

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
January 18, 2017 | 7:00 p.m.  
300 West Briarcliff Road | Bolingbrook | Board Room (2<sup>nd</sup> 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 21, 2017
5. Employee Recognition
  - a. Tasos Priovolos – 5 Years
6. Comments from the Public
7. Friends of the Library
8. Demonstration of Board Room Audiovisual Equipment
9. New Business – Action Items
  - a. Approval of Request to Travel for Trustees to 2018 American Library Association Annual Conference in New Orleans, LA – June 21-26, 2018
  - b. Approval of Request to Travel for Executive Director to 2018 American Library Association Annual Conference in New Orleans, LA – June 21-26, 2018
  - c. Approval of Trustee Service for American Library Association Conference Committee
  - d. Approval of Closing the Library for a Half Day on August 3, 2018 and on February 8, 2019
  - e. Approval to Seek Requests for Proposals for Computers for Public Use
10. Library Projects
11. Correspondence
12. Treasurer’s Report
13. Bills for Approval
  - a. Bills Paid Report – January, 2018
  - b. Bills Payable Report – January, 2018
14. Director’s Report – December, 2017
15. Unfinished Business
  - a. Final Approval of Request to Travel for Trustees to 2018 American Library Association Midwinter Meeting in Denver, CO – February 9-13, 2018
16. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
17. Announcements
18. Adjournment

## January 2018 Agenda Background

Paul Mills

### 9. New Business – Action Items

- a. Approval of Request to Travel for Trustees to 2018 American Library Association Annual Conference in New Orleans, LA – June 21-26, 2018

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 2018 American Library Association Annual Conference – June 21-26, 2018.*

- b. Approval of Request to Travel for Executive Director to 2018 American Library Association Annual Conference in New Orleans, LA – June 21-26, 2018

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 2018 American Library Association Annual Conference – June 21-26, 2018.*

- c. Approval of Trustee Service for American Library Association Conference Committee

President Margaret (Peggy) Danhof has been asked to serve on the ALA Conference Committee. The appropriate form has been included in the packet.

*Suggested Motion: Motion to approve Trustee Service for American Library Association Conference Committee per the form submitted.*

- d. Approval of Closing the Library for a Half Day on August 3, 2018 and on February 8, 2019

Earlier this calendar year we closed for a half day for staff development activities. We found this format to be a good format for our patrons and for us, and we would like to request two additional half day closures for Staff Development. Specifically, I would like to request that the library close for a Half Day on Friday, August 3, 2018 and Friday, February 8, 2019.

*Suggested Motion: Motion to approve closing the library for a half day on August 3, 2018 and on February 8, 2019.*

- e. Approval to Seek Requests for Proposals for Computers for Public Use

Our Windows computers for public use in the 2<sup>nd</sup> Floor Computer Commons, Children's Computer Park, and Vortex are original to our library's construction and it is time to replace them. I am recommending that we seek proposals for these computers and pay for them with funding from the Building Fund.

*Suggested Motion: Motion to approve seeking requests for proposals for computers for public use.*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD DECEMBER 21, 2017  
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 21, 2017 at 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7:00 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

Trustee Kathryn Spindel, Ruth Newell and Trustee Marcelo Valencia

Trustee Spindel entered at 7:02 p.m.

Trustee Valencia entered at 7:13 p.m.

Trustee Newell entered at 7:17 p.m.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett and Mary Alexander-Basta and Sheldon Watts (entered at 7:25 p.m.)



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 16, 2017

The minutes of the Public Hearing held November 16, 2017 were presented. A motion to approve the minutes was made by Prodehl, seconded by Kalnicky. Minutes were approved as read.

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

MINUTES OF THE BOARD MEETING – November 16, 2017

The minutes of the board meeting held November 16, 2017 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

Trustee Spindel entered at 7:02 p.m.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends received matching checks from LuLaRoe Corporate which totaled almost \$500. LuLaRoe matched what the sellers sold at the recent fundraiser in November.

NEW BUSINESS

Mary Alexander-Basta, co-chair of the Bolingbrook STEM Association received the Bolingbrook STEM Association Proclamation and thanked the Board and the library for their participation and support.

Approval of Bolingbrook STEM (Science, Technology, Engineering and Mathematics) Association Proclamation

A motion to approve the Bolingbrook STEM (Science, Technology, Engineering and Mathematics) Association Proclamation was made by Kalnicky, seconded by Spindel.

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

Approval of Special Reserve Fund Plan

A motion to approve the Special Reserve Fund Plan was made by Spindel, seconded by Prodehl.

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

Approval of Ordinance 2017-5 – Ordinance Transferring Funds to the Special Reserve Fund

A motion to approve Ordinance 2017-5 – Ordinance Transferring Funds to the Special Reserve Fund was made by Kalnicky, seconded by Spindel.

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

Trustee Valencia entered at 7:13 p.m.

Approval of Resolution 2017-8 – Resolution Adopting a Revised Anti-Harassment and Anti-Discrimination Policy

A motion to approve Resolution 2017-8 – Resolution Adopting a Revised Anti-Harassment and Anti-Discrimination Policy was made by Spindel, seconded by Bermejo.

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

Trustee Newell entered at 7:17 p.m.

Approval of Revised Equal Employment Opportunity Section for the Employee Handbook

A motion to repeal the existing Equal Employment Opportunity section in the Employee Handbook and to approve the revised Equal Employment Opportunity section for the Employee Handbook was made by Prodehl, seconded by Kalnicky.

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

Approval of Revised Whistleblower Protection Section for the Employee Handbook

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

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

Approval of Revised Rules for Public Comments

A motion to repeal the existing Rules for Public Comments and approve the revised Rules for Public Comments was made by Newell, seconded by Kalnicky.

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

Approval of Illinois Library Association Trustee Forum Workshop Attendance – February 17, 2018

A motion to approve the Illinois Library Association Trustee Forum Workshop attendance on February 17, 2018 was made by Newell, seconded by Spindel.

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

Approval of Recommendation to Keep Executive Session Minutes Closed

A motion to approve the recommendation to keep the Executive Session Minutes closed was made by Kalnicky, seconded by Spindel.

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

Approval of 2018 Staff Appreciation Party

A motion to authorize the expenditure not to exceed \$4,500 for a Staff Appreciation Party for the library staff in September 2018 was made by Newell, seconded by Kalnicky.

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

Village Trustee and chair of the Bolingbrook STEM Association Sheldon Watts also thanked the Board for the Proclamation and the library's participation with the program.

LIBRARY PROJECTS

Approval of Netrix Quote for New Firewall and Installation Services

A motion to approve of the the Netrix quote for new firewall and installation services was made by Kalnicky, seconded by Prodehl.

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

CORRESPONDENCE

The State of the Village Luncheon will be held on Thursday, January 18 at the Bolingbrook Golf Club.

The Board received a public hearing notice from the Village of Romeoville regarding annexations.

TREASURER'S REPORT

The Treasurer's Report for November, 2017 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – December, 2017

Bills paid for the month of December in the amount of \$80,499.13 was presented for approval. Motion to approve was made by Kalnicky, seconded by Prodehl.

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

Bills Payable Report – December, 2017

Bills payable for the month of December in the amount of \$361,984.83 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

DIRECTOR'S REPORT – November, 2017

Executive Director Mills reported that there will be a demonstration of the new audiovisual equipment in the Board Room at the January 2018 Board Meeting.

Mills discussed how the recently passed tax bill would mean that the District could not consider early refunding options for some of our building bonds.

Mills asked if the Board would be interested in attending an Anti-Harassment and Anti-Discrimination training.

Trustee Prodehl asked about the library's Spanish language programming.

UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – The Liaisons met yesterday afternoon. At the next meeting, the Liaisons will meet with our PMA financial advisor. A folder with the current financial reports was distributed.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

Trustee Newell introduced her new grandson, Jaxson Noah Newell.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 8:06 p.m.

Approved: \_\_\_\_\_  
Steven J. Prodehl, Secretary

\_\_\_\_\_  
Margaret J. (Peggy) Danhof, President

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
APPROVAL FORM  
FOR  
TRUSTEE SERVICE WITHIN STATE OR NATIONAL ORGANIZATIONS

**Date Submitted:** 1/18/2018

**Trustee Name:**

Margaret (Peggy) Danhof

**Name of Organization:**

ALA / United for Libraries – American Library Association Conference Committee

**Officer/Committee Assignment(s):**

United for Libraries Division Representative

**Appointed By:**

Skip Dye, President Elect of United for Libraries. This is for the United for Libraries Division to have a representative on this ALA Committee.

**Term(s) of Service:**

2018 – 2020 Beginning immediately after the 2018 Annual Conference in New Orleans.

**Statement by Trustee:**

I am really excited to serve on this prestigious committee especially with the changes for ALA Conference Programming. These are being implemented during this 2018 – 2020 term of office. This committee appointment also means you represent all ALA divisions in general not just the appointing division.

**Additional Notes:**

ALA Conference Committee Chair Clara Bohrer explained this committee meets at Midwinter, Annual and at the annual fall meeting held in Chicago (October).

**Signature of Trustee:**

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**Date of Board Approval:** 1/18/2018

PUBLISHED IN PAMPHLET FORM FOR THE FOLLOWING:

ORDINANCE 17-068

TERMINATING THE VILLAGE OF BOLINGBROOK BEACONRIDGE TIF  
REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL  
TAX ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS

VILLAGE CLERK

VILLAGE OF BOLINGBROOK



ORDINANCE 17-068

**ORDINANCE TERMINATING THE VILLAGE OF BOLINGBROOK BEACONRIDGE  
TIF REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL TAX  
ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS**

WHEREAS, the Tax Increment Allocation Redevelopment Act found at 65 ILCS 5/11-74.4.4-1 (the "TIF Act") authorizes cities and villages to designate redevelopment project areas, approve redevelopment plans and projects and adopt tax increment financing; and

WHEREAS, on February 28, 1995, the Mayor and Board of Trustees (the "Board") of the Village of Bolingbrook, Will and DuPage Counties, Illinois (the "Village") utilized the authority provided by the TIF Act to adopt Ordinance No. 95-024, styled "Ordinance Approving the Bolingbrook Beaconridge Tax Increment Development Plan and Project"; and

WHEREAS, the goals and objectives of the Beaconridge TIF Redevelopment Plan and Project have now been fulfilled; and

WHEREAS, all redevelopment project costs, including without limitation all municipal obligations financing redevelopment project costs, incurred by the Village in accordance with the TIF Act, will be paid, designated and/or pledged on or before December 31, 2018; and

WHEREAS, the Village is required to complete and retire all obligations for the redevelopment costs incurred for the Beaconridge TIF Redevelopment Project Area not later than December 31<sup>st</sup> of the year in which the Village, pursuant to the Act, receives payment with respect to ad valorem taxes levied in the twenty-third (23<sup>rd</sup>) year calendar year after the ordinance approving the TIF is adopted (such calendar year also being tax year 2018, with payment due in calendar year 2019; and

WHEREAS, the Village Treasurer will distribute and pay the Village General Fund and the Will County Treasurer for further distribution to property tax levying jurisdictions affected by the Redevelopment Project Area all surplus funds remaining in the Special Tax Allocation Fund after all project costs and all obligations issued to finance such costs have been paid and/or pledged in accordance with the provisions of 65 ILCS 5/11-74.4-7 and 8 of the Illinois Compiled Statutes; and

WHEREAS, the Mayor and Board of Trustees hereby declare a current surplus of funds in the Beaconridge TIF account in the amount of \$4,650,576.45, said funds to be distributed in the manner prescribed by law;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSEES OF THE VILLAGE OF BOLINGBROOK, WILL AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION TWO: The Village, on or before December 30, 2018, will pay and/or pledge all redevelopment project costs incurred by the Village, retire all obligations issued by the Village to finance such costs and distribute any excess monies in accordance with law.

SECTION THREE: The Village hereby terminates the designation of the Beaconridge TIF Redevelopment Project Area as a redevelopment project area effective December 31, 2018.

SECTION FOUR: The Mayor and Board of Trustees hereby declare a current surplus of funds in the Beaconridge TIF account in the amount of \$4,650,576.45, and direct the Finance Director to distribute said funds in the manner prescribed by law.

SECTION FIVE: The Mayor and Board of Trustees further declare that any additional funds for the Beaconridge TIF special tax allocation fund, which are received after the date of this Ordinance, shall be deemed surplus funds and that the Finance Director shall distribute such surplus funds in the manner provided by law. The Beaconridge TIF special tax allocation fund shall be dissolved upon the fund's distribution, as hereinabove provided, of the last incremental real estate tax payment attributable to the Beaconridge TIF.

SECTION SIX: After termination of the TIF redevelopment project area, the rates of the taxing districts shall be extended and taxes levied, collected and distributed in the manner applicable in the absence of the adoption of tax increment financing.

SECTION SEVEN: That, pursuant to 65 ILCS 5/11-74.4-8, a copy of this Ordinance shall be forwarded, by the Village Clerk, to each taxing district impacted by the Beaconridge TIF, to the Will County Clerk and the Will County Collector.

SECTION EIGHT: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect the other provisions of this Ordinance.

SECTION NINE: All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION TEN: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

PASSED THIS 19<sup>TH</sup> DAY DECEMBER, 2017.

AYES: 6 Zarate, Lawler, Watts Hoogland, Morales, Jaskiewicz  
NAYS: 0 None  
ABSENT: 0 None

APPROVED THIS 19<sup>TH</sup> DAY OF DECEMBER, 2017.

  
MAYOR

ATTEST:

  
VILLAGE CLERK

PUBLISHED BY THE VILLAGE CLERK, IN PAMPHLET FORM, BY AUTHORITY OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF BOLINGBROOK ON DECEMBER 20, 2017.

JM\725593\REV12/12/17

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

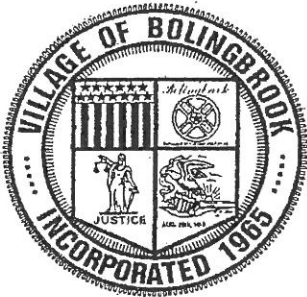
I, Carol S. Penning, certify that I am the duly elected and acting Village Clerk of the Village of Bolingbrook, Will and DuPage Counties, Illinois.

I further certify that on December 19<sup>th</sup>, 2017, the Corporate Authorities of such municipality passed and approved Ordinance 17-068 entitled:

**TERMINATING THE VILLAGE OF BOLINGBROOK BEASCONRIDGE TIF  
REDEVELOPMENT PROJECT AREA AND DISSOLVING THE SPECIAL TAX  
ALLOCATION FUND AND DECLARATION OF SURPLUS FUNDS**

The pamphlet form of Ordinance 17-068 including the Ordinance and a cover sheet, thereof, was prepared on December 19<sup>th</sup>, 2017. Copies of such Ordinance are available for public inspection upon request in the office of the Village Clerk.

DATED at Bolingbrook, Illinois, this 20<sup>th</sup> day of December, 2017.



*Carol S. Penning*  
\_\_\_\_\_  
Carol S. Penning, CMC  
VILLAGE CLERK

# Fountaindale Public Library District

## Cash and Investment December 31, 2017

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
<b>Cash and Investments</b>			
<b>Cash</b>			
Cash Checking	\$83,701.20	\$96,675.99	\$180,377.19
Cash Checking/Payroll	\$31,492.47	\$19,746.87	\$51,239.34
Petty Cash	\$2,300.00	(\$30.75)	\$2,269.25
<b>Total Cash</b>	<u>\$117,493.67</u>	<u>\$116,392.11</u>	<u>\$233,885.78</u>
<b>Investments</b>			
Investment - General/BMO Harris MM	\$8,109,319.56	\$1,300,899.22	\$9,410,218.78
Investment - General/IL Funds/MM	\$67,203.39	\$746.71	\$67,950.10
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$13,917.22	\$42,910.88
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$22,296.04	\$1,981,294.36
Investment - Working Cash/BMO Harris MM	\$878.27	\$10.00	\$888.27
Investments - Working Cash/Madison	\$629,365.30	(\$1,382.40)	\$627,982.90
Investment - Working Cash/MM	\$22,179.12	(\$5,002.63)	\$17,176.49
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$3,899.73	\$420,520.99
Investment - Special Reserve/PMA	\$11,258,640.05	\$138,852.76	\$11,397,492.81
<b>Total Investments</b>	<u>\$22,492,198.93</u>	<u>\$1,474,236.65</u>	<u>\$23,966,435.58</u>
<b>Bond Fund</b>			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	\$649,292.68	\$1,754,435.71
<b>Total Bond Fund</b>	<u>\$1,105,143.03</u>	<u>\$649,292.68</u>	<u>\$1,754,435.71</u>
<b>Building Project Fund</b>			
9-1221-90 Bond Proceeds Invest - 2009	\$547,583.63	(\$345,477.58)	\$202,106.05
9-1211-90 Invest/BMO Harris MM Account	\$6,135.82	(\$3,163.77)	\$2,972.05
<b>Total Building Project Fund</b>	<u>\$553,719.45</u>	<u>(\$348,641.35)</u>	<u>\$205,078.10</u>
<b>Total Cash and Investments</b>	<u>\$24,268,555.08</u>	<u>\$1,891,280.09</u>	<u>\$26,159,835.17</u>

Special Res. PMA - 1.398%  
 General - IL Fund - 1.189%  
 Bldg Project Fund PMA - SDA - 1.150%  
 Money Market BMO Harris - 1.159%

Bonds:  
 Treas&Agencies 06-12; \$610,369; 4.71%; C/V 12/17; \$627,983; 1.96%

# Fountaindale Public Library District

## Revenue Report as of December 31, 2017

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax Will - 2016	\$41,805.72	\$4,003,828.43	99.81 %	\$4,011,386.00	\$7,557.57
Property Tax Dupage 2016	\$1,149.17	\$76,766.90	93.77 %	\$81,865.00	\$5,098.10
Property Tax Will - 2017 - Est.	\$0.00	\$0.00	0.00 %	\$3,957,292.00	\$3,957,292.00
Property Tax Dupage - 2017 - Est.	\$0.00	\$0.00	0.00 %	\$80,761.00	\$80,761.00
Other Tax	\$0.00	\$39,149.05	35.89 %	\$109,070.00	\$69,920.95
Interest	\$50,231.96	\$156,943.31	153.63 %	\$102,156.00	(\$54,787.31)
Fines	\$6,547.20	\$36,634.70	48.85 %	\$75,000.00	\$38,365.30
Copy Machines	\$819.00	\$4,609.55	76.83 %	\$6,000.00	\$1,390.45
Fax Machine	\$585.85	\$3,756.63	75.13 %	\$5,000.00	\$1,243.37
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,516.30	\$13,652.64	75.85 %	\$18,000.00	\$4,347.36
Miscellaneous	\$597.21	\$12,127.59	55.13 %	\$22,000.00	\$9,872.41
Reimbursements	\$36.00	\$5,586.83	186.23 %	\$3,000.00	(\$2,586.83)
Board Reimbursements	\$0.00	\$172.07	34.41 %	\$500.00	\$327.93
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$0.00	0.00 %	\$53,052.00	\$53,052.00
<b>Total Operating Funds</b>	<b>\$104,288.41</b>	<b>\$4,353,227.70</b>	<b>51.06 %</b>	<b>\$8,525,382.00</b>	<b>\$4,172,154.30</b>
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$260.40	\$1,429.82	95.32 %	\$1,500.00	\$70.18
<b>Total Building Project Fund</b>	<b>\$260.40</b>	<b>\$1,429.82</b>	<b>95.32 %</b>	<b>\$1,500.00</b>	<b>\$70.18</b>
Bond Fund					
Property Tax - Will 2016	\$13,217.29	\$1,265,850.70	99.79 %	\$1,268,496.00	\$2,645.30
Property Tax - Dupage 2016	\$367.11	\$24,523.51	94.73 %	\$25,888.00	\$1,364.49
Property Tax - Will 2017 - Est.	\$0.00	\$0.00	0.00 %	\$1,255,537.00	\$1,255,537.00
Property Tax - Dupage 2017 - Est.	\$0.00	\$0.00	0.00 %	\$25,623.00	\$25,623.00
Interest Bond Fund	\$1,713.25	\$6,633.38	221.11 %	\$3,000.00	(\$3,633.38)
Interest Rebate Payment - BAB	\$0.00	\$82,435.97	49.95 %	\$165,049.00	\$82,613.03
<b>Total Bond Fund</b>	<b>\$15,297.65</b>	<b>\$1,379,443.56</b>	<b>50.28 %</b>	<b>\$2,743,593.00</b>	<b>\$1,364,149.44</b>
<b>Total Revenue</b>	<b>\$119,846.46</b>	<b>\$5,734,101.08</b>	<b>50.88 %</b>	<b>\$11,270,475.00</b>	<b>\$5,536,373.92</b>

# Fountaindale Public Library District

## Expenditure Report as of December 31, 2017

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$305,895.41	\$1,973,746.29	44.18 %	\$4,467,200.00	\$2,493,453.71
Contractual Services	\$114,501.47	\$260,429.78	54.78 %	\$475,400.00	\$214,970.22
Supplies & Utilities	\$40,849.95	\$232,115.59	39.59 %	\$586,250.00	\$354,134.41
Library Materials	\$55,673.17	\$320,958.00	30.02 %	\$1,069,000.00	\$748,042.00
Capital Expenditures	\$9,003.78	\$123,387.11	45.08 %	\$273,691.00	\$150,303.89
Miscellaneous	\$5,479.53	\$32,909.87	43.88 %	\$75,000.00	\$42,090.13
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$52,552.00	\$52,552.00
Other Grant Expenditures	\$0.00	\$300.00	60.00 %	\$500.00	\$200.00
Total General Fund Expenditures	<u>\$531,403.31</u>	<u>\$2,943,846.64</u>	<u>42.06 %</u>	<u>\$6,999,593.00</u>	<u>\$4,055,746.36</u>
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$44,115.00	\$51,835.01	42.31 %	\$122,500.00	\$70,664.99
Soc Sec/IMRF Fund Expenditures	\$66,323.67	\$442,911.92	42.29 %	\$1,047,345.00	\$604,433.08
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Maintenance Fund Expenditures	\$19,796.87	\$110,101.37	35.52 %	\$310,000.00	\$199,898.63
Total Other Fund Expenditures	<u>\$130,235.54</u>	<u>\$613,498.30</u>	<u>41.18 %</u>	<u>\$1,489,845.00</u>	<u>\$876,346.70</u>
Total Expenditures - Operating Funds	<u>\$661,638.85</u>	<u>\$3,557,344.94</u>	<u>41.90 %</u>	<u>\$8,489,438.00</u>	<u>\$4,932,093.06</u>
Building Project Fund Expenditures					
	\$70,896.86	\$70,896.86	26.13 %	\$271,362.00	\$200,465.14
Total Building Project Fund Expenditures	<u>\$70,896.86</u>	<u>\$70,896.86</u>	<u>26.13 %</u>	<u>\$271,362.00</u>	<u>\$200,465.14</u>
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 %	\$1,300,000.00	\$1,300,000.00
Interest Payment - 2009	\$0.00	\$297,250.00	50.00 %	\$594,500.00	\$297,250.00
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	\$96,400.00	50.00 %	\$192,800.00	\$96,400.00
Total Bond Fund Expenditures	<u>\$0.00</u>	<u>\$663,437.50</u>	<u>24.46 %</u>	<u>\$2,711,875.00</u>	<u>\$2,048,437.50</u>
Total	<u>\$70,896.86</u>	<u>\$734,334.36</u>	<u>24.62 %</u>	<u>\$2,983,237.00</u>	<u>\$2,248,902.64</u>
Total Expenditures - All Funds	<u>\$732,535.71</u>	<u>\$4,291,679.30</u>	<u>37.41 %</u>	<u>\$11,472,675.00</u>	<u>\$7,180,995.70</u>

Kathryn J. Spindel/Treasurer

**Fountaindale Public Library District  
Bills Paid Report - January 2018**

<b>Payee name</b>	<b>Description</b>	<b>Payment Date</b>	<b>Check/ Draft No.</b>	<b>Account Number</b>	<b>Amount</b>
Aflac	Employer Insurance Contribution - December 2017	1/1/2018	D/694	1-4192-10	72.28
Anthony D. Venezia	Studio 300 Staff Training - After Effects - Date 01/12/2018	1/1/2018	48945	1-4151-10	\$475.00
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - January 2018	1/1/2018	48946	1-4192-10	\$20,720.82
Dearborn National Life Insurance Company	Employer Insurance Contribution - January 2018	1/1/2018	48947	1-4192-10	\$485.80
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - January 2018	1/1/2018	48949	1-4192-10	\$149.69
Home Depot Credit Services	Building Maintenance/Supplies - Dates 11/13/2017 to 12/12/2017	1/1/2018	48948	8-4357-30	\$114.73
Home Depot Credit Services	Building Maintenance/Supplies - Dates 11/13/2017 to 12/12/2017	1/1/2018	48948	8-4211-30	\$20.16
Home Depot Credit Services	Program Supplies - ATSD Star Wars Program	1/1/2018	48948	1-4353-24	\$20.27
Illinois Municipal Retirement Fund	Employer IMRF Contribution - December 2018	1/1/2018	D/696	5-4142-10	\$46,933.64
Petty Cash - District	Circulation/Computer Aide Desk Cash Box Fund	1/1/2018	48951	1-1150-10	\$160.00
Shirley Williams	Finance Consulting - Installment 5	1/1/2018	48952	1-4253-10	\$625.00
Total Bills Paid					\$69,777.39

  
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 Jennie Nguyen/Finance Manager

**Gross Payroll & FICA Expense - December 2017**

Gross Payroll	\$271,158.79
FICA	\$20,089.27
Total Gross Payroll & FICA	\$291,248.06



**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Affordable Alternatives Inc.</b>	New Label Rolls Yellow & Black Super-No-Res	6454	1-4371-12	\$ 107.62
		<i>Totals for Affordable Alternatives Inc.</i>		<u>\$ 107.62</u>
<b>Allyse Schiller</b>	Mileage Reimbursement - Dates 11/30/2017-12/29/2017	AS010218	1-4171-10	9.63
		<i>Totals for Allyse Schiller</i>		<u>\$ 9.63</u>
<b>Amazon</b>	Books - Juvenile Non-Fiction	6045787810108122	1-4545-29	14.95
	Program Supplies	6045787810108122	1-4353-24	478.70
	Computer Supplies	6045787810108122	1-4354-14	78.97
	PC Computer Equipment	6045787810108122	1-4641-14	1,448.00
	Audio Visual Collection - Studio 300	6045787810108122	1-4568-27	39.99
	Books - Adult Fiction	6045787810108122	1-4540-26	28.90
	Books - Adult Non-Fiction	6045787810108122	1-4541-26	77.05
	Books - Juvenile Non-Fiction	6045787810108122	1-4545-26	14.95
	Adult DVD	6045787810108122	1-4557-26	98.93
	Juvenile DVD	6045787810108122	1-4558-26	48.07
	Video Games - YA	6045787810108122	1-4563-26	84.97
	2017 Bookface Prizes	6045787810108122	1-4711-10	65.40
		<i>Totals for Amazon</i>		<u>\$ 2,478.88</u>
<b>American Library Association</b>	Prodehl Membership - Dates 2/28/2018-2/28/2019	1274745	1-4161-16	118.00
	Bookmarks for CSD Programs	48060958	1-4371-20	159.35
		<i>Totals for American Library Association</i>		<u>\$ 277.35</u>
<b>AmeriFlex Business Solutions</b>	Benefit/Cobra Administration Fees - January 2018	INV115867	1-4253-10	187.10
		<i>Totals for AmeriFlex Business Solutions</i>		<u>\$ 187.10</u>
<b>Annalyn Hostert</b>	Mileage Reimbursement - Dates 10/2/2017-12/22/2017	AH010318	1-4171-10	25.68
		<i>Totals for Annalyn Hostert</i>		<u>\$ 25.68</u>
<b>Antonieta Diaz</b>	Program - Dulces Flores de Papel - Date 02/13/18	AD021318	1-4571-24	110.00
		<i>Totals for Antonieta Diaz</i>		<u>\$ 110.00</u>



**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>AT &amp; T</b>	Internet Service	171-798-3948-556	1-4314-14	\$ 1,386.67
<i>Totals for AT &amp; T</i>				<u>\$ 1,386.67</u>
<b>AT &amp; T Mobility - National Business Services</b>	Telephone Service - Dates 11/10/2017-12/9/2017	13188525	1-4311-14	212.10
<i>Totals for AT &amp; T Mobility - National Business Services</i>				<u>\$ 212.10</u>
<b>B&amp;H Photo-Video</b>	HP Everyday Pigment Ink	135144518	1-4371-27	82.18
	Matias Wired Aluminum Keyboard	136302293	1-4354-14	295.00
<i>Totals for B&amp;H Photo-Video</i>				<u>\$ 377.18</u>
<b>Baker &amp; Taylor - C009233</b>	Adult Ref/NF Standing Order	C0092333	1-4531-26	1,179.92
<i>Totals for Baker &amp; Taylor - C009233</i>				<u>\$ 1,179.92</u>
<b>Baker &amp; Taylor - L030107</b>	Program Supplies	L0301072	1-4353-24	12.63
<i>Totals for Baker &amp; Taylor - L030107</i>				<u>\$ 12.63</u>
<b>Baker &amp; Taylor - L4140592</b>	Juvenile Standing Order	L4140592	1-4536-26	688.32
<i>Totals for Baker &amp; Taylor - L4140592</i>				<u>\$ 688.32</u>
<b>Baker &amp; Taylor - L4176102</b>	Books - Adult Non-Fiction	L4176102	1-4541-26	280.43
	Books - Adult Fiction	L4176102	1-4540-26	38.06
<i>Totals for Baker &amp; Taylor - L4176102</i>				<u>\$ 318.49</u>
<b>Baker &amp; Taylor - L420685</b>	Books - Juvenile Non-Fiction	L4206852	1-4545-29	351.96
	Books - Juvenile Easy	L4206852	1-4546-29	276.73
	Books - Young Adult Fiction	L4206852	1-4548-29	32.43
	Books - Adult Non-Fiction	L4206852	1-4541-29	293.87
	Books - Juvenile Fiction	L4206852	1-4544-29	196.70
<i>Totals for Baker &amp; Taylor - L420685</i>				<u>\$ 1,151.69</u>

**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Juvenile Fiction	L4206862	1-4544-26	\$ 950.80
	Books - Adult Fiction	L4206862	1-4540-26	3,009.49
	Books - Adult Large Print	L4206862	1-4543-26	10.20
	Books - Young Adult Non-Fiction	L4206862	1-4549-26	179.33
	Books - Adult Non-Fiction	L4206862	1-4541-26	4,254.23
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	518.02
	Books - Juvenile Easy	L4206862	1-4546-26	743.39
	Books - Professional Reference	L4206862	1-4547-26	26.59
	Books - Young Adult Fiction	L4206862	1-4548-26	545.22
	<i>Totals for Baker &amp; Taylor - L420686</i>			<b>\$ 10,237.27</b>
<b>Baker &amp; Taylor - L420691</b>				
	Juvenile Standing Order	L4206912	1-4536-26	1,480.32
	Adult Ref/NF Standing Order	L4206912	1-4531-26	27.57
	Adult Fiction Standing Order	L4206912	1-4533-26	782.09
	Young Adult Standing Order	L4206912	1-4534-26	238.23
	<i>Totals for Baker &amp; Taylor - L420691</i>			<b>\$ 2,528.21</b>
<b>Baker &amp; Taylor - L420692</b>				
	Adult Fiction Standing Order	L4206922	1-4533-29	66.73
	<i>Totals for Baker &amp; Taylor - L420692</i>			<b>\$ 66.73</b>
<b>Baker &amp; Taylor - L4337402</b>				
	Books - Young Adult Fiction	L4337402	1-4548-26	315.36
	<i>Totals for Baker &amp; Taylor - L4337402</i>			<b>\$ 315.36</b>
<b>Belynda Head</b>				
	Program - R&B Line Dancing - Date 02/04/18	BH020418	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			<b>\$ 125.00</b>
<b>Blackbaud</b>				
	Maintenance/Hosting - Dates 12/19/2017-12/18/2018	91402589	1-4233-10	9,734.40
	Maintenance/Hosting - Dates 12/19/2017-12/18/2018	91402589	1-4253-10	1,920.00
	Fixed Assets Implementation	91405228	1-4253-10	899.50
	<i>Totals for Blackbaud</i>			<b>\$ 12,553.90</b>
<b>Blackstone Publishing</b>				
	CD Audiobooks - Adult	954162	1-4551-26	202.47
	CD Audiobooks - Adult	950976	1-4551-26	25.00
	<i>Totals for Blackstone Publishing</i>			<b>\$ 227.47</b>

**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

**General Fund**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Blake Carver</b>	Fountaindale.org Website Hosting - Dates 1/1/2018-12/31/2018	4844	1-4631-14	\$ 160.00
	<i>Totals for Blake Carver</i>			<u>\$ 160.00</u>
<b>Bolingbrook Area Chamber of Commerce</b>	Chamber Membership Dues	109539	1-4162-10	350.00
	<i>Totals for Bolingbrook Area Chamber of Commerce</i>			<u>\$ 350.00</u>
<b>Bolingbrook Park District</b>	Program - Yoga - Date 02/01/18	BPD020118	1-4571-24	50.00
	Program - Yoga - Date 02/15/2018	BPD021518	1-4571-24	50.00
	Program - Conquer Your Core - Date 02/03/18	BPD020318	1-4571-24	75.00
	Program - Zumba - Date 02/03/18	BPD020318	1-4571-24	75.00
	<i>Totals for Bolingbrook Park District</i>			<u>\$ 250.00</u>
<b>Bond Trust Services Corporation</b>	General Obligation Refunding Library Bonds, Series 2016A	39447	1-4253-10	350.00
	<i>Totals for Bond Trust Services Corporation</i>			<u>\$ 350.00</u>
<b>Brooks Cafe</b>	Sandwiches & Cookies for Board Meeting - Date 12/21/2017	13246	1-4355-16	46.00
	<i>Totals for Brooks Cafe</i>			<u>\$ 46.00</u>
<b>Call One</b>	Internet & Telephone - Date 1/15/2018-2/14/2018	1214291-1139282	1-4314-14	1,968.00
	Internet & Telephone - Date 1/15/2018-2/14/2018	1214291-1139282	1-4312-14	631.72
	<i>Totals for Call One</i>			<u>\$ 2,599.72</u>
<b>Cathryn Stanek-Whisler</b>	Program - Fizzy Bath Bombs - Date 02/08/18	CSW020818	1-4571-24	235.00
	Program - Glove Monsters - Date 01/24/18	CSW012418	1-4573-24	190.00
	Program - Kindness ROCKS! - Date 02/07/18	CSW020718	1-4573-24	171.25
	Program - Mosaic Hanging Tiles - Date 01/25/18	CSW012518	1-4571-24	223.75
	<i>Totals for Cathryn Stanek-Whisler</i>			<u>\$ 820.00</u>
<b>Center Point Large Print</b>	Books - Adult Large Print	1533403	1-4543-26	22.77
	Books - Adult Large Print	1531009	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			<u>\$ 341.55</u>

**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Chase Card Services</b>				
	Pantheon - NodeSquirrel Monthly Subscription	N5277-JAN 18	1-4631-14	\$ 12.00
	Jewel - December Birthday Cake	N5277-JAN 18	1-4711-10	35.99
	Mailchimp - Monthly Subscription	M0932-JAN 18	1-4731-10	50.00
	Woobox - Monthly Subscription	M0932-JAN 18	1-4731-10	29.00
	Facebook - Promotional Ads	M0932-JAN 18	1-4731-10	67.37
	Facebook - Promotional Ads	M0932-JAN 18	1-4731-10	14.23
	Basecamp - Monthly Subscription	M0932-JAN 18	1-4522-14	65.00
	Team One - Hold Slip Receipt Paper Rolls	N5277-JAN 18	1-4351-10	159.60
	Staples - Pens for Admin Supply Closet	N5277-JAN 18	1-4351-10	29.90
	COD - Schiller Tuition	N5277-JAN 18	1-4151-10	935.00
	COD - Bauer Tuition	N5277-JAN 18	1-4151-10	487.50
	DCGS - Dudek Society Exhibitor Registration	N5277-JAN 18	1-4151-10	15.00
	ALA - Nguyen & Schiller Webinar Registration	N5277-JAN 18	1-4151-10	119.07
	ALA - Bradley & Steven Ford Webinar Registration	N5277-JAN 18	1-4151-10	438.80
	ALA - Kolalis Webinar Registration	N5277-JAN 18	1-4151-10	60.64
	ALA - Nguyen New Membership	N5277-JAN 18	1-4161-10	69.00
	Panera - 12/1/17 Staff Development Day Catering	M0932-JAN 18	1-4715-10	496.00
	Meijer - 12/1 Staff Development Day Desserts & Drinks	N5277-JAN 18	1-4715-10	81.93
	Acer.com - 45W Power Adapter w/Cord for Vortex	M0932-JAN 18	1-4354-14	75.93
	OTC - Star Wars Stickers & Bracelets	N5277-JAN 18	1-4353-24	61.89
	4Imprint - Star Wars Mood Pencils	N5277-JAN 18	1-4353-24	400.13
	Poppa Johns - Star Wars Alliance Lunch	N5277-JAN 18	1-4353-24	192.44
	OhhDis.com - ATSD Video Game Board Project Pieces	N5277-JAN 18	1-4353-24	120.00
	Walmart - ATSD Program Supplies	N5277-JAN 18	1-4353-24	51.08
	Walmart.com - ATSD Program Supplies	N5277-JAN 18	1-4353-24	90.00
	Party City - Helium Tanks for Star Wars Day	N5277-JAN 18	1-4353-20	79.98
	GFS - CSD Program Snacks	N5277-JAN 18	1-4353-20	29.97
	Meijer - CSD Program Snacks	N5277-JAN 18	1-4353-20	40.83
	ProWritingAid.com - Self-Editing Writing Software for Studio	N5277-JAN 18	1-4568-27	105.00
		<i>Totals for Chase Card Services</i>		<b>\$ 4,413.28</b>
<b>Chicago Sun Times</b>				
	Periodicals	27468	1-4511-26	416.00
		<i>Totals for Chicago Sun Times</i>		<b>\$ 416.00</b>
<b>Christina Beaird</b>				
	Program - Genealogy Club-Brick by Brick - Date 2/14/18	CB021418	1-4571-24	150.00
		<i>Totals for Christina Beaird</i>		<b>\$ 150.00</b>

**Fountaindale Public Library District  
Bills Payable Report  
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**General Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Christina Theobald</b>	Mileage - PinOPAC 12/14 & Pinnacle 12/15 Meetings	CT121917	1-4171-10	\$ 11.77
	<i>Totals for Christina Theobald</i>			<u>\$ 11.77</u>
<b>Christine Thornton</b>	Program - Owl Always Love You - Date 02/01/18	CT020118	1-4573-24	300.00
	<i>Totals for Christine Thornton</i>			<u>\$ 300.00</u>
<b>Cindy Consalvo</b>	Mileage Reimbursement - Dates 11/2/2017-12/22/2017	CC010518	1-4171-10	63.43
	<i>Totals for Cindy Consalvo</i>			<u>\$ 63.43</u>
<b>Cintas Corporation</b>	First Aid/CPR Training - Date 12/12/2017	8403459333	1-4151-10	1,189.95
	<i>Totals for Cintas Corporation</i>			<u>\$ 1,189.95</u>
<b>Comcast</b>	Internet - Dates 1/1/2018-1/31/2018	60186575	1-4314-14	2,430.00
	<i>Totals for Comcast</i>			<u>\$ 2,430.00</u>
<b>Comcast Cable</b>	Cable TV - Dates 1/3/2018-2/2/2018	8771201430367494	1-4316-14	103.36
	<i>Totals for Comcast Cable</i>			<u>\$ 103.36</u>
<b>Demco, Inc.</b>	CSD Program Supplies	6269920	1-4353-20	215.29
	CSD Program Supplies	6269920	1-4371-20	27.12
	Bookmarks for CSD Programs	6271877	1-4371-20	150.27
	<i>Totals for Demco, Inc.</i>			<u>\$ 392.68</u>
<b>Diane McAroy</b>	Program - Teen Art Scene - Date 02/03/18	DM020318	1-4573-24	300.00
	Program - The Afternoon Artist - Date 01/21/18	DM012118	1-4571-24	400.00
	Program - The Afternoon Artist - Date 02/11/18	DM021118	1-4571-24	400.00
	Program - The AM Artist - Date 02/05/18	DM020518	1-4571-24	400.00
	<i>Totals for Diane McAroy</i>			<u>\$ 1,500.00</u>
<b>Diesel Service Center</b>	Bkmb Oil Change & Prevent Maint. - Date 1/3/2018	D062388	1-4235-29	461.88
	<i>Totals for Diesel Service Center</i>			<u>\$ 461.88</u>

**Fountaindale Public Library District  
Bills Payable Report  
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**General Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Dynergy Energy Services</b>	Electricity - Dates 11/28/2018-12/28/2018	270493718011	1-4321-30	\$ 11,813.54
	<i>Totals for Dynergy Energy Services</i>			<b>\$ 11,813.54</b>
<b>Elizabeth Portillo</b>	Program - Conversational ESL for Adults-Date 1/22/18	EP012218	1-4571-24	80.00
	Program - Conversational ESL for Adults-Date 02/05/18	EP020518	1-4571-24	80.00
	Program - Conversational ESL for Adults-Date 02/12/18	EP021218	1-4571-24	80.00
	Program - Conversational ESL for Adults-Date 01/23/18	EP012318	1-4571-24	40.00
	Program - Conversational ESL for Adults-Date 01/30/18	EP013018	1-4571-24	40.00
	Program - Conversational ESL for Adults-Date 02/06/18	EP020618	1-4571-24	40.00
	Program - Conversational ESL for Adults-Date 02/13/18	EP021318	1-4571-24	40.00
	Program - Conversational ESL for Adults-Date 01/29/18	EP012918	1-4571-22	80.00
	<i>Totals for Elizabeth Portillo</i>			<b>\$ 480.00</b>
<b>Elva Ambriz</b>	Program - Club de Tejido-Poncho-Date 01/24/2018	EA012418	1-4571-24	50.00
	Program - Club de Tejido-Poncho - Date 01/31/18	EA013118	1-4571-24	50.00
	Program - Club de Tejido-Sueter - Date 02/07/18	EA020718	1-4571-24	50.00
	Program - Club de Tejido-Sueter - Date 02/14/18	EA021418	1-4571-24	50.00
	<i>Totals for Elva Ambriz</i>			<b>\$ 200.00</b>
<b>Findaway World, LLC</b>	Playaway - Juvenile	237666	1-4562-29	286.93
	Playaway - Juvenile	237182	1-4562-29	0.99
	Playaway - Adult	239423	1-4560-26	995.38
	Playaway - YA	239909	1-4561-26	19.99
	Playaway - Juvenile	239909	1-4562-26	19.99
	Playaway - Juvenile	239319	1-4562-26	139.99
	Playaway - Juvenile	239369	1-4562-26	771.23
	<i>Totals for Findaway World, LLC</i>			<b>\$ 2,234.50</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Gale/Cengage Learning</b>				
	Books - Adult Large Print	62332835	1-4543-26	\$ 49.48
	Books - Adult Large Print	62332316	1-4543-26	68.97
	Books - Adult Large Print	62331803	1-4543-26	49.48
	Books - Adult Large Print	62323987	1-4543-26	134.95
	Books - Adult Large Print	62323614	1-4543-26	54.73
	Adult Fiction Standing Order	62366847	1-4533-26	19.46
	Books - Adult Large Print	62325085	1-4543-29	61.58
	Adult Ref/NF Standing Order	62325948	1-4531-26	564.84
	Electronic Books & Audiobooks	62404876	1-4520-26	246.05
	Electronic Books & Audiobooks	62382264	1-4520-26	246.05
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 1,495.59</b>
<b>Government Finance Office Association</b>				
	Nguyen Membership - Dates 3/1/2018-2/28/2019	0115345	1-4161-10	150.00
	Schiller Membership - Dates 1/1/2018-12/31/2018	0128265	1-4161-10	150.00
	<i>Totals for Government Finance Office Association</i>			<b>\$ 300.00</b>
<b>Hagg Press, Inc.</b>				
	R. Ford, Cuevas, Thurston, Sincic, Evans Business Cards	103824	1-4351-10	313.00
	<i>Totals for Hagg Press, Inc.</i>			<b>\$ 313.00</b>
<b>Herald- News</b>				
	Periodicals	27466	1-4511-26	260.00
	<i>Totals for Herald- News</i>			<b>\$ 260.00</b>
<b>Illinois American Water</b>				
	Fire Protection - Dates 12/20/2017-1/18/2018	1025-21000308946E	1-4331-30	43.61
	Irrigation - Dates 11/18/2017-12/19/2017	1025-21000308991E	1-4331-30	144.64
	<i>Totals for Illinois American Water</i>			<b>\$ 188.25</b>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - Dates 11/18/2017-12/19/2017	1025-21000308831E	1-4331-30	810.45
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 810.45</b>
<b>Illinois Government Finance Officers Association</b>				
	Schiller Membership - January 2018-December 2018	AS010518	1-4161-10	100.00
	<i>Totals for Illinois Government Finance Officers Association</i>			<b>\$ 100.00</b>
<b>Illinois Library Association</b>				
	Schiller Membership - January 2018-January 2019	141471	1-4161-10	75.00
	<i>Totals for Illinois Library Association</i>			<b>\$ 75.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Ingram Library Services</b>				
	Video Games - Juvenile	32303746	1-4564-26	\$ 28.49
	Video Games - Juvenile	31901001	1-4564-26	18.99
	Video Games - Juvenile	31747108	1-4564-26	151.96
	Video Games - Juvenile	31747103	1-4564-26	18.99
	Video Games - Juvenile	31747102	1-4564-26	237.45
	Video Games - Juvenile	31747099	1-4564-26	56.98
	Video Games - Juvenile	31747098	1-4564-26	113.97
	Video Games - Juvenile	31747097	1-4564-26	94.97
	Video Games - Adult	32303745	1-4565-26	94.98
	Video Games - Adult	31747105	1-4565-26	85.48
	Video Games - Adult	31747101	1-4565-26	37.99
	Video Games - Adult	31747099	1-4565-26	104.47
	Video Games - Adult	31747097	1-4565-26	28.49
	Books - Adult Fiction	31901004	1-4540-26	53.96
	Books - Adult Fiction	31747107	1-4540-26	23.38
	Video Games - YA	32303746	1-4563-26	56.99
	Video Games - YA	32303745	1-4563-26	56.99
	Video Games - YA	32303744	1-4563-26	161.46
	Video Games - YA	32303743	1-4563-26	113.98
	Video Games - YA	31901003	1-4563-26	28.49
	Video Games - YA	31901002	1-4563-26	56.99
	Video Games - YA	31747106	1-4563-26	56.99
	Video Games - YA	31747104	1-4563-26	56.90
	Video Games - YA	31747101	1-4563-26	132.97
	Video Games - YA	31747100	1-4563-26	227.96
	Video Games - YA	31747099	1-4563-26	56.98
	Video Games - YA	31747097	1-4563-26	161.47
		<i>Totals for Ingram Library Services</i>		<b>\$ 2,318.72</b>
<b>Jansen Industries</b>				
	Black Stage Curtain for Studio 300	3619	1-4391-30	1,150.00
		<i>Totals for Jansen Industries</i>		<b>\$ 1,150.00</b>
<b>Jerilyn Willin</b>				
	Program - Eyes On the Prize - Date 2/7/18	JW020718	1-4571-24	275.00
		<i>Totals for Jerilyn Willin</i>		<b>\$ 275.00</b>



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<b>General Fund</b>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>John Hodur</b>	Mileage - Dates 10/10/2017-12/20/2017	JH010918	1-4171-10	\$ 71.00
		<i>Totals for John Hodur</i>		<u>\$ 71.00</u>
<b>John S. Trout</b>	Program - Photography Basics - Date 2/15/18	JST021518	1-4571-24	75.00
		<i>Totals for John S. Trout</i>		<u>\$ 75.00</u>
<b>Juanita Lennon</b>	Board Meet Chips, Donuts/Pastries Supplies	JL010518	1-4715-10	11.88
	Board Meet Chips, Donuts/Pastries Supplies	JL010518	1-4355-16	12.99
		<i>Totals for Juanita Lennon</i>		<u>\$ 24.87</u>
<b>Kathryn Spindel</b>	Per Diem 2018 ALA Midwinter Mtg Meals - 2/9-2/13/18	KS113017	1-4173-16	103.50
	Per Diem 2018 ALA Midwinter Mtg Trans - 2/9-2/13/18	KS113017	1-4171-16	320.00
		<i>Totals for Kathryn Spindel</i>		<u>\$ 423.50</u>
<b>Kathy Welko</b>	Mileage Reimbursement - Dates 11/17/2017-12/19/2017	KW010318	1-4171-10	13.70
		<i>Totals for Kathy Welko</i>		<u>\$ 13.70</u>
<b>Kellie Chase</b>	Program - 6 Sewing Classes - Date 01/29/18	KC012918	1-4571-24	175.00
	Program - 6 Sewing Classes - Date 2/6/18	KC020618	1-4571-24	175.00
		<i>Totals for Kellie Chase</i>		<u>\$ 350.00</u>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>	Maintenance - Dates 12/15/2017-1/14/2018	9004135965	1-4234-14	356.18
	Copy Overage - Dates 11/15/2017-12/14/2017	9004132598	1-4234-14	1,157.97
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		<u>\$ 1,514.15</u>
<b>Konica Minolta Premier Finance</b>	Leased Equipment - January 2018	348169673	1-4234-14	1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		<u>\$ 1,616.00</u>
<b>Laura Didier</b>	Mileage Reimbursement - Dates 12/4/2017-12/7/2017	LD010518	1-4171-10	7.21
		<i>Totals for Laura Didier</i>		<u>\$ 7.21</u>
<b>Leandra Pottle</b>	Tuition Reimburse - Directing Benefits Program Part 1	LP121817	1-4151-10	450.00
		<i>Totals for Leandra Pottle</i>		<u>\$ 450.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Marleigha Evans</b>	Written Exam for License Class C	ME010318	1-4151-10	\$ 6.00
	Mileage Reimbursement - Written Driving Exam - Date 12/20/17	ME010318	1-4171-10	8.77
	<i>Totals for Marleigha Evans</i>			<b>\$ 14.77</b>
<b>Melissa Luce</b>	Mileage Reimbursement - Dates 9/5/2017-12/22/2017	ML010318	1-4171-10	53.77
	<i>Totals for Melissa Luce</i>			<b>\$ 53.77</b>
<b>Midwest Christian Montessori Academy</b>	2018 Heart & Soul Gold Sponsorship	Hrt & Soul 2018	1-4731-10	200.00
	<i>Totals for Midwest Christian Montessori Academy</i>			<b>\$ 200.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	CD Music - Adult	95637046	1-4550-26	\$ 41.17
	CD Music - Adult	95637067	1-4550-26	13.94
	CD Music - Adult	95657823	1-4550-26	16.49
	CD Music - Adult	95657824	1-4550-26	46.17
	CD Music - Adult	95657825	1-4550-26	90.65
	CD Music - Adult	95659188	1-4550-26	12.74
	CD Music - Adult	95659215	1-4550-26	143.45
	CD Music - Adult	95659226	1-4550-26	16.89
	CD Music - Adult	95669377	1-4550-26	15.73
	CD Music - Adult	95673083	1-4550-26	29.03
	CD Music - Adult	95673084	1-4550-26	35.97
	CD Music - Adult	95673101	1-4550-26	14.84
	CD Music - Adult	95673104	1-4550-26	13.94
	CD Music - Adult	95679222	1-4550-26	32.23
	CD Music - Adult	95679232	1-4550-26	51.07
	CD Music - Adult	95679237	1-4550-26	14.99
	CD Music - Adult	95679238	1-4550-26	19.34
	CD Music - Adult	95692452	1-4550-26	24.73
	CD Music - Adult	95692455	1-4550-26	29.68
	Juvenile DVD	95698526	1-4558-26	65.20
	Juvenile DVD	95698525	1-4558-26	26.08
	CD Audiobooks - Adult	95657779	1-4551-26	41.29
	CD Audiobooks - Adult	95657829	1-4551-26	50.29
	CD Audiobooks - Adult	95659212	1-4551-26	165.16
	CD Audiobooks - Adult	95659217	1-4551-26	115.87
	CD Audiobooks - Adult	95659225	1-4551-26	55.29
	CD Audiobooks - Adult	95673081	1-4551-26	55.29
	CD Audiobooks - Adult	95673082	1-4551-26	118.87
	CD Audiobooks - Adult	95673086	1-4551-26	77.58
	CD Audiobooks - Adult	95679227	1-4551-26	40.29
	Adult DVD	95698522	1-4557-26	14.54
	Adult DVD	95698521	1-4557-26	24.29
	Adult DVD	95698520	1-4557-26	54.87
	Adult DVD	95698519	1-4557-26	29.08
	Adult DVD	95698518	1-4557-26	25.79
	Adult DVD	95698517	1-4557-26	18.29
	Adult DVD	95698516	1-4557-26	67.18
	Adult DVD	95698515	1-4557-26	103.16

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	95698514	1-4557-26	\$ 33.59
	Adult DVD	95698513	1-4557-26	77.37
	Adult DVD	95698511	1-4557-26	48.48
	Adult DVD	95698510	1-4557-26	127.57
	Adult DVD	95692462	1-4557-26	29.64
	Adult DVD	95692460	1-4557-26	13.89
	Adult DVD	95698294	1-4557-26	19.89
	Juvenile DVD	95637042	1-4558-26	111.50
	Juvenile DVD	95637044	1-4558-26	65.20
	Juvenile DVD	95637045	1-4558-26	17.89
	Juvenile DVD	95657822	1-4558-26	16.14
	Juvenile DVD	95659221	1-4558-26	102.70
	Juvenile DVD	95659229	1-4558-26	13.04
	Juvenile DVD	95669374	1-4558-26	18.29
	Juvenile DVD	95669375	1-4558-26	32.08
	Juvenile DVD	95669376	1-4558-26	29.43
	Juvenile DVD	95672260	1-4558-26	54.68
	Juvenile DVD	95679223	1-4558-26	45.47
	Juvenile DVD	95679224	1-4558-26	48.29
	Juvenile DVD	95679228	1-4558-26	44.58
	Juvenile DVD	95679233	1-4558-26	14.54
	Juvenile DVD	95692442	1-4558-26	80.08
	Juvenile DVD	95692444	1-4558-26	10.79
	Juvenile DVD	95692445	1-4558-26	16.14
	Juvenile DVD	95692443	1-4558-26	14.54
	Juvenile DVD	95692451	1-4558-26	33.59
	Adult DVD	95637070	1-4557-29	25.79
	Adult DVD	95637071	1-4557-29	14.54
	Adult DVD	95637073	1-4557-29	25.79
	Adult DVD	95659230	1-4557-29	25.79
	Adult DVD	95659231	1-4557-29	20.54
	Adult DVD	95672266	1-4557-29	43.62
	Adult DVD	95673105	1-4557-29	14.84
	Adult DVD	95679240	1-4557-29	8.54
	Adult DVD	95679241	1-4557-29	44.08
	Adult DVD	95692456	1-4557-29	25.79
	Adult DVD	95698527	1-4557-29	111.99
	Juvenile DVD	95637069	1-4558-29	14.54

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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)			
	Juvenile DVD	95637072	1-4558-29	\$ 13.04
	Juvenile DVD	95659232	1-4558-29	20.54
	Juvenile DVD	95672265	1-4558-29	14.54
	Juvenile DVD	95672267	1-4558-29	29.08
	Juvenile DVD	95698529	1-4558-29	13.04
	Juvenile DVD	95698528	1-4558-29	13.04
	CD Music - Juvenile	95657830	1-4554-29	14.84
	CD Music - Juvenile	95657827	1-4554-26	14.84
	CD Music - Juvenile	95669379	1-4554-26	12.74
	CD Music - Juvenile	95692454	1-4554-26	9.74
	CD Music - Juvenile	95698523	1-4554-26	16.49
	CD Music - Juvenile	95698512	1-4554-26	8.54
	CD Audiobooks - Young Adults	95637049	1-4555-26	65.29
	Adult DVD	95636958	1-4557-26	42.39
	Adult DVD	95636959	1-4557-26	34.89
	Adult DVD	95636990	1-4557-26	23.64
	Adult DVD	95636991	1-4557-26	31.14
	Adult DVD	95636992	1-4557-26	34.89
	Adult DVD	95636993	1-4557-26	299.34
	Adult DVD	95636994	1-4557-26	64.89
	Adult DVD	95636996	1-4557-26	69.78
	Adult DVD	95636997	1-4557-26	31.14
	Adult DVD	95637043	1-4557-26	69.41
	Adult DVD	95637048	1-4557-26	19.29
	Adult DVD	95637060	1-4557-26	88.16
	Adult DVD	95637061	1-4557-26	25.79
	Adult DVD	95637062	1-4557-26	14.54
	Adult DVD	95637063	1-4557-26	77.37
	Adult DVD	95637064	1-4557-26	100.77
	Adult DVD	95637065	1-4557-26	77.37
	Adult DVD	95637066	1-4557-26	100.77
	Adult DVD	95637068	1-4557-26	66.12
	Adult DVD	95657777	1-4557-26	22.04
	Adult DVD	95657778	1-4557-26	20.89
	Adult DVD	9567820	1-4557-26	22.79
	Adult DVD	95657821	1-4557-26	22.04
	Adult DVD	95657828	1-4557-26	36.58
	Adult DVD	95659189	1-4557-26	110.20

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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	95659210	1-4557-26	\$ 44.08
	Adult DVD	95659211	1-4557-26	22.04
	Adult DVD	95659213	1-4557-26	77.37
	Adult DVD	95659214	1-4557-26	77.37
	Adult DVD	95659218	1-4557-26	102.70
	Adult DVD	95659219	1-4557-26	66.87
	Adult DVD	95659220	1-4557-26	36.59
	Adult DVD	95659222	1-4557-26	22.04
	Adult DVD	95659223	1-4557-26	40.33
	Adult DVD	95659224	1-4557-26	22.29
	Adult DVD	95659227	1-4557-26	29.59
	Adult DVD	95659228	1-4557-26	22.04
	Adult DVD	95659236	1-4557-26	34.89
	Adult DVD	95659238	1-4557-26	50.29
	Adult DVD	95672257	1-4557-26	58.53
	Adult DVD	95672259	1-4557-26	34.89
	Adult DVD	95672261	1-4557-26	7.79
	Adult DVD	95672262	1-4557-26	15.29
	Adult DVD	95672263	1-4557-26	60.68
	Adult DVD	95672264	1-4557-26	44.08
	Adult DVD	95673087	1-4557-26	53.08
	Adult DVD	95673088	1-4557-26	30.29
	Adult DVD	95673089	1-4557-26	25.79
	Adult DVD	95673100	1-4557-26	24.29
	Adult DVD	95673102	1-4557-26	82.87
	Adult DVD	95673103	1-4557-26	18.29
	Adult DVD	95673134	1-4557-26	34.89
	Adult DVD	95673136	1-4557-26	34.89
	Adult DVD	95673137	1-4557-26	27.39
	Adult DVD	95678703	1-4557-26	115.17
	Adult DVD	95679221	1-4557-26	46.58
	Adult DVD	95679225	1-4557-26	73.16
	Adult DVD	95679226	1-4557-26	22.04
	Adult DVD	95679229	1-4557-26	56.88
	Adult DVD	95679230	1-4557-26	135.53
	Adult DVD	95679231	1-4557-26	44.18
	Adult DVD	95679234	1-4557-26	51.58
	Adult DVD	95679235	1-4557-26	30.59

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<b>Midwest Tape</b>	(Cont'd)			
	Adult DVD	95679236	1-4557-26	\$ 14.54
	Adult DVD	95692446	1-4557-26	128.95
	Adult DVD	95692447	1-4557-26	100.77
	Adult DVD	95692448	1-4557-26	102.70
	Adult DVD	95692449	1-4557-26	66.87
	Adult DVD	95692450	1-4557-26	23.54
	<i>Totals for Midwest Tape</i>			<b>\$ 7,273.31</b>
<b>National Audubon Society</b>				
	Periodicals	0013089787	1-4511-26	20.00
	<i>Totals for National Audubon Society</i>			<b>\$ 20.00</b>
<b>Netrix, LLC</b>				
	RedSky E911 Annual Fee per ELIN	394039	1-4631-14	1,534.68
	Cisco IronPort 1 Year Subscription - Dates 12/31/17-12/30/18	390367	1-4233-14	8,885.00
	<i>Totals for Netrix, LLC</i>			<b>\$ 10,419.68</b>
<b>Ollis Book Corporation</b>				
	Books - Juvenile Fiction	245130	1-4544-26	57.80
	Books - Juvenile Easy	245130	1-4546-26	99.65
	<i>Totals for Ollis Book Corporation</i>			<b>\$ 157.45</b>
<b>Pace Systems, Inc.</b>				
	IT Supplies - Batteries, Notebook Case, HDMI Cable	IN00018348	1-4354-14	207.00
	<i>Totals for Pace Systems, Inc.</i>			<b>\$ 207.00</b>
<b>Paul Mills</b>				
	Donuts w/Director Reimbursement - Date 1/3/2018	PM010318	1-4715-10	20.33
	<i>Totals for Paul Mills</i>			<b>\$ 20.33</b>
<b>Petty Cash - Tech Service</b>				
	Books - Adult Non-Fiction	#4367	1-4541-27	38.96
	<i>Totals for Petty Cash - Tech Service</i>			<b>\$ 38.96</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Recorded Books, Inc.</b>	Electronic Audio Visual	75636201	1-4523-26	\$ 2,000.00
	Electronic Books & Audiobooks	75701516	1-4520-26	91.35
	Electronic Books & Audiobooks	75701514	1-4520-26	56.90
	Electronic Books & Audiobooks	75701515	1-4520-26	3,100.00
	Electronic Books & Audiobooks	75700748	1-4520-26	48.02
	Electronic Books & Audiobooks	75699570	1-4520-26	91.35
	Electronic Books & Audiobooks	75699665	1-4520-26	100.23
	Electronic Books & Audiobooks	75653787	1-4520-26	56.90
	CD Audiobooks - Adult	75653730	1-4551-29	35.00
	CD Audiobooks - Adult	75652046	1-4551-26	2,060.96
	CD Audiobooks - Adult	75697329	1-4551-26	102.50
	CD Audiobooks - Adult	75653730	1-4551-26	122.99
	CD Audiobooks - Adult	75695199	1-4551-26	43.99
	CD Audiobooks - Adult	75697330	1-4551-26	102.50
	CD Audiobooks - Adult	75676928	1-4551-26	68.10
	CD Audiobooks - Adult	75650746	1-4551-26	348.58
	CD Audiobooks - Adult	75635329	1-4551-26	33.70
	CD Audiobooks - Adult	75633657	1-4551-26	147.40
	Adult DVD	75677142	1-4557-26	205.00
		<i>Totals for Recorded Books, Inc.</i>		<b>\$ 8,815.47</b>
<b>Rowman &amp; Littlefield</b>	Adult Ref/NF Standing Order	10685034	1-4531-26	186.02
	Adult Ref/NF Standing Order	10694016	1-4531-26	191.90
		<i>Totals for Rowman &amp; Littlefield</i>		<b>\$ 377.92</b>
<b>Ruth Newell</b>	Per Diem 2018 ALA Midwnter Mtg Meals - 2/9/18-02/13/18	RN113017	1-4173-16	103.50
	Per Diem 2018 ALA Midwinter Mtg Trans - 2/9/18-2/13/18	RN113017	1-4171-16	320.00
		<i>Totals for Ruth Newell</i>		<b>\$ 423.50</b>
<b>Sarah Ann Saltzman</b>	Mileage Reimbursement - Dates 11/7/2017-12/14/2017	SS010318	1-4171-10	13.16
		<i>Totals for Sarah Ann Saltzman</i>		<b>\$ 13.16</b>
<b>Sebert Landscaping Inc.</b>	Grounds - Snow Contract - January 2018	156339	1-4392-30	2,625.00
		<i>Totals for Sebert Landscaping Inc.</i>		<b>\$ 2,625.00</b>



**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Susan K. Maddox</b>	Program - Cooking Demo w/Chef Maddox - Date 1/30/18	SM013018	1-4571-24	\$ 300.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 300.00</u>
<b>Terryberry</b>	Staff Recognition Certificate, Box Kit, Frame, Key Chain	E44199	1-4153-10	1,066.38
	Robles - iPad Stand, Birkemeier - Seastone Necklace	E37526	1-4153-10	277.71
		<i>Totals for Terryberry</i>		<u>\$ 1,344.09</u>
<b>Thomas Jozwiak</b>	Program - Star Wars Droids - Date 12/9/17	TJ120917	1-4571-24	250.00
		<i>Totals for Thomas Jozwiak</i>		<u>\$ 250.00</u>
<b>Thomas Kens</b>	Program - Staying Positive in a Neg. World - Date 1/24/18	TK012418	1-4571-24	265.00
		<i>Totals for Thomas Kens</i>		<u>\$ 265.00</u>
<b>Trak-1 Technology</b>	Background Checks New Employees - Dec. 2017	33754-122017	1-4253-10	47.28
		<i>Totals for Trak-1 Technology</i>		<u>\$ 47.28</u>
<b>Tyco Integrated Security LLC</b>	Security Quarter Billing - Dates 1/1/2018-3/31/2018	29745467	1-4221-30	253.36
		<i>Totals for Tyco Integrated Security LLC</i>		<u>\$ 253.36</u>
<b>Unique Management Services, Inc.</b>	Placements - December 2017	455727	1-4245-10	456.45
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 456.45</u>
<b>UPS</b>	Shipping Account Refill - January 2018	603951527	1-4382-10	600.00
		<i>Totals for UPS</i>		<u>\$ 600.00</u>
<b>US - Yellow Pages</b>	Yellow Pages Listing - Dates 12/20/2017-3/20/2018	2489870-37-01	1-4731-10	259.00
		<i>Totals for US - Yellow Pages</i>		<u>\$ 259.00</u>
<b>Valley View School District</b>	Bookmobile Diesel Fuel - Dates 10/1/2017-10/31/2017	VVSD120517	1-4359-29	293.07
		<i>Totals for Valley View School District</i>		<u>\$ 293.07</u>
<b>Vanguard Energy Services, LLC</b>	Gas - Dates 12/1/2017-12/31/2017	G404408010518	1-4322-30	3,267.84
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 3,267.84</u>

**Fountaindale Public Library District  
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<b>General Fund</b>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Verizon Wireless</b>	Telephone Service - Dates 11/17/2017-12/16/2017	9798251201	1-4311-14	\$ 453.07
		<i>Totals for Verizon Wireless</i>		<u>\$ 453.07</u>
<b>Warehouse Direct</b>	CMTSD Tape & Highlighters	3738810-0	1-4371-12	45.12
	Coffee Cups & Decaf Coffee for Admin Coffee Supply	3723159-0	1-4351-10	174.77
	New Employee Calendars	3722732-0	1-4351-10	31.08
	Dymo Label Refills	3719482-0	1-4351-10	60.96
	Admin Supply Closet Restock - January 2018	3745423-0	1-4351-10	1,054.20
	Admin Supply Closet Restock - January 2018	3745423-0	1-4371-10	46.39
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,412.52</u>
<b>World Book, Inc.</b>	Books - Juvenile Non-Fiction	0001569694	1-4545-26	378.00
	Books - Juvenile Non-Fiction	0001567449	1-4545-26	999.00
		<i>Totals for World Book, Inc.</i>		<u>\$ 1,377.00</u>
		<b>Total for Fund 1</b>		<u><b>\$ 118,725.30</b></u>

**Fountaindale Public Library District  
Bills Payable Report  
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**Audit Fund**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lauterbach & Amen, LLP	Accounting Assistance - December 2017	25966	2-4251-10	\$ 1,650.00
		<i>Totals for Lauterbach &amp; Amen, LLP</i>		\$ 1,650.00
		<b>Total for Fund 2</b>		<b>\$ 1,650.00</b>

**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>
<b>Bond Trust Services Corporation</b>				
	Gen. Oblig. Library Building Bond, Series 2009 Principal	38432	4-4281-40	\$ 1,300,000.00
	Gen. Oblig. Library Building Bond, Series 2008 Interest	38431	4-4285-40	16,800.00
	Gen. Oblig. Library Building Bond, Series 2009 Interest	38432	4-4286-40	297,250.00
	Gen. Obl. Library Building Bond, Series 2009B Interest	38433	4-4287-40	252,987.50
	Gen. Oblig. Library Building Bond, Series 2016A Principal	38434	4-4283-40	85,000.00
	Gen. Oblig. Library Building Bond, Series 2016A Interest	38434	4-4288-40	96,400.00
				<b>\$ 2,048,437.50</b>
			<i>Totals for Bond Trust Services Corporation</i>	
			<b>Total for Fund 4</b>	<b>\$ 2,048,437.50</b>

**Fountaindale Public Library District  
Bills Payable Report  
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>1000Bulbs.com</b>	LED Soraa 00957 MR16 Light Bulbs	W00807171	8-4357-30	\$ 79.01
<i>Totals for 1000Bulbs.com</i>				<u>\$ 79.01</u>
<b>Amazon</b>	Building Supplies	6045787810108122	8-4357-30	25.46
<i>Totals for Amazon</i>				<u>\$ 25.46</u>
<b>Best Quality Cleaning, Inc.</b>	Special Cleanings - Meeting A & CSD Family Restroom	22619	8-4211-30	150.00
	Cleaning Service - January 2018	22804	8-4215-30	6,921.00
<i>Totals for Best Quality Cleaning, Inc.</i>				<u>\$ 7,071.00</u>
<b>Butler Chemical Company, Inc.</b>	Monthly Water Treatment & Chemicals - December 2017	22920	8-4211-30	120.00
<i>Totals for Butler Chemical Company, Inc.</i>				<u>\$ 120.00</u>
<b>Chase Card Services</b>	Batteries Plus - Lower Level AED Batteries	P8794-JAN 18	8-4211-30	68.25
	MMF POS - Repair Parts for Circ Cash Drawer	P8794-JAN 18	8-4211-30	84.26
	Discount Quality Products - Ceramic Screw Lamp Socket	P8794-JAN 18	8-4211-30	27.85
<i>Totals for Chase Card Services</i>				<u>\$ 180.36</u>
<b>Cintas Corporation</b>	First Aid Rooms Restocked	8403466876	8-4215-30	334.18
<i>Totals for Cintas Corporation</i>				<u>\$ 334.18</u>
<b>Cintas Corporation #344</b>	Weekly Mat Service - Date 1/4/2018	344681210	8-4215-30	30.00
	Weekly Mat Service - Date 12/21/2017	344674409	8-4215-30	30.00
	Weekly Mat Service - Date 12/14/2017	344671029	8-4215-30	30.00
<i>Totals for Cintas Corporation #344</i>				<u>\$ 90.00</u>
<b>Culligan Bolingbrook, IL</b>	Solar Salt - December 2017	0074386	8-4211-30	146.94
<i>Totals for Culligan Bolingbrook, IL</i>				<u>\$ 146.94</u>
<b>Cutting Edge Document Destruction, LLC</b>	Monthly Record Shredding - December 2017	63704	8-4215-30	30.00
<i>Totals for Cutting Edge Document Destruction, LLC</i>				<u>\$ 30.00</u>

**Fountaindale Public Library District  
Bills Payable Report  
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Filter Services Inc.</b>	Various Sized M8 Perfect Pleats	INV175020	8-4357-30	\$ 400.21
		<i>Totals for Filter Services Inc.</i>		<b>\$ 400.21</b>
<b>Grainger</b>	Building Supplies - Rivets	9647138669	8-4357-30	39.03
		<i>Totals for Grainger</i>		<b>\$ 39.03</b>
<b>Graybar</b>	Building Supplies - Parking Lot Gaskets	9301516891	8-4211-30	137.64
	Lock Electrical Switch for Public Areas	9301715741	8-4211-30	7.45
	Linear Lights for Building Stock	9301805321	8-4211-30	223.12
	CMTSD Flood Light Fixtures	9301764075	8-4211-30	134.34
		<i>Totals for Graybar</i>		<b>\$ 502.55</b>
<b>Groot Industries, Inc.</b>	Monthly Garbage & Recycle - December 2017	15447647	8-4215-30	261.28
		<i>Totals for Groot Industries, Inc.</i>		<b>\$ 261.28</b>
<b>Hansen Services, Inc.</b>	Monthly Pest Control - December 2017	381067	8-4215-30	100.30
		<i>Totals for Hansen Services, Inc.</i>		<b>\$ 100.30</b>
<b>Louwer's Lane Blind &amp; Drapery Cleaning</b>	New Chain Front Roller Shade Meeting Room A	5057-1718	8-4211-30	75.00
		<i>Totals for Louwer's Lane Blind &amp; Drapery Cleaning</i>		<b>\$ 75.00</b>
<b>Otis Elevator Company</b>	Yearly Elevator Service - Dates 1/1/2018-12/31/2018	CYS05242118	8-4215-30	17,055.60
		<i>Totals for Otis Elevator Company</i>		<b>\$ 17,055.60</b>
<b>SimplexGrinnell LP</b>	Fire Systems Contract - Dates 1/1/2018-12/31/2018	79858364	8-4215-30	14,100.00
		<i>Totals for SimplexGrinnell LP</i>		<b>\$ 14,100.00</b>
<b>Tee Jay Service Company, Inc.</b>	Repair Front Sliding Door Lock Actuator	148799	8-4211-30	230.00
		<i>Totals for Tee Jay Service Company, Inc.</i>		<b>\$ 230.00</b>
<b>Trane U.S. Inc.</b>	Replacement Fan Header for Garage Heater	3557637	8-4211-30	256.76
		<i>Totals for Trane U.S. Inc.</i>		<b>\$ 256.76</b>

**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

Maintenance Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Warehouse Direct</b>				
	Building Supplies - Toilet Paper	3738737-1	8-4357-30	\$ 179.88
	Building Supplies - Cleaning/Restroom Supplies	3738737-0	8-4357-30	936.83
	Admin Supply Closet Restock - January 2018	3745423-0	8-4357-30	238.48
		<i>Totals for Warehouse Direct</i>		<b>\$ 1,355.19</b>
		<b>Total for Fund 8</b>		<b>\$ 42,452.87</b>

**Fountaindale Public Library District  
Bills Payable Report  
January 18, 2018**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Netrix, LLC</b>				
	Cisco Cloud Management & Licenses	386627	9-4294-90	\$ 3,145.00
	Install & Configure 37 AP's	739762	9-4294-90	9,750.00
		<i>Totals for Netrix, LLC</i>		<u>\$ 12,895.00</u>
		<b>Total for Fund 9</b>		<u>\$ 12,895.00</u>
			<b>Grand Total</b>	<u><u>\$ 2,224,160.67</u></u>

  
\_\_\_\_\_  
Jennie Nguyen/Finance Manager



January 2018 Monthly Board Report  
Paul Mills  
January 18, 2018

## **Director**

### **Best of Bolingbrook Business Awards**

We have been nominated for a Best of Bolingbrook Business Award! I am very excited that we have been nominated. Melissa Bradley is taking the lead on completing the application, and the awards ceremony will be on Thursday, March 8<sup>th</sup>.

### **Beaconridge TIF Project Area**

The Village of Bolingbrook is dissolving the Beaconridge TIF area and has declared a surplus of funds in the amount of \$4,650,576.45. This amount will be returned to Will County and will be distributed to the taxing bodies. I do not have a timetable for this return yet.

### **ATLAS Presentation**

John Matysek and I have been asked to speak as part of a panel discussion on hiring IT Professionals for ATLAS (Area Training for Librarians and Staff). We are both looking forward to this opportunity.

### **Deputy Director (Nancy Castellanos)**

At the beginning of December the library hosted a big Star Wars celebration. This event was the result of great planning and collaboration between departments and everyone involved did an excellent job making sure our patrons had the best experience possible. The event was very popular and 750 people attended, many of them made comments to our staff of how much they were enjoying the different activities. Staff also had a great time, many of them included wonderful comments in their monthly reports below.

During the month of December we also ran the Mittens for Fines campaign, patrons were encouraged to donate mittens, hats and scarves that would go to Power Connection to distribute to people in need, in exchange they could have \$2 waved. There was great response to this campaign and we received over 400 items donated and waived \$496.18 in fines. It is great to see how our library patrons were so willing to donate.

### **Excerpted from Wendy Birkemeier's report**

#### **Children's Services**

Staff members completed the fall Storytime season and introduced two new Storytimes. We launched *The Many Colored Library Adventure*, our winter break program, and celebrated *Happy Noon Year*, another first.

Behind the scenes we were busy writing and approving publicity, planning spring and summer programs, and hiring performers.

Despite snow and some frigid weather, we had a very satisfying month. 1536 people attended 91 imaginative programs this month.

## Programming

### New Storytimes

- **Polish Storytime** (4) did not go all as planned. I had one family come with two kids (grandparents and their two granddaughters). I started to do the welcome song and these two girls stood in front of me and just started laughing and running around the room. I looked at grandma and she said that the girls don't speak Polish or understand Polish. Their mom is Polish and dad is American, and they go to Polish school to learn the language but it's going very slow. I sat on the floor with the girls and read "Dear Zoo" and the "Turnip". *Marta M.*  
(Note: We learned that some churches offer Polish Mass in the afternoon. Polish Storytimes in March – May will be held on Saturdays instead of Sundays. WB)
- **Romanian Storytime** (50) For the content I consulted the mom who administers the group. She had suggestions for music and stories and we came up with an interactive dialog to transition from one activity to another. There was a lot of anticipation built up before the program and we started with two bouncy songs. That was followed by a traditional flannel board story about showing kindness to others. A Romanian version of Jingle Bells with the musical instruments was very well received. Next we did an animal story animated by puppets. A mom from the audience offered to assist me with the props. She enjoyed it so much that she proposed to help me in the future as well. Two more action packed songs were followed by the big surprise: Santa stopped by to bring some cheer and give the kids goodie bags. Tom [McCurrie] did a wonderful job being a friendly Santa and he made the kids smile. *Andreea D.*



### Special Events

- **Elizabeth Rodriguez Academy Violinists Concert** Their concert lasted about 45 minutes and was attended by 41 people. The girls played some classical pieces and some traditional songs. In the audience I recognized some of our regular kids that now are in middle school and even high school. I met and talked to some bilingual teachers that were there. They told me the violinists group would like to come back in June.



The bilingual teachers told me that since the new immigration policies the number of bilingual kids at school has dropped. Some kids don't come to school anymore. The teachers are worried about their situation. I told them about the Southwest Suburban Immigrant Project and to direct families to them for help and legal support. *Andreea D.*

- **Polar Express Celebration** (83) Polar Express Saturday began with a few songs and fingerplays about trains to get us in the train mood. As the book began, the children were engrossed in the story, using their supplies when called upon. The train whistled into town, sped north, and stopped at the North Pole where Santa was waiting to hand out the first gift of Christmas. *Kathy*
- **Parent/Child DIY: Gingerbread House** (43 =24 kids, 19 adults) This was our first craft collaboration with Adult Services, and it was a huge success. Kausi from Kaycee Creations had homemade gingerbread and frosting for families to build their houses. Two mothers had approached me during the program and expressed their gratitude for offering parent and child craft programs. They are signed up for the **Cardinal in the Snow** painting workshop, and asked what other parent and child craft programs were coming up. I promoted our Family Fun and Let's Create programs and also promoted the Many-Colored Library Adventure. *Joyce A.*

**Winter Break Activities** (144 participants on 5 days for the color-related activities) filled out the end of the month. December 26-30 were bitterly cold days with snow on Friday afternoon. The weather kept some families at home while others ventured out. Each day we featured a different color. Staff members wore a lei in the day's color and encouraged kids to explore the activities and the books on the color-coordinated table.



The many colored days was increasingly popular with the patrons. The third day after Christmas was the busiest day, maybe a combination of cold weather and families returning from Christmas vacation etc. Families checked out DVDs and lots of videogames. Parents were very appreciative that we offered something to do for the kids. After doing the craft and the scavenger hunt we offered one mom said to her kids: "See, I told you if we come to the library we are going to do some fun things. You didn't believe me. Now go to the librarian and say thank you for all you do for us." The two boys came and said, "Thank you." *Andreea D.*



- **Family Fun: Exploring Color (50)** The program (hosted by Kathy B. and Marta M.) focused on playing and exploring with colors, while using various mediums. We created 6 stations that the children were able to explore ...
  - Crawling Colors
  - Oil and Water Experiment
  - Skittles Experiment: Melting Magic
  - Water Beads and Shaving Cream Light Table Play
  - Squishy Painting
  - Coffee Filter Art: The Tie Dye Effect



It seemed that the children really enjoyed trying out each of the color activities and the parents seemed to be having fun too. A few parents even commented us on how great this program was and asked where we got our ideas from. One little girl said to me, "This is so much fun, much better than watching TV all day". *Marta M.*



- **Happy Noon Year!** This program was so much fun! Our goal was to make it a real 'New Year's Party' experience and get as many traditions in as we could during the hour program. We gave out 'New Year' hats and tiaras when the patrons came in. We played games, danced and read a story as we kept our eye on the countdown. We had a minute or two before we began to count down so the kids gave us a few of their new year's resolutions. Next, we moved on to our version of a balloon drop. We had 125 balloons tucked into the parachute and we sent them flying! We moved on to our noon year toast with apple cider in our

champagne flutes. Then it was snack time with popcorn and cookies and people could take pictures in our photo area! One family said it was 'fantastic' another family told us how much they appreciated us doing a program like this one. We had close to 100 people. Andreea and I did the preplanning. I put some finishing touches on our plan when I came back from leave. Kathy came in and helped me present the program and Susan helped out at the last minute when we had such a big turnout. Thanks to Joyce for bringing this idea to Fountaindale!

Program Type	Number	Attendance
Storytimes	22	567
Active Programs	22	704
Passive Programs	8	197
Games played in the library	39	68
<b>TOTAL</b>	<b>91</b>	<b>1536</b>

## Public Service

1000 BBK Milestone	Number of Patrons That Completed
Read 100 books	54
Read 200 books	29
Read 300 Books	14
Read 400 Books	8
Read 500 books	5

- *1000 Books Before Kindergarten*
  - 10 children signed up in December!
  - 2-year-old Frances M. finished the program on 12/15.
  - Total participation is 179.
- *TBrownie Scout Tour (12/20):* (9 kids, 2 adults) The group received tours and overviews for Studio 300, Circulation, Vortex, and 3rd floor from Anna, Mary, Tara, and Brian. I gave tours and overviews of CSD, the rest of 2nd floor, and the 1st floor meeting rooms. The girls were an energetic group! Many of them have never been beyond Children's Services and the first floor, so they were very excited to see the other areas of the library. The two moms that accompanied the group were also surprised to learn of the many resources and services we provide, including Studio 300 and the Nooks that CSD and Vortex circulate. They would like to work with Studio 300 on a badge, so I gave them Jeffrey's contact information. *Joyce A.*



## STAR WARS DAY December 2017 from CSD

I worked on Star Wars Day and observed things from the side and can truly say that the day was a huge success. The turnout was amazing, I have never seen so many people in the library before. Chris did an amazing job creating the wicked forest and making the trees. When I walked into the Storytime Room the mood was really set ... the trees, the balloons and lights made the room look pretty cool. The room even had a forest smell. Sarah also did a great job with her Wookiee craft. She had many children at the table when I walked by. Many of the children also enjoyed her glow stick light sabers. I overheard a few kids at the table saying that the light saber cards were pretty cool and saw them walking around the library with the glow sticks. Many people participated in the parade and were super excited to show off their costumes, everyone was smiling and waving and looked to be having lots of fun. *Marta M.*

I always enjoy working Star Wars Day, watching patrons come in dressed up as their favorite Star Wars characters. It is a very entertaining day to be here at the Fountaindale Library. *Rosemary B.*







What a crazy fun day! The Ewok Forest turned out better than I thought. The kids really enjoyed trying to find the Death Star plans. John Hodur told me after that his grandson came and was so taken with the forest that he has been pretending his room is the Ewok Forest at home. Even imitating my spiel about needing their help to destroy the death star. I sent some of the rocks that I made to hide in the forest home for him. John said he was so excited to have them. Many of the patrons

commented on how great the Ewok Forest was....

The puppet show was so cool. The kids loved the shadow puppets and the android walked around to the delight of the patrons. I was so pleased with how many costumers we had. I lost track of how many but we had Rey, Leia, Chewie, Boba Fett, Darth Vader, Several Storm Troopers, Several New Order Troopers, Mara Jade, an Imperial Pilot and an Imperial Officer, A Rebel Pilot, Several Jedi and a young padawan and more! Many of the patrons dressed up as well. *Chris Z.*

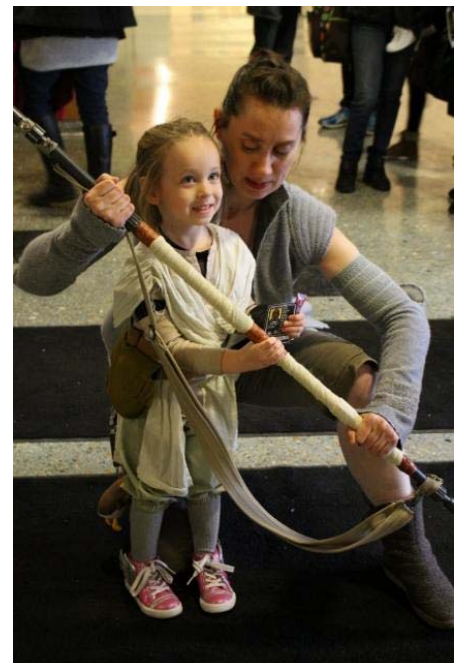


I helped Chris set up the Ewok forest the day before Star Wars Day. The morning of Star Wars Day I hosted the Wookiee craft. This attracted both little kids (who were perfectly happy giving Chewbacca purple fur or long aluminum hair) and dedicated older fans (who cut up coloring sheets for more detailed accessories, like a bowcaster). I counted 68 cookies decorated by the crowd. In the afternoon, I worked on the Light Saber Card Craft with Jason. This could have gone better. ...



Only about 1 in 10 patrons were able to get their cards to light up at all, even when as far as I could tell they had done everything correctly. I thought that the switches might be bad, and that the simplest option would be to eliminate both the switches and the copper tape and just connect LEDs to batteries. This worked much better. The program was still pretty chaotic as Jason and I passed the one sample and instructions back and forth.... Sometimes the crowd lessened enough that I could reach the

glow sticks to give younger kids for simplified light sabers. Aside from these frustrations, patrons seemed to be having a lot of fun at Star Wars Day. *Sarah D.*



This is the first year I have been directly involved in working at the Star Wars event and it was fantastic! I loved to see all the characters dressed up and how the children and adult patrons interacted with them. The characters were really great with the kids.  
*Susan F.*

## **Excerpted from Jenny Cuevas' Report**

### **Circulation**

#### **Mittens for Fines**

From November 27<sup>th</sup> - December 22<sup>nd</sup>, patrons had the opportunity to donate new children's winter hats, mittens, gloves or scarves , and for each item that was donated, \$2 (max \$20) in overdue fines were removed from the patron's account. The total amount of overdue fines removed was **\$496.18**.

#### **AMH (Automated Material Handling) Sorter Update**

Due to the cold temperatures throughout the month, the drive-up induction has been going out of order. On Saturday, December 30<sup>th</sup>, it had to be restarted four times. Bibliotheca came in on Tuesday, January 2<sup>nd</sup> to diagnose any problems. The logs/readings from the sensors were cleaned up, but the technician from Bibliotheca concluded that the weather was the may cause of the problem.

#### **New Hold Slips**

Jenny Cuevas (Circulation Services Manager) met with Nancy Castellanos (Deputy Director) to implement new hold slips. Currently, for each hold, staff need to write down the date the hold was fulfilled and tape the slip to the item. After discussion and observation, Jenny suggested adhesive hold slips and changing the layout of the slip. Using the adhesive slips will reduce the amount of time it takes to process the holds and getting them out to the hold shelf. Jenny will be meeting and working with Matt Hammermeister (ILS Manager) in the upcoming month to get this new process started.

#### **Staff Update**

- On Thursday, December 12<sup>th</sup>, Kate Thurston (Circulation Services Assistant Manager) covered the Children's Services desk for their meeting.
- Rachel Ford (Circulation Services Associate Manager) and Kate Thurston have selected potential candidates for the open Aide position. Interviews will be taking place the second week of January.
- Jenny Cuevas met with Circulation Specialist staff individually to formally introduce herself, and know the job responsibilities of the staff within the department. Jenny is still adjusting to her position and continuing to learn functions of the department.

## **Excerpted from Marianne Thompson's Report**

### **Outreach Services Report**

#### **Highlights:**

- McDonald's Ribbon Cutting & Grand Opening: I was very pleased to be invited by the McDonald's Chicago-area Marketing Manager to attend the Ribbon Cutting ceremony. The BHS Madrigal Choir sang holiday songs for about 20 minutes. I recognized 3 employees from the old McDonald's building, who were

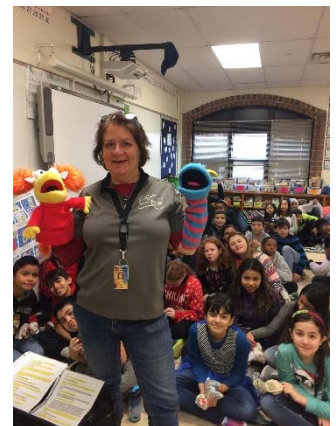
coming back to work there. Various dignitaries of the Village, Township, and McDonald's were introduced and spoke, along with Mayor Claar who welcomed the new facility to the Village. The new manager, Alba Hines was introduced. She had recently won the Ray Kroc manager's award from McDonalds.

- Kathy Welko provided a story time on Saturday Dec 9 for 51 attendees. She gave away head antlers, coloring pages, and bookmarks. The participants did the "Reindeer Pokey" and a clapping song with movements. Rudy the reindeer was Kathy's mascot for the day. The Bookmobile & staff attended another part of the Grand Opening on Saturday Dec 16. Because our parking spot was not coned off for us, and we were a bit far from the building, and had only 1 visitor on the Bookmobile.



•Marleigha received a HUGE stocking of goodies to share with Outreach Staff for St. Nicholas Day (Dec 6). This was from Marilyn Little, one of our long time Outreach patrons. We had fruit, candies, peppermints, sticky note pads, and more to share. Marilyn explained the history of St. Nicholas Day and why goodies go into the stocking in a certain order: peppermints on tops, orange fruits at the bottom. It was a fun gift and everyone had a chance to pick out what they wanted. Heritage Woods also gave us gifts, as well as some of the Home Delivery patrons. We know how much they appreciate our services all year round, but it is especially nice to be remembered at the holiday time. Marianne sent out holiday greetings to our vendors, using our new & super cool Outreach notecards – both vehicles are on the cover.

•Cindy received a very nice comment from a parent who stopped in the library. A father and daughter came to CSD, asking about programs and took some of the flyers. He has lived in Bolingbrook for some time, but had never come into the library. His daughter had come home from school and talked about the "library lady" who encouraged them to come to the library as a family. He came in because his daughter kept asking him to do this. The father was glad he did and he had no idea there was so much going on at his library! This is exactly what Outreach staff do on a daily basis – promote the Fountaindale library materials & services from the Bookmobile and Library Express Van! The Outreach book talkers (Cindy, Kathy, Annalyn) and the Story Time staff (Laura, Melissa) spend a lot of time planning for their programs, and talking with students, teachers, & parents. It is a lot of work, but is well worth the kind of result Cindy has shared!





- At Autumn Leaves, Melissa read “The night before Christmas” and “The longest Christmas list ever” to the residents. She presented some Christmas trivia, and shared a snowflake wreath craft project, in addition to some Christmas coloring pages.



### Comments:

- Outreach staff enjoyed the In-Service half day on Dec 1, and especially the Reader’s Advisory session. Staff have found more information in NoveList they weren’t aware of before.
- Kathy received a great compliment from a teacher at Pioneer Elementary: “Thanks so much! Your Outreach Department is amazing! I can’t believe more teachers don’t use this service!”
- Kathy dropped off the Rockin’ Reading prize books to Jamie McGee, and the LMC director was not expecting the materials. Each library receives a \$50 collection of books from the Friends for their participation. The LMC director noticed we gave her some Captain Underpants books and several STEM/STEAM books – she was very excited!
- Laura presented the Panera Story Time on December 7. One of the managers talked about their impending move to the area by Ashley Furniture store, it will open on Jan. 12, 2018.
- Annalyn covered the Christmas Party Story Time for Laura at Peter Pan Preschool. She used the felt storyboard to display the trees from “Mr. Willowby’s Christmas Tree”, as well as setting up the large felt tree for the children to decorate.
- Marleigha passed her written exam for her C license!!! Bookmobile driving training will begin mid-January.
- Melissa spent most of December subbing for Laura at her preschool story times. Laura had prepared the materials for her. The theme was baking cakes. Students especially enjoyed “Stinky Cake”. Melissa presented 17 story times to 398 attendees the last 3 weeks of December.



### Repairs & Maintenance of Outreach Vehicles:

- Dec 1 – Library Express Van was picked up from Mercedes Benz of Westmont, and the third visit for coolant repair – we were not charged for the work.
- Dec 1 – Bookmobile was picked up from Accurate Truck & Bus Repair after Travis reviewed what parts he needed to order. Repairs will be made mid-January.
- Dec 16 – Library Express Van had another puddle under it. It seemed to be coolant leaking, but in checking the tank, the coolant level had not moved. No warning lights have come on. We will continue to monitor this. As the temps dropped, we did not see any further leakage on the ground.
- Dec 26 – Bookmobile warning lights continue to come on. It is an intermittent fault. We continue to monitor this and will have this inspected at our Jan 3 preventative maintenance appointment with Diesel Services.

## Excerpted from Jeffrey Fisher's report

### Studio 300

Here are the stats for December 2017 in Studio 300:

- 948 patrons actively used our space.
- 2881 items were checked out.
  - 141 of that total circulated out of the lab.
- 19 patrons attended our 9 Orientations.
- 208 patrons came to our 14 other Adult/T(w)een programs.
- 11 people participated in 2 separate, formal tours.
- 18 Non-FPLD people used Studio 300.
- We made 126 3D prints (1011 YTD, a record year)
- And there were about 1782 blog page views.



We started off the month with our annual *Holiday Memories Photos* where 135 patrons came to have their pictures taken and composited with festive backgrounds. Finished photos are here:

- <https://www.flickr.com/photos/fountaindalelib/sets/72157690714137815>

Next up was the large-scale *Star Wars* program. **Anna G.** completed her extensive design for and operated the escape room, **Joe P.** made sure patron photographs with the cosplayers and droids went well, and **Jeremy L.** edited a fantastic highlights video using footage by Jeffrey. Also, as part of the scavenger hunt 200+ patrons visited Studio 300 that day.

- **Photos** here: <https://www.flickr.com/photos/fountaindalelib/sets/72157663676088468>
- **Video** here: <https://www.youtube.com/watch?v=--YQ8yQ1xhk>

We hosted two separate *Digital Date Nights*, both well-attended with our patrons having fun experimenting with Studio 300 technology. Here are a few photos from these programs.

- **Daddy-Daughter:** <https://www.flickr.com/photos/fountaindalelib/sets/72157663837159538>
- **Mommy-Son:** <https://www.flickr.com/photos/fountaindalelib/sets/72157667457277599>

A troupe of 8 Girl Scouts and 2 adults took a tour of our library, including the Studio and we hosted Christine Marszalek of White Oak for an extended tour of the facilities.

Staff kicked off the month with a half-day of training devoted to *Reader's Advisory* and *Upselling* and came away with new skills to deploy to better help our patrons. **Jeremy L.** also renewed his AED/CPR/First-Aid skills this month. **Adriana A.** worked with CMTSD to craft a departmental picture and with our Board members to create individual headshots for future use.

Jeffrey attended a Manager's meeting and served his regular PIC shift duties. He worked with Finance to test new CC swiper/software, held a Tinker Technology Troupe meeting, and supported STEP as they finished up their semester.

## Excerpted from Debra Dudek's report

### Adult and Teen Services



December marked the fruition of our Star Wars Celebration program, which was one of our large-scale projects for the calendar year. The program was held on Saturday, December 9 from 10 a.m. to 3 p.m. and garnered an estimated 750 attendees. It was a great program which proved to be highly enjoyable for our attendees. Our guests from the Rebel Alliance and the 501 Imperial Legion were absolutely amazing, and our attendees really enjoyed interacting with characters from the Star Wars universe. Our staff did an outstanding job at each activity station, from the craft and building areas to the Ewok Forest, Jedi Scavenger Hunt, and the Escape Room. The Escape Room was a much in demand



activity! Clothespin Puppets hosted an amazing show and walkable droid for the program which was absolutely outstanding. Studio 300 documented a lot of great moments from the day in their summary video.

The Video Board Game project continues on with our staff moving from Star Wars Celebration back to completing items for this project geared for our 20s to 40s demographic. Supplies were purchased, drafts revised, scripts completed, and our vision for the game really came together in December. We will have a full report on our Video Board Game project in

January's monthly report.

### Programming (includes):

Programming Statistics	2017	2016	Percent Increase/Decrease
All Teen Programming	9954	8890	12%

**Randi's Observations:** Our new display promoting our Teen Services Nooks is working as most of our Nooks were checked during the month of December. Patrons can grab one of the placeholder cases and bring it and their library card to the desk to check out a Nook. Before the display, we hardly ever had these Nooks circulate. I helped a mother and daughter who were looking for about 6-7 teen fiction titles. We had 6 of the seven titles pre-loaded onto the Nook. They were so happy to walk out of the Vortex with enough reading material to last until their next trip to the library.

### Teen Programming

- Teen Services held two art programs in December, Teen Art Scene (painting) and Zendalas (drawing/doodling). For Teen Art Scene, Diane McAroy helped



teens paint a cute winter polar bear that was perfect to keep or give as a gift. For Zendalas, Christine Thornton brought a new mix of mandalas and zentangles to the Vortex. The teens made some amazing doodles that repeated patterns and looped around themselves. This activity was clearly heavy on the “zen” part of zendalas as the teens all seemed super calm and focused as they drew.



- Cathryn Stanek-Whisler’s program for December allowed teens to make their own ornaments. Teens could add different color paints to the inside of glass ornaments. They were also able to use heat guns to melt crayons inside the glass ornaments for a stain glass effect. The results were truly wonderful. The teens had a great time creating custom ornaments.

- Studio 300 and Teen Services collaborated to present Teen Makers DIY–LED ornaments. Tara was on hand to help Anna with this program. The project involved LED bulbs, coin batteries, some shiny sequins, and a whole lot of hot glue. It was really a neat and innovative way to use the glue. Rather than applying the glue to a base and then sticking things in it, the glue itself was the base. The teens made designs with the glue on wax paper and added the shiny bits, then let it dry, and pulled the whole thing free of the wax paper! Very neat!



- Tara’s STEAM Punks program for December combined art and science as teens made Sharpie Ceramic Tiles. Tara writes, “The idea behind this craft is to color on the tiles with permanent markers and then drip rubbing alcohol onto the color to cause it to bleed and blend with the colors around it. This particular chemical reaction raised a lot of questions for the teens that I was happy to answer. We also discussed why the reaction was so different to similar crafts we had done previously with permanent markers, alcohol, and cloth – the difference being between porous and nonporous surfaces. The teens were fascinated by the changes the alcohol made to the ink, but not always happy with the result. Most of them wiped their tiles clean a few times before sticking with one design. Luckily, I had enough tiles for each teen to make 2-3 each so many of them chose to not use the alcohol at all on some of their tiles but leave their drawings

as is. Each tile received a polyurethane coating at the end of the program to seal and protect their amazing artwork!"



#### Career Online High School:

Currently Enrolled: 8

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:1

#### Adult Programming:

**Maureen's Observations:** December is usually a slow month for adult programming but I'm proud to say that many patrons came out for programs despite the weather! Line Dancing is always a big hit and even on a cold Sunday afternoon, 21 patrons came to dance and have a good time. Instructor, Belynda Head of Lines N Motion always draws a crowd!

The Gingerbread House programs were a huge success. 13 adults attended the adult program. The Parent and Child and Parent and teen programs were also a hit and the stats prove this. Kausi Chandran of Kaycee Creations is a patient instructor and the classes went well and they all had a great time.

The Pinecone Centerpiece program was also successful! I started collecting pine cones off my driveway and my neighbors' yard (I live on Pine Drive so there are an abundance of pine trees on my street) a few months ago so we could have enough pinecones for this program. We also had a nice donation of pine cones from a patron who also attended. I was proud to say we had a huge variety. I look back at some of the pics and can't believe that some of those pinecone masterpieces came from my yard! 18 patrons out of 20 that registered came to make and take home their beautiful centerpieces. And we still have plenty of pinecones left over!

Jessica covered the Holiday Canapes cooking program for me and wrote about it in her report. But I will say Chef Michael and Susan Maddox are always a pleasure to have at our library. We even have patrons from other libraries who get on the waitlist just so they can come to the program. For this program, 32 attended.

Holiday programs were indeed the draw this month and it's fantastic to be able to give such great programs to our patrons for them to enjoy and of course learn.

### From Jessica Granados' Report:



### Frosted Fairy Lantern Monday, December 04 2017, 7:00pm - 8:30pm

Our Fairy Lantern program was a success again. We had twelve patrons that attended and loved to create this craft. I had offered this program in the sprint time in Spanish and we had great feedback from our patrons to offer it again. I

gave them the option of doing a spring theme or winter theme lantern. Both came out beautiful and were easy to do.



### Cooking Demo - Holiday Canapés

**Tuesday, December 12 2017, 7:00pm - 8:30pm**

Cooking demos are my favorites! I love to assist chef Maddox and feel lucky to be able to try her dishes. She always makes these programs fun and informational. She made three different canapés that were scrumptious. I loved them all and I think I would of eaten most of them if I could. Chef Maddox usually leaves a few minutes to answer questions and our patrons feel so comfortable to ask away. There were thirty two patrons that attended.



### Ornamentos de Papel

**Thursday, December 14 2017, 7:00pm - 8:30pm**

Instructor Antonieta Diaz was able to show our patrons how to create this beautiful ornaments made out of wrapping paper. She provided all the materials and had different wrapping paper options as well as rhinestones to glue on them and give them a special



touch. This class was at full registrations but only seven patrons attended. My coworker Deyanira was able to assist Antonieta as I was not here on that day.

## Blogging with Tom Degutis



For December, the focus of my blog post on December 16, 2017 was the magazine, *Early American Life*. It is a publication that is available only in our library's Magazines and Newspapers area on the 2nd Floor.

The winter holidays are a time when people return to traditions and customs that have been a part of their heritage and culture. This produces a sense of comfort and joy that is associated with these holidays. Many of our customers see a connection to the past when they are celebrating holidays like Christmas and New Year's.



*Early American Life* magazine has been around since 1970. Yet it is not one that a large part of our customers know about and read. According to the publisher, "Early American Life has been the source for information on early American style, decorating and traditions...we cover both antiques and reproductions made by crafters working in period styles with traditional tools. We do it with our own style...we aim to entertain as well as educate."

The blog post pointed out the key features of the magazine that might appeal to both our customers who may have looked at the magazine already and those who are not familiar with it.

Creating early American tinware reproductions has a very special connection for me because members of my wife's family created miniatures of early American furniture, tinware, and paintings from 1972 - 1987 as a hobby business, Studio B Miniatures. I included pictures of tin pieces that were crafted by my wife's brother Bill Birkemeier, and his wife, Peggy. The pieces shown were a Punched Tin Lantern and a Tin Coffee Service, with tole painting in a Tulip Pattern. In addition, I included a link that will take the reader to the Studio B Miniatures website, so more examples of these 1- inch to the foot scale, dollhouse sized miniatures could be viewed. The link is:  
<http://www.studiobminiatures.com/>

## Career Online High School Patron Services

Report from Deyanira Reyes

On December 28th, Debra asked me if I could make a phone call to a sponsor for an interview that is part of the completion process to start an online high school. The sponsor only spoke Spanish, therefore she asked me. I first made sure to translate the questions in English. After, I called the sponsor and after less than 10 minutes it was done. The scholarship sponsor was the student's dad, and he was really wonderful. It was a great interview.

## **Star Wars Celebration Reports**

### **Agnes Babinski**

The event went extremely well, and it is always a pleasure to see our patrons having fun! For this event I worked on the following projects:

- Helped Chris (CSD) prepare for the Ewok forest activity.
- Folded cards for the Lightsaber Circuit activity with Jessica's help.
- Managed the Bristle bot activity and Ewok forest on the day of the program.



### **Jason Peters**

For Star Wars Day, I was stationed at the Scavenger Hunt in the morning, which I livened up by delivering the rules explanation fully in-character. This presentation style also seemed to soften the blow when patrons were asked to wait while all the cards were in use. Later on, I was assigned to the Lightsaber card station. Though I had no experience with that sort of thing, and issues very quickly arose with materials, I still did a respectable job assisting patrons with the project. Also, for those who were having trouble with, or not interested in, the Lightsaber cards, I also taught myself how to do the build-a-robot craft and demonstrated that to several patrons.

### **Tara Cobb**

I helped out at the prize drawing table and must have greeted at least 200 kids and adults. Everyone was thrilled with the quality of the prize packages! Those were some VERY lucky winners! For the second half of the day, I worked with a teen volunteer over in the Creativity Park helping the younger kids make wookies, mini light sabers, and coloring pages. It was super fun to watch some of the kids decide that their wookies should have three eyes and maybe a pink tutu also. I love to see that kind of imagination and improvisation in the little guys!

### **Building Operations (Tasos Priovolos)**

Building Operations assisted in setting up for the Staff In-Service day. This required staff coming in early in order to setup the Lobby for this event.

We are making some minor programming changes to the Boardroom a/v system which was recently upgraded to a newer system similar to the ones located in our meeting rooms. These programming changes are to simplify the user interface and to add functions to the audio/video recording options.

A CPR/AED/First-Aid training was held on December 12th for staff. This training includes CPR, how to use the Automated External Defibrillator machines located throughout the building, and basic first-aid. We had 14 staff attend this training session.



Along with Paul, Tasos met with the Bolingbrook Safety Director to talk about building safety. During the tour of our building, it was recommended to relocate some of our panic-buttons in order to eliminate erroneous alarms. The relocation of these devices were completed shortly after our meeting.

The digital display of our fire alarm panel was recently replaced by Simplex Grinnell. The fire alarm display was becoming extremely dim and hard to see any faults on our fire system. This repair was covered under our service agreement.

The air conditioning compressor, for the rooftop unit which services the Lower Level, was replaced due to an internal failure. The cost of the compressor was covered under the manufacturer's warranty. Final adjustments to the new compressor will be completed when the weather warms and the compressor turns on for the season.

Along with Paul and Nancy, Tasos reviewed the seating available on the 2nd and 3rd Floor. A few pieces of furniture were moved to in order to see how the patrons use the spaces provided to them. This is an on-going process to maximize the utilization of the public areas.



### **ZENDESK -**

In December, 48 new maintenance tickets were created, and 49 new or existing tickets were completed.

## **Collection Management & Technical Services (Christina Theobald)**

### **Highlights**

- Nicole Sikora resigned from her position as Collection Development Aide to pursue another employment opportunity. Her last day was December 28<sup>th</sup>, 2017. We wish her the best of luck in all of her future endeavors!
- The Pinnacle Purchase On Demand subcommittee met here at Fountaindale to discuss the coordination of importing Purchase On Demand bibliographic records into our shared Pinnacle catalog. Christina Theobald, Lynnette Hopwood, Danette Gatz, and Jake Luce represented Fountaindale, while others from Joliet, Plainfield, Shorewood-Troy, and White Oak were also in attendance.
- Christina Theobald attended the December Pinnacle OPAC meeting and the Pinnacle Governing Board meeting to discuss the Purchase On Demand project and received valuable input from both groups. PinPODSUBCOM plans to meet again soon to create an interlibrary communications structure and develop a set of criteria for POD titles.
- Lynnette Hopwood achieved a new personal best by creating and curating 159 Baker & Taylor carts in a 7 day period! Jake Luce and Sue Jagiel did a wonderful job ordering and processing all of those carts, too!

- Danette Gatz completed a project comprising the repackaging of foreign language DVDs so that each set was put together for circulation. A total of 116 sets were repackaged.
- Christina Theobald, Dawne Tuitman and Penny Sauskojus held a Cataloger's Meeting to discuss ongoing database maintenance projects. Topics included the TOM (Type of Material) cleanup and post-Data Sync cleanup projects. Penny and Dawne have been diligently working to correct these records and reconcile holdings in our catalog.
- Christina Theobald and Penny Sauskojus participated in Wood View Elementary School's Guest Reader Day, where they read *Tarra and Bella: The Elephant and Dog Who Became Best Friends* to one of the fifth grade classes.
- Christina Theobald, Jake Luce, Lynnette Hopwood and Penny Sauskojus attended training and became recertified for CPR, First Aid, and AED.

## Statistics

### *NextReads Newsletters*

- New Subscribers: 24
- Unsubscribed: 1
- Bounced Emails: 0
- Total Emails Sent: 982
- 76.79% were viewed on a desktop
- 23.21% were viewed on a mobile device
- 41.24% emails were opened
- 53 items were clicked open
- December 17 issue of History and Current Events had the highest number of clicks (8 clicks)
- December 31 issue of New York Times Fiction Bestsellers had the highest unique opens (29 emails opened)
- New York Times Fiction Bestsellers has the highest subscribers (76)

### *Repairs*

310 items, including:

- New cases: 211
- New artwork: 21
- RFIDs: 28
- Stingrays: 4
- Book Repairs: 44

### *Interlibrary Loan*

- Unclaimed items: 24
- 266 items requested by patrons
  - 246 submitted in OCLC
  - 11 items were too new to request

- 7 were available in Pinnacle
- 3 were out of country only
- 203 Items received: 160 IL, 43 out of state
- 269 Items requested by other libraries: 154 IL, 115 out of state
- 186 Items sent to other libraries: 103 IL, 72 out of state, 11 XYZ libraries

*Displays & Promotion*

<p>Lobby Tree: Star Wars (Brian) <b>12 circs</b></p> 	<p>Lobby Display: Curl up with a cozy <b>68 circs</b></p> 	<p>CSD Endcaps</p>  
<p>Lobby Tree: Warm up with a good book (Sarah) <b>13 circs</b></p>	<p>CSD Holiday Display: Christmas DVD <b>540 circs</b></p>	<p>CSD Holiday display: Christmas books <b>73 circs</b></p>
<p>Popular Picks <b>430 circs</b></p>	<p>CSD Holiday display: Kwanzaa/Staff Picks <b>7 circs</b></p>	<p>CSD Holiday Display: Artic Animals <b>6 circs</b></p>
<p>CSD Yellow Wall: December Holidays <b>10 circs</b></p>	<p>CSD Yellow Wall: Winter Fun <b>3 circs</b></p>	<p>DVD display: Christmas <b>89 circs</b></p>
<p>3<sup>rd</sup> floor fiction: Stranger Things <b>8 circs</b></p>	<p>3<sup>rd</sup> floor fiction: Best of 2017 <b>8 circs</b></p>	<p>3<sup>rd</sup> floor self-check: I Have My "eye" On You <b>20 circs</b></p>
	<p>3<sup>rd</sup> floor self-check: Staff Favorites <b>10 circs</b></p> <p>3<sup>rd</sup> floor nonfiction: Holiday Cooking <b>6 Circs</b></p> <p>3<sup>rd</sup> floor nonfiction: Best of 2017 <b>19 Circs</b></p>	

*Circulation & Usage*

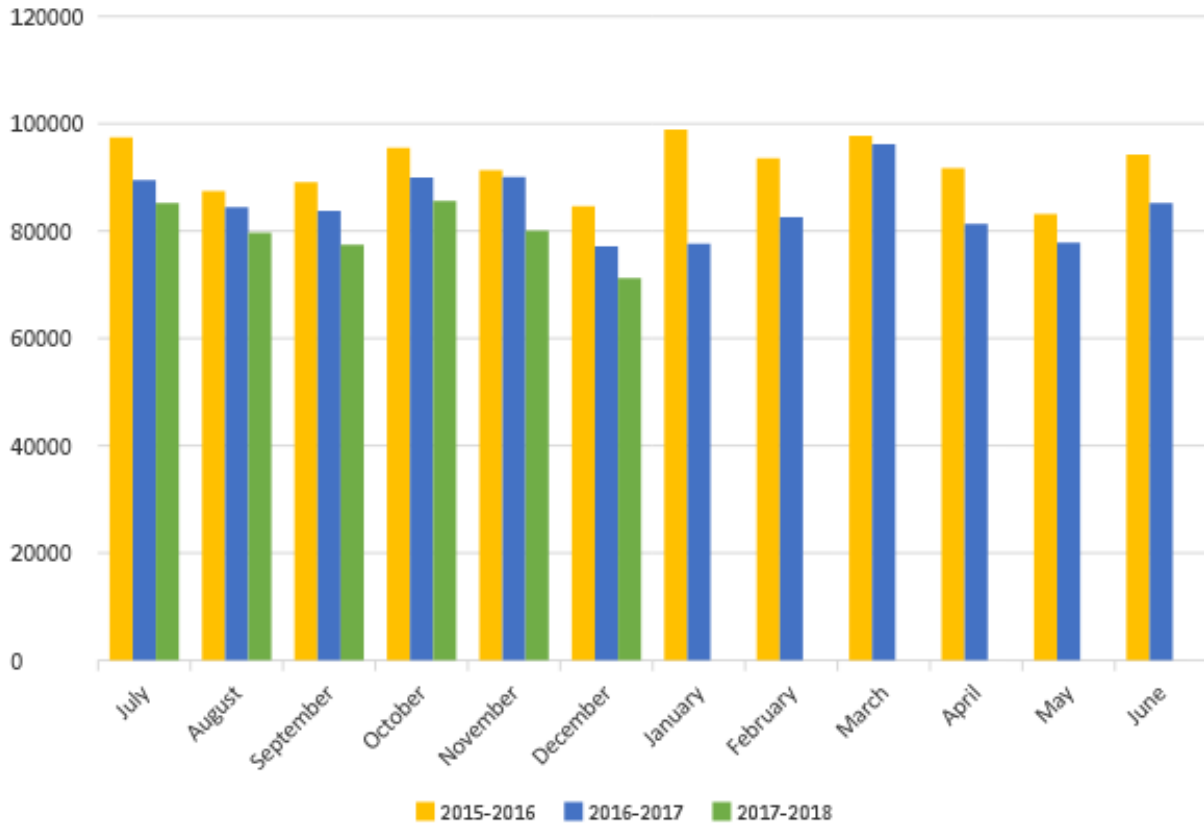
*Comparison of Physical Collection Circulation*

*December 2016 to December 2017*

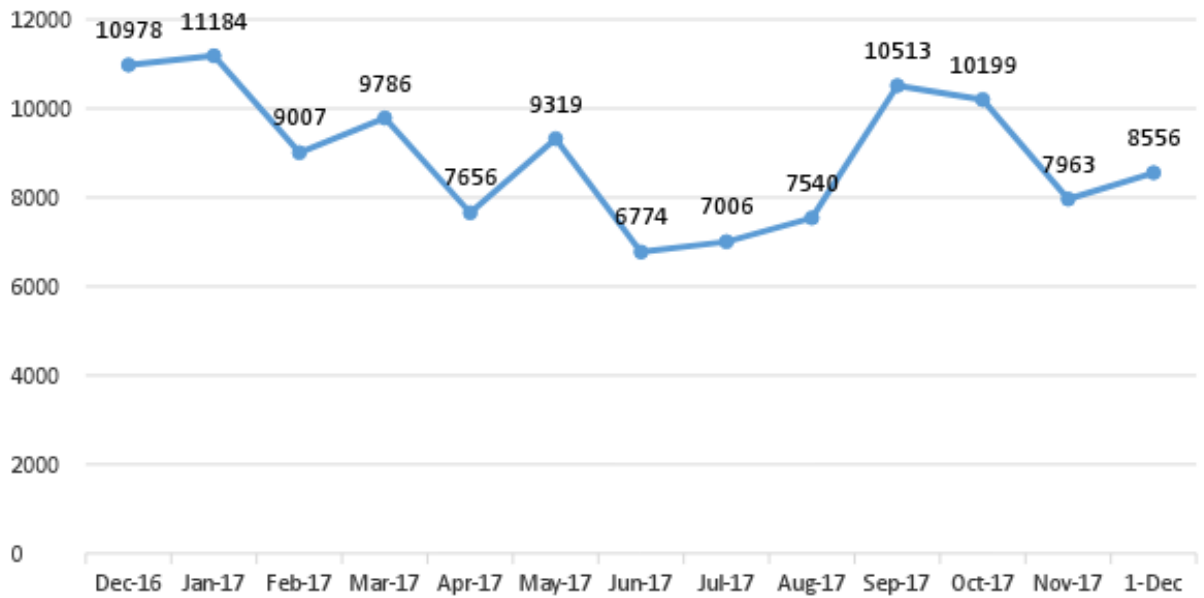
*\*Sorted by Largest to Smallest Circulation Change*

<b>Collection Categories</b>	<b>Dec 2016 Circs</b>	<b>Dec 2017 Circs</b>	<b>Change</b>	<b>% Change</b>
<b>Adult Non-Fiction</b>	3770	4384	614	16%
<b>Adult Fiction</b>	3928	4417	489	12%
<b>Picture Books</b>	8239	8546	307	4%
<b>Magazines</b>	537	840	303	56%
<b>Graphic Novels</b>	2158	2422	264	12%
<b>Juvenile Audiobooks</b>	345	474	129	37%
<b>Adult Bookmobile Collection</b>	293	398	105	36%
<b>Toys</b>	64	125	61	95%
<b>Technology &amp; Equipment</b>	893	941	48	5%
<b>Large Print</b>	517	556	39	8%
<b>STEAMboxes</b>	0	34	34	100%
<b>Young Adult Bookmobile Collection</b>	10	23	13	130%
<b>Foreign Language Adult</b>	164	175	11	7%
<b>Local Author Collection</b>	0	6	6	100%
<b>Reference</b>	2	8	6	300%
<b>Young Adult Audiobooks</b>	137	140	3	2%
<b>Foreign Language Young Adult</b>	14	12	-2	-14%
<b>Adult Audiobooks</b>	1081	1049	-32	-3%
<b>Young Adult Non-Fiction</b>	245	193	-52	-21%
<b>Young Adult Fiction</b>	1176	1101	-75	-6%
<b>Technology &amp; Equipment - Juvenile</b>	208	116	-92	-44%
<b>Videogames</b>	2380	2214	-166	-7%
<b>Foreign Language Juvenile</b>	781	536	-245	-31%
<b>Music CDs</b>	2778	2450	-328	-12%
<b>Juvenile Bookmobile Collection</b>	2610	2260	-350	-13%
<b>Studio 300 Collection</b>	3231	2571	-660	-20%
<b>Juvenile Non-Fiction</b>	3685	2995	-690	-19%
<b>Movies - Juvenile</b>	6972	6273	-699	-10%
<b>Juvenile Fiction</b>	5502	4451	-1051	-19%
<b>Movies</b>	13912	12683	-1229	-9%
<b>TOTAL</b>	<b>65632</b>	<b>62393</b>	<b>-3239</b>	<b>-5%</b>

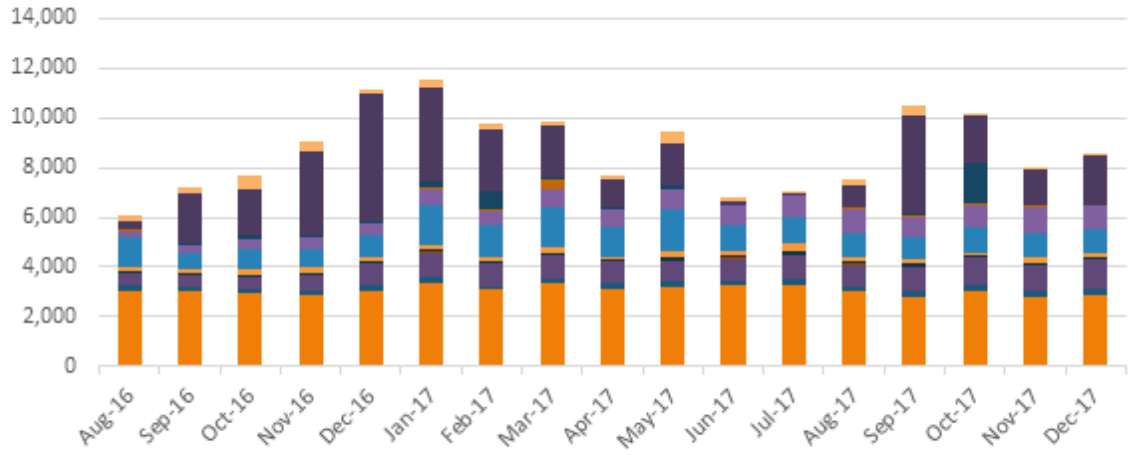
### Monthly Circulation



### Digital Circulation

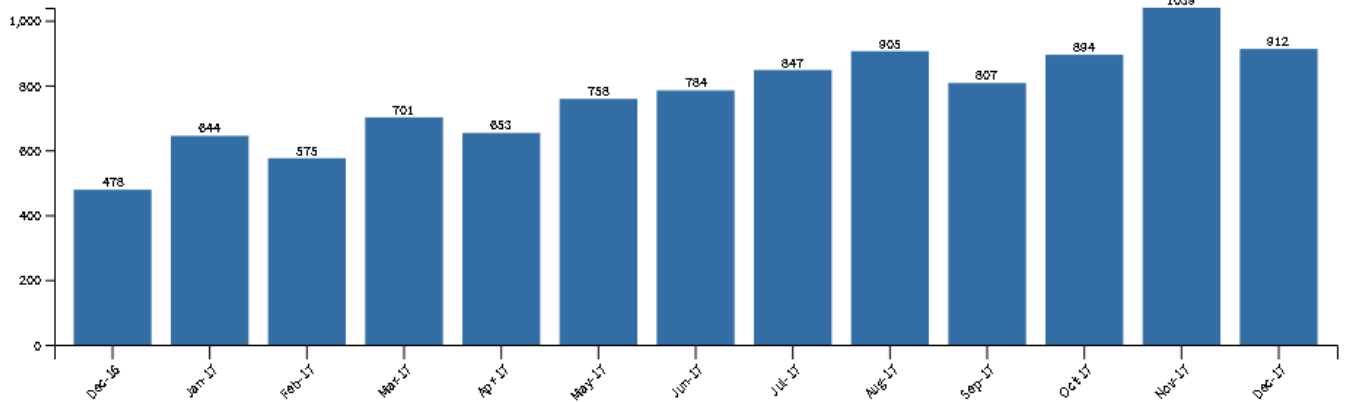


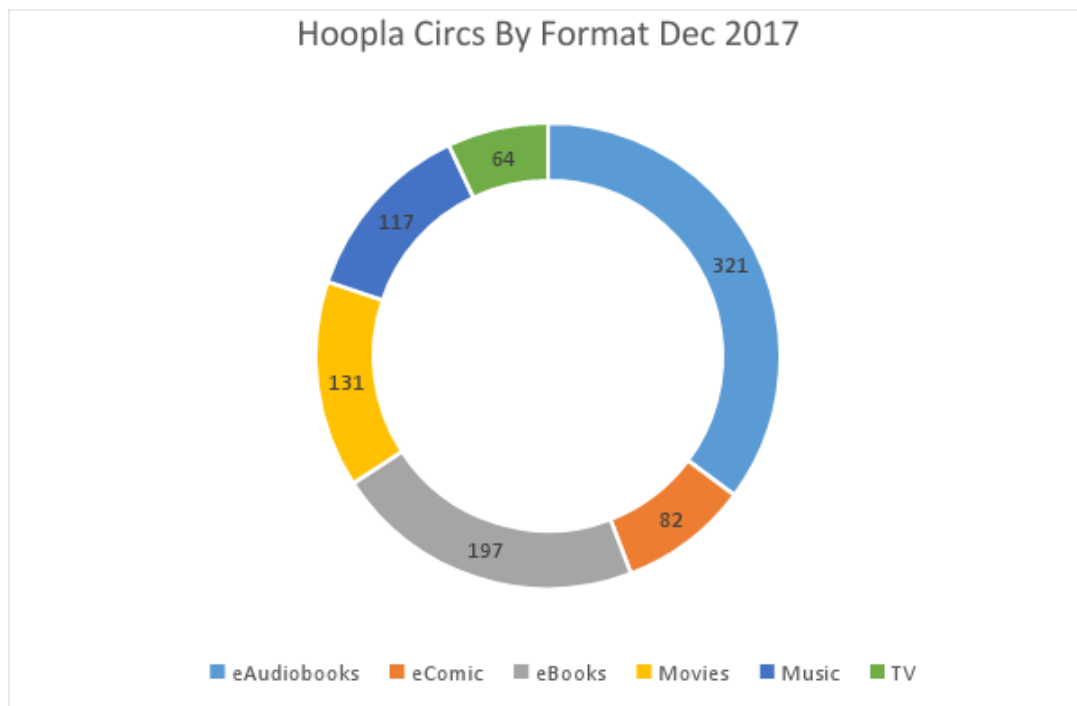
### Digital Collection Circulation



	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Book Fix	219	313	511	442	119	311	215	194	129	446	97	57	246	437	105	4	28
Tumble Books	339	2011	1885	3371	5136	3717	2458	2056	1197	1670	195	85	865	3,948	1,904	1,484	2,049
World Book eBooks	33	43	150	49	120	313	752	75	40	164	5	2	53	61	1,611	23	8
Gale Virtual Ref Library	20	32	16	51	17	22	58	417	42	51	12	8	69	67	90	68	11
Hoopla	273	280	399	430	472	645	558	720	644	758	784	847	905	807	894	1,039	912
Freegal Music	1223	680	820	777	890	1647	1327	1589	1230	1735	1047	1037	1033	901	1010	924	996
Zinio eMagazines	164	119	212	218	122	151	117	234	77	232	147	354	136	172	115	238	155
OnePlay Video games	0	0	0	0	35	18	14	0	57	2	61	2	3	0	0	3	12
OneClick Digital eAudio	91	94	80	87	46	66	82	76	72	114	65	129	110	102	90	108	77
Biblioboard	0	0	0	0	0	24	26	9	8	6	2	17	12	2	8	8	17
Cloud Library	461	463	468	611	888	1010	921	934	872	841	890	961	883	994	1093	1061	1200
eRead Illinois	190	153	189	177	213	216	155	197	186	211	213	245	195	199	218	196	195
OverDrive	3,073	3,059	2951	2869	3068	3375	3076	3360	3142	3212	3256	3262	3,030	2,823	3,061	2,807	2,896

### Hoopla Circulations December 2016-December 2017





## **Communications (Melissa Bradley)**

### **Communications General Updates**

- The Communications team executed the marketing plan for the Bolingbrook STEM Association's Winter Break STEM Camp scholarships. We received 117 entries in just two weeks.
- The Show Us the Savings Sweepstakes ended. We received 71 entries via our website, Facebook and Instagram. We chose three winners who each received a \$50 Meijer gift card.
- Melissa attended the RAILS/ILA Marketing meeting to discuss ways to promote eResources. Afterwards, the ILA Marketing Forum met to plan the spring marketing event that will take place Fountaindale in April.
- Sabrina created bookmarks promoting our monthly events and services for distribution at the drive-thru window.
- Melissa, Steven and John continue to work on the website redesign.

## Media Coverage

- The Herald-News covered our Gingerbread House Workshops and Cooking Demos.
- 103.5 KISS FM's Fred & Angi in the Morning show featured one of our patrons who won their \$1,000 *KISSmas Wish* contest thanks to a letter submitted by a former Fountaindale Public Library employee. The Bugle also featured the story on the front page of their December 14 issue.
- Valley View's Community Relations Director mentioned our STEM Camp Scholarship opportunity in his weekly media release to student and staff.

## Social Media Paid Ads

- The Holiday Memories Family Photo Day paid event ended. The ad ran November 17–December 3. We spent \$16 on the ad, which reached 1,057 people and had 44 event responses.
- The Star Wars Celebration paid event ended. The ad ran November 20–December 9. We spent \$20 on the ad, which reached 1,295 people and had 47 event responses.
- The STEM Camp Scholarships paid ad ended. The ad ran December 4–18. We spent \$15 on the ad, which reached 1,601 people and had 119 clicks.
- The Mittens for Fines paid ad ended. The ad ran November 27–December 22. We spent \$25 on the ad, which reached 1,462 people and had 246 post engagements.
- The Show Us the Savings Sweepstakes paid ad ended. The ad ran December 1–30. We spent \$30 on the ad, which reached 1,298 people and had 37 clicks.

## Strategic Planning

- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,132 completed surveys.
  - The most frequent way people hear about our programs is via the website (44.5%) and *The Fountain* newsletter (35.3%)

## Social Media Metrics

- Facebook Metrics
  - 37 new people liked our page
  - 356 people viewed our page (ave 574 views/mo in 2016)
  - 114,173 people saw our content (ave 59,577 people/mo in 2016)



- 27,812 people saw our content because a friend shared, liked or engaged with it
  - 3,538 people engaged with our content (clicked, liked, commented or shared) (ave 2,693 users/mo in 2016)
- Twitter Metrics
  - 2 new followers
  - 293 page views (ave 155 views/mo in 2016)
  - 8,601 tweet impressions (ave 10,879 impressions/mo in 2016)
- Instagram Metrics
  - 19 new followers
  - 510 post likes (ave 276 likes/mo in 2016)

### **Email Marketing Metrics**

- Number of emails sent: 5
- 58 new subscribers
- Average open rate: 36.95% (industry average is 19.85%)
- Average click rate: 17.66%

### **Finance (Jennie Nguyen)**

**Finance Team Update:** After several interviews with highly qualified candidates, Allyse Schiller has been selected and promoted to Finance Supervisor. Congrats, Allyse!

**Open position:** Finance Specialist. The job description has been reviewed and updated to reflect the many key aspects of this position. It will soon be posted on the website and other job posting online sites.

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

**Finance Liaison Committee Meeting** – Met with our trustees, Kathy Spindel and Steve Prodehl along with Paul to review the library's current standing on the budget and investment as of October 2017.

**Capital Asset Inventory Schedule:** Continued to work with our auditors, Lauterbach & Amen, LLP, to review our current policy and financial reports in order to create an inventory schedule to comply with the policy requirements.

**Fixed Asset Import** – Allyse has been working closely with our Blackbaud consultant to finalize the database file to be imported directly into our Financial Edge Software.

**Financial Edge System** – Finance accounting system will be upgraded to the new Financial Edge NXT system for 2018.

**Circulation Refund Issue** – Met with Kate Thurston, Assistant Manager in Circulation, to discuss and come up with a solution to the effects of patron refunds on their cash box fund.

**Change Request Tally** – There was a total of 23 change request for December 2017

<b>Location</b>	<b>Number of Requests</b>	<b>Amount Total</b>
ATSD – 2 <sup>nd</sup> Floor	12	\$434.60
ATSD – 3 <sup>rd</sup> Floor	3	\$60.00
Circulation	4	\$235.00
Children Services	1	\$20.00
Studio 300	3	\$50.00

## **Human Resources (Lea Pottle)**

### **Staffing and Recruiting**

#### *Open Positions:*

- Adult and Teen Services Specialist
- Circulation Services Aide (Interviews begin 1/8/18)
- Finance Specialist

#### *New Hires and Promotions:*

- Jenny Cuevas, Circulation Services Manager (12/5/17)
- Allyse Schiller was promoted from Finance Assistant to Finance Supervisor (12/18/17)

#### *Change in Status:*

- Anna Gillespie, Studio Services Specialist, assumed full-time status (12/31/17)

#### *Departures:*

- Nicole Sikora, Collection Development Aide (12/28/17)
- Emily Sniegowski, Adult and Teen Services Specialist (12/30/17)

## **Training and Development**

#### *-Noelia:*

Staff Development Day training: Reader's Advisory and Upselling Services  
Provided coverage for Children's Services during their monthly meeting

#### *-Lea:*

- Staff Development Day training: Reader's Advisor and Upselling Services
- Employment Law Year in Review
- Webinar: Paylocity- Year End Readiness
- Webinar: Libraries and the Opioid Epidemic
- Webinar: FMLA and Mental Illness
- Management Association: Roundtable discussion
- Successfully completed part one of the Certified Employment Benefits Specialist (CEBS) certification

## **Policy Development**

Worked with the Executive Director to revise/edit the following policies which were adopted by the Board during the December meeting:

Anti-Harassment and Anti-Discrimination Policy  
Equal Employment Opportunity Policy  
Whistleblower Protection

## **Information Technology (John Matysek)**

During the month of December 84 new help desk tickets were created by FPLD staff, and 85 new or existing tickets were solved by IT staff.

Met with vendor Netrix for project closeout and review of the completed Wi-Fi upgrade project.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed configuration and testing of a mobile cellular hotspot for a potential program to circulate hotspots to library patrons. Met with Nancy Castellanos to explain and demonstrate the hotspot and provide storage and circulation recommendations.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, met with vendor Netrix for system administration training on the new Cisco Meraki Wi-Fi hardware and software.

Met with Paul Mills, Nancy Castellanos, Tasos Priovolos, and Juanita Lennon, to review the functionality of the recently completed A/V upgrades to the Board Room.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a new laptop for Finance Manager Jennie Nguyen.

IT staff completed the creation of a new upgraded software image for the MacBook Pro laptop computers in Studio 300.

Worked with vendor Netrix to troubleshoot and correct an issue with the new Wi-Fi system and the Crestron Air Media components in the newly upgraded meeting room A/V systems.

December 2017 District Statistics							Population Total	67683		
<b>Total Circulation Statistics</b>	<b>71,179</b>	<b>Reading Clubs</b>	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Outreach</b>	<b>Total</b>	<b>Website Visits</b>	<b>Total Facebook Likes</b>	
Building/Driveup	58,024	Reading Clubs Offered	1	1	1	0	3	21,997	3,551	
Bookmobile	4,599	Reading Clubs Members	136	113	179	0	428	<b>Proctoring</b>	<b>Total Twitter Followers</b>	
Digital	8,556							7	720	
		<b>Collections Totals</b>		<b>Population Served</b>	<b>Building</b>	<b>Outreach</b>	<b>Total</b>	<b>Faxes Sent</b>	<b>Total Instagram Followers</b>	
<b>Interlibrary Loan Requests</b>		New Items Available	2,233	Total Visits	27,101	1,330	28,431	590	522	
Items Received for our Patrons	203	Collections Total	377,882	New Cardholders	192	0	192	<b>Scans Sent</b>	<b>Total eNews Subscribers</b>	
Items Sent to other Libraries	186	Items per Capita	5.58	Active Cardholders	27,315	198	27,513	2,425	2,852	
<b>Circulation Holds Processing</b>		<b>Materials Handling Return Totals</b>		<b>Total Served</b>	55,944	<b>% Served</b>	40.65%	<b>Pages Printed</b>	<b>COHS Students Enrolled</b>	
Share Illinois requests filled	13	Lobby	18,711	<b>Computer and Internet Sessions</b>					<b>Monthly Wireless Sessions</b>	
Items loaned to Pinnacle libraries	4,726	Drive Through	9,480	<b>Studio 300</b>	<b>Children's</b>	<b>Vortex</b>	<b>Lab/Commons</b>	<b>3rd Floor Lab</b>		
Items borrowed from Pinnacle libraries	3,309	Staff	32,679	438	879	208	3,585	19	17,837	
<b>Public Use of Meeting Rooms</b>	<b>S300 Audio Booths</b>	<b>Studio 300 GCRs</b>	<b>S300 Video Suites</b>	<b>Meeting Room A, B, 3rd Floor Lab &amp; Board Room</b>	<b>Study Rooms</b>	<b>Free Standing Book Drop Return Totals</b>				
Number of events/uses	156	37	34	36	679	<b>Building Front</b>	<b>Building Rear</b>	<b>Church</b>	<b>Ashbury's</b>	
Attendance	253	75	69	382	383	3,061	3,291	1,404	322	
<b>Programs</b>	<b>Programs and Tours for Adults</b>				<b>Programs and Tours for Teens</b>				<b>Mobile App Downloads</b>	
	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	IOS: 2,913	
Numbered offered	46	2	24	72	38	0	1	39	Android: 628	
Attendance	585	11	230	826	761	0	15	776		
<b>Programs</b>	<b>Programs and Tours for Children</b>				<b>Passive Programs for Teens</b>				<b>Total Offered*</b>	
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	299	
Numbered offered	44	138	1	183	14	0	0	14	<b>Total Attendance*</b>	
Attendance	1,271	4,367	8	5646	312	0	0	312	8,108	
	<b>Passive Programs for Children</b>				<b>Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages</b>					
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Building</b>	<b>Offsite</b>	<b>Virtual*</b>	<b>Total</b>		
Numbered offered	47	0	0	47	5	0	4	9		
Attendance	265	0	0	265	794	0	2,788	3,582		
<b>Reference/Library Info</b>	<b>Studio 300</b>	<b>Circulation</b>	<b>2nd Flr. Media</b>	<b>Vortex</b>	<b>3rd Floor</b>	<b>Outreach</b>	<b>Children's Svcs.</b>	<b>Total</b>		
Reference Total	439	44	860	75	595	1,069	747	3,829		
Library Information	47	1,041	953	169	648	30	1,768	4,656		
One on One Assistance (Scheduled)	36	0	9	0	20	0	1	66		
<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	* Virtual not included in programming totals **Sept. 2017 we started using a new software to keep track of wireless sessions which reports sessions differently than previous one.		
Circulation	71,179	76,885	-8.02%	Reference Questions	3,829	4,162	-8.70%			
Visitors	28,431	27,245	4.17%	Computer Usage	5,129	5,583	-8.85%			
Card Holders	27,513	31,259	-13.62%	Wireless Sessions**	17,837	11,684	34.50%			
				Program Attendance*	8,108	6,821	15.87%			