

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
February 15, 2018 | 7:00 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – January 18, 2018
5. Employee Recognition
 - a. Rosemary Bauer – 10 years
 - b. Anna Gillespie – 5 years
 - c. Joseph Petrick – 5 years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Dual Positions Section for the Employee Handbook
 - b. Approval of Americans with Disabilities Act Policy Statement Section for the Employee Handbook
 - c. Approval of Appointments for Board Liaison Positions
 - d. Approval of Trustee Service for American Library Association Committees
9. Library Projects
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – February, 2018
 - b. Bills Payable Report – February, 2018
13. Director’s Report – January, 2018
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

February 2018 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Dual Positions Section for the Employee Handbook

This draft revision of this section has been modified to include a statement that an employee may only hold one position at a time at our library.

The paragraph regarding election or appointment of an employee to the Board of Trustees has been modified to state that employment with the District would be terminated upon being sworn in as an elected official. This change is upon the advice of our attorney.

Suggested Motion: Motion to repeal the existing Dual Positions section in the Employee Handbook and to approve the revised Dual Positions section for the Employee Handbook.

b. Approval of Americans with Disabilities Act Policy Statement Section for the Employee Handbook

This draft revision of this section has been modified to include the following components –

1. The procedure for requesting an accommodation will include an interactive discussion between the District and the employee making the request.
2. The District will maintain the confidentiality of employee health records; they may only be revealed in order to determine what reasonable accommodation can be given.
3. A prohibition on retaliation against an employee for requesting an accommodation in good faith.

Our attorney has reviewed this draft as well.

Suggested Motion: Motion to repeal the existing Americans with Disabilities Act Policy Statement section in the Employee Handbook and to approve the revised Americans with Disabilities Act Policy Statement section for the Employee Handbook.

c. Approval of Appointments for Board Liaison Positions

President Danhof and Vice President Kalnicky reviewed the appointments for Board Liaison Positions, and recommend the following appointments –

Building

Robert Kalnicky
Marcelo Valencia

Finance

Steven Prodehl
Kathryn Spindel

Strategic

Robert Kalnicky
Celeste Bermejo

Personnel

Margaret (Peggy) Danhof
Ruth Newell

Suggested Motion: Approval of appointments for Board Liaison positions.

d. Approval of Trustee Service for American Library Association Committees

Treasurer Kathryn Spindel has been asked to serve and is seeking to serve on multiple ALA Committees. The appropriate form has been included in the packet.

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

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD JANUARY 18, 2018
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, January 18, 2018 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett. Meredith Walker and Aaliyah Walker entered at 7:15 p.m.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – December 21, 2017

The minutes of the board meeting held December 21, 2017 were presented. A motion to approve the minutes was made by Spindel, seconded by Kalnicky. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Danhof recognized Tasos Priovolos for his five years of service and presented him with certificate and keychain.

PEGGY J. DANHOF PROCLAMATION

Vice President Robert Kalnicky presented Margaret J. (Peggy) Danhof with a proclamation for her recent naming as a 2018 Illinois Library Association Luminary.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that sales are going well especially in the Friend's Nook. Cookbooks, books on religion and DVDs seem to be the more popular items. The Friends are getting ready for the upcoming Spring Book Sale on April 7-8.

DEMONSTRATION OF BOARD AUDIOVISUAL EQUIPMENT

Building Operations Manager Tasos Priovolos demonstrated the new audiovisual equipment upgrades in the Board Room.

NEW BUSINESS

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

A motion to approve the requests to travel for trustees to the 2018 American Library Association Annual Conference in New Orleans, Louisiana on June 21-26, 2018 was made by Prodehl, seconded by Spindel.

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

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

A motion to approve the request to travel for the Executive Director to the 2018 American Library Association Annual Conference in New Orleans, Louisiana on June 21-26, 2018 was made by Newell, seconded by Kalnicky.

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

Approval of Trustee Service for American Library Association Conference Committee

A motion to approve trustee service for the American Library Association Conference Committee per the form submitted was made by Spindel, seconded by Newell.

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

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

A motion to approve closing the library for a half day on August 3, 2018 and February 8, 2019 was made by Spindel, seconded by Kalnicky.

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

Approval to Seek Requests for Proposals for Computers for Public Use

A motion to approve seeking requests for proposals for computers for public use was made by Kalnicky, seconded by Valencia.

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

LIBRARY PROJECTS

None.

CORRESPONDENCE

The Village of Bolingbrook sent the Board of Trustees a notice of 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.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – January, 2018

Bills paid for the month of January in the amount of \$69,777.39 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

Bills Payable Report – January, 2018

Bills payable for the month of January in the amount of \$2,224,160.67 was presented for approval. Motion to approve was made by Kalnicky, seconded by Spindel.

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

DIRECTOR'S REPORT – December, 2017

Executive Director Mills and Finance Manager Jennie Nguyen had a conference call with Adrienne Booker from Ehlers, Inc. regarding the District's building bonds. Ehlers advised waiting until this Summer and examining the possibilities of doing a tax exempt refunding at that time.

UNFINISHED BUSINESS

Final Approval of Request to Travel for Trustees to 2018 American Library Association Midwinter Meeting in Denver, CO – February 9-13, 2018

A motion for final approval of request to travel for trustees to 2018 American Library Association Midwinter Meeting in Denver, Colorado on February 9-13, 2018 was made by Kalnicky, seconded by Spindel.

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

REPORTS

Building – None.

Finance – None.

Strategic Plan – Trustee Bermejo expressed an interest in serving as a Strategic Plan Liaison.

Personnel – None.

ANNOUNCEMENTS

The Illinois Library Association Trustee Forum is on Saturday, February 17, 2018.

The Valley View Educational Enrichment Foundation's annual dinner auction is on Friday, March 2 at the Bolingbrook Golf Club.

The Best of Bolingbrook Business Awards is on Thursday, March 8 at the Bolingbrook Golf Club.

The 20th Annual Community Wide Black History Month Celebration is on Saturday, February 10 at Bolingbrook High School.

The Bolingbrook Rotary Club will be holding their annual Mac & Cheese event on Saturday, March 3 at New Life Lutheran Church from 12-2 p.m. Tickets are \$10 each.

Executive Director Mills presented the Board with a new flyer specifically designed for drive-thru patrons. The flyer will highlight upcoming events and programs for the month.

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:50 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

Dual Positions DRAFT

An employee of the District cannot hold more than one position in the District simultaneously.

An employee of the District cannot, while so employed, be a member of the Board of Trustees of the Fountaindale Public Library District. An employee who wins election or is appointed to the Board of Trustees shall have employment with the District terminated as soon as an oath of office for the Board is taken.

Americans with Disabilities Act Policy Statement

The District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability or record of a disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the District will provide a reasonable accommodation to a qualified individual with a disability, as defined by the ADA, provided that such accommodation does not constitute an undue hardship on the District.

Employees with disabilities who believe they need a reasonable accommodation to perform the essential functions of their job are encouraged to contact the Human Resources Manager. Supervisors who receive a request for accommodation should report the request to the Human Resources Manager.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the Human Resources Manager and your supervisor will meet with you to begin the interactive process, which will include discussing your medical condition, work restrictions, and possible reasonable accommodations that may enable you to perform the essential functions of your position.

Employee health records submitted to the District during the interactive process will be kept confidential and may only be revealed in order to determine what reasonable accommodation can be given to the employee.

The Human Resources Manager will identify one or more reasonable accommodations, if available, that may be offered to the employee based on the totality of the circumstances.

The Human Resources Manager will inform the employee of the decision on the accommodation request or on how to make the accommodation.

The ADA does not require the District to make the best possible accommodation, to reallocate essential job functions, to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.) or to provide the accommodation preferred by the employee.

The District prohibits retaliation against any individual who requests an accommodation in good faith.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Manager or the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Board Liaison Descriptions

Building

The Building Liaisons oversee significant building and grounds issues for the District.

Finance

The Finance Liaisons oversee the financial position of the District.

Strategic

The Strategic Plan Liaisons oversee the Strategic Plan for the District.

Personnel

The Personnel Liaisons oversee internal operations of the Board of Trustees.

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

Date Submitted: 2/15/2018

Trustee Name:

Kathryn Spindel

Name of Organization:

ALA/United for Libraries

Officer/Committee Assignment(s):

1. Legislative, Advocacy and Intellectual Freedom Committee - member
2. United's Partnership Task Force - member
3. United For Libraries Board –member to serve as Trustee- At- Large
4. PLA Conference Committee – member
5. Leaders Orientation Committee - member

Appointed By:

Beth Nawalinski, Executive Director of United for Libraries, a division of American Library Association

Term(s) of Service:

All assignments will expire after ALA Annual conference this June, 2018. The one exception is United for Libraries board member/Trustee-at-large. This term expires June 2020.

I will be seeking to be re-appointed to Legislative, Advocacy and Intellectual Freedom Committee.

Statement by Trustee:

I am so very excited to continue to serve ALA/UFL. I am particularly excited to start my new assignment as a voting board member for United for Libraries. I have already started United's Partnership Task Force. We are already brainstorming new partnership ideas for advocacy for UFL.

Additional Notes:

The committees meet at Midwinter and have programming at Annual. The UFL board meets at Mid-Winter and Annual.

Signature of Trustee:

Date of Board Approval: 2/15/2018

Fountaindale Public Library District

Cash and Investment January 31, 2018

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$116,668.07	\$200,369.27
Cash Checking/Payroll	\$31,492.47	\$20,749.58	\$52,242.05
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	<u>\$117,493.67</u>	<u>\$137,546.90</u>	<u>\$255,040.57</u>
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$389,335.53)	\$7,719,984.03
Investment - General/IL Funds/MM	\$67,203.39	\$822.07	\$68,025.46
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$15,052.66	\$44,046.32
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$24,369.41	\$1,983,367.73
Investment - Working Cash/BMO Harris MM	\$878.27	\$10.94	\$889.21
Investments - Working Cash/Madison	\$629,365.30	(\$2,679.33)	\$626,685.97
Investment - Working Cash/MM	\$22,179.12	(\$8,846.98)	\$13,332.14
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$4,272.89	\$420,894.15
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,117,344.17	\$12,375,984.22
Total Investments	<u>\$22,492,198.93</u>	<u>\$761,010.30</u>	<u>\$23,253,209.23</u>
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$1,103,457.76)	\$1,685.27
Total Bond Fund	<u>\$1,105,143.03</u>	<u>(\$1,103,457.76)</u>	<u>\$1,685.27</u>
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	\$547,583.63	(\$547,477.09)	\$106.54
9-1211-90 Invest/BMO Harris MM Account	\$6,135.82	\$186,148.80	\$192,284.62
Total Building Project Fund	<u>\$553,719.45</u>	<u>(\$361,328.29)</u>	<u>\$192,391.16</u>
Total Cash and Investments	<u>\$24,268,555.08</u>	<u>(\$566,228.85)</u>	<u>\$23,702,326.23</u>

Special Res. PMA - 1.428%
 General - IL Fund - 1.306%
 Bldg Project Fund PMA - SDA - 1.250%
 Money Market BMO Harris - 1.259%

Bonds:
 Treas&Agencies 06-12; \$610,369; 4.71%; C/V 01/18; \$626,686; 1.94%

Fountaindale Public Library District

Revenue Report as of January 31, 2018

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax Will - 2016	\$0.00	\$4,003,828.43	99.81 %	\$4,011,386.00	\$7,557.57
Property Tax Dupage 2016	\$0.00	\$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	\$23,000.30	\$179,943.61	176.15 %	\$102,156.00	(\$77,787.61)
Fines	\$5,258.32	\$41,893.02	55.86 %	\$75,000.00	\$33,106.98
Copy Machines	\$471.45	\$5,081.00	84.68 %	\$6,000.00	\$919.00
Fax Machine	\$501.05	\$4,257.68	85.15 %	\$5,000.00	\$742.32
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,173.72	\$14,826.36	82.37 %	\$18,000.00	\$3,173.64
Miscellaneous	\$137.38	\$12,264.97	55.75 %	\$22,000.00	\$9,735.03
Reimbursements	\$24.05	\$5,610.88	187.03 %	\$3,000.00	(\$2,610.88)
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
Total Operating Funds	\$30,566.27	\$4,383,793.97	51.42 %	\$8,525,382.00	\$4,141,588.03
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$208.06	\$1,637.88	109.19 %	\$1,500.00	(\$137.88)
Total Building Project Fund	\$208.06	\$1,637.88	109.19 %	\$1,500.00	(\$137.88)
Bond Fund					
Property Tax - Will 2016	\$0.00	\$1,265,850.70	99.79 %	\$1,268,496.00	\$2,645.30
Property Tax - Dupage 2016	\$0.00	\$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	\$1,547.95	\$8,181.33	272.71 %	\$3,000.00	(\$5,181.33)
Interest Rebate Payment - BAB	\$82,701.61	\$165,137.58	100.05 %	\$165,049.00	(\$88.58)
Total Bond Fund	\$84,249.56	\$1,463,693.12	53.35 %	\$2,743,593.00	\$1,279,899.88
Total Revenue	\$115,023.89	\$5,849,124.97	51.90 %	\$11,270,475.00	\$5,421,350.03

Fountaindale Public Library District

Expenditure Report as of January 31, 2018

	<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	\$300,847.86	\$2,274,594.15	50.92 %	\$4,467,200.00	\$2,192,605.85
Contractual Services	\$27,988.28	\$288,418.06	61.31 %	\$470,400.00	\$181,981.94
Supplies & Utilities	\$33,520.57	\$265,636.16	44.55 %	\$596,250.00	\$330,613.84
Library Materials	\$47,130.73	\$368,088.73	34.59 %	\$1,064,000.00	\$695,911.27
Capital Expenditures	\$3,154.68	\$126,541.79	46.24 %	\$273,691.00	\$147,149.21
Miscellaneous	\$1,331.13	\$34,241.00	45.65 %	\$75,000.00	\$40,759.00
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	\$413,973.25	\$3,357,819.89	47.97 %	\$6,999,593.00	\$3,641,773.11
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$0.00	\$51,835.01	42.31 %	\$122,500.00	\$70,664.99
Soc Sec/IMRF Fund Expenditures	\$67,134.04	\$510,045.96	48.70 %	\$1,047,345.00	\$537,299.04
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Maintenance Fund Expenditures	\$31,436.30	\$141,537.67	45.66 %	\$310,000.00	\$168,462.33
Total Other Fund Expenditures	\$98,570.34	\$712,068.64	47.79 %	\$1,489,845.00	\$777,776.36
Total Expenditures - Operating Funds	\$512,543.59	\$4,069,888.53	47.94 %	\$8,489,438.00	\$4,419,549.47
Building Project Fund Expenditures					
	\$12,895.00	\$83,791.86	30.88 %	\$271,362.00	\$187,570.14
Total Building Project Fund Expenditures	\$12,895.00	\$83,791.86	30.88 %	\$271,362.00	\$187,570.14
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$16,800.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009	\$1,300,000.00	\$1,300,000.00	100.00 %	\$1,300,000.00	\$0.00
Interest Payment - 2009	\$297,250.00	\$594,500.00	100.00 %	\$594,500.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - Bond 2009B	\$252,987.50	\$505,975.00	100.00 %	\$505,975.00	\$0.00
Principal Payment - 2016A	\$85,000.00	\$85,000.00	100.00 %	\$85,000.00	\$0.00
Interest Payment - 2016A	\$96,400.00	\$192,800.00	100.00 %	\$192,800.00	\$0.00
Total Bond Fund Expenditures	\$2,048,437.50	\$2,711,875.00	100.00 %	\$2,711,875.00	\$0.00
Total	\$2,061,332.50	\$2,795,666.86	93.71 %	\$2,983,237.00	\$187,570.14
Total Expenditures - All Funds	\$2,573,876.09	\$6,865,555.39	59.84 %	\$11,472,675.00	\$4,607,119.61

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

Payee name	Description	Payment Date	Check/ Draft No.	Account Number	Amount
Aflac	Employer Insurance Contribution - January 2018	2/1/2018	D/698	1-4192-10	72.28
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - February 2018	2/1/2018	49102	1-4192-10	\$28,138.22
Dearborn National Life Insurance Company	Employer Insurance Contribution - February 2018	2/1/2018	49103	1-4192-10	\$467.80
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - February 2018	2/1/2018	49109	1-4192-10	\$123.20
Home Depot Credit Services	Building Maintenance/Supplies - Dates 12/20/2017 to 12/28/2017	2/1/2018	48948	8-4211-30	\$125.85
Illinois Library Association	Trustee Forum Workshop - Prodehl, Spindel, and Bermejo	2/1/2018	49105	1-4151-16	\$385.00
Illinois Municipal Retirement Fund	Employer IMRF Contribution - January 2018	2/1/2018	D700	5-4142-10	\$49,083.88
LIMRiCC Unemployment Compensation	Unemployment Insurance - 4th Quarter Ending 12/31/2017	2/1/2018	49106	3-4143-10	\$312.47
Shirley Williams	Finance Consulting - Installment 1	2/1/2018	49110	1-4253-10	\$625.00
The Hartford	Workers Compensation - Dates 12/31/2017 to 12/31/2018	2/1/2018	49107	3-4144-10	\$24,484.00
Vertiv Services, Inc.	Equipment Maintenance - MDF UPS	2/1/2018	49108	1-4233-14	\$18,300.00
Total Bills Paid					<u>\$122,117.70</u>



 Jennie Nguyen/Finance Manager

Gross Payroll & FICA Expense - January 2018

Gross Payroll	\$272,662.32
FICA	<u>\$20,200.40</u>
Total Gross Payroll & FICA	<u>\$292,862.72</u>

**Fountaindale Public Library District
Bills Payable Report
February 15, 2018**

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Accurate Truck & Bus Repairs, Inc.	Bookmobile Door Weather Seals/Stripping, Hinges	2008	1-4235-29	\$ 1,165.00
		<i>Totals for Accurate Truck & Bus Repairs, Inc.</i>		<u>\$ 1,165.00</u>
Allegra Print & Imaging	Bookmobile Sign - Pre-School Round up	13525	1-4731-10	129.00
	#10 Regular/Window Envelopes	13544	1-4153-10	1,034.00
		<i>Totals for Allegra Print & Imaging</i>		<u>\$ 1,163.00</u>
Allrecipes	Periodicals	1788925970	1-4511-29	7.99
		<i>Totals for Allrecipes</i>		<u>\$ 7.99</u>
Allyse Schiller	Bond Trust Certified Mail Postage	AS011918	1-4381-10	6.80
	Mileage Lauterbach & Amen Training - Date 1/12/2018	AS011518	1-4171-10	43.22
		<i>Totals for Allyse Schiller</i>		<u>\$ 50.02</u>
Amazon	Office Supplies	6045787810108122	1-4351-10	51.97
	Video Games - Juvenile	6045787810108122	1-4564-26	70.30
	Program Supplies	6045787810108122	1-4353-24	303.33
	Bookmobile Maintenance	6045787810108122	1-4235-29	197.21
	Computer Supplies	6045787810108122	1-4354-14	103.96
	PC Computer Equipment	6045787810108122	1-4641-14	749.00
	Books - Adult Fiction	6045787810108122	1-4540-26	24.53
	Video Games - Adult	6045787810108122	1-4565-26	19.99
	Program Supplies	6045787810108122	1-4353-20	190.90
	Video Games - YA	6045787810108122	1-4563-26	41.94
	DVD - Adult	6045787810108122	1-4557-26	8.99
		<i>Totals for Amazon</i>		<u>\$ 1,762.12</u>
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - February 2018	INV131150	1-4253-10	187.10
		<i>Totals for AmeriFlex Business Solutions</i>		<u>\$ 187.10</u>
Animal Quest Entertainment Inc.	Program - Animal Quest Pig Day Show! - Date 3/5/2018	AQE030518	1-4572-20	435.00
		<i>Totals for Animal Quest Entertainment Inc.</i>		<u>\$ 435.00</u>

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ashbury's at Boughton Ridge				
	Down Payment for Staff Appreciation - Date 9/15/2018	ABR020518	1-4711-10	\$ 250.00
		<i>Totals for Ashbury's at Boughton Ridge</i>		<u>\$ 250.00</u>
AT & T				
	Internet - January 2018	4541979302	1-4314-14	1,402.53
		<i>Totals for AT & T</i>		<u>\$ 1,402.53</u>
AT & T Mobility - National Business Services				
	Telephone Service - 12/10/17-1/9/18	13287759	1-4311-14	239.10
		<i>Totals for AT & T Mobility - National Business Services</i>		<u>\$ 239.10</u>
Baker & Taylor - C009233				
	Adult Ref/NF Standing Order	C0092333	1-4531-26	751.52
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 751.52</u>
Baker & Taylor - L4140592				
	Juvenile Standing Order	L4140592	1-4536-26	925.03
		<i>Totals for Baker & Taylor - L4140592</i>		<u>\$ 925.03</u>
Baker & Taylor - L4176102				
	Books - Adult Fiction	L4176102	1-4540-26	15.54
	Books - Adult Non-Fiction	L4176102	1-4541-26	999.33
		<i>Totals for Baker & Taylor - L4176102</i>		<u>\$ 1,014.87</u>
Baker & Taylor - L420685				
	Books - Juvenile Fiction	L4206852	1-4544-29	298.82
	Books - Juvenile Non-Fiction	L4206852	1-4545-29	208.86
	Books - Juvenile Easy	L4206852	1-4546-29	613.34
	Books - Young Adult Fiction	L4206852	1-4548-29	29.82
	Books - Adult Fiction	L4206852	1-4540-29	40.80
	Books - Adult Non-Fiction	L4206852	1-4541-29	229.49
	Books - Adult Large Print	L4206852	1-4543-29	91.55
		<i>Totals for Baker & Taylor - L420685</i>		<u>\$ 1,512.68</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult Non-Fiction	L4206862	1-4541-26	\$ 3,908.34
	Books - Adult Large Print	L4206862	1-4543-26	115.37
	Books - Adult Fiction	L4206862	1-4540-26	5,075.72
	Books - Juvenile Fiction	L4206862	1-4544-26	1,281.06
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	1,157.06
	Books - Juvenile Easy	L4206862	1-4546-26	1,205.48
	Books - Professional Reference	L4206862	1-4547-26	30.58
	Books - Young Adult Fiction	L4206862	1-4548-26	421.48
	Books - Young Adult Non-Fiction	L4206862	1-4549-26	180.54
				\$ 13,375.63
	<i>Totals for Baker & Taylor - L420686</i>			
Baker & Taylor - L420691				
	Juvenile Standing Order	L4206912	1-4536-26	2,466.52
	Adult Ref/NF Standing Order	L4206912	1-4531-26	29.90
	Adult Fiction Standing Order	L4206912	1-4533-26	1,073.19
	Young Adult Standing Order	L4206912	1-4534-26	172.03
				\$ 3,741.64
	<i>Totals for Baker & Taylor - L420691</i>			
Baker & Taylor - L420692				
	Adult Fiction Standing Order	L4206922	1-4533-29	116.06
				\$ 116.06
	<i>Totals for Baker & Taylor - L420692</i>			
Baker & Taylor - L4337402				
	Books - Adult Fiction	L4337402	1-4540-26	113.47
				\$ 113.47
	<i>Totals for Baker & Taylor - L4337402</i>			
BiblioLabs LLC				
	BiblioLabs Access - 1 Year	1243	1-4520-26	675.00
	BiblioLabs Access - 1 Year	1243	1-4631-14	6,562.00
				\$ 7,237.00
	<i>Totals for BiblioLabs LLC</i>			
Blackstone Publishing				
	CD Audiobooks - Adult	961551	1-4551-26	45.00
	CD Audiobooks - Adult	959775	1-4551-26	170.24
	CD Audiobooks - Adult	957575	1-4551-26	45.00
	CD Audiobooks - Adult	962120	1-4551-26	45.00
	CD Audiobooks - Adult	961551	1-4555-26	44.99
	CD Audiobooks - Adult	957575	1-4555-26	44.99
				\$ 395.22
	<i>Totals for Blackstone Publishing</i>			

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Bolingbrook Area Chamber of Commerce				
	State of the Village Gold Spon - Date 1/18/2018	e.542.8827.198715	1-4173-16	\$ 562.50
	Best Bolingbrook Business Award Silver Spon - Date 3/8/18	e.542.8830.198955	1-4173-10	750.00
	State of the Village Gold Spon - Date 1/18/2018	e.542.8827.198715	1-4173-10	187.50
<i>Totals for Bolingbrook Area Chamber of Commerce</i>				\$ 1,500.00
Bolingbrook Park District				
	Program - Yoga - Date 3/1/2018	BPD030118	1-4571-24	50.00
	Program - Yoga - Date 3/15/2018	BPD031518	1-4571-24	50.00
	Program - Conquer Your Core - Date 3/3/2018	BPD030318	1-4571-24	75.00
	Program - Zumba - Date 3/3/2018	BPD030318	1-4571-24	75.00
<i>Totals for Bolingbrook Park District</i>				\$ 250.00
Bolingbrook Signs + Apparel				
	Game Cards for ATSD	4356	1-4353-24	300.42
<i>Totals for Bolingbrook Signs + Apparel</i>				\$ 300.42
Bond Trust Services Corporation				
	Calc/Prep/File 8038-CP Gen. Obl. Lib. Build. Bonds, 2009B	40191	1-4253-10	150.00
<i>Totals for Bond Trust Services Corporation</i>				\$ 150.00
Brian Smallwood				
	Mileage - Great Read - Date 12/6/2017	BS020118	1-4171-10	9.81
<i>Totals for Brian Smallwood</i>				\$ 9.81
Brooks Cafe				
	Coffee for Donuts w/Director - 1/3/2018	13247	1-4715-10	11.00
	Coffee for Donuts w/Director - 1/23/2018	13249	1-4715-10	11.00
	Sandwich and Cookie Trays for Board Meeting - 1/18/2018	13248	1-4355-16	41.00
<i>Totals for Brooks Cafe</i>				\$ 63.00
Cathryn Stanek-Whisler				
	Program - Sand Mandalas - Date 3/7/2018	CSW030718	1-4573-24	175.00
<i>Totals for Cathryn Stanek-Whisler</i>				\$ 175.00
Center Point Large Print				
	Books - Adult Large Print	14538268	1-4543-26	318.78
<i>Totals for Center Point Large Print</i>				\$ 318.78

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	Mailchimp - Monthly Subscription	M0932-FEB 18	1-4731-10	\$ 50.00
	Woobox - Monthly Subscription	M0932-FEB 18	1-4731-10	29.00
	Facebook - Mango Languages Ad	M0932-FEB 18	1-4731-10	17.78
	VFBPro - VFB Pro & Addons	N5277-FEB 18	1-4731-10	69.00
	ABC Office - 18 Inserts for Brochure Racks	N5277-FEB 18	1-4731-10	82.57
	Meetup Org - Auto Renew	N5277-FEB 18	1-4731-10	89.94
	MegaChess - CSD Replacement Chess Pieces	N5277-FEB 18	1-4569-26	88.00
	WebstaurantStore - Chlorine Strips, Sant. Strips, Cambro Box	P8794-FEB 18	1-4711-10	75.58
	GFS - Sant. Test Strips	P8794-FEB 18	1-4711-10	11.49
	Will County Health Dept. - Risk Food Permit - 1/30 Cook Demo	N5277-FEB 18	1-4711-10	46.50
	Jewel - January Birthday Cake	N5277-FEB 18	1-4711-10	35.99
	GFS - Chili Cook-off & Winter Tea Party Supplies	N5277-FEB 18	1-4711-10	43.81
	Basecamp - Monthly Subscription	M0932-FEB 18	1-4522-14	65.00
	Staples - Tiered Tray Cash Box	N5277-FEB 18	1-4371-10	33.94
	Staples - Silver Vertical File Sorter	N5277-FEB 18	1-4371-10	18.69
	GFS - Winterfest Cookies & Sprinkles	N5277-FEB 18	1-4584-10	82.60
	Absolute Disk Jockey - Winterfest DJ	N5277-FEB 18	1-4584-10	350.00
	Expedia - Castellanos - ALA Annual Conference Hotel	N5277-FEB 18	1-4173-10	786.21
	Chop Chop Kids - 1 Year Spanish Subscription	T3900-FEB 18	1-4511-29	16.95
	ILA - Legislative Meetup	M0932-FEB 18	1-4151-10	25.00
	IFMA - Facility Fusion 2018 Registration	P8794-FEB 18	1-4151-10	700.00
	ALA - Thompson - Mobile MakerSpaces Webinar Reg.	N5277-FEB 18	1-4151-10	64.50
	ALA - Degutis 10 Secrets to Use Internet Tools Reg.	N5277-FEB 18	1-4151-10	64.50
	NCGS - Vendor Table & Registration	N5277-FEB 18	1-4151-10	250.00
	GFOA - Nguyen 2018 Annual Conference Reg.	N5277-FEB 18	1-4151-10	370.00
	EB Tech Services - LACONI Tech Services Workflow 5 Reg.	N5277-FEB 18	1-4151-10	75.00
	ALA - Mills 2018 Annual Conference - Dates 6/21-6/26/2018	N5277-FEB 18	1-4151-10	305.00
	DuPage SHRM - Frias DuPage SHRM Employee Engagement	N5277-FEB 18	1-4151-10	25.00
	ALA - Castellanos Annual Conference - Dates 6/21-6/26/2018	N5277-FEB 18	1-4151-10	305.00
	Management Assoc - Pottle 2018 Conf. - Date 3/8/2018	N5277-FEB 18	1-4151-10	445.00
	ALA - Cuevas ALA 2018 Conference - Dates 6/21-6/26/2018	N5277-FEB 18	1-4151-10	305.00
	Fred Pryor - Schiller Crit. & Disc. Skills Reg.	N5277-FEB 18	1-4151-10	99.00
	Prep Blast - Schiller COD MOS Excel Exam for Required Class	N5277-FEB 18	1-4151-10	55.00
	EventCombo - Bauer & Dobrescu Anderson Lit Breakfast	N5277-FEB 18	1-4151-10	118.00
	GFS - Winterfest Cookies & Sprinkles	N5277-FEB 18	1-4353-28	82.59
	S&S - Outreach Preschool Roundup Prizes	N5277-FEB 18	1-4353-28	149.41
	SHRM - Pottle 2018 Membership	N5277-FEB 18	1-4161-10	209.00
	DuPage SHRM - Frias 2018 Membership	N5277-FEB 18	1-4161-10	100.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services	(Cont'd)			
	ALA - Dolley Membership	N5277-FEB 18	1-4161-10	\$ 200.00
	ABOS - Welko Membership	N5277-FEB 18	1-4161-10	49.00
	ALA - Cuevas Membership	N5277-FEB 18	1-4161-10	69.00
	Southwest - Castellanos ALA Annual Conference Airfare	N5277-FEB 18	1-4171-10	347.96
	United Airlines - Cuevas ALA Annual Conf. Airfare	N5277-FEB 18	1-4171-10	389.60
	Staples - Hanging Folders & Flash Drive	N5277-FEB 18	1-4351-10	68.06
	VistaPrint - Schiller & Dudek Business Cards	N5277-FEB 18	1-4351-10	55.57
	PDQ.com - Utility SW Update Management	N5277-FEB 18	1-4631-14	160.20
	Zendesk - Zendesk Plus Plan (8 Agents)	N5277-FEB 18	1-4631-14	2,203.00
	Pantheon - NodeSquirrel Monthly Subscription	N5277-FEB 18	1-4631-14	12.00
	Chop Chop Kids - 1 Year Spanish Subscription	T3900-FEB 18	1-4511-26	16.95
	GameStop - Game Informer Magazine	T3900-FEB 18	1-4511-26	21.23
	Future US Inc - PC Gamer Magazine	T3900-FEB 18	1-4511-26	24.00
	Walmart.com - Fire & Fury Books x 2	T3900-FEB 18	1-4541-26	36.00
	Crestline - Pens for Outreach Promo	N5277-FEB 18	1-4735-10	995.65
	4Imprint - Outreach Promo Items - Magnifier Bookmarks	N4277-FEB 18	1-4735-10	771.19
	Gordon Biersch - PLC Governing Board Meeting Lunch	M0932-FEB 18	1-4715-10	144.13
	Michaels - Teen Art Scene Canvas - Date 1/13/2018	N5277-FEB 18	1-4353-24	45.00
	Michaels - ATSD Program Supplies	N5277-FEB 18	1-4353-24	510.99
	Meijer - ATSD Program Supplies	N5277-FEB 18	1-4353-24	167.63
	Inventables - Acrylic Green - Studio 300	N5277-FEB 18	1-4353-24	63.44
	Meijer - ATSD Program Supplies	N5277-FEB 18	1-4353-24	30.80
	ALA - Danhof ALA Annual Conference - Dates 6/21-6/26/2018	N5277-FEB 18	1-4151-16	160.00
	ALA - Newell Annual Conf. - Dates 6/21-6/26/2018	N5277-FEB 18	1-4151-16	195.00
	ALA - Spindel Annual Conference - Dates 6/21-6/26/2018	N5277-FEB 18	1-4151-16	130.00
	ILA - Bermejo 2018 Membership	N5277-FEB 18	1-4161-16	75.00
	ALA - Bermejo Membership	N5277-FEB 18	1-4161-16	118.00
	American Airlines - Newell ALA Annual Conf. Airfare	N5277-FEB 18	1-4171-16	370.60
	Inventables - Carvey Materials for MakerSpace	N5277-FEB 18	1-4353-27	128.26
	US Cutter - Heat Press Vinyl - Studio 300	N5277-FEB 18	1-4371-27	440.19
	StoryBlocks - GarphicStock.com Renew Annual Sub.	N5277-FEB 18	1-4568-27	99.00
	GFS - Winterfest Cookies & Sprinkles	N5277-FEB 18	1-4353-20	82.60
	Walmart - CSD Program/Club Supplies	N5277-FEB 18	1-4353-20	15.89
	Hobby Lobby - CSD Program/Club Supplies	N5277-FEB 18	1-4353-20	29.15
	Meijer - CSD Program/Club Supplies	N5277-FEB 18	1-4353-20	16.91
	<i>Totals for Chase Card Services</i>			\$ 13,982.05

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chicago Defender Publishing Co.	Periodicals	1490	1-4511-26	\$ 70.00
<i>Totals for Chicago Defender Publishing Co.</i>				<u>\$ 70.00</u>
Chicago Tribune	Periodicals	40172770	1-4511-26	780.00
<i>Totals for Chicago Tribune</i>				<u>\$ 780.00</u>
Christina Theobald	Refreshments for PinTech Meeting - Date 1/18/2018	CT011818	1-4715-10	28.45
	Mileage - Dates 1/26/2018-1/30/2018	CT020118	1-4171-10	15.52
<i>Totals for Christina Theobald</i>				<u>\$ 43.97</u>
Christine Thornton	Program - How to Draw Manga Faces - Date 3/8/2018	CT030818	1-4573-24	300.00
<i>Totals for Christine Thornton</i>				<u>\$ 300.00</u>
Comcast Cable	Cable TV Services - 2/3/18-3/2/18	8771201430367494	1-4316-14	103.36
<i>Totals for Comcast Cable</i>				<u>\$ 103.36</u>
Daily Southtown	Periodicals	74033238	1-4511-26	312.00
<i>Totals for Daily Southtown</i>				<u>\$ 312.00</u>
Demco, Inc.	Tech Packing Tape & Round Labels	6278013	1-4371-12	202.74
	Library Supplies	6293525	1-4151-10	151.82
	Outreach - Metal Label Peeler	6288996	1-4351-10	34.67
<i>Totals for Demco, Inc.</i>				<u>\$ 389.23</u>
Diane McAroy	Program - Teen Art Scene - Date 3/3/2018	DM030318	1-4573-24	352.50
	Program - The AM Artist - Date 3/5/2018	DM030518	1-4571-24	400.00
	Program - The Afternoon Artist - Date 3/11/2018	DM031118	1-4571-24	400.00
<i>Totals for Diane McAroy</i>				<u>\$ 1,152.50</u>
Diesel Service Center	Bookmobile Fuel Additive	D062393	1-4235-29	317.13
<i>Totals for Diesel Service Center</i>				<u>\$ 317.13</u>

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Ehlers & Associates, Inc.	Continuing Disclosure Fee - 2018	75915	1-4253-10	\$ 2,800.00
		<i>Totals for Ehlers & Associates, Inc.</i>		<u>\$ 2,800.00</u>
Elizabeth Portillo	Program - Conversational ESL for Adults - Date 2/19/2018	EP021918	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 2/26/2018	EP022618	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 3/5/2018	EP030518	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 3/12/2018	EP031218	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 2/20/2018	EP022018	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 2/27/2018	EP022718	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 3/6/2018	EP030618	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 3/13/2018	EP031318	1-4571-24	40.00
		<i>Totals for Elizabeth Portillo</i>		<u>\$ 480.00</u>
Elva Ambriz	Program - Club de Tejido Sueter - Date 2/21/2018	EA022118	1-4571-24	50.00
	Program - Club de Tejido Sueter - Date 2/28/2018	EA022818	1-4571-24	50.00
		<i>Totals for Elva Ambriz</i>		<u>\$ 100.00</u>
Findaway World, LLC	Library Supplies	241861	1-4371-12	122.40
	Playaway - Juvenile	242053	1-4562-29	19.99
	Playaway - Juvenile	241042	1-4562-29	556.17
	Playaway - Juvenile	241286	1-4562-26	287.91
	Playaway - Juvenile	241293	1-4562-26	361.89
	Playaway - Adult	242428	1-4560-26	547.07
		<i>Totals for Findaway World, LLC</i>		<u>\$ 1,895.43</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning				
	Books - Adult Large Print	62451854	1-4543-29	\$ 152.75
	Electronic Audiobooks & Books	62699471	1-4520-26	1,646.84
	Adult Fiction Standing Order	62439562	1-4533-26	19.46
	Books - Adult Large Print	62967000	1-4543-26	27.19
	Books - Adult Large Print	62462026	1-4543-26	69.72
	Books - Adult Large Print	62462513	1-4543-26	74.22
	Books - Adult Large Print	62452792	1-4543-26	73.47
	Books - Adult Large Print	62440792	1-4543-26	83.97
	Books - Adult Large Print	62440484	1-4543-26	161.19
	Books - Adult Large Print	62440132	1-4543-26	57.73
		<i>Totals for Gale/Cengage Learning</i>		\$ 2,366.54
Harris Khan				
	Mileage - Dates 7/29/2017-12/16/2017	HK011718	1-4171-10	31.46
		<i>Totals for Harris Khan</i>		\$ 31.46
IHLS-OCLC				
	Catalog Management	15564	1-4272-12	692.90
		<i>Totals for IHLS-OCLC</i>		\$ 692.90
Illinois American Water				
	Irrigation - Dates 12/20/2017-1/18/2018	1025-21000308991E	1-4331-30	107.13
	Fire Protection - 1/19/18-2/19/18	1025-21000308946E	1-4331-30	42.30
		<i>Totals for Illinois American Water</i>		\$ 149.43
Illinois American Water/Bolingbrook				
	Water & Sewer - 12/20/17-01/18/18	1025-21000308831E	1-4331-30	716.07
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 716.07
Illinois Library Association				
	Kalnicky Trustee Membership - 2018	142354	1-4161-10	75.00
	Nguyen Personal Membership - 2018	142182	1-4161-10	40.00
	Thompson Personal Membership - 2018	142273	1-4161-10	200.00
	Dolley Personal Membership - 2018	142368	1-4161-10	100.00
		<i>Totals for Illinois Library Association</i>		\$ 415.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	Books - Adult Fiction	32618129	1-4540-26	\$ 9.59
	Books - Adult Fiction	32472621	1-4540-26	71.34
	Professional Books	32732949	1-4538-26	65.00
	Video Games - Juvenile	32715974	1-4564-26	28.49
	Video Games - Adult	32715975	1-4565-26	28.49
	<i>Totals for Ingram Library Services</i>			\$ 202.91
Jeffrey DiOrio	Program - Chess Club - Date 2/20/2018	JD022018	1-4571-24	90.00
	<i>Totals for Jeffrey DiOrio</i>			\$ 90.00
Jennie Nguyen	Mileage - Lauterbach & Amen Training - Date 1/12/2018	JN012918	1-4171-10	45.12
	<i>Totals for Jennie Nguyen</i>			\$ 45.12
Jennifer Cuevas	Per Diem - ALA Annual Conf. - Date 6/21/2018-6/26/2018	JC012418	1-4171-10	25.00
	Per Diem - ALA Annual Conf. - Date 6/21/2018-6/26/2018	JC012418	1-4173-10	352.00
	<i>Totals for Jennifer Cuevas</i>			\$ 377.00
Juanita Lennon	Donuts w/Director & Pastries Supplies	JL012318	1-4715-10	11.88
	Celebration Cake for Peggy Danhof	JL012318	1-4355-16	35.99
	<i>Totals for Juanita Lennon</i>			\$ 47.87
kd Repair	Bookmobile Generator Switch replacement	27769	1-4235-29	1,401.67
	Check & Repair Generator on Bookmobile	27755	1-4235-29	305.14
	<i>Totals for kd Repair</i>			\$ 1,706.81
Kellie Chase	Program - 6 Sewing Classes - Date 2/21/2018	KC022118	1-4571-24	175.00
	Program - 6 Sewing Classes - Date 3/13/2018	KC031318	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 350.00
Konica Minolta Business Solutions U.S.A., Inc.	Copy Overage - 12/15/17-01/14/18	9004222393	1-4234-14	1,053.40
	Maintenance - 1/15/18-2/14/18	9004225063	1-4234-14	356.18
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,409.58

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Konica Minolta Premier Finance	Leased Equipment - 2/2/18	350369096	1-4234-14	\$ 1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		\$ 1,616.00
Laura Didier	Mileage - Dates 1/4/2018-1/30/2018	LD020118	1-4171-10	44.38
		<i>Totals for Laura Didier</i>		\$ 44.38
Lauterbach & Amen, LLP	Accounting Assistance - December 2017	26387	1-4253-10	2,512.50
		<i>Totals for Lauterbach & Amen, LLP</i>		\$ 2,512.50
Leslie Goddard	Program - Hamilton's Women - Date 2/21/2018	LG022118	1-4571-24	300.00
		<i>Totals for Leslie Goddard</i>		\$ 300.00
LibrariesFirst	Museum Adventure Pass Program - Dates 1/1/2018-12/31/2018	6879	1-4711-10	500.00
		<i>Totals for LibrariesFirst</i>		\$ 500.00
Lynnette Hopwood	Mileage - 11/1/17 - 11/20/17	LH020818	1-4171-10	72.07
		<i>Totals for Lynnette Hopwood</i>		\$ 72.07
Margaret J. Danhof	2017 ILA Summer Orient. Travel Expense - Dates 7/19-7/2017	MD020618	1-4171-16	114.49
	2017 ILA Summer Orient. Travel Expense - Dates 7/19-7/2017	MD020618	1-4173-16	99.68
		<i>Totals for Margaret J. Danhof</i>		\$ 214.17
Marianne Thompson	Mileage - Dates 1/3/2018-1/31/2018	MT020118	1-4171-10	144.56
		<i>Totals for Marianne Thompson</i>		\$ 144.56
Maureen Garzaro	Canvas for Painting Programs - January 2018	MG011218	1-4353-24	135.00
		<i>Totals for Maureen Garzaro</i>		\$ 135.00

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Midwest Tape	Playaway - Juvenile	95770556	1-4562-29	\$ 51.49
	CD Music - Adult	95732272	1-4550-29	15.74
	CD Music - Adult	95735117	1-4550-29	15.74
	CD Audiobooks - Adult	95767739	1-4551-26	125.87
	CD Audiobooks - Adult	95767734	1-4551-26	35.29
	CD Audiobooks - Adult	95770337	1-4551-26	45.29
	CD Audiobooks - Adult	95723563	1-4551-26	45.29
	CD Audiobooks - Adult	95732261	1-4551-26	25.29
	CD Audiobooks - Adult	95732265	1-4551-26	312.03
	CD Audiobooks - Adult	95744655	1-4551-26	130.87
	CD Audiobooks - Adult	95750020	1-4551-26	35.29
	Adult DVD	95723592	1-4557-29	25.79
	Adult DVD	95723594	1-4557-29	25.79
	Adult DVD	95732270	1-4557-29	14.54
	Adult DVD	95732271	1-4557-29	13.04
	Adult DVD	95732273	1-4557-29	20.54
	Adult DVD	95732653	1-4557-29	17.54
	Adult DVD	95750024	1-4557-29	22.79
	DVD - Adult	95778303	1-4557-29	18.29
	DVD - Adult	95778302	1-4557-29	26.54
	Juvenile DVD	95723590	1-4558-29	25.79
	Juvenile DVD	95723591	1-4558-29	14.54
	Juvenile DVD	95723593	1-4558-29	10.79
	Juvenile DVD	95735119	1-4558-29	25.79
	Juvenile DVD	95744700	1-4558-29	8.54
	Juvenile DVD	95750023	1-4558-29	29.08
	DVD - Juvenile	95778305	1-4558-29	10.79
	DVD - Juvenile	95778304	1-4558-29	8.54
	Playaway - Adult	95770549	1-4560-26	83.49
	CD Audiobooks - Adult	95778300	1-4551-26	45.29
	CD Audiobooks - Adult	95778290	1-4551-26	40.29
	CD Audiobooks - Juvenile	95750022	1-4553-26	25.29
	Compact Discs - Juvenile	95778291	1-4553-26	25.29
	Compact Discs - Juvenile	95767748	1-4553-26	25.29
	Compact Discs - Juvenile	95767746	1-4553-26	30.29
	Compact Discs - Juvenile	95767732	1-4553-26	55.29
	Compact Discs - Juvenile	95770547	1-4553-26	31.29
	CD Music - Juvenile	95723561	1-4554-26	15.74

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Midwest Tape	(Cont'd)			
	CD Music - Juvenile	95750018	1-4554-26	\$ 13.94
	CD Audiobooks - Juvenile	95749972	1-4555-26	35.29
	Juvenile DVD	95723555	1-4558-26	10.79
	Juvenile DVD	95723556	1-4558-26	29.08
	Juvenile DVD	95723557	1-4558-26	50.26
	Juvenile DVD	95723571	1-4558-26	51.58
	Juvenile DVD	95723575	1-4558-26	29.08
	Juvenile DVD	95732117	1-4558-26	87.24
	Juvenile DVD	95732118	1-4558-26	97.21
	Juvenile DVD	95732250	1-4558-26	51.87
	Juvenile DVD	95732251	1-4558-26	72.36
	Juvenile DVD	95732264	1-4558-26	40.04
	Juvenile DVD	95732647	1-4558-26	13.04
	Juvenile DVD	95735330	1-4558-26	91.67
	Juvenile DVD	95744656	1-4558-26	16.79
	Juvenile DVD	95744677	1-4558-26	8.54
	Juvenile DVD	95744678	1-4558-26	18.29
	Juvenile DVD	95750013	1-4558-26	43.62
	Juvenile DVD	95750014	1-4558-26	14.54
	DVD - Juvenile	95778301	1-4558-26	36.59
	DVD - Juvenile	95778298	1-4558-26	8.54
	DVD - Juvenile	95778296	1-4558-26	36.12
	DVD - Juvenile	95778257	1-4558-26	32.54
	DVD - Juvenile	95767749	1-4558-26	13.04
	DVD - Juvenile	95767742	1-4558-26	26.08
	DVD - Juvenile	95767730	1-4558-26	10.79
	DVD - Juvenile	95767699	1-4558-26	10.79
	DVD - Juvenile	95767696	1-4558-26	35.29
	DVD - Juvenile	95770554	1-4558-26	18.29
	DVD - Juvenile	95770541	1-4558-26	14.54
	DVD - Juvenile	95770339	1-4558-26	23.64
	Playaway - Adult	95723554	1-4560-26	71.49
	CD Music - Adult	95723560	1-4550-26	86.44
	CD Music - Adult	95723567	1-4550-26	14.84
	CD Music - Adult	95723577	1-4550-26	12.74
	CD Music - Adult	95732217	1-4550-26	12.74
	CD Music - Adult	95732253	1-4550-26	39.72
	CD Music - Adult	95732263	1-4550-26	34.48

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Music - Adult	95732640	1-4550-26	\$ 58.31
	CD Music - Adult	95732643	1-4550-26	50.22
	CD Music - Adult	95732645	1-4550-26	11.99
	CD Music - Adult	95732646	1-4550-26	14.99
	CD Music - Adult	95732651	1-4550-26	14.84
	CD Music - Adult	95732652	1-4550-26	14.99
	CD Music - Adult	95735331	1-4550-26	30.58
	CD Music - Adult	95744653	1-4550-26	11.24
	CD Music - Adult	95744659	1-4550-26	13.94
	CD Music - Adult	95749491	1-4550-26	37.73
	CD Music - Adult	95749975	1-4550-26	14.84
	CD Music - Adult	95750015	1-4550-26	12.74
	CD Music - Adult	95750017	1-4550-26	34.43
	CD Music - Adult	95750019	1-4550-26	12.74
	CD Music - Adult	95750021	1-4550-26	14.99
	CD Music - Adult	95778258	1-4550-26	13.49
	CD Music - Adult	95767741	1-4550-26	13.49
	CD Music - Adult	95767740	1-4550-26	32.38
	CD Music - Adult	95767735	1-4550-26	13.94
	CD Music - Adult	95767733	1-4550-26	13.94
	CD Music - Adult	95770553	1-4550-26	11.99
	CD Music - Adult	95770551	1-4550-26	9.74
	CD Music - Adult	95770550	1-4550-26	16.49
	CD Music - Adult	95770548	1-4550-26	12.74
	CD Music - Adult	95770546	1-4550-26	19.59
	CD Music - Adult	95770543	1-4550-26	18.44
	CD Music - Adult	95770540	1-4550-26	16.74
	Compact Discs - Young Adult	95770555	1-4555-26	47.49
	Compact Discs - Young Adult	95770545	1-4555-26	40.29
	Adult DVD	95723558	1-4557-26	30.13
	Adult DVD	95723559	1-4557-26	29.37
	Adult DVD	95723562	1-4557-26	33.59
	Adult DVD	95723565	1-4557-26	70.33
	Adult DVD	95723566	1-4557-26	14.54
	Adult DVD	95723568	1-4557-26	26.14
	Adult DVD	95723569	1-4557-26	36.58
	Adult DVD	95723570	1-4557-26	20.29
	Adult DVD	95723572	1-4557-26	77.37

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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	95723573	1-4557-26	\$ 33.59
	Adult DVD	95723574	1-4557-26	25.79
	Adult DVD	95723576	1-4557-26	33.59
	Adult DVD	95723578	1-4557-26	22.79
	Adult DVD	95723579	1-4557-26	46.62
	Adult DVD	95723677	1-4557-26	164.34
	Adult DVD	95728568	1-4557-26	34.14
	Adult DVD	95723679	1-4557-26	54.79
	Adult DVD	95723678	1-4557-26	23.64
	Adult DVD	95732116	1-4557-26	23.54
	Adult DVD	95732119	1-4557-26	46.62
	Adult DVD	95732199	1-4557-26	31.89
	Adult DVD	95732218	1-4557-26	51.58
	Adult DVD	95732219	1-4557-26	44.43
	Adult DVD	95732231	1-4557-26	28.89
	Adult DVD	95732230	1-4557-26	17.64
	Adult DVD	95732252	1-4557-26	18.29
	Adult DVD	95732255	1-4557-26	28.09
	Adult DVD	95732256	1-4557-26	17.54
	Adult DVD	95732257	1-4557-26	66.87
	Adult DVD	95732258	1-4557-26	102.70
	Adult DVD	95732259	1-4557-26	33.59
	Adult DVD	95732260	1-4557-26	25.79
	Adult DVD	95732262	1-4557-26	33.59
	Adult DVD	95732266	1-4557-26	44.08
	Adult DVD	95732267	1-4557-26	46.38
	Adult DVD	95732268	1-4557-26	54.87
	Adult DVD	95732269	1-4557-26	33.59
	Adult DVD	95732641	1-4557-26	36.59
	Adult DVD	95732642	1-4557-26	44.58
	Adult DVD	95732648	1-4557-26	18.29
	Adult DVD	95732649	1-4557-26	95.20
	Adult DVD	95732650	1-4557-26	22.04
	Adult DVD	95735302	1-4557-26	42.39
	Adult DVD	95735303	1-4557-26	36.89
	Adult DVD	95735333	1-4557-26	36.93
	Adult DVD	95735334	1-4557-26	25.79
	Adult DVD	95735335	1-4557-26	54.87

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	95735336	1-4557-26	\$ 17.54
	Adult DVD	95735337	1-4557-26	19.29
	Adult DVD	95744539	1-4557-26	34.14
	Adult DVD	95744652	1-4557-26	13.04
	Adult DVD	95744654	1-4557-26	36.58
	Adult DVD	95744657	1-4557-26	56.93
	Adult DVD	95744658	1-4557-26	58.62
	Adult DVD	95744671	1-4557-26	25.79
	Adult DVD	95744672	1-4557-26	25.79
	Adult DVD	95744673	1-4557-26	116.49
	Adult DVD	95744674	1-4557-26	44.58
	Adult DVD	95744675	1-4557-26	154.74
	Adult DVD	95744676	1-4557-26	33.59
	Adult DVD	95749779	1-4557-26	42.39
	Adult DVD	95749950	1-4557-26	97.17
	Adult DVD	95749973	1-4557-26	121.28
	Adult DVD	95749974	1-4557-26	40.33
	Adult DVD	95749976	1-4557-26	45.58
	Adult DVD	95749977	1-4557-26	24.29
	Adult DVD	95749978	1-4557-26	77.37
	Adult DVD	95749979	1-4557-26	54.79
	Adult DVD	95750010	1-4557-26	26.54
	Adult DVD	95750011	1-4557-26	36.59
	Adult DVD	95750012	1-4557-26	23.54
	DVD - Adult	95778299	1-4557-26	18.29
	DVD - Adult	95778297	1-4557-26	14.54
	DVD - Adult	95778295	1-4557-26	103.16
	DVD - Adult	95778294	1-4557-26	23.54
	DVD - Adult	95778293	1-4557-26	170.35
	DVD - Adult	95778292	1-4557-26	16.04
	DVD - Adult	95778256	1-4557-26	62.88
	DVD - Adult	95778255	1-4557-26	79.62
	DVD - Adult	95778254	1-4557-26	38.83
	DVD - Adult	95767747	1-4557-26	30.59
	DVD - Adult	95767745	1-4557-26	23.29
	DVD - Adult	95767744	1-4557-26	32.08
	DVD - Adult	95767743	1-4557-26	50.37
	DVD - Adult	95767738	1-4557-26	54.12

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Midwest Tape	(Cont'd)			
	DVD - Adult	95767737	1-4557-26	\$ 24.29
	DVD - Adult	95767731	1-4557-26	14.54
	DVD - Adult	95767698	1-4557-26	30.29
	DVD - Adult	95767697	1-4557-26	187.06
	DVD - Adult	95767695	1-4557-26	29.08
	DVD - Adult	95767694	1-4557-26	24.29
	DVD - Adult	95767675	1-4557-26	21.39
	DVD - Adult	95767673	1-4557-26	127.17
	DVD - Adult	95770552	1-4557-26	98.95
	DVD - Adult	95770542	1-4557-26	29.08
	DVD - Adult	95770338	1-4557-26	51.58
	DVD - Adult	95770336	1-4557-26	18.29
	DVD - Adult	95770335	1-4557-26	22.04
	<i>Totals for Midwest Tape</i>			\$ 8,041.62
Movie Licensing USA				
	Public Performance Site Licenses - Dates 1/1/2018-12/31/2018	BO 1409056	1-4573-24	896.00
	Public Performance Site Licenses - Dates 1/1/2018-12/31/2018	BO 1409056	1-4571-24	897.00
	Public Performance Site Licenses - Dates 1/1/2018-12/31/2018	BO 1409056	1-4572-20	897.00
	<i>Totals for Movie Licensing USA</i>			\$ 2,690.00
Nancy Castellanos				
	Mileage - Quarter Meet of Assist. Directors - Date 1/26/2018	NC020618	1-4171-10	44.37
	Per Diem - ALA Annual Conf. - Date 6/21/2018-6/26/2018	NC011218	1-4173-10	352.00
	<i>Totals for Nancy Castellanos</i>			\$ 396.37
Netrix, LLC				
	Barracuda Cloud Storage/Warranty Support-1/22/18-1/21/19	395257	1-4233-14	7,088.00
	<i>Totals for Netrix, LLC</i>			\$ 7,088.00
Noelia Frias				
	Mileage - Dates 10/20/2017-12/21/2017	NF011218	1-4171-10	84.61
	<i>Totals for Noelia Frias</i>			\$ 84.61
Oak Lawn Public Library				
	Damaged Item - Jaguar by Alan Rabinwitz	OLPL011518	1-3310-30	17.00
	<i>Totals for Oak Lawn Public Library</i>			\$ 17.00

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Office Team	Heather Romano - W/E 1/26/18	50168031	1-4125-10	\$ 175.14
		<i>Totals for Office Team</i>		<u>\$ 175.14</u>
Opto International, Inc.	Brochure Spinners w/holders & Displays	081517	1-4691-10	6,885.50
		<i>Totals for Opto International, Inc.</i>		<u>\$ 6,885.50</u>
Oriental Trading Company Inc.	CSD - Magic Color Scratch Winter Shapes	687295124-01	1-4353-20	19.92
	CSD - NY Opulent Affair BSG Kit	687111910-02	1-4353-20	98.99
		<i>Totals for Oriental Trading Company Inc.</i>		<u>\$ 118.91</u>
Pace Systems, Inc.	Computer Supplies	IN00018513	1-4354-14	170.00
	HP PC and Supplies	IN00018695	1-4631-14	1,024.00
	Roxio Toast Titanium Maint - 1 Year	IN00018673	1-4631-14	462.00
	HP Supplies	IN00018761	1-4631-14	240.00
		<i>Totals for Pace Systems, Inc.</i>		<u>\$ 1,896.00</u>
Paul Mills	Donuts for Donuts w/Director - Date 1/23/2018	PM012318	1-4715-10	20.33
	Mileage - LIRA Executive Meeting - Date 1/31/2018	PM020618	1-4171-10	31.03
		<i>Totals for Paul Mills</i>		<u>\$ 51.36</u>
Petty Cash - District	Sec. State - Mills Notary Application	1462	1-4351-10	10.00
	Sec. State - Lennon Notary Application	1463	1-4351-10	10.00
	Sec. State - Schiller Notary Application	1464	1-4351-10	10.00
	Petty Cash for Patron Banning Letter - Date 1/30/2018	JL013118	1-4381-10	6.70
	Lennon - Express Mail - Bond Service Letter	1460	1-4381-10	23.75
		<i>Totals for Petty Cash - District</i>		<u>\$ 60.45</u>
Petty Cash - Tech Service	Purchase Book - Grant - Under Your Hat	4368	1-4540-26	12.99
	Purchase Book - WriteChick Publishing - Book Series	4369	1-4540-26	71.95
		<i>Totals for Petty Cash - Tech Service</i>		<u>\$ 84.94</u>

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Recorded Books, Inc.				
	CD Audiobooks - Adult	75706982	1-4551-26	\$ 190.27
	CD Audiobooks - Adult	75710612	1-4551-26	97.60
	CD Audiobooks - Adult	75712896	1-4551-26	205.00
	CD Audiobooks - Adult	75713387	1-4551-26	205.00
	CD Audiobooks - Adult	75709547	1-4551-26	120.02
	CD Audiobooks - Adult	75705242	1-4551-26	611.00
	CD Audiobooks - Adult	75709547	1-4551-29	68.10
	CD Audiobooks - Adult	75713010	1-4551-26	51.92
	CD Audiobooks - Adult	75713108	1-4551-26	65.70
				\$ 1,614.61
	<i>Totals for Recorded Books, Inc.</i>			
Robert Pennor				
	Program - Watercolor Pencil Drawing - Date 2/6/2018	RP020618	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - Date 2/13/2018	RP021318	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - Date 2/20/2018	RP022018	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - Date 2/27/2018	RP022718	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - Date 3/6/2018	RP030618	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - Date 3/13/2018	RP031318	1-4571-24	60.00
				\$ 360.00
	<i>Totals for Robert Pennor</i>			
Ronald Goldie				
	Program - Monthly Dungeons & Dragons - Date 2/20/2018	RG022018	1-4573-24	60.00
				\$ 60.00
	<i>Totals for Ronald Goldie</i>			
Scholastic Inc.				
	2017 Great Page Race	16378326	1-4575-10	496.24
	2017 Great Page Race	16381005	1-4575-10	3.98
	1000 Books Before Kindergarten	16412949	1-4575-10	852.82
	CSD - 1000 Books Before Kindergarten Prize Books	16424067	1-4575-10	19.90
				\$ 1,372.94
	<i>Totals for Scholastic Inc.</i>			
Sebert Landscaping Inc.				
	Snow Removal - February 2018	159227	1-4392-30	2,625.00
				\$ 2,625.00
	<i>Totals for Sebert Landscaping Inc.</i>			
Showcases				
	Tech - Black DVD Double Poly DuBois Hub	303794	1-4371-12	118.80
	Tech - Vinyl 12 CD Album Premium Extra Heavy Duty	303793	1-4371-12	186.99
	Library Supplies	303792	1-4371-12	32.62
				\$ 338.41
	<i>Totals for Showcases</i>			

**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>
Susan K. Maddox	Program - Cooking Demo w/Chef Maddox - Date 2/27/2018	SKM022718	1-4571-24	\$ 300.00
	<i>Totals for Susan K. Maddox</i>			<u>\$ 300.00</u>
Terryberry	Anniversary Gift - Tom Degutis	E51738	1-4153-10	138.91
	<i>Totals for Terryberry</i>			<u>\$ 138.91</u>
The Management Association of Illinois	Benchmarking for Finance Assistant	6358	1-4253-10	200.00
	Benchmarking for Building Operations Manager	6346	1-4253-10	200.00
	<i>Totals for The Management Association of Illinois</i>			<u>\$ 400.00</u>
The New York Times	Periodicals	088705314	1-4511-26	977.60
	<i>Totals for The New York Times</i>			<u>\$ 977.60</u>
Today's Business Solutions, Inc.	Simple Scan - 4th Qtr 2017	012218-78	1-4631-14	60.00
	Fax Program - 4th Qtr 2017	011518-20	1-4234-14	262.72
	<i>Totals for Today's Business Solutions, Inc.</i>			<u>\$ 322.72</u>
Tom Willcockson	Program - Gen. Club. Passage To Chicago - Date 3/14/2018	TW031418	1-4571-24	175.00
	<i>Totals for Tom Willcockson</i>			<u>\$ 175.00</u>
Toni Greathouse	Program - Tuesdays with Toni - Date 2/20/2018	TG022018	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			<u>\$ 75.00</u>
Trak-1 Technology	Background Check - New Employees	33754	1-4253-10	39.28
	<i>Totals for Trak-1 Technology</i>			<u>\$ 39.28</u>
Tressler LLP	Prof Services - Misc. Projects Through 12/31/2017	388206	1-4241-10	2,852.00
	<i>Totals for Tressler LLP</i>			<u>\$ 2,852.00</u>
Unique Management Services, Inc.	Collection Expense - 2/1/18	457342	1-4245-10	366.95
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 366.95</u>

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
UPS	Shipping Refill	603951048	1-4381-10	\$ 1,000.00
		<i>Totals for UPS</i>		<u>\$ 1,000.00</u>
Valley View School District 365U	Diesel Fuel - Dates 12/1/2017-12/31/2017	VVSD010818	1-4359-29	322.26
		<i>Totals for Valley View School District 365U</i>		<u>\$ 322.26</u>
Vanguard Energy Services, LLC	Gas - Dates 1/1/2018-1/31/2018	G404408020618	1-4322-30	3,713.05
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 3,713.05</u>
Verizon Wireless	Wireless Service - 12/17/17-1/16/18	9800052274	1-4311-14	453.99
		<i>Totals for Verizon Wireless</i>		<u>\$ 453.99</u>
Warehouse Direct	ATSD Supplies	3758641-0	1-4371-24	77.05
	Outreach - Label Refill & Water	3779976-0	1-4351-10	52.85
	Admin Supply Closet Refill - January 2018	3779985-0	1-4351-10	610.91
	Restock - Label Maker Labels & Salt Packets	3776744-0	1-4351-10	83.83
	Circulation Supplies	3749166-0	1-4351-10	271.20
	Outreach - Supplies	3756648-0	1-4351-10	221.62
	Staff Sweaters	3738625-0	1-4711-10	957.23
		<i>Totals for Warehouse Direct</i>		<u>\$ 2,274.69</u>
Will County Historical Society	Periodicals	2018	1-4511-26	50.00
		<i>Totals for Will County Historical Society</i>		<u>\$ 50.00</u>
William D. King	Program - The Poetic Storyteller - Date 2/25/2018	WDK022518	1-4571-24	420.00
		<i>Totals for William D. King</i>		<u>\$ 420.00</u>
		Total for Fund 1		<u>\$ 123,319.34</u>

**Fountaindale Public Library District
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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>
1000Bulbs.com	Low Voltage Transformers	W00880622	8-4357-30	\$ 131.90
		<i>Totals for 1000Bulbs.com</i>		<u>\$ 131.90</u>
Amazon	Building Supplies	6045787810108122	8-4357-30	652.47
		<i>Totals for Amazon</i>		<u>\$ 652.47</u>
Best Quality Cleaning, Inc.	Cleaning Service - February 2018	23166	8-4215-30	6,921.00
	Special Cleaning-2nd FI - 1/11/18	23003	8-4211-30	75.00
	Special Cleaning - 1st FI Men's Rm - 1/27/18	23337	8-4211-30	75.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		<u>\$ 7,071.00</u>
Bradford Systems Corporation	Service Agreement - 2/1/18 thru 1/31/22	51288	8-4215-30	3,825.00
		<i>Totals for Bradford Systems Corporation</i>		<u>\$ 3,825.00</u>
Calumet Decorating Services, Inc.	Building Maintenance	19701	8-4211-30	1,695.00
		<i>Totals for Calumet Decorating Services, Inc.</i>		<u>\$ 1,695.00</u>
Cintas Corporation	Adult AED Pads - 1/8/18	8403495155	8-4357-30	219.71
	First Aid Refillment - 1/15/18	8403502577	8-4215-30	389.36
		<i>Totals for Cintas Corporation</i>		<u>\$ 609.07</u>
Cintas Corporation #344	Mat Service - 1/11/18	344684546	8-4215-30	30.00
	Mat Service - 01/18/18	344687924	8-4215-30	30.00
	Mat Service - 1/25/18	344691321	8-4215-30	30.00
	Mat service - 2/1/18	344694709	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		<u>\$ 120.00</u>
Cutting Edge Document Destruction, LLC	Document Shredding - January 2018	64648	8-4215-30	30.00
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		<u>\$ 30.00</u>
Forms+Surfaces	Vinyl Graphics for Waste Receptacles-12/5/17	0000315023	8-4211-30	206.00
		<i>Totals for Forms+Surfaces</i>		<u>\$ 206.00</u>

**Fountaindale Public Library District
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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>
Graybar	Cooper Lighting	9302000254	8-4211-30	\$ 370.14
	Key for Lock Switch	9301850388	8-4211-30	165.61
	Philips Lighting	9302226318	8-4211-30	462.76
	GE Lighting	9302255898	8-4357-30	86.51
	<i>Totals for Graybar</i>			\$ 1,085.02
Groot Industries, Inc.	Garbage/Recycling - 2/1/18	15573018	8-4215-30	261.28
	Garbage/Recycling - 1/1/18	15511622	8-4215-30	261.28
	<i>Totals for Groot Industries, Inc.</i>			\$ 522.56
Hansen Services, Inc.	Monthly Pest Control - 1/24/18	381661	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			\$ 103.00
Intrinsic Landscaping, Inc.	Green Roof Maintenance - November 2017	17-3231	8-4215-30	750.00
	<i>Totals for Intrinsic Landscaping, Inc.</i>			\$ 750.00
Koroseal Interior Products, LLC	Corner Guards for Studio/Cafe - 6/15/17	N605876	8-4211-30	296.59
	<i>Totals for Koroseal Interior Products, LLC</i>			\$ 296.59
Lutron Services Co., Inc.	Lutron Platinum Service Plan - 1/2/18-1/1/19	16237843	8-4215-30	6,245.00
	<i>Totals for Lutron Services Co., Inc.</i>			\$ 6,245.00
Pace Systems, Inc.	Platinum Warranty Service-CCTV - 2018	206374	8-4215-30	5,865.00
	<i>Totals for Pace Systems, Inc.</i>			\$ 5,865.00
Trane U.S. Inc.	Compressor Replacement	38695955	8-4211-30	4,369.00
	<i>Totals for Trane U.S. Inc.</i>			\$ 4,369.00
Warehouse Direct	Building - supplies	3766294-0	8-4357-30	55.80
	Building - Restock Cleaning Supplies	3765255-0	8-4357-30	2,571.88
	Building - Supplies	3724644-0	8-4211-30	366.70
	<i>Totals for Warehouse Direct</i>			\$ 2,994.38

Fountaindale Public Library District
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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>
		Total for Fund 8		<u>\$ 36,570.99</u>

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Netrix, LLC	Firewall Hardware & Service - Dates 1/18/2018-1/17/2019	391429	9-4294-90	\$ 22,605.90
		<i>Totals for Netrix, LLC</i>		<u>\$ 22,605.90</u>
		Total for Fund 9		\$ 22,605.90
			Grand Total	<u>\$ 182,496.23</u>



Jennie Nguyen/Finance Manager

February 2018 Monthly Board Report
Paul Mills
February 15, 2018

Director

LIRA Update

The LIRA (Libraries of Illinois Risk Agency) Executive Committee met in January and I was elected to a second term as Chair of LIRA. I am very happy and pleased to serve. LIRA has saved our District and the other 50 libraries significant sums of money while providing increased coverage and continuing education. Our District is a founding member of LIRA and I have been on the Executive Committee since LIRA's inception.

Statements of Economic Interest

This year Will County will be doing the Statement of Economic Interest process electronically. Letters will be mailed at the end of February with instructions and login credentials for each trustee and each manager to complete their statements online.

Deputy Director (Nancy Castellanos)

In January the library had the opportunity to partner with the Bolingbrook Park District to host Winterfest at the Annerino Community Center. The event was a great success, staff from our Outreach, Children's, Teen and Studio departments worked hard to offer some great activities such as cookie decorating, story time and karaoke. At the library's information table, we saw over 1,000 people stop by to spin the prize wheel and learn about our services. This was a great opportunity to be out in the community and having them experience the great services the library has to offer. Many people I spoke with were avid library users and were happy to see us at Winterfest.

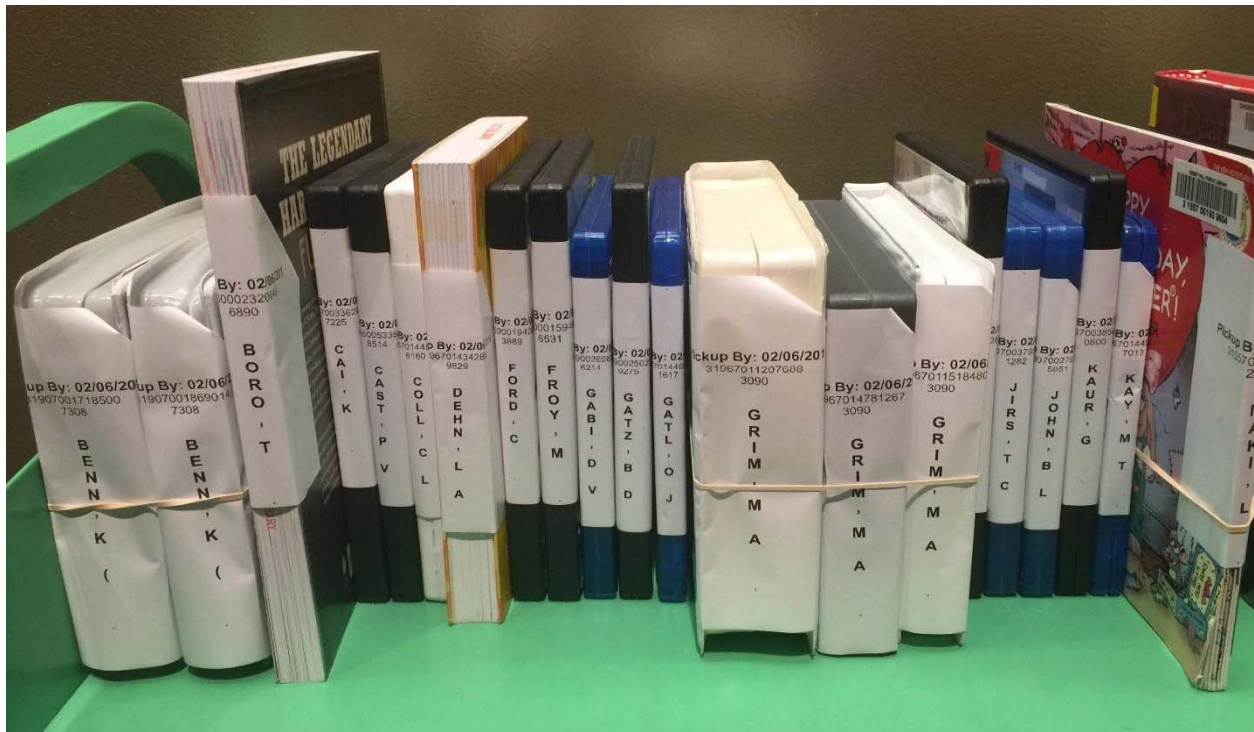
January also marked the start of our Summer Adventure planning! Staff from different departments has started to plan out this year's program which will have a music theme and will be called "Read to the Beat." We will be rolling out a new tracking software this year which we hope will be easier for patrons to use and provide them with a way to track points and get reading suggestions.

Excerpted from Jenny Cuevas' Report

Circulation Services

Hold Slips Update

Jenny Cuevas (Circulation Services Manager) worked with Matt Hammermeister (ILS Manager) and the IT Department to implement the new hold slips. The format has changed for the slips, instead of the label printing the patron's last name horizontally, the label will print the patron's last name vertically going down, along with the first initial of the patron's first name and a middle initial, if entered on their account. This format could only be done by using Leap, which is the web based version of our integrated library system, and used at staff computer stations. There are settings that are still being worked on to make this process complete.



Drive-Thru Bookmarks

Patrons are now receiving bookmarks with their holds being picked-up at the drive-thru window. The bookmarks contain information about upcoming events and services available at the library to keep patrons informed. This was made possible thanks to the Communications Department. The Circulation Department received 1,000 bookmarks as a test trial.

Issuing Refunds

Jenny Cuevas meet with Paul Mills (Executive Director), Nancy Castellanos (Deputy Director), and Jennie Nguyen (Finance Manager) to re-evaluate the process for issuing refunds to patrons for lost and paid items. Patrons will be issued a check by the library, and have the option to pick up the check in person (with proper identification) or sent by mail.

Change of Book Drop Times

Jenny Cuevas worked with Rachel Ford (Circulation Services Associate Manager) and Kate Thurston (Circulation Services Assistant Manager) to re-evaluate the number of times that staff retrieve the book drops. Staff will go out a total of six times versus ten times, which eliminated some intervals of thirty minutes.

Staff Updates

- On Tuesday, January 16th, Danny Bedoya (Circulation Services Lead Specialist) covered the Children's Services desk for their monthly meeting.
- On Saturday, January 27th, Jenny Cuevas assisted Nancy Castellanos at the Winterfest Event that was held at the Annerino Community Center.

- On Monday, January 29th, Julie Walker started her first day as our new Circulation Services Aide. Julie will continue to train with Rachel Ford as she continues to learn the responsibilities of her position.
- Jenny Cuevas met with the Circulation Services Aide staff individually to formally introduce herself, and know the job responsibilities of the staff within the department.

Excerpted from Marianne Thompson's report

Outreach Services

Highlights:

- **The Park District Preschool** annual class visits to Fountainsdale were held Jan 8-12, 2018. Laura, Melissa, & Annalyn helped to provide many fun stories, activities, and songs for the children & Park District staff to enjoy. The theme was "soup". The classes had fun jumping in the sessions. At one point, Laura said she would not have to exercise for a month! A dance party was held to complete the story times, with fun music and of course the lovely color changing lights in the story time room!



- **Panera** moved into their new store on the east side, by Ashley Furniture. The first story time was a bit crazy, right after the opening. The area for the story time is right inside the front door. They no longer have the nice open space with the rug & fireplace, as the old store had. 39 attended the event, and they all enjoyed story time followed by Milk & Cookies!



- **Winterfest at the Annerino Center** was very successful! We had 215 visit the Bookmobile; 126 for Story Time; and 702 for cookie decorating! This was Marleigha's first big Outreach event, and she worked in the cookie decoration room. Along with the other volunteers from Fountaindale, they prepared 100 plates with a cookie, frosting sprinkles, and a popsicle stick for decorating. Everyone had a great time with the cookies! We had a lot of children bringing their parents/grandparents on the Bookmobile and they gave them the tour! Lots of great comments! We still get people asking us if we are selling books! Story time was successful and some favorite activities include skating on wax paper, the Freeze Dance, and the Snowball Fight!



- The Bookmobile attended the **Wal-Mart Health Fair** on Jan 20. After settling on a place to park, the event was a bit slow to start, but by 11 am, people were coming on the Bookmobile. One couple came on to settle an argument about how to pronounce "Bookmobile". The wife was correct!

- On Jan 31 Melissa attended **Head Start's Literacy** night. The theme was "bedtime stories & pajamas." Melissa wore her pajamas, too! She had 55 attend story time, and made 9 new library cards. We also donated some left-over picture books from last year's Summer Adventure, and some activity books. Each child went home with a book.



Comments:

- At the Levy Center, a presentation was taking place in the big dining room, where we normally setup. Staff moved to the front lobby and setup their carts by the fireplace. From the photo it seems quite nice, and maybe we might want to try this again!



- Cindy provided a puppet show for January classes called "Little Red Shoes" - which was a hit with students and teachers.



- This was Marleigha's month to learn to drive the Bookmobile. She has driven to all the stops and reports, "...it was not as hard as I expected!" Great news! Marleigha will hopefully be ready to take the road test in February.
- After a discussion with Wendy & Joyce, and then with Nancy & Melissa Bradley, the Outreach Book Talkers (Cindy, Kathy, Annalyn) are receiving copies of the CSD flyers to take with them to promote more of the library programs to students & teachers. It is working VERY WELL! According to Kathy, students are more engaged about the announcements when they can see the flyer. Many times the students actually write down the date & time of the programs. We also post copies of the flyers on the Bookmobile bulletin board, and students are asking many more questions about the programs. Annalyn reports that taking the flyers to St. Dominic's classrooms has made a world of difference, with students asking a lot of questions about the programs. Teachers made copies of the flyers to post in their rooms.
- Kathy received an email from a teacher requesting biographies to be pulled for her class. The students were doing a research project. Each student selected a person and several of the students picked "YouTubers" for which there are no books for them. Kathy printed articles from our databases. The teacher knew there would not be any books but was trying to teach the students how to pick an appropriate person to research. She came back with a second list for the students who needed better subjects and included the comment, "*I have not used the library for mass checkouts before, this is AMAZING! You all have been so helpful! The kids are loving this research project!*" The books were delivered to the school.
- Melissa attended the quarterly meeting of Serving Patrons with Dementia at the St. Charles Public Library. Melissa shared some of the books & crafts she has used at Autumn Leaves. Melissa also shared that she provides a puppet show. Melissa came back with a list of new ideas she would like to try in the coming months!.

Repairs & Maintenance of Outreach Vehicles:

- 1/2/18: Bookmobile engine would not continue to run and generator would not start. After contacting Joe at Diesel Service Center, he said it was due to the extreme cold causing the fuel to gel. Both Van and Bookmobile were out of service due to cold temperatures and sub-zero wind chills.
- 1/3/18: Bookmobile engine started and continued to run but the generator would not start. Bookmobile was taken to Diesel Service Center for routine oil change and preventative maintenance, to check an intermittent warning code, and check to see if generator battery needed only a jumpstart.
- 1/4/18: Bookmobile picked up from Diesel Service Center; the generator was still not starting and Joe from DSC indicated that there was no power to/from the generator. We took Bookmobile to KD Repair to check the generator and have the necessary repairs made so it works. The generator did not start due to a fuse switch not working properly. An oil change was done as well as the recommended 200-250 preventative maintenance.
- 1/6/18: Bookmobile was out of service due to generator not operating.
- 1/9/18: The front (dashboard heaters) turned off while Sarah and Marleigha were on the Bookmobile, but in the evening the heaters seems to be working. The dashboard heaters only work on low speed; they cut off on high speed. This has been an ongoing problem that was reviewed in 2016. At that time it was determined a repair would require replacement of the entire cab area heating system.
- 1/12/18: Bookmobile was taken to Accurate Truck & Bus repair to replace the seals on the exterior doors and shave down the interior wheelchair lift door. Due to needing the Bookmobile back for driver training, Travis at Accurate was only able to seal the exterior doors but said we should bring it back to have the door frame built up because the air leakage is due to the fact the exterior doors were manufactured 4 inches too small for the opening. Upon return, staff determined the repairs worked great, the vehicle was overall much warmer.
- 1/22/18: The generator again was not working and the Bookmobile was taken back to KD Repair. It was found that the motherboard for the generator had been fried as well as one of the five interior connectors.
- 1/19/18: The coolant warning light came on in the Van again.. The coolant level was below the max but at a level that it could still be driven. There appears to be a slow leak or an issue with the coolant system because the level keeps dropping. Staff were able to drive the vehicle and monitor the level while Marianne waited for Farber to approve taking it to another vendor for a second opinion.
- 1/24/18: The Van unexpectedly locked by itself when the driver door was shut and keys were in the ignition. Mercedes Roadside Assistance came out and opened the door for the vehicle. It was discovered that the manual lock on the driver side does not work with the key. The Van is scheduled to go to Mercedes in Westmont to repair that lock in early February.
- 1/31/18: The Van was taken to Diesel Service Center to have the coolant system checked out in the "non-Mercedes warranty area" and determine where the leaking is coming from to repair it.

Upcoming Events/Plans:

Feb 15 - Science Fair Resources Night - McGee Elementary

Feb 19 - Senator Jennifer Bertino-Tarrant Kids Fair - Troy Middle School, Plainfield, IL

Feb 24 - Preschool Roundup - Fountaindale

Excerpted from Jeffrey Fisher's Report

Studio 300

The first month of the new year yielded the following Studio 300 stats:

- 975 patrons actively used our space.
- 3381 items were checked out.
 - 101 of that total circulated out of the lab.
- 31 patrons attended our 12 Orientations.
- 114 patrons came to our 21 other Adult/T(w)een programs.
- 13 Non-FPLD people used Studio 300.
- We made 46 3-D prints
- And there were about 1755 blog page views.



Jeremy L. led a *Mobile Media Lab* and launched the inaugural meeting of our new *Indie Filmmaking Club* to great success. **Joe P.** taught robotics to the Homeschoolers. **Justin C.** debuted two classes featuring new music production resources. **Joe P.** taught two completely opposite maker classes: *Building a 3D Printer* and *Take IT Apart*. The results of the former means a second, new 3D printer for our patrons to use.

Jeffrey assisted ATSD with video production for their *Retro Game Night*. **Steven B.** contributed a stunning 3D animation and virtual set for the video. **Anna G.**, **Adriana A.**, and **Joe P.** assisted with the graphics side of the program, too.

One again, **Joe P.** and Jeffrey lead the *Karaoke* program during the Park District's *WinterFest*. About 118 people visited resulting in 43 songs/videos soon to be posted to *YouTube*.

Anna G. moved to full-time status the first week of January. **Adriana A.** took a group photo of our Board and is working on pulling all the photographic material together for the designer. **Adriana A.**, **Steven B.**, and **Jeremy L.** trained for an entire day with *After Effects* guru Tony Venezia and all three are excited to share what they discovered with our interested patrons.

Jeffrey attended a Manager's meeting, Programming, Summer Adventure committee, Beanstack basic training, and served his regular PIC shift duties. He met with Paul M., Nancy C., and Melissa B. regarding using forms on the new website for Orientation, Parental Waivers, and 3D print orders. He met an additional time with Melissa B. for a Studio 300 Fifth Anniversary and promo material discussion. He worked with Christina T. (and Anna G.) on STEAMbox future development. Jeffrey joined the GT-5 subset to discuss training options using Niche Academy. He held meetings with BiblioLabs including a demo webinar also attended by Nancy C. and Christina T. Finally, he led the Tinker Technology Troupe as they planned final details for the upcoming Maker Faire in March.

Excerpted from Debra Dudek's report

Adult and Teen Services

General Comments on the Month

January marked the debut of our new board game project Dyrkoth's Tower, which was our first big program for the 20s and 30s patrons during this calendar year. This has been a six month project, with all the designs, script, video shoots, and other design elements being produced in house. We shot the footage we needed in less than an hour, and with Dan in front of the



Skeleton Key Brewery added 3 new photos.
January 25 at 10:46am · Downers Grove · 🌐

It was a fun night yesterday thanks to the folks at Fountaindale Public Library! Thanks for putting together retro game night, we will def do it again sometime!



👍 Like 💬 Comment ➦ Share 📷

👍❤️ You, Brian Smallwood and 25 others 🗨️ Top Comments ▾

2 Shares

camera, I had the opportunity to operate the teleprompter and direct the acting and dialogue for the video. Our board game development staff consisted of Jason Peters, Agnes Babinski, myself, and some of the folks at Studio 300. Together, I think we put together a really solid and enjoyable game concept which has great potential to grow and be used in house, at surrounding businesses, and as programming opportunity at our Pinnacle Library Cooperative. We beta tested the game during a meeting of Young and Geeky on Monday, January 15, and our six players did a great job running through the game.

After making our test run, we looked at some outside printing options to provide some longevity to our game's playing cards. We contacted Bolingbrook Signs, and within a week, Leslie and Kevin had our game cards printed, cut, coated, and ready to be played. Our cards looked outstanding!

After making a few adjustments, we made a public debut of the game on Wednesday, January 24 at Skeleton Key Brewery in neighboring Woodridge. Using a combination of in house, on

site, and meetup advertising, we garnered 35 players for the night, with another group of five onlookers who were content to watch the game progress and support their friends.

It was a great program, and our feedback has been very positive. The owners of Skeleton Key Brewery were very pleased with the event, and cannot wait to have us back for another game program. We have a list of places to distribute and share our game on a monthly basis, and we're hoping to garner a strong following for this type of 20s and 30s something program schedule.

Due to the WWI and America programming grant and the state bicentennial, we've lined up three additional genealogy and history programs for the year. Our club normally does not meet during July, August, and December, but due to grant funding, I have scheduled two back-to-back programs for the summer months. Andrew Bullen is lined up to present a fantastic program entitled 'Music of World War I' in July, and the amazing Jay Warren will be bringing his portable organ setup to present a live music accompaniment to the silent movie classic 'Wings' as the last slated program in the WWI and



America lineup. William Pack is scheduled to present 'Illinois at 200' in December to celebrate our state's 200th birthday.

Our department welcomed a new practicum student this month. Juliet Wile is completing 120 hours of study toward her degree at Dominican University. She would like to specialize in youth and teen services, and so far she has been trained in adult and teen services in the Vortex, 2nd Floor Media Desk, and 3rd Floor Reference Desk. Juliet will complete her practicum by the first week of April 2018.

During the month of January, our department bid farewell to Ilya Kabirov, who accepted a full time librarian position in Naperville. As we have lost two specialists in quick succession, Christopher and I conducted interviews for multiple staff positions in our department, and several of our employees have been absent due to illnesses. We are working toward filling the positions we have available to better serve our patrons and keep up with our ever growing day-to-day services.

Randi's Observations: We held our first Summer Adventure meeting of the year. Our theme is music, the tagline is Summer Adventure 2018: Read to the Beat. My team and I are already planning programs for the June-August programming cycle, paying particular attention to music programs. We are also excited that we will be able to show Coco after the Ice Cream Social on July 31. I attended a Beanstack Kick-off meeting on January 16. It is very early stages for this product. Our first program will be the Summer Adventure. Steven and I plan on getting together to build the shell of the program in February.

Teen Programming

- Teen Makers DIY was a lot of fun this month. We made infinity mirrors. Anna designed a simplified version of the project that involved a box, reflective materials, LEDs and a power source. The results were great!



- Christine Thornton returned to the library in January to present another art program. Tara writes, "I was very excited to see that we had more than ten teens registered for this class. Sadly, not all of them showed up. However, the four teens that were here made some really cool nebula art within the outline of a human silhouette. They used watercolor pencils and water to make the colorful, swirly background and small drops of white acrylic paint for the stars. I think they turned out phenomenally!"
- None of the registered artists came in for this program, but Tara was able to wrangle eight nearby teens into dropping in. And we are super glad she did! They were all amazingly creative with the gloves, felt, feathers, stuffing, and other materials that Cathy Stanek-Whisler had provided. One teen had to leave early and has asked me several times when we'll be doing the program again!



- Tara and Ashe took the lead on our Vortex Vacay! Here are their observations. From Tara: What started off as a reason to get rid of extra leis left over from last year's Ice Cream Social turned into a tropical luau with games, crafts, snacks and a movie! We watched Lilo and Stitch, made perler bead magnets using kits that Ashe and volunteers had assembled, colored some underwater and beachy scenes, played a beach bingo game that I had created on Publisher, ate chips and tropical fruit kebabs and won fabulous prizes like flower leis and plastic kazoos! Aloha! From Ashe: Tara and I worked in tandem to get things ready for Vortex Vacay! She took care of the bingo and coloring sheets while I got a bunch of perler bead patterns together for the kids to create. We had 6 patterns they could choose from with kits of all the beads they needed! The favorite by far was Stitch! We also had Lilo and Stitch for the kids to watch while they colored, did bingo, made perler creations and some fruit and chips to eat! Nom! It was really pleasant and we had about 15 kids join us for the event.

Computer Classes:

The department staff hosted seven classes for 29 people.

Career Online High School:

Currently Enrolled: 11

Currently Enrolled 30 Day Probation: 2

Currently Enrolled Completed 30 Day Probation:1

Students 75% Through Program: 3

Graduate: 13

Maureen's Observations: Welcome 2018! We have some new programs we are offering this year to start the new year right! Traffic has picked up at each of the service desks and study rooms have been very busy. Programs have also been well attended.

We had a few setbacks with Cozy Comfort Foods with Chef Susan Maddox involving the health department. Cristina wrote about it in her report (excerpted below) but it was a learning experience and we now know what we need for next month's cooking program.

Conquer your Core class has held some pretty good number since it's being taught by a new instructor, Stephan Kelly from the Bolingbrook Park District. He's been talking it up at his other

classes so we're seeing 10-15 attendees which is definitely bigger than the 5-10 we got with the previous instructor.

Artist Series - 1/4/18 and 1/21/18 -Cheers to Love

Since we are now scheduling the same themed painting during four separate sessions, I have seen a reduced wait list for each class and new people on the registration. This is exciting. However the drawback is the class isn't filling up like it used to but I've heard less complaints from patrons who have struggled to get a spot in the class.

1/11/18 - Our Climate Crisis

Every year I work with the Bolingbrook Garden club to host their program at the library. They usually hire a speaker and have him/her present at the library. The program is always open to the public. This year, Kent Taylor presented a climate change program. There were 24 in attendance

From Jessica Granados' Report:

Bolígrafo de la Buena Suerte (Good Luck Pen) Spanish program

Tuesday, January 9, 2018, 7 p.m.

These pens ended up looking really adorable and beautiful. Each had their own clay pot stand and made them look like flowers in bloom. Our patrons were able to do this with just regular pens, pipe cleaners and glue. The instructor Antonieta Diaz was able to show our patrons how easy they are to make. We had a total of ten patrons that attended.



DIY Home Improvement- With The Home Depot

Tuesday, January 23, 2018, 6:00 pm



My coworker Cristina Palomo invited our local Home Depot store to make a presentation on home improvement. They were kind enough to come and share tips and ideas on tile installation. This was the first time I saw a program like this being offered at our library. I was able to assist Cristina by welcoming Rich and D from the Home Depot on January 23 and present them to our patrons. As a

first time experience, I did not know how their presentation was. They set up their own workstation and supplies and Rich was very nice and friendly. He asked our patrons to come and look closer as he demonstrated tile installation. All of our patrons stood up and surrounded his table to see. We did have to move the table from the stage as it was hard for our patrons to get a closer view. He also made some of our patrons participate and install some examples. All in all, I could tell our patrons were enjoying it and also learning a lot. They were really eager to ask multiple questions and Rich always had an answer for them. We had a total of twenty one patrons.

Almohadón Decorativo (Decorative Pillow Spanish Program)

Tuesday, January 30, 2018, 7:00pm - 8:30pm

I was able to conduct this program and it was so much fun and gratifying at the same time. I was able to show patrons how to make felt roses and we used them to decorate pillows. I picked a Valentine's Day theme as we are approaching February. Each patron was very creative and even though the idea was the same they all walked away with different looking pillows. It was really nice to see them leave with a big smile on their face. I also love the fact that this program is promoted in Spanish, patrons that do not speak Spanish love to attend it. I love to see how our Spanish speaking patrons are able to practice their English by helping each other and our English speaking patrons are learning Spanish from them. We had a full class of fifteen patrons.

From Cristina Palomo's Report

Cooking Demo- Cozy Comfort Foods 1/30

For the first time, we had a health inspector come to in to obtain a permit for the program. Chief Maddox, Nancy Castellanos, and Dan Mekeel had everything set up and ready for the health inspector as well as a sanitizing station. Everything passed the inspection, however we did not know that Chief Maddox has to bring in a copy of the permit where she prepped some of the food. Because we did not have a copy and were unable to get a hold of the owner where she prepped, the health inspector did not allow us to serve any food samples. We were still able to do the demonstration and the program went on. Prior to the start of the program, Nancy informed everyone that was outside waiting to come in of the situation. The majority of the patrons were understanding of the situation and stayed for the program anyways. Nancy stayed with me throughout the duration of the program in the event patrons wanted to fill out a comment card or wanted to talk to someone in charge in regards to what happened. No comment cards were filled and those in attendance left content. I informed everyone that we will have everything sorted out for next month's demo and that food samples will be served. Both Nancy and Chief Maddox have the health inspector's business card to ensure that all the proper documentation is present for next month and that we meet all of the expectations.

Computer Services & Equipment Usage Report

- **Guest Passes Issued at the 2nd Floor Computer Lab: 802**
- **Computer Commons Assistance Requests: 212**
- **Fax/Copy Assistance Requests: 299**
- **Printing/Scanning Assistance Requests: 174**
- **DVD/Video Game Checkouts: 1,564**
- **Other Materials Checkouts: 186**
- **3rd Floor Chromebook Checkouts: 38**
- **Vortex Chromebook Checkouts: 6**

From the Reference Desk of Tom Degutis

---“You have no idea how much your help today means to me.”

--- SOURCE: Comment from a customer who came to the library looking for books and other materials to help her care for her elderly parent. The customer had very little time to spend in the library because she had to get back home to relieve the caretaker who was with her parent.

Customer Service in the Computer Commons

From Angela Vasser's report: January was a busy month. I was able to help someone translate a document after a failed attempt using the translation option on our simple scanner. I was able to upload it to MS word and working with the patron, we were able to translate a user manual from English to Spanish.

Excerpted from Wendy Birkemeier's report

Children's Services



Monthly Overview of Children's Services: What a lot happened in our department during the first month of 2018! Children enjoyed a second week of Winter Break Fun before returning to school. Storytime resumed the week after the Bolingbrook Park District Preschool classes came for storytimes with Miss Laura.

A full calendar of programs kept everyone engaged. Winterfest at the Annerino Center was a highlight of the month. Behind the scenes we continued to plan for spring and summer.

Programming

- **Winter Break Fun (11 active and passive programs, 352 attendance) A second week devoted to colors: Orange, Pink, Red, White and Rainbow.** The whole program, **The Many-Colored Library Adventure** was very fun. At the very beginning of the first week not many children participated in the different color activities that were provided. But as the week went on more and more children would make crafts and go on the scavenger hunt to find the missing object. *Marta M.*



Stuffed Animal Sleepover Rosemary and I hosted the Stuffed Animal Sleepover and Snack Time on Jan. 2-3. Only 8 children and 4 adults attended. Someone signed up for every available opening and we had a sizable waiting list, but the weather was unpleasant the day of the program. ... Rosemary had lots of good ideas for new places to pose the animals. She also took care of turning all the photos on the iPad into a video using the app. The children enjoyed watching the results (plus cookies and dancing). *Sarah D.*



I always enjoy the Stuffed Animal Sleepover...The weather was very cold outside but with all the activity the stuffed animals had it was toasty warm on the inside. Sarah and I each read some stories, we played some music and paper bag animals for a craft....On Wednesday the children came to pick up the stuffed animals, and we had snacks and watched a movie that showed what the stuffed animals did in the library all night. *Rosemary B.*



- **Cardinal in the Snow: A Family Painting Workshop (30)** This popular program filled in very quickly. We had 30 people signed up and 16 on the waiting list. I allowed exactly 30 people to come in after what I closed the door... One thing I liked in particular was that she [Christine Thornton] insisted that kids should do their projects without help. In her words: "a 5-year-old project should look like a project made by a 5-year-old not by her parent. At the end of the program she reiterated the importance of independent work. *Andrea D.*



- **Arts & Fables (2 programs, 49)** School had not yet returned so Arts & Fables had as many big kids as little kids. Snowmen were our theme and we had lots of fun decorating circles and stringing them together to build our own special friend. *Kathy B.*



- **Family Movie: The Wizard of Oz (30):** We had gingham napkins to wave when Dorothy was mentioned, paper apples to throw, Bluebirds when singing Over the Rainbow, Bubbles to blow for Glinda, a heart, medal and diploma for the Tin Man, Lion and Scarecrow. *Rosemary B.*





Saturday Specials (4 programs, 157 attendance)

- **Sensory Storytime (25)** Our theme was Polar Animals...One of the books that I read was called *Guess Who's in the Snow?*...The children really got into the book ... they would listen to the descriptions very intently and then shout out the names of the animals....

As part of the sensory experience the children made penguins out of construction paper. They also got to play with polar animals in fake snow. The children described the snow as cold and wet. The fake snow also attracted the attention of many

parents, they said that the snow looked and felt like real snow. They were even asking me to show them the actual container of the snow powder because they wanted to buy it for their kids to play with it at home. I also found a puppet owl, penguin and caribou that I had out for the children to touch and explore...There was one special needs child that attended the program with his mom and therapist; he was also very interested in the puppets and their softness. He liked to cuddle with the puppets and pretend that he was taking a nap. He was also trying very hard to repeat the animal sounds that his mom was making. *Marta M.*

- **STEAM Family Workshop (45)** We had another great turnout for the program. I had a stencil art station, the fusion paper snowflakes. They could write their name in binary code using Legos. I had the construction blocks. We explored two Apps on the iPads, one on the water cycle and one on connectivity. The stations were geared toward kids in the specified age group of the program so when some families came with little ones it was difficult....We could explore the option for a preschool STEAM program. The coming events bulletin board was a topic of conversation. It served as a great opportunity to talk about the programs coming up with the parents. Many took pictures of the calendar and the program flyers for reminders. *Debbie S.*



Storytime

- Everyone was happy when **Storytime** resumed on January 15. Snow and cold kept our numbers down on a few occasions but 689 people attended 34 programs. Marta M. and Andreea D. adapted their special Storytimes to become bilingual. Starting in March the Polish program will move to Saturdays and Romanian to Sundays because of audience requests.
- This month **Polish Storytime** had a little bit of a better turn out than last month (5 people total ... 3 kids and 2 adults). I did the same stories and songs that I had planned for last month, because I never really had a chance to do them. The two families that came I know them personally ... one family both parents are Polish and the other mom is Polish and dad is not, so mom is working very hard to expose her son to the Polish language and culture. I read 5 books... 2 of them I illustrated on the felt board (*The Turnip* and *Dear Zoo*) and the other 3 books were traditional Polish stories that the children were already familiar with. We did many interactive songs ... "We ended the programs with bubbles and glow lights, which the children absolutely loved.



I went out into the community and advertised my program ... I posted the library flyer in three Polish Mommy Facebook groups that I am a part of. I also did a little survey and asked parents which day of the week they preferred for the storytime and most of them said that Saturday was definitely much better than Sunday. I also passed out flyers on Friday at Polish School and had the director post a flyer on the school website...Even though turnout wasn't as high as I would like it to be, I feel like the word is being put out there and people will start coming. *Marta M.*



- **Romanian Storytime (22)** Before the program some non-Romanian speaking patrons asked me if they can attend. In order to accommodate them I presented the whole program bilingual. Most of the kids that came this time were toddler age. In the days before the program I asked some moms to give me the songs their kids like the most. They made a nice list of suggestions. Starting from their suggestions I made a playlist for the program and added 2 CDs I have from personal collection. I also purchased some titles from iTunes. The format of the program was 4 traditional songs I animated with puppets and two stories: Puss in Boots and the fable Lion

and the Mouse. We closed with two songs and bubbles. Everyone had some time to read and play after the program and I was asked to play again a song that everyone enjoyed to dance. *Andreea D.*

Public Service

- *Winterfest:* Joyce A. and Rosemary B. represented CSD at this event. 701 people (411 kids, 290 adults) came into the cookie decorating room where they gave out 520 cookies to decorate with frosting and sprinkles. There were plenty of cookies left over as most of the adults did not participate.
- *Puzzles & Puppets:* Susan F. continues to maintain these collections. She will be purchasing puzzles to replace some that are missing. CMTSD will be updating the catalog. Susan F. and Marta M. will be washing and inventorying the puppets in February.
- *1000 Books Before Kindergarten:* Another reader completed the program! 9 more children registered for a total of 188.
- *One on One Sessions:* A bilingual teacher came earlier Monday afternoon to ask me if she could observe my storytime because she felt her classroom is not very interested in listening to stories. She came that day for Diez Deditos. After the program she shared with me her observations: She said that she noticed how I change my voice when I am reading various characters and she liked how I integrate all sensories in the program. She also liked that some kids seem to have little jobs to do during the program: One girl manages the lights, another boy collects the musical instruments, and they all know to line up at the end of the program to receive their stickers. During the program we played the flannel board color game and one toddler boy who had a red car in his hand did not want to come at the board to place it because he was shy. At the end of the program when everyone was leaving the boy came back to me and said: Mrs. Andreea look, I do have a red car on my shirt. The teacher was impressed with his reaction because he extrapolated the concept to a different situation and tried to compensate for the opportunity he has missed. Talking to the teacher was a useful experience. I asked the teacher how she is using Chromebooks with her students and I got many interesting ideas from her. These information was useful especially because I have a program coming up "Fun with Chromebooks". Then at the desk Wendy and I showed her various

online resources like Tumblebooks, FreedomFlix, ScienceFlix, Scholastic GO, Encyclopedia Hallazagos and more. *Andreea D.*

- *Stories of the Month:* I had a special interaction with one of our younger patrons, a boy of about 9/10 years old. He came in asking for the book *Crenshaw* [a Bluestem nominee]. In the system, it showed that there was one copy of it on the shelf, but when I checked the shelf the book was not there...I said to the boy that unfortunately, all of our copies are checked out and we only have a Spanish copy of the book and asked him if he wanted me to put it on hold for him. He told me that he would just take the Spanish copy because he knew how to read in Spanish. We walked together to the World Languages section and I showed him where the book was. I also praised him and told him that it was so wonderful that he knew a second language, because in this situation it came in handy. He did not have to wait for the English copy of the book to be available, he could just read the Spanish one. I also shared with him that I spoke Polish and how rewarding it was to know a second language and how beneficial it would be to him in the future. *Marta M.*

Building Operations (Tasos Priovolos)

Rahul Koshy has accepted another job tutoring students preparing for their SAT/ACT tests. We all wish Rahul all the best with his endeavors.

Andre Burton has accepted the Adult and Teen Services Specialist position. Andre will be moving to ATSD in a few weeks. We all wish Andre all the best with his endeavors.

Worked with Pace to discuss the possibility of upgrading the Vortex audio/visual system. Discussed the additional trades required during this project.

Our RPZ/backflow valves were recently inspected and certified. This annual inspection is required by Illinois American Water to assure buildings do not contaminate their water system during plumbing failures.

Met with other staff to discuss the current usage of the 2nd Floor Computer Lab and review the options to better utilize this space.

The Liebert air-conditioning unit for the Server Room required repairs due to a leak. Since this unit has redundancy built in, cooling to this room was not interrupted.

Met with Security vendors to discuss the possibility of providing temporary staffing to the Security department due to the recent resignations.

Tasos met with our Practicum Students, Juliet and Erienne, to tour the building and emergency exits. Juliet shadowed Security during the VVSD early-release. This was a great opportunity to see how Security handles the influx of students visiting our building.

Tasos met with the Strategic Plan goal owners to discuss the goals defined for 2018.

In January, 43 new maintenance tickets were created, and 45 new or existing tickets were completed.



Fountaindale Public Library was awarded the Facility of the Year from the Northern Illinois Facility Management Association (IFMA). Annually, members vote on the best facility toured during the monthly meetings. We competed against some larger facilities such as Discover Financial Services and Elmhurst College.

Collection Management & Technical Services (Christina Theobald)

Highlights

- Christina Theobald attended a Pinnacle Chairs meeting at the White Oak Public Library - Crest Hill Branch. The Chairs discussed how to have better communication between the committees and then provided committee updates.
- Christina Theobald hosted a PinTech meeting here at Fountaindale this month. Dawne Tuitman, Penny Sauskojus and Danette Gatz were also in attendance. The group discussed the way item record public notes are displayed in the catalog, RDA cataloging rules for music CDs, various database cleanup projects, and made progress on T.S. Policy revisions.
- Penny Sauskojus participated Goal Team 5 workshop sessions, assisting Lea Pottle and Noey Frias in answering staff questions regarding the new Performance Evaluation Forms.
- Christina Theobald worked with Randy Hildebrandt (IT) and Matt Hammermeister (ILS Manager) to troubleshoot some of the label printing issues. Randy and Matt installed a new version of Screwdrivers on affected workstations, which solved the issues on all but Christina's machine.
- Lynnette Hopwood and Christina Theobald had a conference call with Collection HQ representative Donna Boecker, whom provided an overview of CHQ features and discussed our collection progress. Our library has been doing exceedingly well in deselection and weeding, as Donna noted there is a direct correlation between weeding a collection and increase in circulation. Christina has started to review Fountaindale's standing data sheet and the targets/metrics that have been inputted in the software. Collection HQ is up for renewal in April.
- Christina Theobald met with Library Ideas vendor representative Kyle Wiseman and observed a demo of new products, including the GoChip Beam and VOX Books. Christina is considering adding both products to the collection.

- Christina Theobald had a conference call with Hoopla representatives. We deliberated on strategy to increase circulation and better market the library's Hoopla offerings. The reps also provided a tour of the Hoopla Admin site and how to change advanced settings.
- Lynnette Hopwood met with the Summer Adventure Committee and was informed on the summer reading theme. She received a better understanding of the direction they are taking and will produce coordinating material displays.
- Christina Theobald, Lynnette Hopwood and Jake Luce met with Communications, IT, and CSD staff to discuss book and movie carousels on our newly designed website. The objective is to streamline the process of adding content and have a consistent look with all carousels on the new site.
- Christina Theobald met with Paul Mills, Nancy Castellanos, John Matysek, Debra Dudek and Jenny Cuevas to talk about the circulation and cataloging of Hot Spots. Nancy has taken the lead on drafting a policy and Christina will be working to create catalog records and labels.
- Christina Theobald had a conference call with Nancy Castellanos, Jeffrey Fisher and a representative from Bibliolabs to go over the annual renewal. After reviewing circulation statistics, we decided to renew the primary Biblioboards platform but dropped some of the additional content that was not being used.
- Christina and Tasos met to discuss possible changes to the workstations in the CMTSD workroom.
- Lynnette Hopwood and Christina Theobald have begun the process to fill the open Collection Development Aide position. The job description was updated and the position is currently posted. Sue Jagiel has volunteered and was approved to work up to 4 additional hours per week to help fill in. Jake Luce and Christine Jason were also trained to do "the rounds" and are helping to maintain the many library displays.

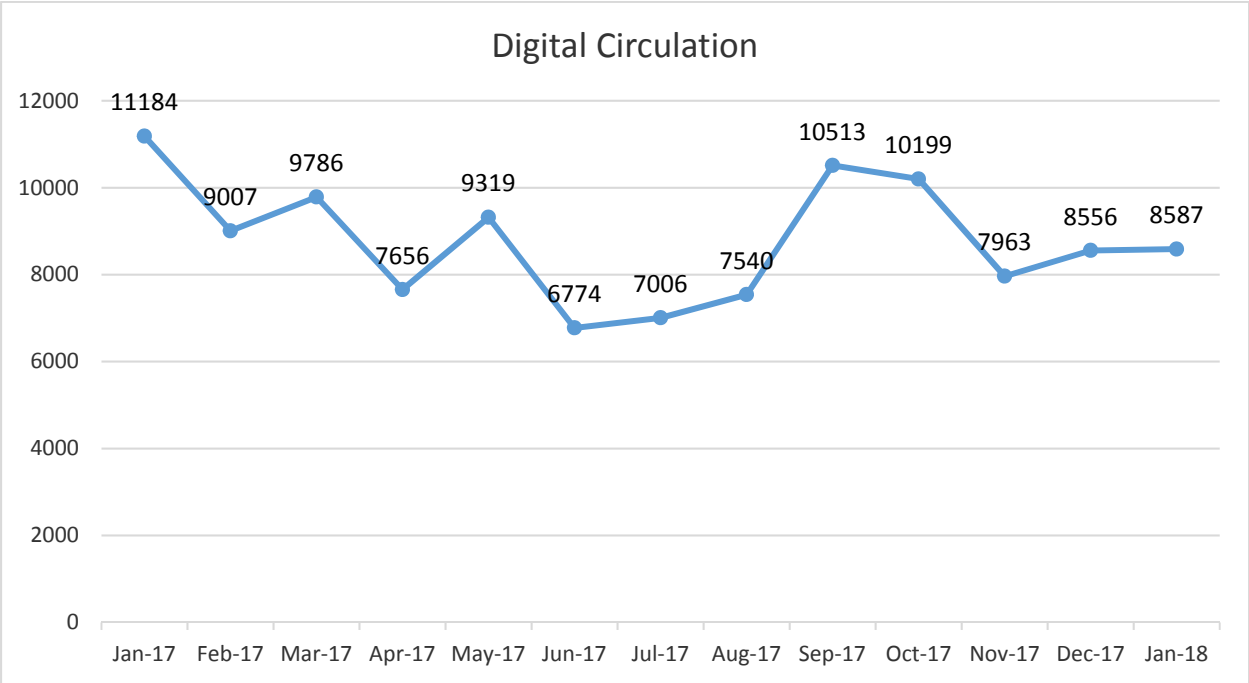
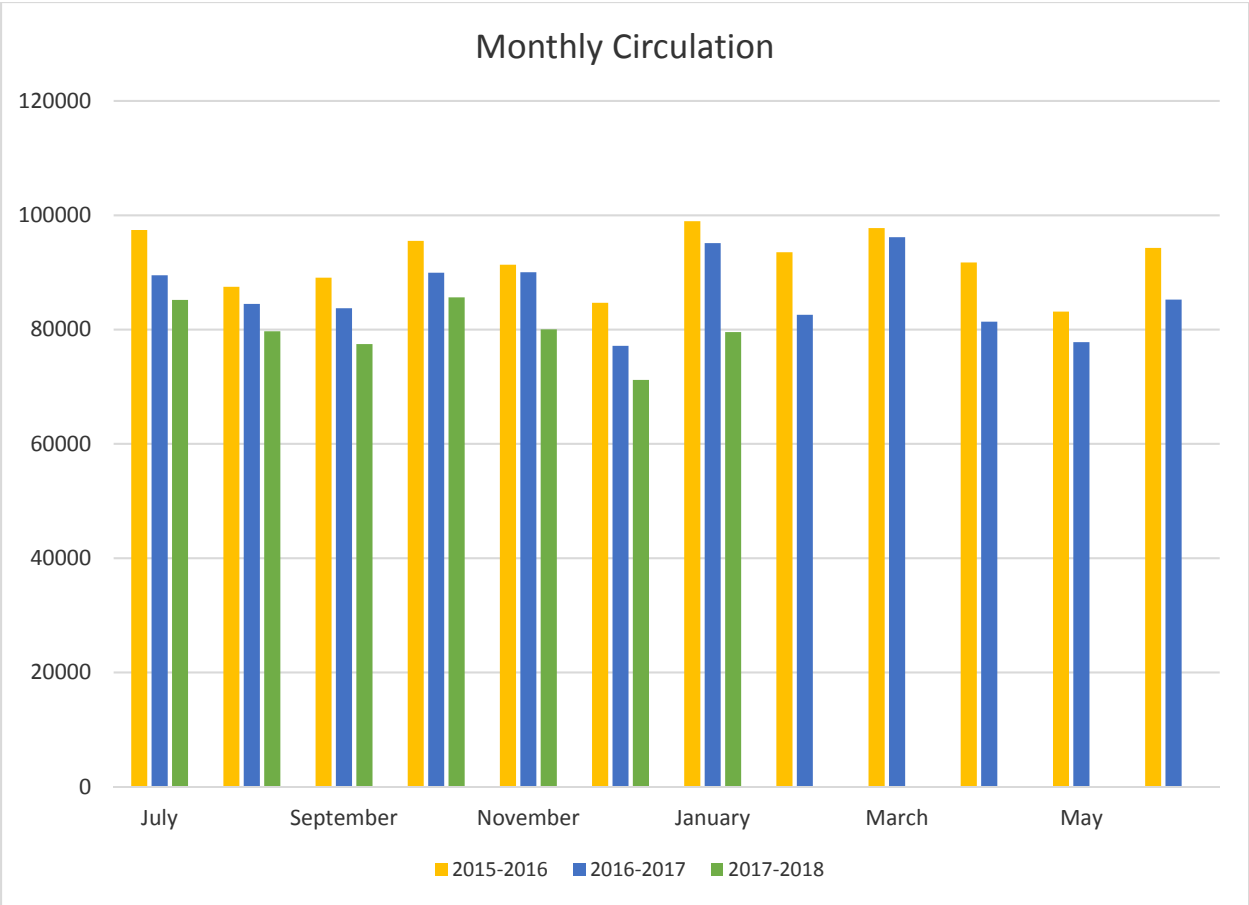
Top Circulating Titles By Collection From 1/1/2018 – 1/31/2018

Fountaindale Library - Bolingbrook

Collection	Title	Check outs
Circulation Desk	Book bag.	982
Young Adult Graphic Novel	Bleach	49
Adult DVD	Guardians of the galaxy. Vol. 2	40
Young Adult Graphic Novel	Olympians	40
Adult DVD	John Wick. Chapter 2	35
Adult DVD	Girls trip	34
Adult DVD	Logan lucky	33
Juvenile DVD	Big hero 6	32
Adult DVD	The boss baby	30
Juvenile Graphic Novel	Babymouse	29
Young Adult Graphic Novel	Case closed	29
Adult DVD	The fate of the furious	29
Juvenile Graphic Novel	Amulet	28
Adult DVD	Atomic Blonde	28
Adult Services Desk	Acer Chromebook.	27
Adult DVD	American made	27
Juvenile DVD	Cars 3	27
Adult DVD	Despicable me 3	27
Young Adult Graphic Novel	Fairy tail	26
Adult DVD	Ghost in the shell	26
Juvenile Graphic Novel	Bone	25
Adult DVD	The Circle	25
Juvenile Fiction	Diary of a wimpy kid : old school	25
Adult Bluray	Star Wars, the complete saga	25
Adult DVD	XXX : return of Xander Cage	25
Juvenile Graphic Novel	The Baby-sitters Club	24
Adult DVD	Fifty shades darker	24
Adult DVD	Star Wars. Episode VII, The Force awakens	24
Adult DVD	Fences	23
Adult DVD	Gold	23
Adult DVD	John Wick	23
Juvenile Graphic Novel	Pokémon adventures	23
Adult DVD	Spider-man. Homecoming	23
Adult DVD	Valerian and the city of a thousand planets	23
Juvenile DVD	Beauty and the beast	22
Adult DVD	Hidden figures	22

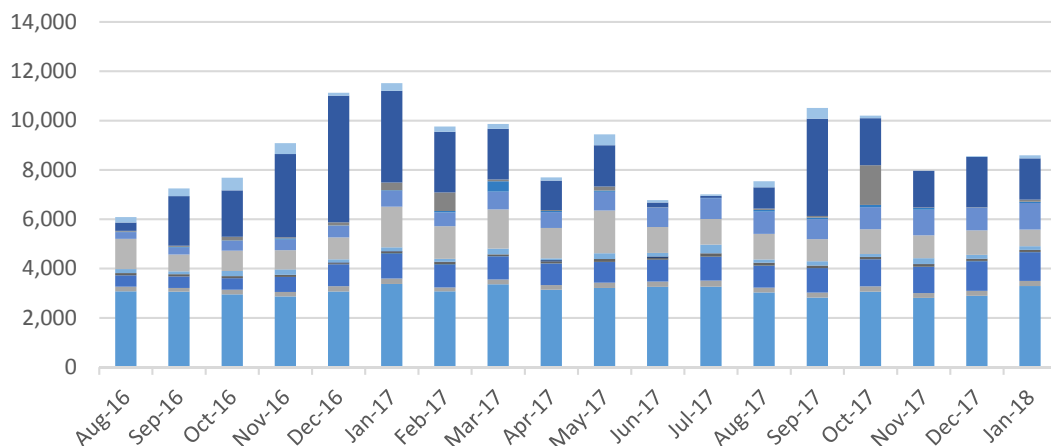
**Comparison of Physical Collection Circulation
January 2017 to January 2018**

Collection Categories	Jan 2017 Circs	Jan 2018 Circs	Change	% Change
Adult Audiobooks	1324	1175	-149	-11%
Adult Bookmobile Collection	378	359	-19	-5%
Adult Fiction	4883	5170	287	6%
Adult Non-Fiction	5665	5724	59	1%
Foreign Language Adult	231	194	-37	-16%
Foreign Language Juvenile	952	818	-134	-14%
Foreign Language Young Adult	17	10	-7	-41%
Graphic Novels	2849	2562	-287	-10%
Interlibrary Loan	379	250	-129	-34%
Juvenile Audiobooks	567	414	-153	-27%
Juvenile Bookmobile Collection	2611	2293	-318	-12%
Juvenile Fiction	6398	5074	-1324	-21%
Juvenile Non-Fiction	6310	4770	-1540	-24%
Large Print	752	729	-23	-3%
Local Author Collection	0	3	3	
Magazines	701	986	285	41%
Movies	16455	13448	-3007	-18%
Movies - Juvenile	8430	5757	-2673	-32%
Music CDs	3339	2358	-981	-29%
On-The-Fly	11	8	-3	-27%
Picture Books	11563	10436	-1127	-10%
Reference	3	10	7	233%
STEAMboxes	0	28	28	
Studio 300 Collection	3640	2995	-645	-18%
Technology & Equipment	1138	1022	-116	-10%
Technology & Equipment - Juvenile	255	139	-116	-45%
Toys	91	100	9	10%
Videogames	3030	2375	-655	-22%
Young Adult Audiobooks	168	118	-50	-30%
Young Adult Bookmobile Collection	15	22	7	47%
Young Adult Fiction	1405	1306	-99	-7%
Young Adult Non-Fiction	366	323	-43	-12%
TOTAL	83926	70976	-12950	-15%



- For January 2018, digital circulation was 12% of the library's total circulation.

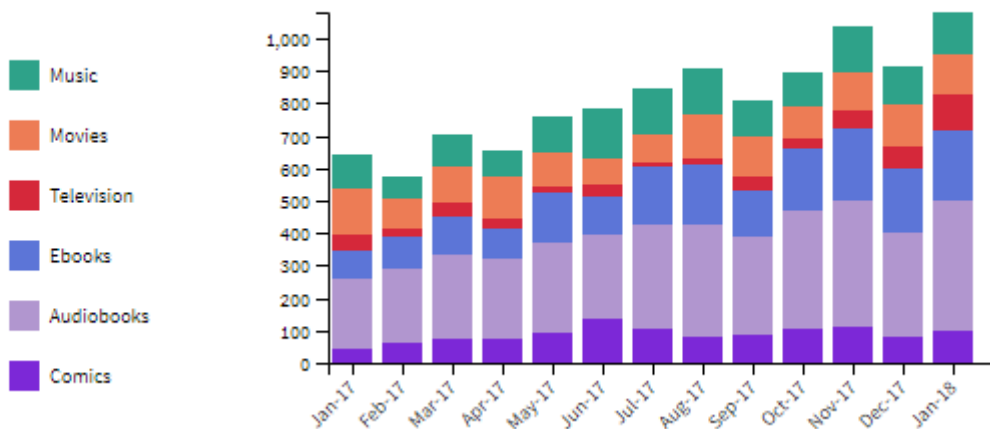
Digital Collection Circulation



	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	Jan-18
Book Flix	219	313	511	442	119	311	215	194	129	446	97	57	246	437	105	4	28	122
Tumble Books	339	2011	1885	3371	5136	3717	2458	2056	1197	1670	195	85	865	3,948	1,904	1,484	2,049	1672
World Book eBooks	33	43	150	49	120	313	752	75	40	164	5	2	53	61	1,611	23	8	83
Gale Virtual Ref Library	20	32	16	51	17	22	58	417	42	51	12	8	69	67	90	68	11	51
Hoopla	273	280	399	430	472	645	558	720	644	758	784	847	905	807	894	1,039	912	1080
Freegal Music	1223	680	820	777	890	1647	1327	1589	1230	1735	1047	1037	1033	901	1010	924	996	673
Zinio eMagazines	164	119	212	218	122	151	117	234	77	232	147	354	136	172	115	238	155	152
OnePlay Video games	0	0	0	0	35	18	14	0	57	2	61	2	3	0	0	3	12	0
OneClick Digital eAudio	91	94	80	87	46	66	82	76	72	114	65	129	110	102	90	108	77	81
Biblioboard	0	0	0	0	0	24	26	9	8	6	2	17	12	2	8	8	17	13
Cloud Library	461	463	468	611	888	1010	921	934	872	841	890	961	883	994	1093	1061	1200	1166
eRead Illinois	190	153	189	177	213	216	155	197	186	211	213	245	195	199	218	196	195	207
OverDrive	3,073	3,059	2,951	2,869	3,068	3,375	3,076	3,360	3,142	3,212	3,256	3,262	3,030	2,823	3,061	2,807	2,896	3,287

Hoopla Statistics

Circs by Format



- **Audiobooks** were the most borrowed format, accounting for 37% of all circs.
- There were **1,080 total circs** in January 2018 borrowed by **247 patrons**. The average number of circs was 4.40 circs per patron, with 44 individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for 46% of all circs.

Top 20 Hoopla Titles

Title	Author	Year	Genre	Circs
Hamilton (Original Broadway Cast Recording)	Various Artists	2015	Soundtrack	9
Pitch Perfect 3 (Original Motion Picture Soundtrack)	Various Artists	2017	Soundtrack	6
The Greatest Showman (Original Motion Picture Soundtrack)	Various Artists	2017	Soundtrack	4
The Getaway	Jeff Kinney	2017	Comics & Graphic Novels	4
Gamer	Gerard Butler	2010	Action & Adventure	3
5 Days To A Clutter-Free House	Sandra Felton	2017	Self Help	3
Expectations - Relinquishing Preconceptions		2011	Educational, Health & Wellness	3
Before And After	Meryl Streep	1996	Crime, Drama, Psychological	3
Batman (2016-) Vol. 4: The War Of Jokes And Riddles	Tom King	2017	Superhero, Teen	3
The City of Brass	S. A. Chakrabarty	2017	Sci-Fi & Fantasy	3
Hamilton	Lin-Manuel Miranda	2017	Documentary	3
reputation	Taylor Swift	2017	Pop	3
Mere Christianity	C. S. Lewis	2005	Religious	3
Death Of A Bachelor	Panic! At The Disco	2015	Alternative	3
Men's Relational Toolbox	Gary Smalley	2014	Christian Life, Men's Issues	2
The Perfect Match	Kristan Higgins	2014	Romance	2
The Magnolia Story	Chip Gaines	2016	Biography	2
The Jungle Book	Various Artists	2016	Soundtrack	2
Riders of the Dawn	Louis L'Amour	2006	Westerns	2
Maigret in Montmartre		1992	Crime, Mystery	2

Freemusic Statistics

- **503** songs were streamed by **15** patrons
- **170** songs were downloaded by **21** patrons

Top 10 Music Genres

Genre	Number of Downloads	Genre	Number of Streams
Rock	121	Classical	45
Pop	107	Pop	23
Country	45	Rock	18
Blues	44	Jazz	13
Jazz	40	Rap	11
Dance	35	Spoken Word	11
World Music	28	Blues	5
Hip Hop	27	Dance	5
R&B	17	New Age	4
Classical	12	Country	3

NextReads Newsletters

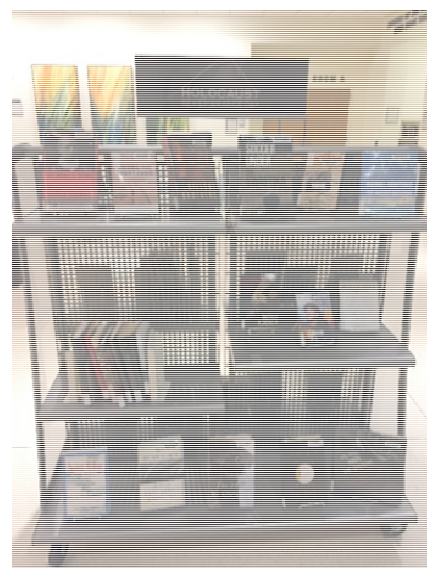
- New Subscribers: 56
- Unsubscribed: 18
- Total Emails Sent: 1,241
- 77.63% were viewed on a desktop
- 22.37% were viewed on a mobile device
- 42.14% emails were opened
- 292 items were clicked open
- January 2018 issue of New Movies had the highest number of clicks (31 clicks)
- January 14 issue of New York Times Fiction Bestsellers had the highest unique opens (31 emails opened)
- New York Times Fiction Bestsellers has the highest subscribers (78)

Physical Items Added and Withdrawn

Physical Items	Jan 2018 Added	Jan 2018 Withdrawn
Adult Audiobooks	125	7
Adult Bookmobile Collection	85	0
Adult Fiction	571	26
Adult Non-Fiction	420	3113
Foreign Language Adult	5	0
Foreign Language Juvenile	58	2
Foreign Language Young Adult	3	1
Graphic Novels	108	24
Juvenile Audiobooks	36	3
Juvenile Bookmobile Collection	152	12
Juvenile Fiction	153	21
Juvenile Non-Fiction	166	6
Large Print	44	3
Local Author Collection	2	0
Magazines	345	1851
Movies	224	17
Movies - Juvenile	53	19
Music CDs	57	0
Picture Books	225	20
Reference	4	1
Studio 300 Collection	2	41
Technology & Equipment	9	79
Technology & Equipment - Juvenile	2	0
Toys	0	9
Videogames	17	5
Young Adult Audiobooks	4	1
Young Adult Bookmobile Collection	2	0
Young Adult Fiction	42	8
Young Adult Non-Fiction	9	0
TOTAL	2923	5269

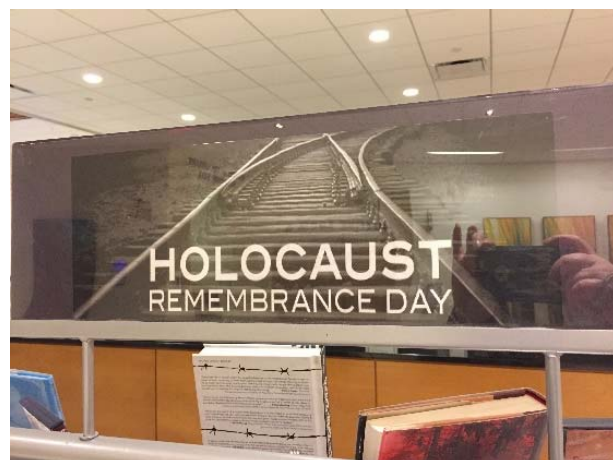
Interlibrary Loan

- Unclaimed items jumped from 24 in December to 37 in January
- ILL Statistics:
 - 360 items requested by patrons
 - 333 submitted in OCLC
 - 12 items were too new to request
 - 7 were available in Pinnacle
 - 8 were out of country only
 - 307 Items received
 - 164 Illinois libraries
 - 113 out of state libraries
 - 419 Items requested by other libraries (lending was turned off for two weeks)
 - 231 Illinois libraries
 - 188 out of state libraries
 - 0 out of country library
 - 298 Items sent to other libraries
 - 164 Illinois libraries
 - 113 out of state libraries
 - 21 XYZ libraries



Displays & Promotion

- Lobby Tree: New Year New You (Brian) 37 checkouts
- Lobby Tree: Winterfest (Sarah) 27 checkouts
- Lobby Tree: Abe Lincoln (Illinois) 0 checkouts (3 days only)
- Lobby Display: Gone But Not Forgotten 16 checkouts
- Lobby Display: Learn a New Hobby 65 checkouts
- Lobby Display: Holocaust Remembrance 26 checkouts (one week)
- Popular Picks 443 checkouts
- CSD Holiday Wall: Winter 38 checkouts
- CSD Holiday Wall: EBKD 33 checkouts
- CSD Holiday Wall: Staff Picks (DOA) 88 checkouts
- CSD Holiday Wall: Cookies 12 checkouts
- CSD Holiday Wall: Unusual Animals 5 checkouts
- CSD Holiday Wall: Artic Animals 35 checkouts
- CSD Holiday Wall: E Graphics 43 checkouts
- CSD Holiday Wall: Moon 14 checkouts
- CSD Holiday Wall: Football 10 checkouts
- CSD Yellow Wall: Winter Fun 39 checkouts
- DVD display: Bond 6 checkouts
- DVD display: Stories behind the stories 25 checkouts
- DVD display: Getaways 33 checkouts
- DVD display: Superbowl 9 checkouts
- 3rd floor fiction: Around the world in 80 days 15 checkouts



- 3rd floor fiction: Historical Fiction 45 checkouts
- 3rd floor nonfiction: Learn Something New 6 checkouts
- 3rd floor nonfiction: Scandals 39 checkouts
- 3rd floor nonfiction: Hygge 2 checkouts (only up 3 days)
- 3rd floor self-check: Healthy Cooking 31 checkouts
- 3rd floor self-check: Football 0 checkouts (only up 3 days)
- Programming Cart: Staff Picks 27 checkouts
- Web Carousel: Staff Picks



Communications (Melissa Bradley)

Communications General Updates

- Melissa and Steven met with cross-departmental teams to discuss how to best utilize book carousels and the new form builder plugin for the website redesign.
- Steven hosted a Beanstack Kickoff meeting to discuss our implementation plan for Summer Adventure. He also completed preliminary forms for Beanstack to help them design our program.
- Melissa met with Chicago Billboards to discuss new marketing opportunities.
- Melissa and Sabrina met with Warehouse Direct to discuss new promotional products and wearables.
- Melissa, Juanita and the Staff Committee hosted a Staff Chili Cook-Off.
- Sabrina redesigned the Preschool Round-Up collateral.



Preschool Fair hosted by Fountaindale Public Library

Help local parents find the right preschool or daycare for their child! Host a vendor table at Fountaindale Public Library's

5th annual Preschool Round-Up

Saturday, February 27
11:30 a.m.–2:30 p.m.

Setup begins at 10:30 a.m.
Vendor door prizes will be awarded!

Fountaindale Public Library
300 W. Briarcliff Road, Bolingbrook


Vendor space is limited. To secure your organization's table, please register by *Monday, February 8, 2016*.

To register, contact Laura Didier at 630.685.4167 or email outreach@fountaindale.org.

STAY CONNECTED
@fountaindalelib



2017



Help local parents find the right preschool or daycare for their child! Host a vendor table at Fountaindale Public Library's


7th annual Preschool Round-Up

Saturday, February 24 • 11 a.m.–1:30 p.m.
Setup begins at 10 a.m. Vendor door prizes will be awarded!

Vendor space is limited. To secure your organization's table, contact Laura Didier at 630.685.4167 or outreach@fountaindale.org by Friday, February 9.

STAY CONNECTED
@fountaindalelib

Fountaindale Public Library District
300 W. Briarcliff Road, Bolingbrook, IL 60440



2018

Media Coverage

- The [Herald-News](#) and [Bugle](#) mentioned us in their Great Read coverage.
- We received a very nice Yelp review:



Bernadette Y.
Bolingbrook, IL
4 friends
79 reviews

★★★★★ 1/2/2018

This is one tax bill I NEVER mind paying! I most certainly get a bang for my buck. I have been to many library systems throughout the country and this ranks among the best. The staff is knowledgeable, friendly and helpful. It belongs to a group of libraries so interlibrary loans are available even though this library has a vast collection of all types of media and you can usually find what you are looking for in house. It is clean, well maintained and welcoming. There is a cafe, book store, media center among other offerings and has walk in, walk up and drive through material pick up and drop off. It has comfortable study centers, meeting/relaxing areas, and meeting rooms. Parking is ample. They offer a variety of free programs requiring pre registration as well as drop in programs. I have never been disappointed! Bolingbrook has a true gem of a library.

Social Media Paid Ads

- The Mango Languages 31 Days of Language paid ad ended. The ad ran December 29–January 15. We spent \$18 on the ad, which reached 1,582, and 91 people engaged with it.

Strategic Planning

- Steven officially joined Goal Team 5.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,195 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
 - 20 new people liked our page
 - 341 people viewed our page (ave 574 views/mo in 2016)
 - 39,835 people saw our content (ave 59,577 people/mo in 2016)
 - 18,015 people saw our content because a friend shared, liked or engaged with it
 - 2,395 people engaged with our content (clicked, liked, commented or shared) (ave 2,693 users/mo in 2016)
- Twitter Metrics
 - 2 new followers
 - 232 page views (ave 155 views/mo in 2016)
 - 9,330 tweet impressions (ave 10,879 impressions/mo in 2016)
- Instagram Metrics
 - 15 new followers
 - 356 post likes (ave 478 likes/mo in 2017)

Email Marketing Metrics

- Number of emails sent: 8
- 66 new subscribers
- Average open rate: 43.16% (industry average is 19.85%)
- Average click rate: 18.39%

Finance (Jennie Nguyen)

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

PMA Network Meeting – Met with our PMA representatives and Paul to discuss the potential opportunity to invest with our local banks. Our representative will research and inform us of our best options.

Capital Asset Inventory Schedule: Lauterbach & Amen, LLP has complete our Capital Asset inventory schedule and I will meet with them in February to review the new schedule to ensure it 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. This project has been completed.

Industrial Appraisal Report – Allyse has been with our representative to update our appraisal information with the company for our appraisal report.

Insurance Audit – Working with Allyse to compile the documentations for our annual insurance audit.

Financial Edge System – I have been working closely with Blackbaud on the system upgrade to the new Financial Edge NXT accounting for 2018.

Circulation Refund Issue – Meet with Jenny, Nancy and Paul to discuss and to come up with a solution to the effects of patron refunds on their cash box fund. A new check refund procedure will be put in place along with a new refund form which the patron will be required to complete.

Lauterbach & Amen Seminar – Allyse and I had attended a training in January which focus on taxability issues and things to know before releasing your W-2's and 1099's for the year.

Employee Package Tally – There was a total of 13 staff personal package notification for December.

Change Request Tally – There was a total of 29 change request for January 2018

Location	Number of Requests	Amount Total
ATSD – 2 nd Floor	16	\$744.80
ATSD – 3 rd Floor	1	\$20.00
Circulation	7	\$170.20
Children Services	3	\$62.00
Studio 300	2	\$40.00

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Computer Aide
- Building Security Monitor (2)
- Collection Development Aide
- Finance Specialist

New Hires and Promotions:

- Julie Walker, Circulation Services Aide (1/29/18)

- Jay Purrazzo was promoted from Adult and Teen Services Computer Aide to Adult and Teen Services Specialist (1/29/18)
- Andre Burton was promoted from Building Security Monitor to Adult and Teen Services Specialist (2/26/18)

Departures:

- Rahul Koshy, Building Security Monitor (2/4/18)

Training and Development

-Noelia:

- DuPage SHRM meeting
- Represented GT5 during a question and Answer Session regarding performance evaluations
- Provided coverage for Children's Services during their monthly meeting

-Lea:

- Paylocity Compliance Webinar
- Met with representatives from ADP
- Management Association: Roundtable discussion
- Began studying for part 2, GBA2, of the Certified Employment Benefits Specialist (CEBS) certification. Exam will be taken in March.
- Volunteered with Joliet Area Community Hospice, United Way sponsored, on Martin Luther King Day.
- Created training videos for the new Performance Evaluation System
- Met with Goal Team 5 to host two question and answer sessions regarding evaluations and the use of Niche Academy for staff training.
- Participated in Goal Team Owners meeting.

Policy Development

Worked with the Executive Director to revise/edit the following policies which will be brought to the Board of Trustees at the February meeting: American with Disabilities Act Policy Statement, Dual Positions Policy.

Anti-Harassment and Anti-Discrimination Training

Held three training sessions in which 4 staff members, 3 supervisors, and 2 trustees were present.

Practicum Student and STEP Student Orientations

Reviewed policies and expectations with students completing their practicums at Fountaindale.

Strategic Goals- Goal Team 5

Objective 5.2: *Implement an improved staff performance evaluation process.*

In January, a new evaluation process was started. The process addresses many of the concerns raised by managers and staff as well as incorporated/retained beneficial facets of the system.

Staff were given the opportunity to view two videos explaining the changes and processes, and attend two question and answers sessions hosted by members of goal team 5. Staff have been encouraged to speak with supervisors, managers, and the Human Resources Manager if they have questions.

The initial reactions have been positive to the changes made.

Objective 5.4: *Implement a technology training program.*

Goal team 5 members have met to discuss using Niche Academy as a platform for this training. A survey of technology skills has been distributed to department managers to get input on the skills needed by their staff.

Niche Academy will allow us to upload existing content as well as create specific content to meet our training needs.

Information Technology (John Matysek)

- During the month of January 110 new help desk tickets were created by FPLD staff, and 103 new or existing tickets were solved by IT staff.
- Along with Melissa Bradley and Steven Ford, met with multiple staff members to discuss how best to integrate book carousels in the new website design.
- Met with Paul Mills, Nancy Castellanos, Tasos Priovolos, and Debra Dudek to discuss ways to better utilize the space currently configured as the 2nd floor computer lab.
- Met with Paul Mills, Nancy Castellanos, Christina Theobold, Debra Dudek, and Jenny Cuevas, to discuss how to implement circulation of cellular hotspot devices to patrons.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, acquired and assembled a new mini PC configuration for testing as a potential replacement for existing patron PC's.
- Along with multiple staff, met to discuss the kickoff of implementation of the new reading program software by vendor Beanstack.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began configuring 3 all in one computers for use in the forthcoming Studio 300 Makerspace.
- Worked with vendor Comcast to troubleshoot and correct an issue with their fiber Internet connection to the library.

January 2018 District Statistics							Population Total	67683		
Total Circulation Statistics	79,563	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup	65,269	Reading Clubs Offered	0	0	1	0	1	23,895	3,571	
Bookmobile	5,707	Reading Clubs Members	0	0	188	0	188	Proctoring	Total Twitter Followers	
Digital	8,587							18	722	
								Faxes Sent	Total Instagram Followers	
		Collections Totals		Population Served	Building	Outreach	Total	665	537	
Interlibrary Loan Requests		New Items Available	4,267	Total Visits	30,964	1,488	32,452	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons	307	Collections Total	372,309	New Cardholders	249	0	249	3,343	2,918	
Items Sent to other Libraries	298	Items per Capita	5.50	Active Cardholders	27,192	198	27,390	Pages Printed	COHS Students Enrolled	
Circulation Holds Processing		Materials Handling Return Totals		Total Served	59,842	% Served	40.47%	21,424	13	
Share Illinois requests filled	22	Lobby	20,857	Computer and Internet Sessions					Monthly Wireless Sessions	
Items loaned to Pinnacle libraries	5,518	Drive Through	9,181	Studio 300	Children's	Vortex	Lab/Commons	3rd Floor Lab		
Items borrowed from Pinnacle libraries	3,862	Staff	38,754	554	1,065	284	4,071	29	18,905	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, 3rd Floor Lab & Board Room	Study Rooms	Free Standing Book Drop Return Totals				
Number of events/uses	193	42	37	47	685	Building Front	Building Rear	Church	Ashbury's	
Attendance	273	109	106	508	396	4,608	4,799	1,184	450	
Programs	Programs and Tours for Adults				Programs and Tours for Teens				Mobile App Downloads	
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 2,982	
Numbered offered	46	3	32	81	36	0	0	36	Android: 652	
Attendance	628	17	132	777	612	0	0	612		
Programs	Programs and Tours for Children				Passive Programs for Teens				Total Offered*	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	344	
Numbered offered	54	163	1	218	15	0	0	15	Total Attendance*	
Attendance	1,225	5,677	13	6915	247	0	0	247	9,475	
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages					
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual*	Total		
Numbered offered	60	0	0	60	7	2	2	11		
Attendance	436	0	0	436	66	1,035	1,177	2,278		
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total		
Reference Total	542	32	939	132	904	1,137	1,018	4,704		
Library Information	53	1,148	969	159	786	62	2,064	5,241		
One on One Assistance (Scheduled)	38	0	5	0	25	0	2	70		
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change			
Circulation	79,563	95,136	-19.57%	Reference Questions	4,704	5,773	-22.73%			
Visitors	32,452	36,483	-12.42%	Computer Usage	6,003	7,209	-20.09%			
Card Holders	27,192	31,305	-15.13%	Wireless Sessions	18,905	15,519	17.91%			
				Program Attendance*	9,475	9,413	0.65%	* Virtual not included in programming totals		