3 new followers
 - 282 page views
 - 12,100 tweet impressions
- Instagram Metrics
 - 27 new followers
 - 467 post likes (up 79.62% because of ugly sweater contest)

Email Marketing Metrics

- 4 emails sent
- 48 new subscribers
- Average open rate: 42.03% (industry average is 19.85%)
- Average click rate: 16.82%

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Acquisitions Aide
- Adult & Teen Services Specialist (Candidate selected)
- Building Security Monitor
- Circulation Services Manager (Candidate selected)
- Finance Specialist

New Employees:

- Leigh Anne Voss, Circulation Services Lead Specialist, 1/14/19
- Jenna Johnson, Circulation Services Aide, 1/15/19

Employee Promotion:

- Danny Bedoya, Circulation Services Lead Specialist was promoted to Circulation Services Associate Manager, 12/3/18
- Jake Luce, Acquisitions Specialist was promoted to Acquisitions Supervisor, 1/2/19

Departures:

- Jessica Granados, Adult and Teen Services Specialist, 12/13/18
- Danette Gatz, Acquisitions Supervisor, retiring 1/25/19

Training and Development;

- FMLA and ADA Mistakes to Avoid, webinar, Lea
- HR Source Roundtable for Libraries, Lea
- DuPage SHRM meeting, Noey

Meetings; Lea

- In-Service Planning Meeting for February 8, 2019 event
- Manager's Meeting
- Strategic Goal Owner's Meeting
- Board Meeting; attended meeting to present employment policy changes for Board approval
- Participated in Circulation Services Manager interviews

Anti-Harassment and Anti-Discrimination Training; Lea

- Held training session for Building Operations Department; 6 Staff members trained
- Training session new staff; 3 staff members trained

Strategic Plan- Goal Team 5; Lea

- Work on a Staffing Analysis and Staffing Plan is continuing.
- Request to the Board liaisons to extend completion date to February 2019.

Policy Revisions

- The project of reviewing the Employee Handbook is continuing. Policies were reviewed and edited for presentation to the Board, Lea
- Paid time off benefits. Due to recent policy changes, working with Paylocity to transfer paid time off balances, reconcile employee balances, and monitor conversion, Noey and Lea

Information Technology (John Matysek)

- During the month of December, 84 new help desk tickets were created by FPLD staff, and 87 new or existing tickets were solved by IT staff.
- Purchased a new SSL certificate and made corresponding DNS changes in preparation for converting our web based Communico calendar and events modules to use the more secure HTTPS format.
- Attended a webinar with vendor Cisco Systems to demonstrate some of the unused capabilities of the current network Firepower firewall.
- Worked with vendor Verizon to identify the cause of slow Internet connection speeds on the bookmobile (high data usage), and purchased a second line to provide more data usage in a backup capacity.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed the new patron computers in the second floor Vortex area, increasing the Windows PC count from five to seven and decreasing the Mac computer count from three to one. Special thanks to Tasos Privolos and John Hodur for coordinating the installation of needed additional electrical outlets.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, finalized the software image and hardware configuration for the new Windows based PC's in the first floor Children's Think Park, and began the process of imaging the 18 new computers while coordinating with Tasos Priovolos and John Hodur on the installation of the additional electrical outlets necessary for deployment.

December 2018 District Statistics							Population Total	67683		
Total Circulation Statistics	64,678	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup	52,291	Reading Clubs Offered	0	0	1	0	1	19,102	4,009	
Bookmobile	3,979	Reading Clubs Members	0	0	305	0	305	Proctoring	Total Twitter Followers	
Digital	8,408	Summer Reading Clubs	0	0	0	0	0	17	770	
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers	
		Collections Totals		Population Served	Building	Outreach	Total	419	759	
Interlibrary Loan Requests		New Physical Items	2,265	Total Visits	28,540	1,309	29,849	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons	236	New Digital Items	6,501	New Cardholders	155	0	155	2,198	3,838	
Items Sent to other Libraries	165	Collection Total	428,952	Active Cardholders	24,908	177	25,085	Pages Printed	COHS Students Enrolled	
		% Served		All cardholders **	49,638	Drive through visits	743	17,930	9	
		Active cardholders	37.06%	Computer and Internet Sessions					Monthly Wireless Sessions	
		All cardholders	73.34%	Studio 300	Children's	Vortex	Lab/Commons	Total	15,725	
				204	901	369	3,339	4,813		
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B & Board Room	Study Rooms	Free Standing Book Drop Return Totals				
Number of events/uses	172	32	20	37	353	Building Front	Building Rear	Church	Ashbury's	
Attendance	302	66	45	427	658			1,255	427	
Programs	Programs and Tours for Adults				Programs and Tours for Teens				Mobile App Downloads	
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS:	
Numbered offered	35	3	17	55	37	0	0	37	Android: 734	
Attendance	378	23	293	694	652	0	0	652		
Programming hours	48	3	26	77	60	0	0	60		
Programs	Programs and Tours for Children				Passive Programs for Teens				Total Offered	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	282	
Numbered offered	38	147	2	187	14	0	0	14	Total Attendance	
Attendance	1,252	4,705	17	5974	267	0	0	267	7,408	
Programming Hours	26	106	4	136	X	X	0		Total Programming Hours	
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				273	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total		
Numbered offered	110	0	0	110	1	0	2	3		
Attendance	1,042	0	0	1042	63	0	25	88		
Programming hours	X	X	X	X	0	0	719	719		
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total		
Reference Total	282	6	595	90	498	1,075	638	3,184		
Library Information	31	307	578	236	435	77	1,664	3,328		
One on One Assistance (Scheduled)	20	0	20	0	23	0	1	64		
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change			
Circulation	64,678	71,179	-9.13%	Reference Questions	3,184	3,829	-16.85%	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older		
Visitors	29,849	28,431	4.99%	Computer Usage	4,813	5,129	-6.16%			
Card Holders	24,908	27,513	-9.47%	Wireless Sessions	15,725	17,837	-11.84%			
Room Bookings	614	646	-4.95%	Program Attendance*	7,408	8,108	-8.63%			