

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
March 15, 2018 | 7:00 p.m.
300 West Briarcliff Road | Bolingbrook | Meeting Room B

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – February 15, 2018
5. Employee Recognition
 - a. Rosemary Bauer – 10 years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Brooks Café Agreement Addendum (April 2018 – March 2019)
 - b. Approval of Revised Finance Policy
 - c. Approval of Capital Assets Policy
 - d. Approval of Appointment of Executive Director Evaluation Liaisons
 - e. Approval of Appointment of Secretary Audit Liaisons
 - f. Approval of Administration and Appointments Section for the Employee Handbook
 - g. Approval of Employee Classification Section for the Employee Handbook
 - h. Approval of Introductory Period Policy for the Employee Handbook
 - i. Approval of Transfers and Promotions Section for the Employee Handbook
 - j. Approval of Anti-Nepotism Policy Section for the Employee Handbook
9. Library Projects
 - a. Approval of Pace Systems Quotation for Vortex (Teen Area) Audio/Visual Upgrades
10. Correspondence
11. Treasurer’s Report
12. Bills for Approval
 - a. Bills Paid Report – March, 2018
 - b. Bills Payable Report – March, 2018
13. Director’s Report – February, 2018
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

March 2018 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Brooks Café Agreement Addendum (April 2018 – March 2019)

Our café agreement is up for its annual renewal. The current contract provides an option for four one-year extensions of the agreement. If approved, this addendum would be the first of those four one-year extensions.

Suggested Motion: Motion to approve the Brooks Café Agreement Addendum (April 2018 – March 2019) with Ms. Jan Peterson.

b. Approval of Revised Finance Policy

This draft revision of our Finance Policy has been undertaken in that several components in the existing Finance Policy are now parts of other policies such as the Travel Policy and the Investment Policy and a forthcoming draft Capital Assets Policy. There are also several areas I would like to highlight:

- Procurement section has been modified to reflect the new \$25,000 limit from the old \$20,000 limit for certain types of bids;
- Contributions section has been modified to up the limit to \$950 from \$500 and to also note that marketing expenses do not count against this limit;
- Disposal of Library Surplus Property section has been updated to reflect current statutory requirements;
- Bonding and Liability section has been updated to reflect that certain types of insurance coverage are acceptable as well as traditional bonds.

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

Suggested Motion: Motion to repeal the existing Finance Policy and approve the revised Finance Policy.

c. Approval of Capital Assets Policy

This draft policy is a new one for our District. We created it in conjunction with our auditor. Its purpose is to ensure that we have good controls over and good information about significant assets of the District such as our building components, furniture, machinery, and vehicles. It also helps us with our annual financial reports as well.

This draft policy has been reviewed by our attorney and his changes have been incorporated.

Suggested Motion: Motion to approve the Capital Assets Policy.

d. Approval of Appointment of Executive Director Evaluation Liaisons

My anniversary is in July, and it is time to start preparing for my annual evaluation. The Evaluation Liaisons will be charged with organizing the evaluation process.

With approval by the Board, President Danhof has named Marcelo Valenica and Ruth Newell to be Executive Director Evaluation Liaisons for 2018.

Suggested Motion: Motion to appoint Marcelo Valencia and Ruth Newell as the Executive Director Evaluation Liaisons for 2018.

e. Approval of Appointment of Secretary Audit Liaisons

Each year the Board needs to approve appointments to the Secretary Audit Liaison. The liaisons will review the minutes of the board meetings for the previous year, and certify that the records of the Board of Trustees are in order. This certification is a requirement of the Illinois Public Library Annual Report (IPLAR).

The review must be completed by August 1, 2018.

With approval by the Board, President Danhof has named herself and Celeste Bermejo as Secretary Audit Liaisons for 2018.

Suggested Motion: Motion to name Margaret (Peggy) Danhof and Celeste Bermejo as the Secretary Audit Liaisons for 2018.

f. Approval of Administration and Appointments Section for the Employee Handbook

This draft revision features the following changes --

1. This draft revision of this section has been modified to combine the Administration Policy and Appointments Policy into one policy.
2. The sentence referencing who acts on behalf of the District if the Executive Director position is vacant has been modified allowing the Board of Trustees to designate an administrative officer to serve in that role.
3. A clause specifying that the District is an “at will” employer has been added.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing Administration section in the Employee Handbook and to repeal the existing Appointments Section in the Employee Handbook and to approve the revised and combined Administration and Appointments section for the Employee Handbook.

g. Approval of Employee Classification Section for the Employee Handbook

This draft revision features the following changes –

1. Added the definition of a Seasonal Employee.
2. Eliminated the listing of specific job titles considered as exempt employees.
3. Eliminated the section defining standard Work Periods.
4. Added a statement specifying that the District is an “at will” employer.
5. Added how years of service are calculated for the purpose of paid benefits when an employee changes status.

Our attorney has reviewed this draft, and recommended adding the “at will” statement to the policy.

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

h. Approval of Introductory Period Policy for the Employee Handbook

This draft revision features the following change –

Modified the wording of the District’s “at will” statement for consistency between policies.

Our attorney has reviewed this draft

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

i. Approval of Transfers and Promotions Section for the Employee Handbook

This draft revision features the following change –

Content has been rearranged without changes.

Though there have been no content changes to this section, I thought it would be good for the Board to consider it as part of our Employee Handbook review.

Our attorney reviewed this section as well.

Suggested Motion: Motion to repeal the existing Transfers and Promotions Section in the Employee Handbook and to approve the revised Transfers and Promotions section for the Employee Handbook.

j. Approval of Anti-Nepotism Policy section for the Employee Handbook

The content of this section has not changed.

Our attorney has reviewed this section as well.

Suggested Motion: Motion to re-affirm the existing Anti-Nepotism Policy Section for the Employee Handbook.

March 2018 Agenda Background
Library Projects
Paul Mills

9. Library Projects

- a. Approval of Pace Systems Quotation for Vortex (Teen Area) Audio/Visual Upgrades

This quotation from Pace Systems, Inc. would provide several upgrades to our audiovisual setup in the Vortex (our Teen Area). It would provide an HD video experience, provide better sound quality for our microphone system, provide better connectivity options for our patrons and staff who use the room, and add an assistive listening system for our patrons who may have hearing difficulties.

The cost to the library is \$40,202.79 for the Pace Systems, Inc. quotation and approximately \$9,000.00 in drywall and mechanical work that we would oversee directly to remove and reinstall radiant heat panels in the Vortex to allow for the new screen. It is my recommendation to use our Building Fund for this cost.

Suggested Motion: Approval of Pace Systems Quotation for the Vortex with a not to exceed cost of \$50,000 to be paid from the Building Fund.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD FEBRUARY 15, 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, February 15, 2018 at 7:00 p.m.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice President Robert Kalnicky.

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 and Celeste Bermejo.

ABSENT

President Danhof, Trustee Newell and Trustee Valencia

Trustee Marcelo Valencia entered at 7:04 p.m.

President Danhof was out of state and had notified the Board prior to the meeting.

Trustee Newell was ill.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Anna Gillespie, Joseph Petrick and Jeffrey Fisher.

PUBLIC PRESENT

The following public was present: Jody Hargett.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – January 18, 2018

The minutes of the board meeting held January 18, 2018 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

Vice President Kalnicky recognized Anna Gillespie for her five years of service and presented her with a certificate and keychain. Kalnicky also recognized Joseph Petrick for his five years of service and presented him with a certificate and keychain.

Trustee Marcelo Valencia entered at 7:04 p.m.

COMMENTS FROM THE PUBLIC

None.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Book Cellar and the Friends Nook are doing well. The Friends are working hard getting ready for the Spring book sale in April.

NEW BUSINESS

Approval of Dual Positions Section for the Employee Handbook

A motion to repeal the existing Dual Positions section in the Employee Handbook and to approve the revised Dual Positions section for the Employee Handbook was made by Valencia, seconded by Spindel.

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

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

A 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 was made by Valencia, seconded by Bermejo.

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

Approval of Appointments for Board Liaison Positions

A motion to approve the appointments for the Board Liaison positions was made by Prodehl, seconded by Valencia.

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

Approval of Trustee Service for American Library Association Committees

A motion to approve trustee service for the American Library Association Committees per the form submitted was made by Valencia, seconded by Prodehl.

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

LIBRARY PROJECTS

Executive Director Mills reported that the library has purchased a sample computer for use in the 2nd Floor Computer Commons for testing. If successful, this computer will be used in the requests for proposal for the public computers. Mills also remarked that he anticipates bringing forward a request for an audiovisual upgrade in the Vortex soon.

CORRESPONDENCE

The Midwest Montessori School sent two tickets to their Heart and Soul concert event on Friday, February 16. The library advertises at this event.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – February, 2018

Bills paid for the month of February in the amount of \$122,117.70 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

Bills Payable Report – February, 2018

Bills payable for the month of February in the amount of \$182,496.23 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

DIRECTOR'S REPORT – January, 2018

Executive Director Mills reported that he was re-elected as chair of Libraries of Illinois Risk Agency (LIRA).

Trustee Prodehl asked about the status of both Outreach vehicles and the issues they have experienced were discussed.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – The liaisons will be meeting soon.

Personnel – None.

ANNOUNCEMENTS

The Lions Club St. Patrick's Day Dinner Dance is on Saturday, March 10.

The Community Service Council (CSC) has launched a new financial counseling program.

Vice President Kalnicky and Trustee Bermejo will not be at the March Board Meeting.

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:35 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Robert A. Kalnicky, President

Margaret J. (Peggy) Danhof, President

Addendum to Agreement between
Fountaindale Public Library District and Brooks Café

dated _____ This ADDENDUM is attached to and forms part of the Agreement between Fountaindale Public Library District and Brooks Cafe as of April 1, 2018. To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement.

The Licensee's monthly fee payment will be \$25 effective April 1, 2018. Fee payment is due on or before the first day of each month, a \$50 late fee will be imposed if the payment is not made by the 10th.

The licensor shall have the sole and exclusive right to amend this with regard to fees payable by Licensee after review and inspection of the Licensee's financial records, which records shall be produced to Licensor by Licensee upon written notice.

Signed

Licensee

Date

Licensor

Date

FOUNTAINDALE PUBLIC LIBRARY DISTRICT FINANCE POLICY

The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

BUDGET

The Fountaindale Public Library District has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board of Trustees, the Executive Director and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the District's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes appropriate action.

The Library undergoes an annual audit conducted by an accounting firm experienced in working with units of local government.

ROUTINE BANKING PROCEDURES

The Executive Director or designee is authorized to make deposits into appropriate District accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants and tax receipts.

The Executive Director or designee is authorized to transfer funds from one library account to another library account for payment of monthly library bills and payroll subject to any Public Library District Act restrictions.

These monthly bills are approved for payment by the Board of Trustees.

The Executive Director or designee is not authorized to sign checks with the exception of payroll corrections. The Executive Director or designee is not authorized to receive cash from library accounts except when the Board of Trustees authorizes such action.

RECEIPTS AND DISBURSEMENTS

Receipts: All monies received by check or cash shall be deposited promptly. All receipts including checks, cash, ACH or direct deposit should be coded and recorded to the appropriate accounts.

Disbursements: All District disbursements shall be made by means of checks drawn upon the District accounts. All such checks shall contain any two (2) of the authorized signatures listed below:

1. Board President
2. Board Treasurer
3. Executive Director
4. Finance Manager

RETURNED CHECKS

A charge shall be applied to a library customer's account for a returned check equal to the charge assessed by local banks. This fee will be reviewed periodically by the Finance Manager. Borrower privileges shall be stopped pending cash payment of this charge.

OUTSTANDING CHECKS

When a check is outstanding for more than six (6) months the Fountaindale Public Library District's Finance Manager, or his/her designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Finance Manager, or his/her designee, shall prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the Library District's unclaimed liability account.

Once a year, in September, the Finance Manager will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

PETTY CASH

Petty cash accounts in amounts authorized by the Board of Trustees shall be in the form of separate checking accounts for each fund. The following petty cash funds are permitted:

1. Petty Cash Fund - Administrative Services
2. Petty Cash Fund - Technical Services

Checks drawn upon the petty cash fund accounts shall be signed by the fund custodian or alternate custodian. The Executive Director or designee shall assign the fund custodians and alternates.

INVOICE PAYMENT PROCESS

1. All appropriate invoices received by the established cut-off date will be processed for payment and presented to the Board for approval at the monthly Board meeting.
2. If approved, checks will be disbursed and mailed within seven days after the Board meeting.
3. The Board of Trustees authorizes the payment of certain invoices prior to the Board meeting, subject to the Executive Director's approval as deemed appropriate.
4. Any bills paid prior to the Board meeting shall be reported at the subsequent Board meeting.
5. Any bills paid after the Board meeting shall be reported at the next scheduled Board meeting.

PREVAILING WAGE ACT

As a public body, the District is required to follow the Illinois Prevailing Wage Act. The Board annually adopts a prevailing wage ordinance to assure that any appropriate contractor hired by the Library will be paid the prevailing wage rate. Invoices that fall under this Act must be submitted with a Certified Transcript of Payroll and a signed Affidavit.

PROCUREMENT

Purchases of the District are governed by the State of Illinois statutes. It is the policy of the Board of Trustees to, in addition to any statutory requirements, use the most responsible business practices in its purchases.

Generally, when the cost is in excess of \$25,000, contracts shall be let to the lowest responsible bidder. The Board is not required to accept a bid that does not meet the library's established specifications, terms of delivery, quality, and serviceability requirements. Contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including but not limited to:

1. contracts for services involving a high degree of professional skill;
2. contracts for the printing of department reports;
3. contracts for the printing of tax warrants or other indebtedness;
4. contracts for the maintenance and servicing of equipment where the maintenance or service can best be made by the manufacturer or authorized service agent of that equipment
5. contracts for the purchase, delivery, movement or installation of data processing or telecommunications equipment, software or services;

6. contracts for duplicating machines and supplies;
7. contracts for utility services such as water, light, heat, or telephone;
8. contracts for goods or services procured from another government agency;
9. purchases of equipment previously owned by some entity other than the library itself;
10. contracts for goods or services which are economically procurable from only one source
11. contracts for emergency expenditures when approved by $\frac{3}{4}$ of the members of the board.

USE OF CHARGE CARDS BY LIBRARY REPRESENTATIVES

The use of the charge card for purchase of equipment, materials, and services, as payment of expenses intended for the benefit of the library, and as payments related to travel on official library business as determined and approved by the Executive Director, is restricted solely to library staff. Use of the charge card for the benefit of the library is for the convenience of library staff rather than paying personal funds and seeking reimbursement.

The convenience factor of using the charge card for library purposes carries the responsibility of utilizing the library's charge card, strictly and solely for library purposes.

All staff members assigned a library credit card are required to sign a statement upon acceptance of the card stating that personal use of the card may result in sanctions including termination of employment.

MONETARY GIFTS TO THE DISTRICT

The District welcomes cash contributions, gifts of real property, stocks and bonds. The District reserves the right to refuse any gift that it deems to be not in the best interests of the District to accept. All gifts are final with no restrictions on the District's ownership, possession, use, or disposition of the gift. Gifts to the District are to be accepted by the Executive Director on behalf of the Board of Trustees. Gifts valued at \$500 or more shall be reported to the Board of Trustees.

CONTRIBUTIONS

The Executive Director is authorized to make contributions to local organizations which advance the mission of the library. No more than one contribution per organization in a calendar year is allowed without prior approval of the Board of Trustees. The value of the contribution may not exceed \$950 per organization in a calendar year without prior approval of the Board of Trustees. Marketing expenses do not count towards this limit.

DISPOSAL OF SURPLUS LIBRARY PROPERTY

The Board may dispose of real or personal property that it deems no longer necessary or useful for library purposes under the terms that the board deems best. District personal property (i.e. equipment, supplies, etc.) which is no longer necessary or useful for library purposes, may be disposed of in the following manner:

- A. Any District personal property having an individual current value of less than \$250 may, at the discretion of the Executive Director, be discarded, traded in on new equipment, or made available for sale or auction.
- B. Any District personal property having an individual current value of more than \$250 but less than \$1,000 may, at the discretion of the Executive Director, be traded in on new equipment or made available for sale or auction.
- C. Any District personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the District and a public notice of its availability, the date, and terms of the proposed sale shall be posted.
- E. In all other cases, the Board shall publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks. Such notice shall be published in one or more newspapers published within the District, or, if there is no such newspaper, then at least once in a newspaper of general circulation in the District. On the day of a sale conducted pursuant to the provisions of this Section the Board shall proceed with the sale and may sell such property for a price determined by the Board, or, to the highest bidder. Where the Board deems the bids inadequate, it may reject such bids and re-advertise the sale.
- F. Personal property of any value may be donated or be sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms or conditions as the Board may determine.
- G. No favoritism shall be shown to staff, members of the Board or members of their immediate families who make bids on or purchase any District items declared surplus.

CONFLICT OF INTEREST

Trustees and employees shall use good judgment and exercise discretion in all matters to avoid a conflict of interest situation.

EXPENSES

- A. The District shall reimburse members of the Board for actual and necessary expenses incurred in conducting official business on behalf of the district as determined and approved by the Board.
- B. The District shall reimburse any staff member for actual and necessary expenses incurred while on official District business as determined and approved by the Executive Director.
- C. All expenses incurred by members of the Board of Trustees attending district related conferences, meetings and workshops will be paid for by District as the budget allows.
- D. Reimbursements in this section will be subject to the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.*

BONDING AND LIABILITY

- A. The Executive Director and Board Treasurer have the delegated authority to take necessary steps to buy and sell investments on behalf of the District with Board approval. Because of this responsibility, they are to be properly bonded and/or insured.
- B. When investments are made in accordance with this policy, the Executive Director and Board Treasurer shall not be held liable for a loss resulting from default or insolvency of a depository of library funds.

DRAFT FEBRUARY 5, 2018

FOUNTAINDALE PUBLIC LIBRARY DISTRICT CAPITAL ASSET POLICY

The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

Purpose

The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Fountaindale Public Library District capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

Overview

This policy is herein established to safeguard and address the Fountaindale Public Library District's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the Fountaindale Public Library District's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

INVENTORY, VALUING, CAPITALIZING, AND DEPRECIATION

Inventory

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Finance Department shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

Each Department will be responsible for control of capital assets for their department. The Department Head shall ensure that such control is maintained by updating the capital asset inventory schedule created by the Finance Department. The inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed
- Cost of Asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Department Head and given to the Finance Department on an ongoing basis.

Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold and have a useful life of at least one year.

Assets not Capitalized:

Capital assets below the capitalization threshold on a unit basis and above \$500 but warranting “control” shall be inventoried at the department level and an appropriate list will be maintained and reported to the Finance Department.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold (see schedule-page 3 & 4)

Capital Assets include the following major classes of assets:

Land and Land Improvements – Capitalized value is to include the purchases price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral

part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

Vehicles – Costs include purchase price plus costs such as title & registration.

Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment; phone system, and kitchen equipment.

Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

Furniture & Fixtures – FF&E are movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building or utilities. These items depreciate substantially but definitely are important costs to consider when valuing a company, especially in liquidation.

Depreciation

Depreciation is computed on a straight-line method computed on an annual basis over the asset's assigned useful life. Assets will be depreciated using the half-year convention in the year of acquisition. This means that only half of the full-year depreciation is allowed in the first year, with the remaining balance being deducted the final year of the assets useful life. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

Capital Assets Useful Lives are as follows:

	Useful Life	Capitlization Threshold	Inventory Threshold
Land	N/A	1	1
Buildings	45	50,000	500
Building Improvements		50,000	500
General (other)	10-20		
HVAC	20		
Roofing	20		
Electrical/Plumbing	30		
Carpet Replacement	10		
Vehicles	7-10	10,000	500
Machinery and Equipment	10-20	20,000	1,000
Furnitures and Fixtures	5-20	15,000	5,000
Office Furniture			
Office Equipment			
Phone System			
Kitchen Equipment			
Infrastructure	50	250,000	

OTHER

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing and reported to the Finance Department.

Donations or Transfer

Each Department must add additions and deletions from donated or transferred assets to the inventory listing.

Surplus Property

Each Department must report all capital assets classified as surplus to the finance department.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, scrapping, surplus property. If the missing property is not found, the department must contact the Finance Department.

DRAFT MARCH 2, 2018

DIRECTOR EVALUATION FORM
Part 1

Director Name: _____

Evaluator Name: _____

Date: _____

The following items are to be used to evaluate the Library Director. Each Board member should rate the Director on each item, as follows:

- POINTS
- 4 – Outstanding
- 3 – Good
- 2 – Satisfactory
- 1 – Needs Improvement
- 0 – Unsatisfactory

Category 1: Organization leadership

1a) The director understands and implements the mission of the library district.

Rating: _____

Comments:

This item means:

Please review the mission statement before you respond to this item. The mission statement was approved by the board and should be a guide to what the board expects. The director should display a good understanding of the mission, and all that he/she does for the library district should be in line with the mission.

1b) The director works as an advocate for the library district before patrons, government, the business community, private organizations and the general public.

Rating: _____

Comments:

This item means:

The director is the recognized representative of the library district day-to-day. Advocacy means active solicitation of funding for the library district, lobbying for legislation favorable to the library district, and creating a good image of the library district in the public eye. Advocacy means being aware of the outside influences that might impact the library district positively or negatively and then working to increase the positive and head off the negative.

1c) The director understands the needs of the library district's patrons and seeks to fill those needs with the library district programs and services.

Rating: _____

Comments:

This item means:

The director position can become segregated from the daily activity of the library district. Managing a smooth-running office means nothing if you cannot identify quality programs and services delivered effectively to those you are in business to serve. The director must always seek to understand the needs of those the library district serves and focus his/her efforts on meeting those needs.

1d) The director is recognized as a leader among his/her peers and professional colleagues.

Rating: _____

Comments:

This item means:

Peer approval and respect is generally a good measure of quality in the director. Is she/he a leader in peer organizations or given recognition by peer groups? As a trustee, you are likely to come into contact with professional peers of the director. How do they respond to the director? Has she/he won any awards or held any offices in professional organizations? Colleagues will respect your director only if she/he demonstrates professional competence to them – a good measure for you. If you have no opportunity to observe this, skip this item.

1e) The director gains respect and support of other persons and organizations who come into contact with our library district.

Rating: _____

Comments:

This item means:

In addition to peers & colleagues, recognition by any of the many groups or individuals that come into contact with the director in the line of duty are a good measure of the director's performance. If you have no opportunity to observe this, skip this item.

1f) The director stays current about new ideas and current trends among libraries.

Rating: _____

Comments:

This item means:

This item is not about chasing trends, but rather about being aware of the trends among libraries. Not being current with industry standards can put the library district at a clear disadvantage in finances and certainly in services offered. The director should also keep the board current about new ideas and trends in libraries.

Category 2: Business and financial management

2a) The director keeps informed about financial needs of the library district to pay for staff, facilities, equipment and supplies.

Rating: _____

Comments:

This item means:

Even if you have a business manager, the director needs to stay on top of the library district's finances. The business manager is tuned to the numbers, but the director must stay tuned to the big picture. Resources are limited so it is the job of the director to get optimum effect for the finances available. That means understanding the financial needs of each part of the library district and allocating dollars in a balanced manner.

2b) The director understands and supervises the financial accounting programs for the library district.

Rating: _____

Comments:

This item means:

Even though the library district has a business manager, the director needs to always have a basic understanding of the accounting system and be fully accountable to the board for maintenance of the accounting system. The budget that the board is asked to approve as well as the financial reports to the board should demonstrate that the director has a good grasp of library district finance.

2c) The director ensures that library district funds are spent appropriately, always in the best interest of those we serve.

Rating: _____

Comments:

This item means:

Appropriately means spending to get the most impact from every dollar. Even though we may not always see the need to be businesslike in our spending, we are in business to serve, not make profit, but nonprofit boards often carry that attitude too far. They fail to spend enough to keep the nonprofit running in an efficient manner. Providing a comfortable, efficient office or keeping salaries at a level high enough to keep turnover low are both very appropriate spending. Response to this item must consider impact of spending not just a reflection of one expense you thought was out of line.

2d) The director provides the board accurate, understandable information about the financial status of the library district through regular financial reports.

Rating: _____

Comments:

This item means:

The board is responsible to ensure the financial integrity of the organization. To do that, the board must get regular, understandable financial reports from the director. You have delegated financial management to the director, but the director must be accountable to the board for clear explanations and updates about how well he/she is managing the finances.

2e) The director makes well-supported budgeting recommendations to the board and assists the board to keep the library district financially sound.

Rating: _____

Comments:

This item means:

The director should build the budget and levy and ask for the board's approval after a good explanation of all elements of the budget and levy. This is not the director's budget and levy, but rather the director's recommendations to the board for the board's budget and levy. The recommendations should be clear and well supported. Financial stability of the library district is the board's responsibility, but we hire the director to assist the board and make recommendations. Expect the director to keep you well informed of potential shortfalls or financial problems. Expect the director to be looking years ahead when proposing a budget or levy. Expect that she/he will respond to budget shortfalls with ideas to increase funding and not just ideas for cutting spending.

2f) The director explores and proposes to the board new potential sources of finance for programs and services.

Rating: _____

Comments:

This item means:

It is easy to look for places to cut spending, but much harder to find new resources to finance programs and services. A good director can do both, and a very good director is always looking for creative alternative sources of finance.

2g) The director plans and organizes work effectively.

Rating: _____

Comments:

This item means:

Although board members will not be able to observe planning and organization in the director's daily performance, you will see it in the preparation he/she makes for board meetings and committee meetings. Budgets, ordinances, and state required reports should be prepared and presented on time. Director reports to the board should demonstrate that all duties are being performed in a timely and organized manner.

2h) The director ensures that all governmental and legal requirements of the library district are met.

Rating: _____

Comments:

This item means:

There is no end to the reports to be filed and forms to be completed, everything from grant applications to tax forms. The board should expect the director to protect the board and the library district from legal ramifications by filing all reports and documentation on time and in good order. The director should be free to seek legal advice and assistance, but the director is still accountable to the board to make it all happen.

Category 3: Relationship with the board

3a) The director keeps board members informed about issues, needs and operations of the library district.

Rating: _____

Comments:

This item means:

The board makes sweeping delegation of management to the director, and for good reason. The board has neither the time nor the expertise to do the day-to-day management. But the board never gives up absolute responsibility for the library district. The board should insist on regular complete reports about how the library district is delivering programs and services – successes and failures. The director should feel obligated to provide the board a continuous flow of quality information about the library district and his/ her performance.

3b) The director offers direction to the board, when needed on issues requiring board action, and makes appropriate recommendations based on thorough study and analysis.

Rating: _____

Comments:

This item means:

The director is the board's prime resource and should be a part of every decision made by the board except the board's consensus about the performance of the director. The director should sit at the board table with the board and be prepared with documented

recommendations on every action item. The director should assure that the board is not acting contrary to the law or to its own policies.

3c) The director interprets and executes the intent of board policy.

Rating: _____

Comments:

This item means:

Board policy is the guide for how the library district will function. The director is hired by the board to carry out board policy. The director should demonstrate a clear understanding of the board's policies and follow them, ensure that staff understand and follow board policy, and help patrons to understand board policy.

3d) The director seeks, and accepts from the board, constructive criticism of work.

Rating: _____

Comments:

This item means:

The board is the director's employer. A good employer helps the employee do a job better by offering constructive critique of the employee's performance, as you are doing with this evaluation. The employee should accept and apply the criticism to improve job performance, when it comes from the **full board**, just as any employee would.

3e) The director supports board policy and actions to staff, patrons and the public.

Rating: _____

Comments:

This item means:

The director should be free to discuss and disagree with board members at the board table, but she/he should never be critical of the board to staff, patrons or anyone else outside the board room.

3f) The director understands his/her role in administration of board policy.

Rating: _____

Comments:

This item means:

It is the director's job to assist the board to develop policy. Once the policy is approved by the board, it is the director's job to ensure that the policy is implemented. It is not the director's job to interpret board policy, but to learn the intent of the board and follow the intent. If the policy proves to be impractical or unworkable, the director should recommend changes to the board.

3g) The director responds in a timely manner to supply to the board information requested by the full board.

Rating: _____

Comments:

This item means:

If the board is to stay out of day-to day management, and still be able to make major decisions for the library district, then the director must provide a good flow of quality information to the board in a timely manner. Notice that this item says "information requested by the **full** board."

3h) The director remains impartial to board members, treating all alike.

Rating: _____

Comments:

This item means:

All power rests with the full board acting as a team. The director should foster that team concept by providing information and assistance to all board members equally. There should be no personality clashes between director and board members.

3i) The director refrains from criticism of the board and individual board members outside board meetings.

Rating: _____

Comments:

This item means:

The director should never be critical of the board to anyone else. The board will not always take the director's recommendations and the board will not always do what the director expects. But always the director owes the board loyalty. The director should certainly never be critical of one board member to another board member.

3j) The director works directly with the board to resolve differences of opinion.

Rating: _____

Comments:

This item means:

The board and the director will have conflicting points of view on issues from time to time, and that's acceptable, because it gives a nice balance to the governance of the library district. The board should accept those differences of opinion from the director, but with the full expectation that the director will work only with the board to resolve these differences and not involve others outside the board.

3k) The director freely offers opposition to any matter under discussion by the board until a board decision is made, after which she/he subordinates her/his views to those of the board.

Rating: _____

Comments:

This item means:

The board should expect the director to assist the board at all times with informed insights and recommendations, whether supporting or opposing board member views. However, once the board makes a decision, the director should be totally supportive of the board's decision and work to carry out the board's wishes.

3l) The director demonstrates clear understanding of the employee/employer relationship with the board.

Rating: _____

Comments:

This item means:

The board/ director relationship in the nonprofit is unusual – a professional working for volunteers – but it is still an employer/ employee relationship. The director should always demonstrate that he /she understands that the board is ultimately responsible for the whole library district and all that happens in it. The director should also demonstrate accountability to the full board at all times.

Category 4: Personal characteristics that impact job performance

4a) The director maintains high standards of ethics, honesty, and integrity in personal and professional relationships.

Rating: _____

Comments:

This item means:

A professional director should be expected to look and act professional always. Your director's ethics and honesty should never be in doubt.

4b) The director devotes time and energy effectively to the job.

Rating: _____

Comments:

This item means:

You should not assess the director's performance by determining that she/ he is in the office every day from nine to five. The director position is not a nine-to-five job. The board should allow the director flexibility in the hours worked. But the board should expect that the director will devote the time and effort to get the job done right, whatever that takes.

4c) The director works well with individuals and groups.

Rating: _____

Comments:

This item means:

In addition to working with the board, the director must work with committees, community groups, and virtually anyone who enters the office. A professional director representing the library district well cannot hide and avoid working with others. You cannot be aware of how well the director performs this function day-to-day, but you can observe how well the director works with you as an individual and with the full board and committees.

4d) The director exercises good judgment in arriving at decisions.

Rating: _____

Comments:

This item means:

The board should expect the director to be a good decision-maker for the day-to-day operation of the library district. You give the director great latitude to make major decisions for the library district and you should expect that will be done with common sense and with application of good management principles. Good judgment can be measured from executive reports and other information delivered to the board about financial management, staffing, public relations, purchasing decisions and changes in programs and services.

4e) The director maintains poise and emotional stability in the full range of professional activities.

Rating: _____

Comments:

This item means:

Managing a nonprofit organization is never a smooth ride. The good director understands there will be crisis and upheaval frequently in the wide range of activities and contacts during nearly every day. The good director also prepares for those ups and downs and can handle them quietly and efficiently with minimal disruption to programs and services.

4f) The director writes clearly and concisely.

Rating: _____

Comments:

This item means:

Written communication with board, staff, patrons and the general public is an essential skill for the director. Has the written material you've seen from the director been in good form? Are board meeting packet materials well-written and clear? Have communications to the public represented the library district well?

4g) The director responds well when faced with unexpected / disturbing situations.

Rating: _____

Comments:

This item means:

Management of a nonprofit is full of daily surprises and the good director meets those surprises with a measured response. Don't expect the director to be an expert in disaster control, but do expect the director to be prepared for the daily surprises. Programs and services should generally continue at the normal pace despite the problems.

4h) The director remains open to ideas, suggestions and criticisms from the board.

Rating: _____

Comments:

This item means:

Note that this item does not say "...from individual board members," but rather it says "...from the board." Certainly individual board members are free to offer ideas, suggestions and criticism to the director, but the board must speak with one voice. The director should be tuned into that voice. The full board represents the community or patrons and can offer the director valuable insights. The director should not only remain open to ideas from the board, but actively seek insights from the board team.

Category 5: Innovation/Improvement

5a) The director accepts/promotes change that will better serve patrons.

Rating: _____

Comments:

This item means:

There's no end to the need and potential for more service from any nonprofit. Maintaining status quo is easy. Making change is difficult, but change is necessary for growth. The director should not only demonstrate that he/she seeks positive change in the library district, but also encourages staff to improve service.

5b) The director regularly proposes good ideas to the board for better service to patrons.

Rating: _____

Comments:

This item means:

Service is the bottom line for a nonprofit organization, and better service should always be a goal for all who work here. You should not expect the director to bring every minor change to the board for approval. Only major changes in service and programs need to be approved by the board.

5c) The director seeks advanced training to improve job skills.

Rating: _____

Comments:

This item means:

This is a professional position and professionals should be expected to continuously hone their job skills. The board should allow time from the job for the director to attend training and even finance some or all of the training. The director should report regularly to the board about advanced training attended.

Administration and Appointments - DRAFT

Legal responsibility for the District is vested in the Board of Trustees which is the policy-forming body of the Library District. The responsibilities of the Board include selection and appointment of an Executive Director who is the administrative officer of the District.

The Executive Director is responsible for the implementation of the policies and decisions of the Board as they affect employees and the District. The Executive Director is in overall charge of District personnel and is responsible for the hiring and termination of all employees, the assignment of duties, establishing standards of service and staff development. If the position of Executive Director is vacant, the Board of Trustees designates an administrative officer of the District.

For all positions, offer of employment is made in writing and states the position to which the applicant is appointed, salary, and benefits. Acceptance of employment carries with it an obligation to abide by the terms specified in the offer letter. The District is an "at will" employer and, as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

Employee Classification - DRAFT

Definitions

- a. A full-time employee is any employee who is scheduled to work no less than 1,950 hours per year. The standard work week for full-time employees shall be 37 ½ hours.
- b. A part-time employee is any employee who is scheduled to work less than 1,950 hours per year.
- c. A seasonal employee is employed as necessary to meet the immediate staffing needs of the District and are not guaranteed a minimum level of work. These employees are classified as non-exempt and are not eligible for all earned or elective benefits.
- d. Exempt employees -- Employees are classified as exempt employees under the Fair Labor Standards Act and are not entitled to overtime pay.
- e. Non-exempt employees -- Employees are classified as non-exempt employees under the Fair Labor Standards Act. Non-exempt employees who work in excess of forty (40) hours per week are entitled to overtime compensation at a rate of one and one-half times the regular rate of pay.

All employees are employees “at will” and, as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

Years of service shall be based upon years of continuous employment with the District. For the purpose of paid benefits, years of service is calculated from the date an employee changes status from part-time to full-time or full-time to part-time.

Introductory Period Policy - DRAFT

Every new employee goes through an initial period of adjustment in order to learn about the District and his/her job. During this time the employee will have an opportunity to find out if he/she is suited to, and likes, his/her new position.

Additionally, the introductory employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial employment period is 90 days.

During this time, the new employee will be provided with training and guidance from his/her supervisor. He/she may be discharged at any time during this period if his/her supervisor concludes that he/she is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory employment period may be extended. Additionally, as is true at all times during an employee's employment, the District is an "at will" employer and, as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

At the end of the introductory employment period, the employee and his/her supervisor will discuss his/her performance. Provided his/her job performance is "satisfactory" at the end of the introductory employment period, he/she will continue in our employment as an at-will employee. Successful completion of the introductory period provides the employee with no greater employment rights.

Transfers and Promotions - DRAFT

It is the policy of the District to fill vacancies with the best qualified individual. The Executive Director has final authority to approve all transfers and promotions within the District.

Employees must be in their job for at least six months before applying for a change in position. In addition, employees must have a good performance, attendance and punctuality record.

An employee is considered to have been transferred when assigned to a different position within the same pay grade.

A promotion is an advancement to a new position of greater responsibility in a different pay grade. Promotions are based upon evidence of satisfactory performance, promise of future development, and educational and technical qualifications.

A change in status from part-time to full-time or full-time to part-time is not a promotion unless a change in grade is involved.

Each employee requesting a transfer will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both departments involved. Employees should feel free to discuss their career aspirations with their supervisor/manager or the Human Resources Manager at any time.

Anti-Nepotism Policy -DRAFT

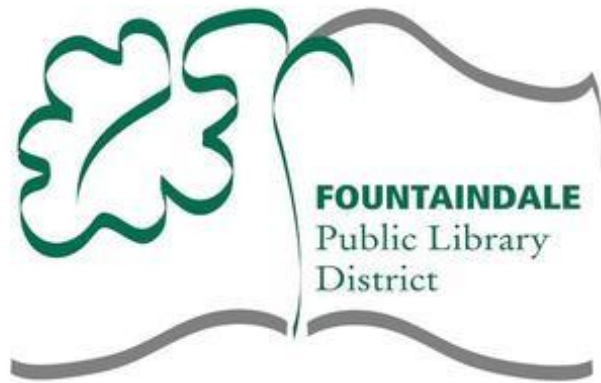
Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- 1) Create a supervisor/subordinate relationship with a family member;
- 2) Have the potential for creating an adverse impact on work performance; or
- 3) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, step-parent, child, sibling, step-sibling, in-law, aunt, uncle, nephew, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not result in any of the above. If one of the conditions outlined above should occur, the appropriate managers, the Human Resources Manager and the Executive Director will make reasonable efforts to reassess job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign with the Executive Director's approval. If the employees cannot determine, the Executive Director will decide.

Immediate family members of current Board members will not be considered for employment. This policy, however, will not cause a loss of employment for immediate family who are employees of the District at the time of the election of said Trustee.



Fountaindale Public Library Vortex Room Digital AV Upgrades

Erik Sover
Pace Systems, Inc.

STATEMENT OF NEED

Fountaindale Public Library requires fully intuitive AV systems for their Vortex Room inclusive of the following requirements:

EXISTING SYSTEM DEMO/REMOVAL:

- Remove existing ceiling speakers, projector, projection screen, equipment rack, and cabling.
 - Ceiling around screen must be accessible for removal of screen.

SOURCES:

- Provide and install a Crestron DM-TX-200 wall plate transmitter at the presentation position
 - Provides an HDMI, VGA, and Audio input connection
 - Will be sent to the new Crestron DMPS3-200-C over Crestron DM cable
 - Location to be verified by Fountaindale Public Library.
- Provide and install a Tascam Blu-Ray player
 - Will reside in new equipment rack and will be rack mounted
 - Will send signal directly into new Crestron DMPS via HDMI
- Provide and install a Crestron AM-101 Wireless Presentation Gateway
 - Allows for wirelessly presenting onto the projection system from a phone, tablet, or laptop
 - Will reside in the new equipment rack
 - Will send signal directly into new Crestron DMPS via HDMI
 - PACE to provide a single network drop for this device at the AV equipment rack
- Provide and install a hardwired Auxiliary Rack Plates
 - Will be mounted in the equipment rack
 - Will Contain VGA with Audio, HDMI, and 3.5mm Aux. Audio Input

PROCESSING/CONTROL SYSTEM:

- Integrate a new Crestron DMPS3-300-C Presentation System
 - Will do all of the video, audio, and control processing for the system
 - Will have a Middle Atlantic S3 security cover over the unit and reside in the equipment rack located in the existing credenza
- Crestron TSW-760-B-K:
 - Will control the entire AV system including volume, video/audio routing, projector power, projection screen operation, and lighting pre-sets
 - **NOTE:** Touchscreen will be black in finish and resided on a table top kit within the cabinet next to the user equipment rack.
- Install a new Crestron DM-RMC-SCALER-C at the projector location
 - Will take the video signal from the Crestron DMPS over DM cable and scale/convert it into HDMI that will go directly into the new Epson projector

PROJECTION SYSTEM:

- Provide and install an Epson Pro G7500 WUXGA projector (replaces G7400)
 - 16:9 widescreen aspect ratio projector with 6500 lumen
 - Projector will replace existing projector located at the back of the room
 - Spare lamp module will be provided.
- Provide and install a Da-Lite 16:9 Tensioned Advantage Deluxe Electrol
 - Screen will be custom, and include additional drop, and a high contrast, Ambient Light Reflecting projection screen fabric called Parralex.
 - Projection screen will be 120" Nominal Diagonal- HD Aspect Ratio
 - Will include a low voltage controller.
 - Projection screen will replace existing 4:3 projection screen

AUDIO:

- Provide and install (8) JBL Control 16 CT Ceiling Speakers
 - Speakers will take their feed from a new Crestron 3-Channel, 210W per channel, 70V audio amplifier that will reside in equipment rack
 - Evenly distributed over projector viewing area
 - Separate zone over the seating/table area in back of the room
 - (2) Ceiling recessed subwoofers will be provided in projector viewing area for richer sound.
- Provide and install a new Listen Technologies Assistive Listening System
 - Will consist of (4) Receivers, (4) Ear Speakers, (4) Neck Loops, (1) Antenna Kit, (1) Transmitter, (1) rechargeable base, and (1) Signage Kit
 - Will take an audio feed from the Avia DSP into the Listen Technologies transmitter (transmitter to be rack mounted) and transmit the signal out to the receivers within the room
 - Rechargeable base for receivers will be handed over to Fountaindale Library to place where desired
- Provide and Install a Shure Wireless Handheld and Lavalier Microphone.

DATA/POWER INFRASTRUCTURE:

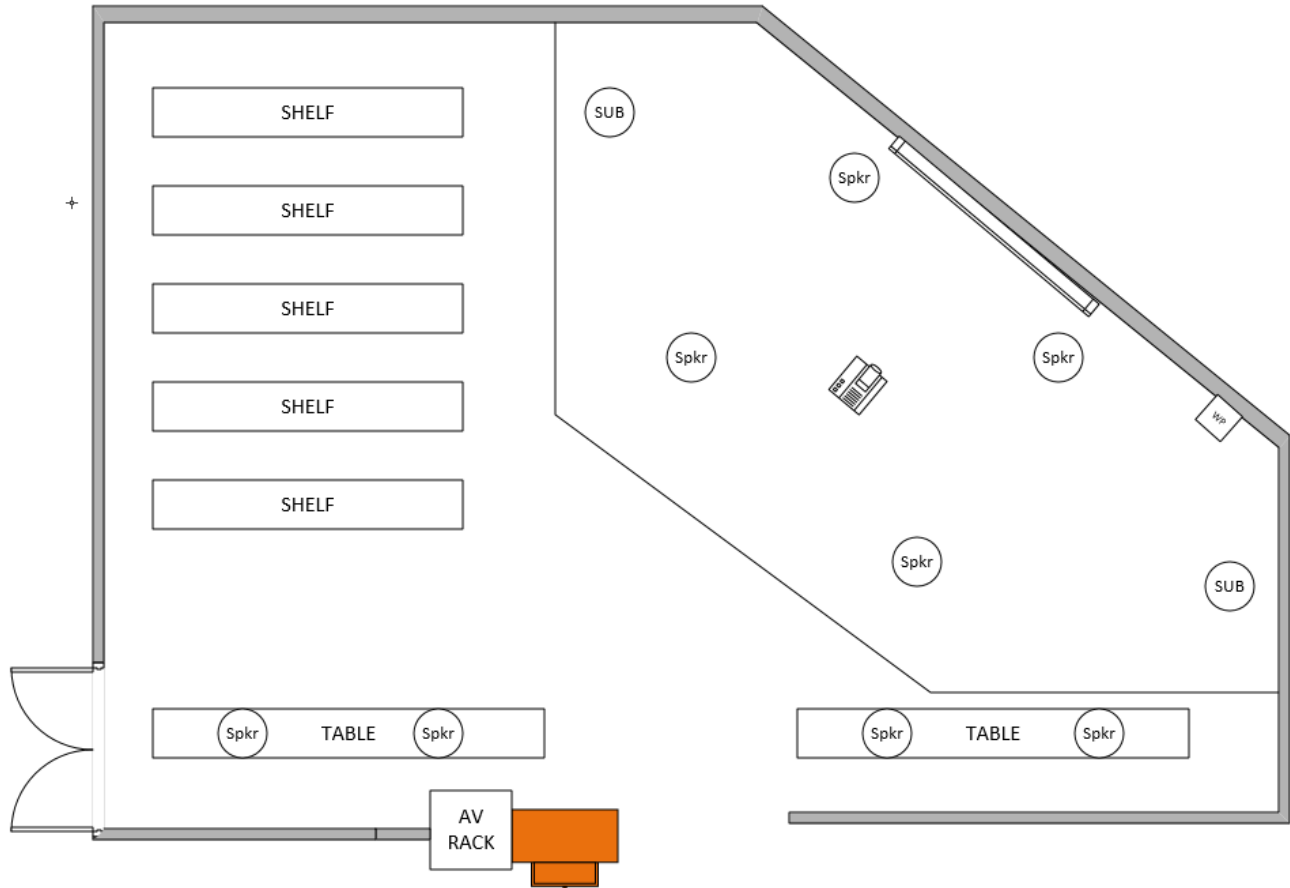
- Provide one network drop for Wireless Presentation Gateway.
 - Connect to existing network switch/patch panel.
- All Power is furnished by Owner as specified by PACE Systems. PACE Systems will disconnect power and reconnect it from the old screen to the new screen
- Power whip will likely need to be extended due to the size increase of the new projection screen

GENERAL CONSTRUCTION- BY FOUNTAINDALE PUBLIC LIBRARY

Extensive Construction (Ceiling work) will be done as part of this system installation.

1. Cut open the ceiling at the projection screen so that the old projection screen can be removed and a new projection screen (much wider) can be installed in its place. New Screen Dimensions of screen 121" Wide, approx. 8" deep. PACE Requests surplus to that to allow access from either side for maneuvering of mounting the new screen
2. Provide patch/paint to match services to ceiling once new screen is installed
3. Provide (as needed) access to ceiling in front of the radiator. The radiator will be removed by Fountaindale Facilities and they will need access as well for solders
4. Provide patch and paint services for new speaker locations- typical of 4-5 Locations. We are removing old, replacing with newer, larger and a ceiling subwoofer.
5. Provide protection and applicable containment for dust and cleaning services.

ROOM LAYOUT SKETCH (Not to Scale- To illustrate intent):



QUOTATION:

Vortex Room						
<u>Item</u>	<u>Manufacturer</u>	<u>Qty</u>	<u>Model #</u>	<u>Description</u>	<u>Sell</u>	<u>Sell Extended</u>
1	C2G	1	41321	HD Bluetooth Audio Receiver with NFC	\$61.59	\$61.59
2	Crestron	1	DM-TX-200-C-2G-W-T	Wall Plate DigitalMedia 8G+® Transmitter 200, White	\$784.00	\$784.00
3	Crestron	1	DMPS3-300-C	3-Series® DigitalMedia™ Presentation System 300	\$3,584.00	\$3,584.00
4	Crestron	1	AM-101	AirMedia® Presentation Gateway	\$896.00	\$896.00
5	Crestron	1	DM-RMC-SCALER-C	DigitalMedia 8G+® Receiver & Room Controller w/Scaler	\$784.00	\$784.00
6	Crestron	1	TSW-760-B-K	7" Touch Screen, Black	\$784.00	\$784.00
7	Crestron	1	CEN-SW-POE-5	5-Port PoE Switch	\$224.00	\$224.00
8	Crestron	1	TSW-760-TTK-B-S	Table Top Kit- Black	\$120.00	\$120.00
9	Crestron	1	AMP-3210T	3 x 210W Audio Amplifier (Channel 1: Ceiling Speakers, Channel 2: Subwoofers, Channel 3: Separate Ceiling Speaker Zone)	\$891.25	\$891.25
10	Dalite	1	29666LSC	120" Nominal Diagonal, 16:9 HD, Parrallex Ambient Light Reflecting Surface, LVC, 24" Extra Black Drop- Tab Tensioned	\$4,686.92	\$4,686.92
11	Epson	1	V11H750020	G7500 6500 LUMEN, WUXGA Resolution Projection System	\$4,304.43	\$4,304.43
12	Epson	1	V13H010L93	Replacement Lamp Module for G7500 Projector	\$415.34	\$415.34
13	JBL Pro	2	Control 19CST	Ceiling Subwoofer- White- Pair 13.6" Height	\$197.06	\$394.13
14	JBL Pro	8	Control 16CT	Ceiling Speakers- 70V	\$102.55	\$820.36
15	Leviton	1	84409-40	2-G Stainless Decora Style Cover Plate	\$7.00	\$7.00
16	Listen Tech	1	LS-70-216	Listen Technologies IDSP Prime Level IV Stationary RF System	\$1,754.22	\$1,754.22
17	Middle Atlantic	1	PD-915RC-20	120V Rackmount Power Strip w/ 20' Cord (Technical Rack)	\$100.36	\$100.36
18	Middle Atlantic	1	Slim-5-8	8RU- Open Frame Equipment Rack 17 3/4" H , 20" D (Technical Rack)	\$223.75	\$223.75
19	Middle Atlantic	1	DR-8	DR Series Rack- 11 1/2" D (User Rack) (Will be modified for (5) RU needed for User Devices)	\$72.00	\$72.00
20	Middle Atlantic	1	PD-915R	Rack Mounted Power Strip (User Rack)	\$90.60	\$90.60
21	Middle Atlantic	1	U1V	1RU Vented Rackshelf	\$63.44	\$63.44
22	Middle Atlantic	1	UD2	2RU Storage Drawer	\$110.14	\$110.14
23	Middle Atlantic	1	S3	3RU Security Cover, Perforated	\$30.48	\$30.48
24	Middle Atlantic	3	S1	1RU Security Cover, Perforated	\$25.51	\$76.54
25	Middle Atlantic	1	MA-EB/VT-1	Misc. Rack Components, Blanks, Security Covers	\$227.50	\$227.50
26	PACE Systems	1	Custom	(1) RU Auxiliary Input Plate- VGA with Audio, HDMI, 3.5mm (MP3)	\$100.00	\$100.00
27	Tascam	1	BD01U	Rackmounted Blu-Ray Player	\$396.26	\$396.26
28	PACE Systems	1	Demo/Removal	Removal of existing system racks, projectors, speakers, cabling	\$0.00	\$0.00
29	Shure	1	QLXD124/85	Handheld and Lavalier Combo Wireless Microphone System	\$1,381.20	\$1,381.20
Equipment Subtotal						\$ 23,383.50
Rack/Console Assembly, Prewiring/Configuration					\$	1,470.00
AV On -Site Field Labor- Includes A-Card & Data Drop					\$	8,457.75
Control System Programming- On site loading/testing/debugging					\$	3,220.00
Project Management & Coordination Services					\$	600.00
Engineering/Documentation/Cut Sheets, Submittals,As-Builts, On-site QC/Training					\$	1,584.00
Bulk Cable, Connectors, Supports, Trim, Consumables.					\$	1,487.54
GRAND TOTAL:						\$40,202.79

ABOUT THIS QUOTATION:

Pace Systems professional on-site labor and attached quotations are reflective of work on-site during the hours of 7am to 3:30PM Monday through Friday . This excludes any legal holidays that may fall during this project

Rack Fabrication will take place at Pace Systems fabrication shop. Said Racks will be built and tested prior to delivery on-site.

All Data, Electrical, and General Construction services are furnished by others than Pace Systems. Pace Systems will furnish the recessed electrical box for the projector location but will be installed by others per specifications.

AUDIO VISUAL STANDARD SYSTEM WARRANTY

All components, installation materials, furniture, and/or programming as designed and installed by Pace Systems, Inc. shall be covered against defects in products or workmanship for a period of one (1) year with the exception of exclusions and limitations in the product’s warranty. This limited warranty emulates the manufacturer warranty, for the products installed, for one year and adds coverage of parts and labor to the additional items provided by Pace Systems during the installation of the system. This limited warranty becomes valid beginning on date of final sign off and acceptance. This warranty does not provide loaner or replacement equipment when failures occur, nor will any allowance or compensation be made for any downtime due to failures regardless of the cause. Pace Systems will attempt to respond promptly to all properly reported failures; however no specific response time is guaranteed with this limited warranty.

Exclusions

Damage caused by misuse, acts of war/terrorism, abuse, accident, disaster or acts of nature, such as but not limited to, fire, flood, water, wind, and/or lightning. Damaged and/or misplaced equipment as a result of theft or client negligence. Any item that is designed to fail, such as but not limited to, power surge suppressers, power supplies, and fuses. Damage caused by voltage fluctuations such as, but not limited to spikes, brown outs, and/or power failures. For IP systems connected to the client’s LAN, all issues related to network traffic, firewalls or existing Ethernet hardware/software shall be excluded. Issues caused by your Satellite, or Cable provider. All consumable items, such as but not limited to, lamps, fuses or batteries. Any repairs or adjustments deemed necessary due to tampering by anyone other than Pace Systems personnel shall not be covered and such tampering will void the Limited System Warranty. For equipment failures, this warranty shall be limited to the definition and length of the warranty coverage provided by the manufacturer of the equipment, unless otherwise stated under the Limited System Warranty paragraph above. In addition, all exclusions, as stated by each manufacturer’s warranty for any component within this system, are also excluded under the Pace Systems Limited System Warranty. Applicable Manufacturers warranties are subject to change by the manufacturer at a moment’s notice. When/if this should happen to applicable components, said component will be excluded by this warranty.

Special Circumstances

Any existing equipment, referred to as “Owner Furnished Equipment” (OFE), is assumed to be in good working order and within original factory specifications. Any parts, labor, training and/or freight required for OFE is specifically excluded from this warranty, but these services are available on a time and materials basis. Field Service requests during the warranty period for any of the above exclusions, or if determined to be user-error, such as but not limited to, reconnecting cables, replacing batteries, incorrect menu settings or tripped circuit breakers will be subject to Pace Systems’ current rates for time and materials. No prior notification of these charges is required by this warranty. Some products may be considered “replacement only,” in which case you may be sent a replacement, but no technician will be dispatched.

When You Need Service

Contact the Pace Systems office 630-395-2260, by emailing your request to HelpDesk@pace-systems.com. Requests for service should be initiated by an authorized customer representative who was directly involved at the time of installation, and who is familiar with the failure, and is authorized to approve charges not covered by this limited warranty. Pace Systems is staffed with a dedicated and factory trained technicians. When possible, a technician may attempt to troubleshoot with you telephonically. If determined that further on-site evaluation is needed, Pace Systems Audio Visual Director will dispatch a technician to your location on a first come, first served basis unless an enhanced service level agreement is in effect. In cases of minor problems, you may be requested to return the component to Pace Systems. Pickup and delivery services are available or you may be advised to use a common carrier.



SAVE THE DATE

ANNUAL TRUSTEE BANQUET

When: Friday, May 18th 6-9 P.M.

Where: Carleton of Oak Park Hotel, Grand Ballroom

carletonhotel.com

*Mark your calendars for an evening of dinner, networking,
and insights from EveryLibrary founder and Executive
Director, John Chrastka.*

everylibrary.org

Buffet style dinner included, cash bar available.

Event details, registration, and pricing to come.



PAT MCGUIRE
STATE SENATOR • DISTRICT 43

Feb. 23, 2018

Dear Peggy,

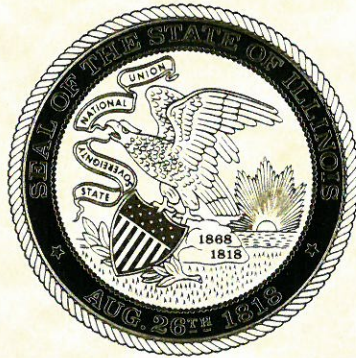
Hard earned and
richly deserved —

BRAVO!

Pat McGuire

Illinois State Senate

Certificate of Recognition



THE ILLINOIS SENATE
OF THE 100TH GENERAL ASSEMBLY OF
THE STATE OF ILLINOIS ACKNOWLEDGES

President Margaret J. "Peggy" Danhof
Fountaindale Library Board

IN RECOGNITION OF BEING NAMED AN ILLINOIS LIBRARY ASSOCIATION (ILA)
LUMINARY FOR HER SIGNIFICANT CONTRIBUTIONS TO ILLINOIS LIBRARIES
AND JOINS IN THE COMMEMORATION OF THE EFFORT, DEDICATION AND
HARD WORK THAT LED TO RECEIVING THIS HONOR AND FURTHER COMMENDS
HER FOR HER CONTINUED COMMITMENT TO ALL ILLINOIS LIBRARIES.

OFFERED BY: SENATOR PAT MCGUIRE

Handwritten signature of Pat McGuire in blue ink.

STATE SENATOR

Handwritten signature of John J. Cullerton in black ink.

JOHN J. CULLERTON
SENATE PRESIDENT

Handwritten signature of Tim Anderson in black ink.

TIM ANDERSON
SECRETARY OF THE SENATE

*you are
invited*

The Big Picture

Presidential Address to the Community
with Dr. Ann E. Rondeau

Wednesday, April 18, 2018

7:30 a.m. Breakfast

8 a.m. Program

Join fellow community leaders to hear College of DuPage President Dr. Ann E. Rondeau share her vision for our newest major initiative, Innovation DuPage, and other forward-thinking projects.

*Receive an advance copy of the 2017 Community Report,
highlighting important programs benefiting your community.*

 College of DuPage

The Big Picture

Presidential Address to the Community
with Dr. Ann E. Rondeau

Wednesday, April 18, 2018

RSVP

Kindly RSVP affirmatively by Monday, April 9, 2018, at cod.edu/RSVP. Space is limited.

Questions

Contact Ami Chambers, Community Relations Coordinator, at (630) 942-3823 or chambersa@cod.edu.

College of DuPage

Jack H. Turner Conference Center

Student Resource Center (SRC), Room 2000
425 Fawell Blvd.

Glen Ellyn, IL 60137

Reserved parking in lot **Fawell C**.



Full campus map available at cod.edu/maps.

THANK YOU FOR THE
BEAUTIFUL FLOWERS SENT
IN SYMPATHY FOR MY
MOTHER IN LAW, JOAN
POTTLE.

OUR FAMILY TRULY
APPRECIATED YOUR
THOUGHTFULNESS.

Joan Pottle

TO THE BOARD OF TRUSTEES
OF THE FOUNTAINDALE
PUBLIC LIBRARY -

*Your kind expression
of sympathy*

is deeply appreciated

and

gratefully acknowledged

by the family of

Joan Pottle

Date: March 15, 2018
From: Jennie Nguyen, Finance Manager
To: Board of Trustees
Subj: Revised January 2018 Expenditure Report

Due to the corrections to the General Ledger posting for the Special Reserve transfer, there has been a change to the January 2018 Board expenditure report in the amount of \$30.00. This \$30.00 reflects the bank fee charge for the outgoing wire transfer of the \$975,000 funds to PMA. The original bank fee was posted to the general bank service fee account 1-4247-10. There was no account and budget for service fee relating to the Special Reserve fund prior to January 2018.

In order to truly reflect the expenditure in the right fund, an account was created for the Special Reserve fund for the bank service fees for January 2018 and moving forward. This account has been created as 6-4247-10.

The changes are reflected in the Contractual Services line and the Special Reserve Fund Expenditure line of the expenditure report. The overall amount of the total expenditure still remains the same.

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	\$27,958.28	\$288,388.06	61.31 %	\$470,400.00	\$182,011.94
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	<u>\$413,943.25</u>	<u>\$3,357,789.89</u>	<u>47.97 %</u>	<u>\$6,999,593.00</u>	<u>\$3,641,803.11</u>
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	\$30.00	\$30.00	0.00 %	\$0.00	(\$30.00)
Maintenance Fund Expenditures	\$31,436.30	\$141,537.67	45.66 %	\$310,000.00	\$168,462.33
Total Other Fund Expenditures	<u>\$98,600.34</u>	<u>\$712,098.64</u>	<u>47.80 %</u>	<u>\$1,489,845.00</u>	<u>\$777,746.36</u>
Total Expenditures - Operating Funds	<u>\$512,543.59</u>	<u>\$4,069,888.53</u>	<u>47.94 %</u>	<u>\$8,489,438.00</u>	<u>\$4,419,549.47</u>
Building Project Fund Expenditures					
	\$12,895.00	\$83,791.86	30.88 %	\$271,362.00	\$187,570.14
Total Building Project Fund Expenditures	<u>\$12,895.00</u>	<u>\$83,791.86</u>	<u>30.88 %</u>	<u>\$271,362.00</u>	<u>\$187,570.14</u>
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	<u>\$2,048,437.50</u>	<u>\$2,711,875.00</u>	<u>100.00 %</u>	<u>\$2,711,875.00</u>	<u>\$0.00</u>
Total	<u>\$2,061,332.50</u>	<u>\$2,795,666.86</u>	<u>93.71 %</u>	<u>\$2,983,237.00</u>	<u>\$187,570.14</u>
Total Expenditures - All Funds	<u>\$2,573,876.09</u>	<u>\$6,865,555.39</u>	<u>59.84 %</u>	<u>\$11,472,675.00</u>	<u>\$4,607,119.61</u>

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District

Cash and Investment February 28, 2018

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$182,300.90	\$266,002.10
Cash Checking/Payroll	\$31,492.47	\$20,981.54	\$52,474.01
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	<u>\$117,493.67</u>	<u>\$203,411.69</u>	<u>\$320,905.36</u>
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$957,233.08)	\$7,152,086.48
Investment - General/IL Funds/MM	\$67,203.39	\$893.11	\$68,096.50
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$15,853.32	\$44,846.98
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$26,438.59	\$1,985,436.91
Investment - Working Cash/BMO Harris MM	\$878.27	\$11.87	\$890.14
Investments - Working Cash/Madison	\$629,365.30	(\$16,286.80)	\$613,078.50
Investment - Working Cash/MM	\$22,179.12	\$3,095.89	\$25,275.01
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$4,591.23	\$421,212.49
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,124,479.46	\$12,383,119.51
Total Investments	<u>\$22,492,198.93</u>	<u>\$201,843.59</u>	<u>\$22,694,042.52</u>
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$1,103,456.00)	\$1,687.03
Total Bond Fund	<u>\$1,105,143.03</u>	<u>(\$1,103,456.00)</u>	<u>\$1,687.03</u>
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	\$547,583.63	(\$547,583.63)	\$0.00
9-1211-90 Invest/BMO Harris MM Account	\$6,135.82	\$163,731.57	\$169,867.39
Total Building Project Fund	<u>\$553,719.45</u>	<u>(\$383,852.06)</u>	<u>\$169,867.39</u>
Total Cash and Investments	<u>\$24,268,555.08</u>	<u>(\$1,082,052.78)</u>	<u>\$23,186,502.30</u>

Special Res. PMA - 1.297%
 General - IL Fund - 1.362%
 Bldg Project Fund PMA - SDA - Account Closed
 Money Market BMO Harris - 1.259%

Bonds:
 Treas&Agencies 06-12; \$610,369; 4.71%; C/V 02/18; \$613,079; 1.99%

Fountaindale Public Library District

Revenue Report as of February 28, 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	\$15,566.14	\$195,509.75	191.38 %	\$102,156.00	(\$93,353.75)
Fines	\$6,566.44	\$48,459.46	64.61 %	\$75,000.00	\$26,540.54
Copy Machines	\$495.60	\$5,576.60	92.94 %	\$6,000.00	\$423.40
Fax Machine	\$570.21	\$4,827.89	96.56 %	\$5,000.00	\$172.11
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,080.89	\$16,907.25	93.93 %	\$18,000.00	\$1,092.75
Miscellaneous	\$206.81	\$12,471.78	56.69 %	\$22,000.00	\$9,528.22
Reimbursements	\$3,717.84	\$9,328.72	310.96 %	\$3,000.00	(\$6,328.72)
Board Reimbursements	\$207.49	\$379.56	75.91 %	\$500.00	\$120.44
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$52,551.79	\$52,551.79	99.06 %	\$53,052.00	\$500.21
Total Operating Funds	\$81,963.21	\$4,465,757.18	52.38 %	\$8,525,382.00	\$4,059,624.82
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$188.67	\$1,826.55	121.77 %	\$1,500.00	(\$326.55)
Total Building Project Fund	\$188.67	\$1,826.55	124.77 %	\$1,500.00	(\$326.55)
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	\$1.76	\$8,183.09	272.77 %	\$3,000.00	(\$5,183.09)
Interest Rebate Payment - BAB	\$0.00	\$165,137.58	100.05 %	\$165,049.00	(\$88.58)
Total Bond Fund	\$1.76	\$1,463,694.88	53.35 %	\$2,743,593.00	\$1,279,898.12
Total Revenue	\$82,153.64	\$5,931,278.61	52.63 %	\$11,270,475.00	\$5,339,196.39

Fountaindale Public Library District

Expenditure Report as of February 28, 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	\$312,223.81	\$2,586,817.96	57.91 %	\$4,467,200.00	\$1,880,382.04
Contractual Services	\$44,836.61	\$333,224.67	70.84 %	\$470,400.00	\$137,175.33
Supplies & Utilities	\$17,677.42	\$283,313.58	47.52 %	\$596,250.00	\$312,936.42
Library Materials	\$49,218.25	\$417,306.98	39.22 %	\$1,064,000.00	\$646,693.02
Capital Expenditures	\$18,357.70	\$144,899.49	52.94 %	\$273,691.00	\$128,791.51
Miscellaneous	\$4,381.52	\$38,622.52	51.50 %	\$75,000.00	\$36,377.48
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$52,552.00	\$52,552.00
Other Grant Expenditures	\$0.00	\$300.00	60.00 %	\$500.00	\$200.00
Total General Fund Expenditures	<u>\$446,695.31</u>	<u>\$3,804,485.20</u>	<u>54.35 %</u>	<u>\$6,999,593.00</u>	<u>\$3,195,107.80</u>
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$24,796.47	\$76,631.48	62.56 %	\$122,500.00	\$45,868.52
Soc Sec/IMRF Fund Expenditures	\$69,266.76	\$579,312.72	55.31 %	\$1,047,345.00	\$468,032.28
Special Reserve Fund Expenditures	\$0.00	\$30.00	0.00 %	\$0.00	(\$30.00)
Maintenance Fund Expenditures	\$36,640.95	\$178,178.62	57.48 %	\$310,000.00	\$131,821.38
Total Other Fund Expenditures	<u>\$130,704.18</u>	<u>\$842,802.82</u>	<u>56.57 %</u>	<u>\$1,489,845.00</u>	<u>\$647,042.18</u>
Total Expenditures - Operating Funds	<u>\$577,399.49</u>	<u>\$4,647,288.02</u>	<u>54.74 %</u>	<u>\$8,489,438.00</u>	<u>\$3,842,149.98</u>
Building Project Fund Expenditures					
	\$22,605.90	\$106,397.76	39.21 %	\$271,362.00	\$164,964.24
Total Building Project Fund Expenditures	<u>\$22,605.90</u>	<u>\$106,397.76</u>	<u>39.21 %</u>	<u>\$271,362.00</u>	<u>\$164,964.24</u>
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009	\$0.00	\$1,300,000.00	100.00 %	\$1,300,000.00	\$0.00
Interest Payment - 2009	\$0.00	\$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	\$0.00	\$505,975.00	100.00 %	\$505,975.00	\$0.00
Principal Payment - 2016A	\$0.00	\$85,000.00	100.00 %	\$85,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$192,800.00	100.00 %	\$192,800.00	\$0.00
Total Bond Fund Expenditures	<u>\$0.00</u>	<u>\$2,711,875.00</u>	<u>100.00 %</u>	<u>\$2,711,875.00</u>	<u>\$0.00</u>
Total	<u>\$22,605.90</u>	<u>\$2,818,272.76</u>	<u>94.47 %</u>	<u>\$2,983,237.00</u>	<u>\$164,964.24</u>
Total Expenditures - All Funds	<u>\$600,005.39</u>	<u>\$7,465,560.78</u>	<u>65.07 %</u>	<u>\$11,472,675.00</u>	<u>\$4,007,114.22</u>

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

Payee name	Description	Payment Date	Check/ Draft No.	Account Number	Amount
Aflac	Employer Insurance Contribution - February 2018	3/1/2018	D/702	1-4192-10	72.28
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - March 2018	3/1/2018	49262	1-4192-10	\$24,915.37
Dearborn National Life Insurance Company	Employer Insurance Contribution - March 2018	3/1/2018	49263	1-4192-10	\$548.80
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - March 2018	3/1/2018	49264	1-4192-10	\$168.28
Home Depot Credit Services	Building Maintenance - Dates 01/16/2018 to 01/29/2018	3/1/2018	49265	8-4211-30	\$10.60
Home Depot Credit Services	Building Supplies - Dates 01/16/2018 to 01/29/2018	3/1/2018	49265	8-4357-30	\$3.90
	Supplies for Will County Health Dept Inspection Supplies - Cooking				
Home Depot Credit Services	Demo Programs - Dates 01/16/2018 to 01/29/2018	3/1/2018	49265	1-4711-10	\$32.16
Illinois Municipal Retirement Fund	Employer IMRF Contribution - January 2018	3/1/2018	D/704	5-4142-10	\$48,925.93
Lisle Library District	Lost Item - "Ten Ancient Scrolls Success"	3/1/2018	49266	1-3310-30	\$17.95
Shirley Williams	Finance Consulting - 2018 Agreement - Installment 2	3/1/2018	49267	1-4253-10	\$625.00
Total Bills Paid					<u><u>\$75,320.27</u></u>



 Jennie Nguyen/Finance Manager

Gross Payroll & FICA Expense - February 2018

Gross Payroll	\$272,443.26
FICA	<u>\$20,182.88</u>
Total Gross Payroll & FICA	<u><u>\$292,626.14</u></u>

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

General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Accurate Truck & Bus Repairs, Inc.	Bookmobile Maintenance - Stair Repair/Light Replaced	2011	1-4235-29	\$ 425.00
		<i>Totals for Accurate Truck & Bus Repairs, Inc.</i>		<u>\$ 425.00</u>
Allyse Schiller	Mileage - Dates 2/5/2018-2/23/2018	AS030218	1-4171-10	5.35
		<i>Totals for Allyse Schiller</i>		<u>\$ 5.35</u>
Amazon	Office Supplies	6045787810108122	1-4351-10	104.72
	Library Supplies	6045787810108122	1-4371-12	14.37
	Program Supplies	6045787810108122	1-4353-24	587.57
	Computer Supplies	6045787810108122	1-4354-14	14.99
	Periodicals	6045787810108122	1-4511-26	29.95
	Books - Adult Fiction	6045787810108122	1-4540-26	59.45
	Books - Juvenile Fiction	6045787810108122	1-4544-26	62.48
	Books - Juvenile Non-Fiction	6045787810108122	1-4545-26	15.73
	Adult DVD	6045787810108122	1-4557-26	31.80
	Juvenile DVD	6045787810108122	1-4558-26	9.95
	Video Games - YA	6045787810108122	1-4563-26	74.67
	Realia - Juvenile	6045787810108122	1-4569-26	44.99
	Books - Juvenile Non-Fiction	6045787810108122	1-4545-29	5.99
	Video Games - Adult	6045787810108122	1-4565-26	19.50
	Program Supplies	6045787810108122	1-4353-27	186.41
	Library Supplies	6045787810108122	1-4371-27	21.99
	Audio Visual Collection - Studio 300	6045787810108122	1-4568-27	8.99
		<i>Totals for Amazon</i>		<u>\$ 1,293.55</u>
American Library Association	Membership Renewal - Degutis	1147258	1-4161-10	280.00
		<i>Totals for American Library Association</i>		<u>\$ 280.00</u>
Annalyn Hostert	Mileage - Dates 1/12/2018-2/21/2018	AH030218	1-4171-10	50.74
		<i>Totals for Annalyn Hostert</i>		<u>\$ 50.74</u>
AT & T	Internet Service - 2/11/18	9155699304	1-4314-14	1,402.53
		<i>Totals for AT & T</i>		<u>\$ 1,402.53</u>

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

General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AT & T Mobility - National Business Services	Telephone Service - 1/10/18 - 2/9/2018	13387346	1-4311-14	\$ 229.10
<i>Totals for AT & T Mobility - National Business Services</i>				\$ 229.10
Award Emblem Mfg. Co., Inc.	Name tags	401905	1-4351-10	99.00
<i>Totals for Award Emblem Mfg. Co., Inc.</i>				\$ 99.00
B&H Photo-Video	Library Supplies	135211323	1-4371-27	156.00
<i>Totals for B&H Photo-Video</i>				\$ 156.00
Baker & Taylor - C009233	Adult Ref/NF Standing Order	C0092333	1-4531-26	1,799.44
<i>Totals for Baker & Taylor - C009233</i>				\$ 1,799.44
Baker & Taylor - L030107	Program Supplies	L0301072	1-4353-24	23.86
<i>Totals for Baker & Taylor - L030107</i>				\$ 23.86
Baker & Taylor - L4140592	Juvenile Standing Order	L4140592	1-4536-26	1,296.84
<i>Totals for Baker & Taylor - L4140592</i>				\$ 1,296.84
Baker & Taylor - L4176102	Books - Adult Non-Fiction	L4176102	1-4541-26	1,053.46
<i>Totals for Baker & Taylor - L4176102</i>				\$ 1,053.46
Baker & Taylor - L420685	Books - Young Adult Fiction	L4206852	1-4548-29	21.41
	Books - Juvenile Easy	L4206852	1-4546-29	196.54
	Books - Juvenile Fiction	L4206852	1-4544-29	378.56
	Books - Juvenile Non-Fiction	L4206852	1-4545-29	80.05
	Books - Adult Fiction	L4206852	1-4540-29	162.39
	Books - Adult Non-Fiction	L4206852	1-4541-29	91.40
	Books - Adult Large Print	L4206852	1-4543-29	133.76
<i>Totals for Baker & Taylor - L420685</i>				\$ 1,064.11

**Fountaindale Public Library District
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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>
Baker & Taylor - L420686	Books - Adult Non-Fiction	L4206862	1-4541-26	\$ 2,759.93
	Books - Adult Fiction	L4206862	1-4540-26	3,338.16
	Books - Juvenile Fiction	L4206862	1-4544-26	816.39
	Books - Adult Large Print	L4206862	1-4543-26	60.28
	Books - Juvenile Easy	L4206862	1-4546-26	1,505.76
	Books - Young Adult Fiction	L4206862	1-4548-26	439.76
	Books - Young Adult Non-Fiction	L4206862	1-4549-26	399.32
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	1,287.72
	<i>Totals for Baker & Taylor - L420686</i>			\$ 10,607.32
Baker & Taylor - L420691	Juvenile Standing Order	L4206912	1-4536-26	1,044.48
	Adult Ref/NF Standing Order	L4206912	1-4531-26	56.05
	Adult Fiction Standing Order	L4206912	1-4533-26	1,181.95
	Young Adult Standing Order	L4206912	1-4534-26	142.46
	<i>Totals for Baker & Taylor - L420691</i>			\$ 2,424.94
Baker & Taylor - L420692	Adult Fiction Standing Order	L4206922	1-4533-29	225.75
	<i>Totals for Baker & Taylor - L420692</i>			\$ 225.75
Baker & Taylor - L4337402	Books - Adult Fictions	L4337402	1-4540-26	20.68
	<i>Totals for Baker & Taylor - L4337402</i>			\$ 20.68
Belynda Head	Program - R&B Line Dancing - Date 3/18/2018	BH031818	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Blackstone Publishing	CD Audiobooks - Adult	964909	1-4551-26	3.97
	<i>Totals for Blackstone Publishing</i>			\$ 3.97
Bolingbrook High School	Leading Role Sponsorship	021618	1-4731-10	250.00
	<i>Totals for Bolingbrook High School</i>			\$ 250.00
Bolingbrook Park District	Program - Conquer Your Core - Date 4/4/2018	BPD040418	1-4571-24	75.00
	Program - Yoga - Date 4/12/2018	BPD041218	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			\$ 125.00

**Fountaindale Public Library District
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General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Bolingbrook Rotary Club	Membership Dues	996-1009	1-4161-10	\$ 175.00
<i>Totals for Bolingbrook Rotary Club</i>				\$ 175.00
Bolingbrook Rotary Club Top Ten	2018 Gold Division Sponsorship	5152-1718	1-4731-10	500.00
<i>Totals for Bolingbrook Rotary Club Top Ten</i>				\$ 500.00
Brooks Cafe	Board Meeting - 2/15/18	13250	1-4355-16	43.00
	Donuts with Director - 2/20/2018	13251	1-4715-10	11.00
	Preschool Roundup - 2/24/18	13252	1-4715-10	58.00
<i>Totals for Brooks Cafe</i>				\$ 112.00
BRT Outdoor LLC	Digital Billboard Rent - 2/19/18-3/11/18	6028	1-4731-10	1,000.00
<i>Totals for BRT Outdoor LLC</i>				\$ 1,000.00
Call One	Telephone & Internet - Dates 2/15/2018-3/14/2018	1214291-1139282	1-4312-14	632.63
	Telephone & Internet - Dates 3/15/2018-4/14/2018	1214291-1139282	1-4312-14	751.97
	Telephone & Internet - Dates 2/15/2018-3/14/2018	1214291-1139282	1-4314-14	1,968.00
	Telephone & Internet - Dates 3/15/2018-4/14/2018	1214291-1139282	1-4314-14	1,968.00
<i>Totals for Call One</i>				\$ 5,320.60
Cathryn Stanek-Whisler	Program - Terrariums - Date 3/21/2018	CSW032118	1-4571-24	245.00
	Program - Spring Paper Wreath - Date 4/19/2018	CSW041918	1-4571-24	215.00
	Program - Flower Crowns - Date 4/10/2018	CSW041018	1-4573-24	193.75
<i>Totals for Cathryn Stanek-Whisler</i>				\$ 653.75
Center Point Large Print	Books - Adult Large Print	1551001	1-4543-26	318.78
<i>Totals for Center Point Large Print</i>				\$ 318.78

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

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	Mindful - Mindful Magazine Subscription	T3900-MAR 18	1-4511-26	\$ 24.00
	Pantheon - NodeSquirrel Monthly Subscription	N5277-MAR 18	1-4631-14	12.00
	Meijer - CSD Program Snacks & Juice	N5277-MAR 18	1-4353-20	25.13
	Meijer - ATSD Program Supplies	N5277-MAR 18	1-4353-24	200.33
	Hobby Lobby - ATSD Program Supplies	N5277-MAR 18	1-4353-24	55.87
	Michaels - ATSD Program Supplies	N5277-MAR 18	1-4353-24	70.24
	Popcorn Supply - ATSD Program Supplies	N5277-MAR 18	1-4353-24	164.60
	ILA - Spindel S. Suburban Leg. Breakfast	N5277-MAR 18	1-4151-16	25.00
	Mariott Denver - Newell ALA Midwinter Meeting - Feb 2018	M0932-MAR 18	1-4173-16	949.16
	Hyatt Regency - Spindel - ALA Midwinter Meeting - Feb 2018	M0932-MAR 18	1-4173-16	960.75
	Hyatt Regency - Spindel ALA Midwinter Meeting Bottle Water	M0932-MAR 18	1-4173-16	7.00
	Hyatt Regency - Spindel ALA Midwinter Meeting Bottle Water	M0932-MAR 18	1-4173-16	7.00
	VVEEF - Trustees Dinner & Auction	N5277-MAR 18	1-4173-16	420.84
	VVEEF - Mills, Castellanos Dinner & Auction	N5277-MAR 18	1-4173-10	180.36
	Staples - Notary & Admin Closet Supplies	N5277-MAR 18	1-4351-10	192.58
	ALA - Outreach Bookmarks & Poster	N5277-MAR 18	1-4351-10	72.52
	OfficeMax - Reclosable Bags for Bank Deposits	N5277-MAR 18	1-4351-10	19.50
	Staples - Admin Supply Closet Restock	N5277-MAR 18	1-4351-10	108.65
	Mgmt Assoc - Frias 2018 Conf. Reg.	N5277-MAR 18	1-4151-10	445.00
	ALA - Hopwood Fund. Collection Development	N5277-MAR 18	1-4151-10	169.00
	ALA - J. Luce Fund. Collection Development	N5277-MAR 18	1-4151-10	169.00
	ILA - Castellanos S. Suburban Leg. Breakfast	N5277-MAR 18	1-4151-10	25.00
	DuPage SHRM - Frias Legislative Update 2018	N5277-MAR 18	1-4151-10	40.00
	LibraryWorks - Nguyen 2/28/18 Webinar	N5277-MAR 18	1-4151-10	49.00
	LibraryWorks - Schiller 2/28/18 Webinar	N5277-MAR 18	1-4151-10	49.00
	ILA - Bradley Marketing Forum	N5277-MAR 18	1-4151-10	20.00
	ILA - S. Smallwood Marketing Forum	N5277-MAR 18	1-4151-10	20.00
	ILA - Steven Ford Marketing Forum	N5277-MAR 18	1-4151-10	20.00
	ILA - Welko Marketing Forum	N5277-MAR 18	1-4151-10	20.00
	Mailchimp - Monthly Subscription	M0932-MAR 18	1-4731-10	50.00
	Woobox - Monthly Subscription	M0932-MAR 18	1-4731-10	29.00
	Basecamp - Monthly Subscription	N5277-MAR 18	1-4522-14	65.00
	Jewel - Staff Winter Party Tablecloths	N5277-MAR 18	1-4711-10	3.75
	Cali Girl Cakes - 120 Cookies for Staff Winter Party	N5277-MAR 18	1-4711-10	360.00
	FTD.com - Joan Pottle Visitation Flowers	N5277-MAR 18	1-4711-10	77.75
	Jewel - Feb. Birthday Cake	N5277-MAR 18	1-4711-10	35.99
	Envira Gallery - New Website	N5277-MAR 18	1-4731-10	89.10
	Embroidery Design - Embroidery Patterns	N5277-MAR 18	1-4731-10	196.00

**Fountaindale Public Library District
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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>
Chase Card Services	(Cont'd)			
	Facebook - Promotional Ads	N5277-MAR 18	1-4731-10	\$ 2.16
	Facebook - Promotional Ads	N5277-MAR 18	1-4731-10	91.20
	Patch - Finance Specialist Job Posting	N5277-MAR 18	1-4191-10	100.00
	Meijer - Oscars After Hours Snacks & Drinks	N5277-MAR 18	1-4353-27	114.07
	DollarTree - Oscars After Hours Decorations	N5277-MAR 18	1-4353-27	6.51
	Ebay - Embroidery Patterns & Fonts	N5277-MAR 18	1-4568-27	12.99
	Ebay - Embroidery Patterns & Fonts	N5277-MAR 18	1-4568-27	25.00
	Ebay - Embroidery Patterns & Fonts	N5277-MAR 18	1-4568-27	22.50
	<i>Totals for Chase Card Services</i>			<u>\$ 5,802.55</u>
Christine Thornton				
	Program - Create A Quote of Art - Date 4/12/2018	CT041218	1-4573-24	300.00
	<i>Totals for Christine Thornton</i>			<u>\$ 300.00</u>
Cindy Consalvo				
	Mileage - Dates 1/8/2018-1/31/2018	CC030218	1-4171-10	32.98
	<i>Totals for Cindy Consalvo</i>			<u>\$ 32.98</u>
Comcast				
	Internet - Dates 2/1/18-2/28/18	61212473	1-4314-14	2,430.00
	Internet - Dates 3/1/2018-3/31/2018	62260937	1-4314-14	2,430.00
	<i>Totals for Comcast</i>			<u>\$ 4,860.00</u>
Comcast Cable				
	Cable TV Services	8771 20 143 036749	1-4316-14	103.36
	<i>Totals for Comcast Cable</i>			<u>\$ 103.36</u>
Costco Membership				
	Membership Dues - April 2018	000111839585844	1-4162-10	60.00
	<i>Totals for Costco Membership</i>			<u>\$ 60.00</u>
Costume Specialists				
	CSD - Piggie & Elephant Costume Rental - Dates 4/5-4/16/18	SH7602	1-4572-20	280.00
	<i>Totals for Costume Specialists</i>			<u>\$ 280.00</u>
Creekside Printing				
	Spring Newsletter - March-May 2018	02161801	1-4256-10	7,246.00
	<i>Totals for Creekside Printing</i>			<u>\$ 7,246.00</u>

**Fountaindale Public Library District
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General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cristina Palomo	Mileage - Date 2/16/2018	CP022018	1-4171-10	\$ 7.22
	Program - DIY: Birdhouse - Date 3/29/2018	CP032918	1-4571-24	75.00
	<i>Totals for Cristina Palomo</i>			\$ 82.22
Demco, Inc.	Library Supplies	6314686	1-4371-12	468.39
	Library Supplies	6304926	1-4371-12	445.74
	Library Supplies	6300708	1-4371-12	446.00
	Supplies	6302952	1-4153-10	155.30
	<i>Totals for Demco, Inc.</i>			\$ 1,515.43
Diane McAroy	Program - Parent&Child:"I Love You" Elephants - Date 3/18/18	DM031818	1-4572-20	350.00
	Program - The Afternoon Artist - Date 4/15/2018	DM041518	1-4571-24	470.00
	<i>Totals for Diane McAroy</i>			\$ 820.00
Dynegy Energy Services	Electricity - 12/29/17 to 1/30/18	270493918021	1-4321-30	12,557.10
	<i>Totals for Dynegy Energy Services</i>			\$ 12,557.10
Eagle Training Services Inc.	Bus Training - 1/29/18-2/16/18	3025	1-4151-10	1,500.00
	<i>Totals for Eagle Training Services Inc.</i>			\$ 1,500.00
Elizabeth Portillo	Program - Conversational ESL for Adults - Date 3/19/2018	EP031918	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 3/26/2018	EP032618	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 4/2/2018	EA040218	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 4/9/2018	EP040918	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 4/16/2018	EP041618	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 3/20/2018	EP032018	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 3/27/2018	EP032718	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 4/3/2018	EP040318	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 4/10/2018	EP041018	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 4/17/2018	EP041718	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			\$ 600.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Elva Ambriz	Program - Club de Tejido - Date 4/4/2018	EA040418	1-4571-24	\$ 50.00
	Program - Club de Tejido - Date 4/11/2018	EA041118	1-4571-24	50.00
	Program - Club de Tejido - Date 3/7/2018	EA030718	1-4571-24	50.00
	Program - Club de Tejido - Date 3/21/2018	EA032118	1-4571-24	50.00
	Program - Club de Tejido - Date 3/27/2018	EA032718	1-4571-24	50.00
	<i>Totals for Elva Ambriz</i>			<u>\$ 250.00</u>
Findaway World, LLC	Playaway - Juvenile	245192	1-4562-29	373.82
	Playaway - Juvenile	244560	1-4562-29	19.99
	Launchpads - Juvenile	244801	1-4566-26	859.94
	Playaway - Adult	244560	1-4560-26	19.99
	Playaway - Adult	243176	1-4560-26	19.99
	Playaway - Juvenile	245167	1-4562-26	385.39
	Playaway - Juvenile	244059	1-4562-26	69.99
	<i>Totals for Findaway World, LLC</i>			<u>\$ 1,749.11</u>
Forward Space	Minor Office Furniture	752558	1-4344-10	561.53
	<i>Totals for Forward Space</i>			<u>\$ 561.53</u>
Gale/Cengage Learning	Books - Adult Large Print	63213672	1-4543-26	28.49
	Books - Adult Large Print	63164819	1-4543-26	75.72
	Books - Adult Large Print	63164158	1-4543-26	68.97
	Books - Adult Large Print	63163601	1-4543-26	99.71
	Books - Adult Large Print	63137473	1-4543-26	56.98
	Books - Adult Large Print	63137107	1-4543-26	77.97
	Books - Adult Large Print	63136755	1-4543-26	110.21
	Adult Fiction Standing Order	63136285	1-4533-26	19.46
	Electronic Audiobooks & Books	63276215	1-4520-26	221.10
	Electronic Audiobooks & Books	62913788	1-4520-26	246.05
	Books - Adult Large Print	63163147	1-4543-29	61.58
	<i>Totals for Gale/Cengage Learning</i>			<u>\$ 1,066.24</u>
Gaylord Archival	Library Supplies	2522283	1-4371-12	78.49
	<i>Totals for Gaylord Archival</i>			<u>\$ 78.49</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>
Grasso Graphics, Inc.	Meeting Room/Conduct brochures	29227	1-4256-10	\$ 495.25
		<i>Totals for Grasso Graphics, Inc.</i>		<u>\$ 495.25</u>
Greenhaven Publishing	Young Adult Standing Order	3011181	1-4534-26	396.90
		<i>Totals for Greenhaven Publishing</i>		<u>\$ 396.90</u>
Haines & Company, Inc.	Adult Ref/NF Standing Order	439600	1-4531-26	756.00
		<i>Totals for Haines & Company, Inc.</i>		<u>\$ 756.00</u>
Illinois American Water	Irrigation - 1/19/18 to 02/19/18	1025-210003089915	1-4331-30	106.62
	Fire Protection - 02/20/18 to 03/19/18	1025-210003089465	1-4331-30	43.59
		<i>Totals for Illinois American Water</i>		<u>\$ 150.21</u>
Illinois American Water/Bolingbrook	Water & Sewer - 01/19/18 to 02/19/2018	1025-210003088318	1-4331-30	799.46
		<i>Totals for Illinois American Water/Bolingbrook</i>		<u>\$ 799.46</u>
Illinois Government Finance Officers Association	2018 Dues Renewal - Jennie Nguyen	320267	1-4161-10	300.00
		<i>Totals for Illinois Government Finance Officers Association</i>		<u>\$ 300.00</u>
Illinois Library Association	2018 Reaching Forward Conference	144517	1-4151-10	3,900.00
		<i>Totals for Illinois Library Association</i>		<u>\$ 3,900.00</u>
Ilya Kabirov	Program - Great Reads Book Club - Date 1/24/2018	IK012418	1-4571-24	75.00
	Program - Great Reads Book Club - Date 2/28/2018	IK022818	1-4571-24	75.00
	Program - Great Reads Book Club - Date 3/28/2018	IK032818	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		<u>\$ 225.00</u>
Information Today, Inc.	Periodicals	3846762-R1	1-4511-26	99.95
		<i>Totals for Information Today, Inc.</i>		<u>\$ 99.95</u>

**Fountaindale Public Library District
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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>
Ingram Library Services	Books - Adult Non-Fiction	32989878	1-4541-26	\$ 75.48
	Books - Adult Large Print	33130095	1-4543-26	16.95
	Books - Adult Large Print	32832757	1-4543-26	16.95
	Video Games - YA	32989877	1-4563-26	56.98
	Video Games - YA	33231260	1-4563-26	28.49
	Video Games - YA	33231261	1-4563-26	113.98
	Video Games - YA	33231262	1-4563-26	227.96
	Books - Adult Large Print	33130095	1-4543-29	16.95
	Books - Adult Large Print	32832757	1-4543-29	16.95
	Video Games - Juvenile	32989882	1-4564-26	47.49
	Video Games - Juvenile	32989880	1-4564-26	37.99
	Video Games - Juvenile	32989879	1-4564-26	37.99
	Video Games - Juvenile	32989877	1-4564-26	56.98
	Books - Juvenile Easy	33130094	1-4546-29	6.57
	Video Games - Adult	32989881	1-4565-26	28.49
		<i>Totals for Ingram Library Services</i>		\$ 786.20
Jacob M. Luce	Pintech Meeting - 3/14/18	JL030718	1-4171-10	18.19
		<i>Totals for Jacob M. Luce</i>		\$ 18.19
Jane G. Haldeman	Program - Your Ancestor's Military Exp. - Date 4/11/2018	JGH041118	1-4571-24	125.00
		<i>Totals for Jane G. Haldeman</i>		\$ 125.00
Jeffrey DiOrio	Program - Chess Club for Adults & Teens - Date 3/20/2018	JD032018	1-4571-24	90.00
	Program - Chess Club for Adults & Teens - Date 4/17/2018	JD041718	1-4571-24	90.00
		<i>Totals for Jeffrey DiOrio</i>		\$ 180.00
Jeffrey P. Fisher	Mileage - Soon to be Famous Meeting - Date 2/8/2018	JF021218	1-4171-10	13.08
		<i>Totals for Jeffrey P. Fisher</i>		\$ 13.08
Jennifer Cuevas	Mileage - PIRC Meeting - Date 2/28/2018	JC030218	1-4171-10	10.90
		<i>Totals for Jennifer Cuevas</i>		\$ 10.90

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
John Matysek	Mileage - ATLAS Panel Discussion - Date 2/28/2018	JM022818	1-4171-10	\$ 35.22
	<i>Totals for John Matysek</i>			<u>\$ 35.22</u>
Juanita Lennon	Reimburse - Distilled Water for CMTSD	JL022018	1-4371-12	1.78
	Reimburse - Chips for 2/15 Board Meeting	JL022018	1-4355-16	12.99
	Reimburse - Cookie Trays/Coffee Winter Tea Party	JL022018	1-4711-10	50.95
	Reimburse - Donuts & Pastries Meetings Supplies	JL022018	1-4715-10	11.88
	<i>Totals for Juanita Lennon</i>			<u>\$ 77.60</u>
Kathryn Spindel	2018 ALA Midwinter Meet - Seminar Cost	KS030118	1-4151-16	25.00
	2018 ALA Midwinter Meeting - Airfare, Auto Rent, Baggage	KS030118	1-4171-16	322.90
	Mileage - Legislative Meet-Up - Date 2/16/2018	KS030218	1-4171-16	18.33
	Mileage - IL Trustee Library Forum - Date 2/17/2018	KS030218	1-4171-16	11.30
	<i>Totals for Kathryn Spindel</i>			<u>\$ 377.53</u>
Kellie Chase	Program - 6 Sewing Classes - Date 4/10/2018	KC041018	1-4571-24	175.00
	Program - 6 Sewing Classes - Date 3/28/2018	KC032818	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<u>\$ 350.00</u>
Konica Minolta Business Solutions U.S.A., Inc.	Copy Overage - 1/15/18-2/14/18	9004314034	1-4234-14	1,304.82
	Maintenance - Dates 2/15/2017-3/14/2017	9004316697	1-4234-14	356.18
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<u>\$ 1,661.00</u>
Konica Minolta Premier Finance	Leased Equipment	352465405	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			<u>\$ 1,616.00</u>
Laura Didier	Mileage - Dates 2/1/2018-2/28/2018	LD030218	1-4171-10	65.65
	<i>Totals for Laura Didier</i>			<u>\$ 65.65</u>
Marianne Thompson	Mileage - Dates 2/8/2018 & 2/13/2018	MT030218	1-4171-10	21.80
	<i>Totals for Marianne Thompson</i>			<u>\$ 21.80</u>
Matthew Bender & Co., Inc.	Adult Ref/NF Standing Order	00806161	1-4531-26	133.00
	<i>Totals for Matthew Bender & Co., Inc.</i>			<u>\$ 133.00</u>

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McKula, Inc.	Incident Tracker - 4/1/18 - 3/31/19	2219	1-4631-14	\$ 1,200.00
		<i>Totals for McKula, Inc.</i>		<u>\$ 1,200.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Playaway - Juvenile	95789531	1-4562-26	\$ 70.98
	CD Audiobooks - Adult	95830221	1-4551-26	55.29
	CD Music - Adult	95830222	1-4550-26	12.74
	CDMusic - Adult	95801605	1-4550-26	14.99
	CD Music - Adult	95853528	1-4550-26	26.98
	CD Music - Adult	95853527	1-4550-26	14.24
	CD Music - Adult	95844867	1-4550-26	43.62
	CD Music - Adult	95845025	1-4550-26	14.84
	CD Music - Adult	95844166	1-4550-26	14.84
	CD Music - Adult	95844164	1-4550-26	27.88
	CD Music - Adult	95844163	1-4550-26	26.08
	CD Music - Adult	95844161	1-4550-26	26.98
	CD Music - Adult	95849301	1-4550-26	14.19
	CD Music - Adult	95849267	1-4550-26	12.74
	CD Music - Adult	95812554	1-4550-26	31.48
	CD Music - Adult	95812553	1-4550-26	16.49
	CD Music - Adult	95789533	1-4550-26	14.24
	CD Music - Adult	95789528	1-4550-26	11.24
	CD Music - Adult	95789525	1-4550-26	23.98
	CD Music - Adult	95789520	1-4550-26	11.24
	Juvenile DVD	95853535	1-4558-26	41.37
	Juvenile DVD	95853534	1-4558-26	13.04
	Juvenile DVD	95844864	1-4558-26	29.08
	Juvenile DVD	95849303	1-4558-26	8.54
	Juvenile DVD	95849268	1-4558-26	29.08
	DVD - Juvenile	95812558	1-4558-26	58.62
	DVD - Juvenile	95812557	1-4558-26	38.59
	DVD - Juvenile	95812556	1-4558-26	45.12
	DVD - Juvenile	95789534	1-4558-26	34.68
	DVD - Juvenile	95789532	1-4558-26	38.64
	DVD - Juvenile	95789523	1-4558-26	34.43
	DVD - Juvenile	95789522	1-4558-26	47.28
	CD Music - Juvenile	95859044	1-4554-26	13.49
	CD Music - Juvenile	95844165	1-4554-26	13.94
	CD Music - Juvenile	95849300	1-4554-26	14.99
	CD Music - Juvenile	95812751	1-4554-26	7.64
	CD Music - Juvenile	95789527	1-4554-26	26.68
	DVD - Adult	95830220	1-4557-26	30.59

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	95830219	1-4557-26	\$ 14.54
	DVD - Adult	95830215	1-4557-26	18.29
	DVD - Adult	95830214	1-4557-26	21.29
	DVD - Adult	95830213	1-4557-26	18.29
	DVD - Adult	95830211	1-4557-26	47.37
	DVD - Adult	95830097	1-4557-26	34.89
	DVD - Adult	95807414	1-4557-26	109.77
	DVD - Adult	95801607	1-4557-26	26.59
	DVD - Adult	95801604	1-4557-26	23.54
	DVD - Adult	95801603	1-4557-26	29.08
	DVD - Adult	95801602	1-4557-26	77.37
	DVD - Adult	95801600	1-4557-26	30.29
	DVD - Adult	95801416	1-4557-26	44.34
	DVD - Adult	95801415	1-4557-26	42.39
	DVD - Adult	95801414	1-4557-26	25.89
	DVD - Adult	95801412	1-4557-26	66.03
	DVD - Adult	95800638	1-4557-26	18.29
	DVD - Adult	95800637	1-4557-26	18.29
	Adult DVD	95863055	1-4557-26	49.89
	Adult DVD	95859048	1-4557-26	18.29
	Adult DVD	95859047	1-4557-26	22.59
	Adult DVD	95859046	1-4557-26	21.69
	Adult DVD	95859043	1-4557-26	23.89
	Adult DVD	95853533	1-4557-26	22.49
	Adult DVD	95853532	1-4557-26	24.29
	Adult DVD	95853531	1-4557-26	36.59
	Adult DVD	95853530	1-4557-26	103.16
	Adult DVD	95853526	1-4557-26	14.54
	Adult DVD	95845168	1-4557-26	17.64
	Adult DVD	95844869	1-4557-26	154.74
	Adult DVD	95844868	1-4557-26	70.18
	Adult DVD	95844866	1-4557-26	21.29
	Adult DVD	95844865	1-4557-26	22.29
	Adult DVD	95845027	1-4557-26	27.59
	Adult DVD	95845024	1-4557-26	42.59
	Adult DVD	95845023	1-4557-26	62.08
	Adult DVD	95845022	1-4557-26	18.29
	Adult DVD	95845021	1-4557-26	51.58

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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	95845020	1-4557-26	\$ 33.59
	Adult DVD	95844160	1-4557-26	16.04
	Adult DVD	95843309	1-4557-26	27.39
	Adult DVD	95849269	1-4557-26	28.09
	Adult DVD	95849266	1-4557-26	21.29
	Adult DVD	95849265	1-4557-26	25.79
	DVD - Adult	95800634	1-4557-26	18.29
	DVD - Adult	95812750	1-4557-26	26.54
	DVD - Adult	95812559	1-4557-26	53.08
	DVD - Adult	95812555	1-4557-26	40.33
	DVD - Adult	95812552	1-4557-26	77.37
	DVD - Adult	95812551	1-4557-26	23.54
	DVD - Adult	95812480	1-4557-26	33.39
	DVD - Adult	95789404	1-4557-26	69.78
	DVD - Adult	95789530	1-4557-26	51.82
	DVD - Adult	95789529	1-4557-26	139.28
	DVD - Adult	95789524	1-4557-26	14.89
	DVD - Adult	95789521	1-4557-26	100.77
	DVD - Juvenile	95830218	1-4558-26	14.54
	DVD - Juvenile	95830217	1-4558-26	128.95
	DVD - Juvenile	95830216	1-4558-26	110.52
	DVD - Juvenile	95830212	1-4558-26	43.62
	DVD - Juvenile	95830210	1-4558-26	10.79
	DVD - Juvenile	95801601	1-4558-26	14.54
	DVD - Juvenile	95800639	1-4558-26	16.04
	DVD - Juvenile	95800636	1-4558-26	18.29
	DVD - Juvenile	95800635	1-4558-26	18.29
	Playaway - Juvenile	95853536	1-4562-29	51.49
	DVD - Adult	95830227	1-4557-29	18.29
	DVD - Adult	95830225	1-4557-29	44.08
	DVD - Adult	95801609	1-4557-29	25.79
	Adult DVD	95845033	1-4557-29	25.79
	Adult DVD	95845032	1-4557-29	25.79
	Adult DVD	95845031	1-4557-29	18.29
	Adult DVD	95845030	1-4557-29	31.04
	Adult DVD	95845029	1-4557-29	25.79
	DVD - Adult	95812754	1-4557-29	26.54
	DVD - Juvenile	95830226	1-4558-29	25.79

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Midwest Tape	(Cont'd)			
	DVD - Juvenile	95830224	1-4558-29	\$ 14.54
	DVD - Juvenile	95801608	1-4558-29	18.29
	Juvenile DVD	95853537	1-4558-29	18.29
	Juvenile DVD	95845028	1-4558-29	14.54
	Juvenile DVD	95849304	1-4558-29	14.54
	DVD - Juvenile	95812753	1-4558-29	13.04
	DVD - Juvenile	95789535	1-4558-29	18.29
	<i>Totals for Midwest Tape</i>			<u>\$ 4,110.15</u>
Nationwide				
	Notary - Allyse Schiller - 1/29/18-1/28/22	218547684	1-4253-10	50.00
	Notary - Paul Mills - 3/7/18 - 3/6/22	238547684	1-4253-10	50.00
	<i>Totals for Nationwide</i>			<u>\$ 100.00</u>
NCPERS Group Life Ins.				
	Voluntary Withholding - March 2018	4902-MAR 18	1-2216-10	32.00
	<i>Totals for NCPERS Group Life Ins.</i>			<u>\$ 32.00</u>
Netrix, LLC				
	Computer Supplies	394847	1-4354-14	2,040.15
	Gold Plus Service - 1/19/18-1/18/19	396453	1-4233-14	4,176.90
	<i>Totals for Netrix, LLC</i>			<u>\$ 6,217.05</u>
Office Team				
	Temp Finance - Heather Romano - W/E 2/2/18	50217063	1-4125-10	420.00
	Temp Finance - Heather Romano - W/E 2/16/18	50311823	1-4125-10	294.00
	Temp Finance - Heather Romano - W/E 2/9/18	50267846	1-4125-10	210.00
	Temp Finance - Kathy Meyers - W/E 3/2/18	50391620	1-4125-10	257.25
	Temp Finance - Heather Romano - W/E 2/23/18	50382536	1-4125-10	336.00
	<i>Totals for Office Team</i>			<u>\$ 1,517.25</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ollis Book Corporation				
	Books - Juvenile Easy	245222	1-4546-29	\$ 173.66
	Books - Juvenile Non-Fiction	245245	1-4545-29	17.70
	Books - Juvenile Non-Fiction	245224	1-4545-29	1,221.52
	Books - Juvenile Fiction	245222	1-4544-29	65.80
	Books - Juvenile Non-Fiction	245243	1-4545-26	119.70
	Books - Juvenile Non-Fiction	245227	1-4545-26	3,851.93
	Books - Juvenile Fiction	245228	1-4544-26	192.40
	Books - Juvenile Easy	245229	1-4546-26	608.04
	<i>Totals for Ollis Book Corporation</i>			\$ 6,250.75
Oriental Trading Company Inc.				
	Program supplies	688416024-01	1-4353-24	73.93
	<i>Totals for Oriental Trading Company Inc.</i>			\$ 73.93
Pace Systems, Inc.				
	Computer Supplies	IN00018942	1-4354-14	8.00
	Computer Supplies	IN00018942	1-4641-14	1,134.00
	<i>Totals for Pace Systems, Inc.</i>			\$ 1,142.00
Paul Mills				
	Mileage - ATLAS Hiring IT Professionals - Date 2/28/2018	PM030118	1-4171-10	32.10
	Donuts for Donuts w/Director - Date 2/20/2018	PM022018	1-4715-10	20.33
	<i>Totals for Paul Mills</i>			\$ 52.43
Petty Cash - District				
	Bradley - Winter Tea Party Tablecloths	1465	1-4711-10	15.00
	Lennon - Postage - 2 Patron Banning Letters	1458	1-4381-10	13.18
	Lennon - Postage - Patron Banning Letter	1459	1-4381-10	6.59
	<i>Totals for Petty Cash - District</i>			\$ 34.77
Pitney Bowes				
	Leased Equipment - 12/30/17-3/29/18	3101992261	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			\$ 639.51
POS Supply Solutions				
	Office Supplies	150639	1-4351-10	901.90
	<i>Totals for POS Supply Solutions</i>			\$ 901.90
Reaching Across Illinois Library System (RAILS)				
	Guerilla Marketing Workshop	152567	1-4151-10	25.00
	<i>Totals for Reaching Across Illinois Library System (RAILS)</i>			\$ 25.00

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Recorded Books, Inc.	CD Audiobooks - Adult	75722600	1-4551-26	\$ 127.49
	CD Audiobooks - Adult	75721381	1-4551-26	88.00
	CD Audiobooks - Adult	75727239	1-4551-26	354.32
	CD Audiobooks - Adult	75725293	1-4551-26	51.92
	CD Audiobooks - Adult	75724336	1-4551-26	581.40
	CD Audiobooks - Adult	75722116	1-4551-26	164.11
	CD Audiobooks - Adult	75721761	1-4551-26	102.50
	Electronic Audiobooks & Books	75726205	1-4520-26	56.90
	Electronic Audiobooks & Books	75718786	1-4520-26	43.33
	Electronic Audiobooks & Books	75720361	1-4520-26	93.44
	Electronic Audiobooks & Books	75717072	1-4520-26	56.90
	Electronic Periodicals	75717475	1-4513-26	9,796.41
	Electronic Periodicals	75717369	1-4513-26	2,000.00
	Electronic Audiobooks & Books	75749428	1-4520-26	43.33
	Electronic Audiobooks & Books	75747802	1-4520-26	48.02
	Electronic Audiobooks & Books	75748016	1-4520-26	43.33
		<i>Totals for Recorded Books, Inc.</i>		\$ 13,651.40
Robert Pennor	Program - Watercolor Pencil Drawing - Date 3/20/2018	RP032018	1-4571-24	60.00
		<i>Totals for Robert Pennor</i>		\$ 60.00
Ronald Goldie	Program - Monthly Dungeons & Dragons - Date 3/20/2018	RG032018	1-4573-24	60.00
	Program - Monthly Dungeons & Dragons - Date 4/17/2018	RG041718	1-4573-24	60.00
		<i>Totals for Ronald Goldie</i>		\$ 120.00
Rowman & Littlefield	Adult Ref/NF Standing Order	10750630	1-4531-26	159.18
		<i>Totals for Rowman & Littlefield</i>		\$ 159.18
Ruth Newell	2018 ALA Midwinter Meeting Add'l Transportation	RN022218	1-4171-16	164.80
		<i>Totals for Ruth Newell</i>		\$ 164.80
S & S Worldwide, Inc.	Program Supplies	10062166	1-4353-24	251.72
	Program Supplies	10064820	1-4353-20	936.44
		<i>Totals for S & S Worldwide, Inc.</i>		\$ 1,188.16

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Sarah Ann Saltzman	Mileage - Dates 1/18/2018-2/27/2018	SS030218	1-4171-10	\$ 47.47
		<i>Totals for Sarah Ann Saltzman</i>		<u>\$ 47.47</u>
Sarah Dolley	Mileage - World Languages Networking Meeting - Date 2/21/18	SD030718	1-4171-10	39.87
		<i>Totals for Sarah Dolley</i>		<u>\$ 39.87</u>
Scholastic Inc.	1000 Books Before Kindergarten	16547681	1-4575-10	11.35
		<i>Totals for Scholastic Inc.</i>		<u>\$ 11.35</u>
Scholastic Library Publishing	Juvenile Standing Order	16441205	1-4536-26	31.64
	Juvenile Standing Order	16441197	1-4536-26	72.80
	Juvenile Standing Order	16434016	1-4536-26	126.75
	Juvenile Standing Order	16429852	1-4536-26	25.35
	Juvenile Standing Order	16459092	1-4536-26	156.00
		<i>Totals for Scholastic Library Publishing</i>		<u>\$ 412.54</u>
Sebert Landscaping Inc.	Shovel/Plow Around 3 Bookdrops	S472914	1-4392-30	600.00
	Snow Removal #4 - March 2018	161757	1-4392-30	2,625.00
	Snow Blizzard Service - 2/8/18-2/10/18	160545	1-4392-30	2,876.00
		<i>Totals for Sebert Landscaping Inc.</i>		<u>\$ 6,101.00</u>
Shaw Media	2018 COC Membership Directory Ad	10071633	1-4731-10	499.00
		<i>Totals for Shaw Media</i>		<u>\$ 499.00</u>
Showcases	Library Supplies	304767	1-4371-12	305.10
		<i>Totals for Showcases</i>		<u>\$ 305.10</u>
Steve Prodehl	Mileage - Trustee Forum - Date 2/17/2018	SP022718	1-4171-10	20.23
		<i>Totals for Steve Prodehl</i>		<u>\$ 20.23</u>
Susan K. Maddox	Program - Cooking Demo w/Chef Maddox - Date 4/3/2018	SKM040318	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 300.00</u>

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Taste of Home	Adult Ref/NF Standing Order	01042	1-4531-26	\$ 32.98
		<i>Totals for Taste of Home</i>		<u>\$ 32.98</u>
The Management Association of Illinois	Benchmarking - Collection Development Librarian	6574	1-4253-10	200.00
		<i>Totals for The Management Association of Illinois</i>		<u>\$ 200.00</u>
Third Week Books	Program Supplies	6088	1-4353-20	225.00
		<i>Totals for Third Week Books</i>		<u>\$ 225.00</u>
Toni Greathouse	Program - Tuesdays w/Toni - Date 3/20/2018	TG032018	1-4571-24	75.00
	Program - Tuesdays w/Toni - Date 4/17/2018	TG041718	1-4571-24	75.00
	Program - Million Dollar Women - Date 3/21/2018	TG032118	1-4571-24	150.00
		<i>Totals for Toni Greathouse</i>		<u>\$ 300.00</u>
Trak-1 Technology	Professional Services	33754-022018	1-4253-10	54.38
		<i>Totals for Trak-1 Technology</i>		<u>\$ 54.38</u>
Tressler LLP	Legal Expense - Attorney	388900	1-4241-10	1,273.00
		<i>Totals for Tressler LLP</i>		<u>\$ 1,273.00</u>
Unique Management Services, Inc.	Weekly Placements - February 2018	459042	1-4245-10	358.00
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 358.00</u>
UPS	Postage	0000603951098	1-4381-10	600.00
		<i>Totals for UPS</i>		<u>\$ 600.00</u>
Valley View School District	Fuel Expense - BKM - 1/1/18-1/31/18	VVSD020518	1-4359-29	339.16
		<i>Totals for Valley View School District</i>		<u>\$ 339.16</u>
Vanguard Energy Services, LLC	Gas - Dates 2/1/2018-2/28/2018	G404408030518	1-4322-30	3,392.97
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 3,392.97</u>

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

General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Verizon Wireless	Telephone Service - 1/17/18-2/16/18	9801859791	1-4311-14	\$ 451.27
		<i>Totals for Verizon Wireless</i>		<u>\$ 451.27</u>
Warehouse Direct	Office Supplies	3812842-0	1-4351-10	44.06
	Office Supplies	3810435-0	1-4351-10	42.27
	Office Supplies	3785919-0	1-4351-10	15.33
		<i>Totals for Warehouse Direct</i>		<u>\$ 101.66</u>
		Total for Fund 1		<u>\$ 135,805.98</u>

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

Maintenance Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com	Building Supplies	W00937292	8-4357-30	\$ 88.11
<i>Totals for 1000Bulbs.com</i>				<u>\$ 88.11</u>
Amazon	Building Supplies	6045787810108122	8-4357-30	18.21
<i>Totals for Amazon</i>				<u>\$ 18.21</u>
Best Quality Cleaning, Inc.	Monthly Cleaning Service - March 2018	23544	8-4215-30	6,921.00
<i>Totals for Best Quality Cleaning, Inc.</i>				<u>\$ 6,921.00</u>
Chase Card Services	Menards - Building Supplies	P8794-MAR 18	8-4357-30	24.21
	Menards - MakerSpace Parts	P8794-MAR 18	8-4211-30	10.09
	Shure - Drive-Thru Drawer Repair Parts	P8794-MAR 18	8-4211-30	673.80
	Eemax - Water Heater Repair Parts	P8794-MAR 18	8-4211-30	305.47
	AllPartitions - Restroom Stall Door Hinges	N5277-MAR 18	8-4211-30	159.00
<i>Totals for Chase Card Services</i>				<u>\$ 1,172.57</u>
Cintas Corporation	First Aid refill	8403539540	8-4215-30	331.30
<i>Totals for Cintas Corporation</i>				<u>\$ 331.30</u>
Cintas Corporation #344	Mat Service - 2/15/2018	344701468	8-4215-30	27.28
	Mat Service - 2/8/18	344698074	8-4215-30	30.00
	Mat Service - 2/22/18	344704873	8-4215-30	30.00
	Mat Service - 3/1/18	344708271	8-4215-30	30.00
<i>Totals for Cintas Corporation #344</i>				<u>\$ 117.28</u>
Culligan Bolingbrook, IL	Solar Salt delivery - 2/12/18	0076629	8-4211-30	130.24
<i>Totals for Culligan Bolingbrook, IL</i>				<u>\$ 130.24</u>
E.T. Paddock Enterprises, Inc.	Replace/Repair Connection Hardware	02/18053	8-4211-30	2,650.00
<i>Totals for E.T. Paddock Enterprises, Inc.</i>				<u>\$ 2,650.00</u>
Graybar	Building Supplies	9302657358	8-4357-30	85.35
<i>Totals for Graybar</i>				<u>\$ 85.35</u>

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

Maintenance Fund

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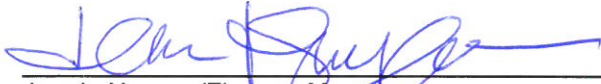
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Groot Industries, Inc.	Garbage/Recycling - 3/1/18 - 3/31/18	1509930	8-4215-30	\$ 261.28
		<i>Totals for Groot Industries, Inc.</i>		\$ 261.28
Hansen Services, Inc.	Monthly Pest Control - February 2018	383091	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		\$ 103.00
Koroseal Interior Products, LLC	Corner Guards for Studio/Cafe	B285556	8-4211-30	73.26
		<i>Totals for Koroseal Interior Products, LLC</i>		\$ 73.26
Pace Systems, Inc.	Diagnost K-Array Amplifier	QU547419	8-4211-30	843.00
	K-Array Repair	IN00019146	8-4211-30	974.00
		<i>Totals for Pace Systems, Inc.</i>		\$ 1,817.00
Poblocki Sign Company, LLC	Building Maintenance	95998	8-4211-30	416.00
		<i>Totals for Poblocki Sign Company, LLC</i>		\$ 416.00
Tee Jay Service Company, Inc.	Horton Swing/Sliding Door PM - 1st Qtr	150476	8-4215-30	649.00
		<i>Totals for Tee Jay Service Company, Inc.</i>		\$ 649.00
Trane U.S. Inc.	Building Maintenance	38799050	8-4211-30	2,642.00
	BAS/HVAC Service Agreement - Dates 2/1/18 to 1/31/19	38794822	8-4215-30	45,723.00
		<i>Totals for Trane U.S. Inc.</i>		\$ 48,365.00
Warehouse Direct	Building Supplies	3765255-1	8-4357-30	40.85
	Building Supplies	3803922-0	8-4357-30	120.00
		<i>Totals for Warehouse Direct</i>		\$ 160.85
		Total for Fund 8		\$ 63,359.45
		Grand Total		\$ 199,165.43

Fountaindale Public Library District
Bills Payable Report
March 15, 2018

Maintenance Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
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Jennie Nguyen/Finance Manager

**Fountaindale Public Library District
Board Reimbursement Report**

As of February 28, 2018

Payee	Description	Date	Account Number	Amount
Margaret J. Danhof	2017 ALA Per Diem Overage	02/16/2018	1-3616-10	\$147.37
Kathryn Spindel	2018 Valley View Auction & Dinner	02/16/2018	1-3616-10	\$60.12
				\$207.49

March 2018 Monthly Board Report
Paul Mills
March 15, 2018

Director

ATLAS IT Hiring Panel Discussion

John Matysek and I served on a panel discussion for ATLAS, a consortium of libraries that provides training on a variety of topics for libraries in the south and southwest suburbs. Our topic was IT Hiring from both an internal perspective and an outsourcing perspective. It was a good discussion and the evaluations of the program showed that our attendees found it useful.

Early Voting

Early voting at our library started on Monday, March 5th and continue through Monday, March 19th. Here is a link to information on our website with all the details

<http://www.fountaindale.org/earlyvoting>

Early voting for the primary this year is in our Board Room on the 2nd Floor and it is open to all Will County residents. It is in the Board Room this Spring because of scheduling conflicts with Meeting Room A and Meeting Room B that could not be adjusted. Will County will be back in the Fall and we have scheduled them for Meeting Room A as we anticipate a higher voter turnout.

Deputy Director (Nancy Castellanos)

During the month of February the library, along with other area libraries participated in The Great Read. This year's theme was Dr. Martin Luther King Jr: A Life, A Legacy. The theme was very well received and the programs offered were very popular. Fountaindale hosted 4 programs and our patrons participated in the Great Read Art contest. We had a total of 12 people enter the art contest and a committee of staff members picked 3 local winners to send to the finale. I am happy to say that a Fountaindale entry won the Grand Prize in the adult category. The finale took place at the Black Road branch of the Joliet Public library where Maggie Brown gave a very heartfelt performance.

This month ILS manger, Matt Hammermeister, started offering some great workshops on Polaris and LEAP. Many of the public services staff, particularly in the Circulation Department have been attending these workshops as refresher training. The staff have expressed many positive comments about the trainings and look forward to attending more sessions.

Outreach Services

Excerpted from Marianne Thompson's report

HIGHLIGHTS: NEW DRIVER! CONGRATULATIONS, MARLEIGHA!!



Marleigha passed her road test to drive the Bookmobile on Feb 23! We have a full complement of Bookmobile drivers! She was quickly added to the driving schedule for the Bookmobile! During training, Marleigha practiced her skills by driving to ALL of our stops. Marleigha has been with us now for 90 days and is working on her new set of goals for the rest of the time prior to her anniversary date in November.

Science Fair Resources Night - Jamie McGee Elementary -

Kathy attended the McGee Science Fair Orientation Night again. There were no outside groups, except Fountaindale! Kathy brought Elsa and Iron Man Crayola Color Alive coloring pages and used our iPads to bring them to life with augmented reality. She also brought a Reaction Test called "Drop the Ruler" to measure who has the fastest reflexes adapted from: https://www.education.com/science-fair/article/biology_oops/. 11 students participated, 6 boys & 5 girls. All were right-handed. Boys had an average measurement of 24.25cm and girls had an average measurement of 21 cm. Girls had the faster reaction times!

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



For this year's Kids Fair, Sen. Bertino-Tarrant's office called to ask if we would mind having a "reading area" next to our table, and would be like to offer a pop-up story time for children attending with their parents! I said YES immediately! Annalyn provided story time while Sarah talked to parents who stopped by the Fountaindale table. 130 people visited the table and 65 attended story time. One parent told Annalyn - "I can't believe you got my kid to sit still enough to listen to a book!" and another parent commented, "My children love your reading voice! Can you read them another?" It was a very successful event.

Valley View "Battle of the Books" - Bluestem



LMC Director Sharon Peterson from Oak View, called me to ask if anyone might be available to help judge the Battle of the Books. I was able to schedule Annalyn to attend this, as she has had prior experience with the "Battle" in Joliet. Winning schools were: Salk, BJ Ward, and Tibbott.





Preschool Roundup

This was our seventh Preschool Roundup - we started in 2012. We have come a long way with this much needed adult program. This year we had 32 vendors and 100 visitors (the highest number yet!) attend the event. Will County provided vision & hearing screening for 16 people this year. Erienne Birt (COD intern) Kathy, Sarah, & Marianne worked at the event. Laura was unable to attend this year, but took care of the great amount of pre-planning that goes into this event, so we were able to run the program. Two patrons saw the FaceBook ad, changed their plans, and came to the Library for the program.



Cindy has the most elementary schools to visit and found that the CSD flyers that are being printed from Communications are a **HUGE HIT** with the teachers! Kathy & Annalyn have also had great success with taking these to the classrooms. Three students in the Technokids program signed up because Cindy promoted it in their classroom, as well as two students signed up for "Let's Create" and 7 students signed up for "S'Mores Bookclub". Cindy, Kathy, &

Annalyn are making more copies so more teachers can post them in their classrooms. We also post them on the Bookmobile. We are pleased for the extra help to promote the CSD programs.



This is what it looks like at Heritage Woods when we DON'T have our Library Express Van! While it was out for repairs for the door lock, staff had to pack up materials in bags for the lobby stop. Our carts are much easier to browse from for the residents, and of course it looks a lot neater than this!

COMMENTS:

I am very pleased to announce that Kathy Welko was accepted to present a session at Follett's "ReadingCon: Collaborating for Literacy" on June 28, 2018! Kathy

attended ReadingCon last year and came back filled with great ideas for book talks and how to work with & help the elementary school staff. I suggested she think about something related to STEM/STEAM. She will present a session on "STEM/STEAM in the Classroom" and will show how teachers can use resources from their local public library to help enhance the curriculum. At last year's event, she talked with many teachers, explaining how we work with the elementary schools. The teachers were amazed and said their local public libraries did not do this for them! I am hoping she will also be accepted to present this session at ABOS this fall.

REPAIRS & MAINTENANCE OF OUTREACH VEHICLES:

February 5: Bookmobile went to Accurate Truck & Bus to fix the retractable stairs. All library service visits were completed by Library Express Van. The morning visits on Feb 6 were completed as lobby stops using bags in a car. The Augusta North stop was canceled.

February 8: Library Express Van was taken to Mercedes to fix/replace the manual door lock and to have recall work completed. Due to the snowstorm on February 9, the Van was not picked up until Tuesday February 13. While the Van was out of service, the Bookmobile was used to provide library service for our patrons.

UPCOMING EVENTS & PLANS:

March 1 - St. Dominic's Early Childhood Open House - Marianne, Melissa

March 10 - Maker Faire - Kathy, Melissa

March 14 - Independence Kindergarten Tour & Story Time - Melissa

Excerpted from Jeffrey Fisher's report

Studio 300

February yielded the following Studio 300 stats:

- 947 patrons actively used our space.
- 3195 items were checked out.
 - 112 of that total circulated out of the lab.
- 35 patrons attended our 12 Orientations.
- 76 patrons came to our 13 other Adult/T(we)en programs.
- 20 Non-FPLD people used Studio 300.
- We made 19 3-D prints
- And there were about 1649 blog page views.



We launched our Maker Lab experiment in Studio A this month. Through Open Shop hours, fully staffed by either **Joe P.** or **Anna G.**, and the classes/programs held in conjunction with the lab, our patrons continue to respond with great enthusiasm. Here are the related stats:

- 47 patrons visited the lab.
- Patrons made 38 items (embroidery, 3-D prints, 3-D cuts, vinyl cuts/heat press, etc.).





Also, both the *Adult* and *Teen Makers* clubs/programs worked on crafting custom tee-shirts by cutting their designs from heat press vinyl and applying them to the clothing. The *Homeschoolers* also benefited from the Maker Lab when they learned about vinyl cutting applications. The *Tinker Technology Troupe* put the final plans in motion for the big *Maker Faire* on March 10. And we hosted COD practicum student **Erienne B.** for an overview of both Studio 300 and the Maker Lab. She will assist us during the Maker Faire, too. Finally, Jeffrey attended the *ALA Mobile MakerSpace* webinar which generated a bevy of ideas for taking programs on the road into our community.

We helped CSD with two programs: *Make your Own Comics* and the *S'Mores* visited Studio 300 to learn about creating video book reports. And **Jeremy L.** brought drawing tablets to the Vortex for this month's ATSD-Teens *Mobile Media Lab*.

Joe P. finished editing and compiling all of the karaoke performances from *Winterfest* which are now available to watch/listen on the [Fountaindale YouTube channel](#). **Jeremy L.** assisted Jeffrey with a video overview of Studio 300 to be used for a Dominican University MLS online course. Jeffrey assisted **Debra D.** with producing a video from her latest genealogy program [Brick by Brick](#). **Adriana A.** finished the individual portraits of the Board members and also department photos for CMTSD. And **Joe P.** and **Anna G.** were honored by the Board for their five years of service. *Congratulations* to both of them on their work!

Jeffrey attended the *Soon to be Famous* meeting at RAILS where we announced this year's semi-finalists. One FPLD author, Chantelle Branch made it to this second round with her book *Decisions*. Today 14 of the 19 semi-finalists are [available to read on our BiblioBoard](#) platform: Also, STBF selected FPLD to host the winner announcement here on April 26.

Jeffrey attended his regular complement of meetings (Manager's, Programming Committee, Summer Adventure, and FPLD-Pinnacle) and served his PIC duties. He continued to support STEP as they work on their monthly newsletter.

Finally, Studio 300 received this delightful comment from a satisfied patron (and NDU, to boot): *"My profound appreciation ... for your kind hospitality and film digitizing assistance. I'm familiar with a number of other library media labs, but I'm in awe of your extensive and comprehensive facility. And equally impressed by the competence and willing service attitude of your staff. I greatly valued the help of (listed in alphabetical order) Jeremy, Joe, and Justin. You have a truly professional organization."* -- Jerome (Jim) Zekas

Excerpted from Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Interviews and staff training were two large investments made in our department this month. As February is a shorter month, we have been working hard to fill the four spaces left in our department with high caliber candidates in an efficient manner. Human Resources has delivered a high turn around on interview scheduling, references, and other support tasks.

This month, I worked with the Bolingbrook Historic Preservation Commission to complete a grant application offered by Landmarks Illinois. Last year, I wrote a similar grant with the BBHPC to fund the ground penetrating radar project at Boardman Cemetery, which resulted in a

full underground survey of the burials on the property. This year, the grant focused on a two-part cemetery restoration project, with funds from the proposed grant to be used for professional restoration of a group of heavily damaged headstones, as well as a separate hands-on cemetery restoration workshop which will be open to the public. The grant was submitted via e-mail on Friday, February 9, 2018.

Our practicum student Juliet Wile has completed a majority of her tasks and experiences visiting other departments. Her enthusiasm and willingness to learn has led her to write several new blogs, which is an activity she has never performed before. Juliet will be spending most of the month of March specializing in young adult and teen services in the Vortex two afternoons and evenings each week. Juliet will complete her practicum by the first week of April 2018.

During the month of January, our department bid farewell to Deyanira Reyes and Cristina Palomo. Deyanira accepted a full time librarian position at Lewis University, and Cristina is leaving to pursue her nursing degree full time. As we have lost another 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 have implemented new study room procedures in the Vortex in an effort to solve behavioral problems. All teens must present an ID or library card when signing into the rooms. Study room doors must also remain open during peak Vortex hours, 2–5 p.m. It appears to be working. We will continue to monitor and adjust as needed.

On February 22, Paul, Nancy, Tasos and I met with two Brooks Guidance counselors. We discussed some of the behavioral issues we experience on early release and opened the door for further partnerships. I made arrangements to send teen program calendars and flyers to the counselors. I also sent a flyer promoting Brainfuse.

I met with Jeffrey to plan teen summer programming. We will be holding several new camps this summer as well as monthly maker's programs. A community member also volunteered to teach an 8-week coding camp on game design using Scratch. Tara, Ashe and I have also been hard at work planning our slate of summer programming. We are almost finished. I am just waiting to hear from two presenters so that we can schedule craft programs and a chess tournament.

Teen Programming

- Owl Always Love You was our first art class in February. This was an idea that Tara had pitched to Christine Thornton because she really liked her owl program but didn't want to do it in the fall as her flyers suggested. She asked if we could incorporate some Valentine's flair in there and this is what we came up with. The teens seemed to like it. We had ten artists and they all put their own style and spin on the theme. They used watercolor pencils and water which gave them the blending capability of painting with more control than a traditional paintbrush.



- In February's Teen Art Scene, teens were able to paint loveable sloths. The paintings were a big hit. Check out the results!



- We held a second session of DIY Fidget Spinners for this month's Teen Makers DIY. We made two different kinds of fidget spinners. For the first, Anna had pre-cut the body of the spinners using the CNC machine. Anna took all the teens into the Maker Space to see a demonstration of this process. We then assembled our own fidget spinners using the pre-cut pieces, bearings and weights. The teens made a second fidget spinner using duct tape, marbles and a bearing. The marbles acted as the weights. All the teens had a good time and were very interested to learn more about the CNC cutting machine.



- The Vortex and Studio presented "Design Your Own T-Shirt." Teens were tasked with finding designs that were then cut on the vinyl cutter. Teens weeded the designs and applied them to the t-shirts the library provided. We then use the heat press to adhere the designs to the shirts. The teens were really pleased with the results. Most teens wore their t-shirts home and one teen came into the Vortex wearing hers the next day. They were all excited to come back and add more to their t-shirts.
- Ashe writes, "there were 16 teens this month for D&D. It seems we're definitely starting to form a 3rd core group that is regularly attending which is really exciting. It just keeps growing and growing!"



Test Proctoring:

As far as Proctor student needs, this month there were seven exams taken. One exams was for General Studies while three were for Real Estate. The ratio of students was 3:1, in favor of men. All the students were from Bolingbrook. Three of the exams were online while one was paper.

Career Online High School:

Currently Enrolled: 11

Currently Enrolled 30 Day Probation: 1

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 4

Graduate: 14

Adult Programming:

Maureen's Observations: 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.

Chef Maddox came back at the end of the month for Irish Cuisine and we were better prepared. We were able to serve food! We know now what we need for the future. Chef Maddox got the needed documents to the health inspector ahead of time while Nancy and Jessica were at the event along with our intern, Juliet. More about this program on Jessica's report.

Ice Cream Social planning has started and I'm stepping back this year from the event. Jessica will go in my place.



Cristina tendered her resignation to focus on school and her nursing clinicals. She will be missed. She has brought many great programs and customer service to ATSD. I am working on contracting her out for future programs.

- 2/21/18 - Hamilton's Women- Leslie Goddard came to do a presentation and impersonation of Elizabeth Hamilton, Angelica Schuyler Church and Peggy Schuyler. She is an amazing and engaging presenter and her performance was great! She had so much enthusiasm and her costume was pretty cool too. 20 patrons showed up for this program! I can't wait to hire Leslie for another program.

From Jessica Granados' Report:

Club de Tejido – Poncho (Spanish Knitting Club- Project: Poncho)

Wednesdays, February 7, 14, 21 and 28, 2017, 6:30— 8:30 pm

Our patrons are working in creating a beautiful knitted poncho. We will have pictures of the finished product soon. They always come to this program with a smile on their face and they have all become really good friends. They currently have a member that does not speak any Spanish but they love her company as it also helps them practice their English and become more comfortable speaking it. I also find it gratifying to see that they all love to participate in other programs here at Fountaindale library and not just the ones offered in Spanish.

Dulces Flores de Papel (Sweet Paper Flowers)

Tuesday, February 13 2018, 7:00pm - 8:30pm

Our patrons were excited for this program as it was instructed by Antonieta Diaz. She always manages to plan easy crafts for our patrons by using simple materials. This craft consisted of using cupcake liners in different colors and designs. Skewer sticks and glue. Each patron was able to take make and take home their own floral bouquet with chocolates. Due to the variety in colors the bouquets were different and unique. We had a total of eleven patrons. They had a lot of fun making it!

Cooking Demo- Irish Cuisine

Tuesday, February 27 2017, 7— 8:30 pm

Susan Maddox never disappoints! She was able to manage the new rules and regulations from the Will county health department. All in all we had a successful program where she demonstrated four recipes. Two of them were a salad and a cheese dip. The other two consisted of a corn beef soup with coleslaw and mashed potatoes with a delicious breadcrumb butter and shallots garnish. We had a total of thirty eight patrons.



From Cristina Palomo's Report

I am near the end of my time at Fountaindale and it is a bittersweet feeling. I am sad to go because I absolutely loved my job in programming and interacting with patrons but am excited to start a new chapter and start working in the field that I aspire to be in. I am very thankful that I was given the opportunity to work with such an amazing department and gain skills that I will carry with me throughout my career. Although I will no longer be employed here, I will continue to visit Fountaindale as a patron. After all, I do need a place to study!

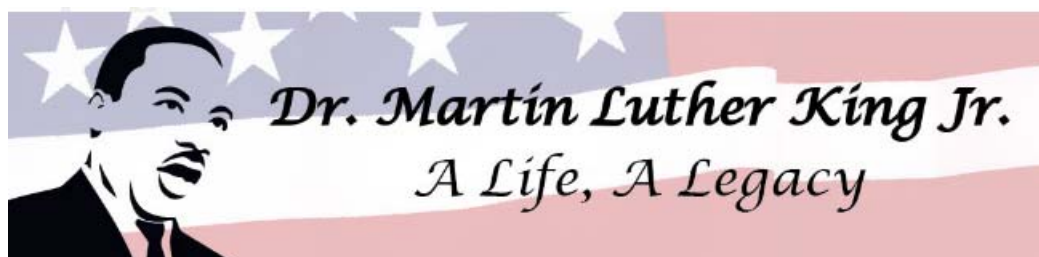
Minecraft Monthly Report – Agnes Babinski

Overall	Total Sessions	Attendance				Grade Distribution			Guest Account Use		Attendance to Session Ratio
		Total	Total Avg	Tuesday Avg	Thurs Avg	Elem.	Middle	H.S.	Avg Accts. Used	% Using Guest Accts.	
Summer 2014	11	207	24	-	-	58%	39%	3%	-	-	18.82
August 2014 - May 2015	74	832	11	11	11	50%	44%	7%	3.0	24%	11.24
Summer 2015	18	196	11	12	10	67%	25%	8%	4.8	44%	10.89
August 2015 - May 2016	80	932	13	13	13	72%	26%	3%	3.5	26%	11.65
Summer 2016	8	112	14	14	NA	65%	31%	4%	7.8	55%	14.00
August 2016 - May 2017	62	536	8	9	7	80%	19%	3%	4.5	56%	8.65
Summer 2017	10	180	18	19	NA	57%	43%	0%	12.4	69%	18.00
September 2017 - May 2018	43	424	10	11	9	56%	43%	2%	6.5	65%	9.86
Monthly Breakdown		Attendance				Age Group			Guest Account Use		Attendance to Session Ratio
	Sessions per month	Total	Overall Avg	Tuesday Avg	Thurs Avg	Elem.	Middle	H.S.	Average Per Session	% of Total	
December 2016	4	34	10	8	9	74%	26%	0%	4.3	50%	8.50
January 2017	7	60	9	10	6	72%	28%	0%	4.3	50%	8.57
February 2017	8	55	7	8	6	85%	15%	0%	4.5	65%	6.88
December 2017	4	44	11	12	10	61%	39%	0%	7.8	70%	11.00
January 2018	7	66	9	10	9	44%	55%	2%	6.1	65%	9.43
February 2018	8	90	11	13	10	63%	33%	3%	6.5	58%	11.25

I really like seeing these numbers go up! We again have better turn out this year than we did at the same time last year. We are also seeing more middle school-ers and girls participating, which is awesome! We may have to brace ourselves for the upcoming Summer Minecraft frenzy!

Computer Services & Equipment Usage Report

- Guest Passes Issued at the 2nd Floor Computer Lab: 735
- Computer Commons Assistance Requests: 217
- Fax/Copy Assistance Requests: 255
- Printing/Scanning Assistance Requests: 157
- DVD/Video Game Checkouts: 1,268
- Other Materials Checkouts: 197
- 3rd Floor Chromebook Checkouts: 38
- Vortex Chromebook Checkouts: 0



The Great Read Report (Brian Smallwood)

This was my first year participating in The Great Read and I must say it has been an experience I have thoroughly enjoyed. I love getting to travel to different libraries and being able to check them out. Also, I like being able to meet and work with different librarians/library staff from our consortium as well as through JJC (Joliet Junior College). I love being able to share ideas and bouncing off one another. The first meeting we had was to go over and discuss what the theme would be that we would be centering all of our programming around. While various ones were

thrown around, we quickly decided upon celebrating the life and legacy of Dr. Martin Luther King. From there we discussed what individual programs we would have at our specific locations as well as discussing what presenters we would have for the Kick-off and the Finale. After a few suggestions and throwing a few names around, we decided on Professional storyteller Linda Gorham for the Kick-off and vocal artist, songwriter, and educator Maggie Brown for the finale. We also discussed an art contest representing the theme for three different categories: Pre-K-5th Grade, 6th-12th Grade, and Adult. We would have local winners from our specific library be decided and then we would all meet up for one last meeting before the finale to decide on the overall winners for all the libraries combined. With all this discussed I set about working with Melissa Bradley to get the information out through our online and paper resources. I also decided to have two movie programs here. One being the film "Selma" and the other being the documentary "King" made by The History Channel. Both had decent to good turnouts. Those who attended filled out drawing slips and three people would be chosen to win a prize. Nancy Castellanos and I began working on collecting the art submissions as well as having us and other staff vote on the submissions they liked the most. The winners would win gift cards and be in the running for Grand Prize drawing. Nancy and I went both went to the meeting to decide on the winners. In addition, I am happy to say all those I voted for ended up being the winners. Despite the weather, the Kick-off had a good turnout and from what I have been told, the Finale had a great turnout. Overall, it was an enriching experience and a total success. I look forward to participating in the Great read again and in the future.

New Specialist Highlight **Jay Purrazzo**

I have learned all the basic duties and responsibilities for the 2nd Floor desk, but I learn a bit more every day. I am eager to take on additional duties if only to give me something to work on at the desk. Today, Maureen gave me the chance to take over Christina's role in the Chills & Thrills Book Club, which I gladly accepted. I also completed my first blog post for the Mango Languages Spanish program. I just need someone to look over it before submitting it to an appropriate blog. I look forward to serving on the third floor and officially answering reference questions this weekend.

Dyrkoth's Tower Update **Jason Peters**

January, of course, saw the conclusion of the first phase of the video board game. By February, I had allowed much of the feedback to settle in, and began putting down ideas for the future of the game. Based on the playtest scenarios, I believe the core of the experience is sound- most improvements would come at the cost of mechanical simplicity. As a result, I've decided to focus on the creation of small mini-expansions, allowing staff running the event or play groups to tailor the experience for the needs of their group (events at game stores, for instance, might have a better experience with deeper thematic mechanics and higher difficulty than players who are at a bar or such). I've begun work on two such add-ons: one that adds unique modifiers and themes to the monster combats, and one that dramatically increases the difficulty of defeating the wizard in combat. I'd consider the rules material of each about 50-75% complete.

Customer Service in the Computer Commons

From Nelly Ambriz's report: We've been very busy in the commons this month due perhaps to tax season. We've fielded lots of question on how to print forms. The printer with the card reader is now accepting cards with chip. There was an increase in in printer related issues. We have been trying to get the returning patrons familiar with using the chip on their cards to pay for print jobs.

Excerpted from Wendy Birkemeier

Children's Services

Monthly Overview of Children's

Services The big storm of the season struck early on the morning of February 9. By 6:30 a.m. staff had been notified that the library would be closed for the day. Snow fell all day – for a total of about 11". Folks came out on the weekend, though; cabin fever must have struck!

We had a very busy month with lots of programs. Staff members participated in various training opportunities. Spring program planning was completed before the Fountain arrived, and summer program planning continued.



The Great Read celebrated the legacy of Martin Luther King, Jr. and CSD participated through displays, our blog and programs.

Participants in **Let's Create** decorated the letters that titled our display in the Creativity Park, "Imagine Peace." Members of the **Young Writers' Club** added their thoughts about peace to the display, while many children colored doves that the staff added to the wall. See the end of this report for some of their wishes.



Two of our programs were officially listed as part of **The Great Read**.

- **I Have a Dream Craft** (17) Families worked together to make a wreath of paper hands in different skin tones and a paper dove in the middle. One little boy asked his mother why the hands were all different colors, and it was very sweet to hear the mom explain "Because Martin Luther King had a dream that everyone would get along, even if they have different color skin." *Joyce A.*



- **William Oba King** (44) This was a great opportunity to listen to a very talented person. I, along with the audience, thoroughly enjoyed his presentation.... He encourages audience participation... We had a

surprise speaker during the presentation, our very own Vincent (security) recited a very moving poem he wrote about the importance of girls growing up with their fathers present in their lives. *Susan F.*

Other programs that we offered reflected **The Great Read** theme and African American History Month.





- **Mini Movin' & Groovin'** (3 programs, 120 attendance) featured African music. Many parents commented that the Beach Party and Africa are their favorites, which makes me feel good about what I do. I also heard several parents and grandparents pointing out the pictures on the PowerPoint to enrich the African experience. *Kathy B.*

Families entering our department were greeted with the first of a number of displays featuring books by African Americans and books on African American themes.

I counted 133 circulations of books on African American heritage topics from the displays I created (145 if Spanish books are counted). Many of them had not circulated in the past year. Some of the most popular topics were books by Walter Dean and Christopher Myers, African American inventors and scientists, and chapter books featuring African American characters. *Sarah D.*



Programming

- **Sensory Storytime (19)** After the big snowstorm yesterday, I was so surprised that so many people came to Sensory Storytime ... 11 kids and 8 adults. Our theme for this month was Love/ Valentine's Day. As part of the sensory experience, the children made heart people out of construction paper. They also had an opportunity to explore playdough by molding it, rolling it and squishing it with their hands... It was so touching to see both parents so engaged with their kids. A dad was sitting on



the floor making the heart person with his daughter, while mom was playing playdough with their other child and then the kids switched activities so that they could interact with the other parent. Many of our regular patrons attended, but a few new faces were present too. I meet a new bilingual family ... mom was Polish (overheard her talking to her daughter) and dad was Filipino. I invited the family to attend my Polish Storytime ... and they came. What I am noticing more and more about our weekend programs is that they attract whole families to come to the library and spend that quality time together ... we should be proud as a library that we are bringing families together. *Marta M.*

- **Storytimes** (45 programs, 1076 attendance) Snow and cold affected attendance at some of our programs, but those who came enjoyed stories about love, friendship, winter, I am Special, ducks, cats, head to toe, dinosaurs, rhyming, and more.



Sarah D. led a Diez Deditos when Andreea D. was ill. "I featured *The Snowy Day* (as a video in Spanish and as a big book in English). We played some of the children's favorite songs (which I was exposed to in the bilingual family programs). I used lots of tips from the Beyond Bilingual workshop, like displaying the words for the songs and going over some simple vocabulary (family members and animals for *Snowballs* by Lois Ehler and colors to go with flannel board shapes and the song "I can make a snowman"). I also shared the notes from this program with Marta for Polish storytime. I was proud of one little girl who volunteered that my shirt was another thing that was *verde*."



- **Polish Storytime** (7) went really well this month, for the first time I was able to carry out my whole program the way that I have planned. The enrollment was still a little bit low, but three families attended (3 kids and 4 adults). That new bilingual family that I met in Sensory Storytime came as they said. Both mom and dad attended with little I... Dad is so supportive of mom teaching I... to learn Polish. Mom said that dad can even speak a little bit Polish; she is teaching both of them, which I think is fantastic....Of course the grand finale was the bubbles with the disco light, which the kids absolutely loved. *Marta M.*

- **Romanian Storytime** (39) This month we had a large group of 18 adults and 21 kids. For this program I decided to translate two books from English in Romanian. The first book was *Where Are My Chicks...* We did 5-6 traditional songs about spring and used puppets, shakers and streamers. The mom that administers the closed group made a live video and posted it. It received more than 650 views and lots of compliments. After the program some parents told me they enjoyed very much the translated version of the books.



Some parents were very nice and brought books from their personal collection for me to copy and use for the program. Other parents gave me music CDs. Their interest and involvement with the program motivates me to try my best and make it successful. *Andreea D.*

Weekday programs

- **Arts & Fables** (2 programs, 76 attendance) Kathy read Elmer the Elephant books and we used the die cuts to make the kids abstract tissue paper art into Elmer and his teddy bear. The kids thought the Ellison was magical! The parents were very interested in the process also and we used it as an opportunity to promote the use of our collection to educators. *Debbie S.*



- **Faraway Places at your Fingertips: Spain** (2 programs, 91 attendance) During the planning phase Debbie S. wrote, "This country started out as a challenge for Kathy and me, but we brainstormed with other team members and we came up with a direction. We are really looking forward to this one. We will be reading *Ferdinand* and discussing Don Quixote, thanks to a poem book recommended by Wendy. We will be making knight's helmets, and we will be using our large parachute like a matador's cape. We will be ending with 'knighting' our participants..."

Homeschool in Spain was phenomenal. We had an extremely small crowd of children at 10:30 a.m. with 13 children, but it was great to be able to dive into deep information and get through to the kids. A crowd of 36 in the afternoon was big but manageable. We used the parachute to represent all the many festivals. *Kathy B.*



- **iMake** (2 programs, 29 attendance) We realized that we had accidentally advertised iMake at two different times the afternoon of 2/19 [Presidents Day]. Marta took the earlier advertised time and I took the later one. *Sarah D.*

I took out some pretty cool things for the children to explore ... The marble maze was very popular, everyone wanted to build a maze and see the marbles going down, down, down. The light table was also a big hit, the children were very amazed how mixing color crystals and adjusting the light on the table gave special effects. The stacking cups, connectors and Interlox were very popular with the younger kids, they were being very innovative and using their imagination to make some creative models. The kids seemed to be relaxed and having lots of fun. They were using their imagination to

make things, they were exercising their fine motor skills and they were interacting with kids their age, can't ask for anything better. *Marta M.*

Public Service



- **1000 Books before Kindergarten:** Nine children joined, making total registration 197. Two girls completed 700 books this month.

- **Library Interns:** Erienne Brit and Juliet Wile worked their CSD hours this month. Erienne filled in for Rosemary B. at a Crazy 8s program and had a great time.



- *Publicity*: Melissa filled up the new rack with library calendars, postcards, etc. It is very attractive and takes up less space than the old one. So far our fear of children endlessly spinning the rack has not been borne out.
- *Baby Packs*: We gave away three Packs. Marta M. mailed five birthday cards.
- *Ellison Dies*: 4 uses this month. Susan F. wrote her first blog post about our Ellison die collection. It was one of the most read posts in February. Melissa posted it to Facebook. As a result we are lending one of our machines to Studio 300 for the Maker Lab. The Studio is considering purchasing a die cutter so they may get some feedback from people who use our machine.
- *Nooks*: I added *Creepy Pair of Underwear* and some scheduling apps (a request from a patron whose teenage son has autism) to Nook 2. A few days later when Wendy tried to use that Nook it would not start. I took it home and left it plugged in overnight, but had the same problem. I saw Jake the next morning and asked him if it was a battery problem. He said it was not, but he had seen the problem before and could fix it by deregistering the Nook. He has since returned it and I am downloading the content again. *Sarah D.*

Activities

- Joyce A. served on the Bluestem Book Award Reading Committee. “Despite my tight timeline, I was able to finish reading all 50 books that I was required to read for the selection meeting on 2/10. The 2019 list contains some good books, but there were several that I advocated for that did not make the cut. This was an interesting experience, and I am glad I was a part of it.”

Excerpted from Jenny Cuevas' report

Circulation

Fines on Juvenile and Young Adult Accounts

Jenny Cuevas (Circulation Services Manager) met with Paul Mills (Executive Director) and Nancy Castellanos (Deputy Director) back in January to discuss Juvenile and Young Adult accounts that are blocked with over \$20 in overdue and billed fines. The goal is to bring these accounts to good standing and welcome back these patrons to the library. Overdue fines that are older than two years or billed items three years and older, will be waived to bring the account down to \$19.99. Currently, there are 854 accounts that are blocked. Full-time Specialists are about half-way done with the report.

RAILS Count

From February 16th to February 23rd staff took count of all outgoing items through RAILS.

STEP Students

We welcomed Zach and Tehniath, our STEP Students, who have been working and training with Rachel Ford (Circulation Services Associate) and Carol Henderson (Circulation Lead Aide) since the middle of January. During their time here at the library, they assist with shelving items and pulling items from the pick list. Each school semester we are able to provide working experience and training opportunities to these students.

AV Limits

There is no longer a limit on Adult and Children DVDs, music CDs, and audiobooks. The limit for video games also changed from 3 to 5 per card.

PIRC Updates

On February 28th, Jenny and Kate Thurston (Circulation Services Assistant Manager) attended the PIRC meeting. Below are some of the following updates:

- Pinnacle Library Card Application revisions were approved
- Refunds will be done accordingly to the transaction library
- Threshold for Joliet is now \$10 instead of \$5
- White Oak AV material can have up to two renewals
- Plainfield will rename position *Head of Circulation Services* to *Account Services Manager*

Charge on Missing Discs for Audiobooks

Jenny and Christina Theobald (CMTSD Manager) came to a decision on charging patrons a replacement cost of \$10 per disc for adult and children audiobooks, when lost or damaged.

Drive-up Window Training for the Aides

The week of February 19th – February 23rd, Rachel started training Circulation Aides on assisting and helping patrons at the drive-up window. Some of the Aides have been exposed to the drive-up in the past on a very limited basis. Recently, Aides have expressed interest on having the opportunity to assist patrons at the window more often. Rachel will be working with Jenny to continue this practice.

Hoverboard Storage

Kate Thurston obtained keys to the bigger cabinets at the Information Desk, so that staff can secure Hoverboards for patrons.

Staff Updates

- Sarah Ford, Circulation Services Aide, submitted her resignation notice on February 17th. Her last day will be on March 3rd. We wish Sarah the best of luck.
- Jamie Washington, Circulation Services Aide, submitted his resignation notice on February 26th. His last day will be the end of March. We wish Jamie the best of luck.
- The first Aide position has been posted and hope to start receiving applications in the beginning of March.

Building Operations (Tasos Priovolos)

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

Tasos attended the Empathy Driven Enforcement seminar held by Ryan Dowd. This seminar covered how to enforce rules without threats or punishment. Homelessness and mental illness was also covered.

The netting between our parking lot and the ball field was repaired. The recent high winds, along with the redesigned dug-outs, caused damage to the netting.

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

Andre Burton moved from Security to ATSD as an Adult and Teen Services Specialist. We all wish Andre all the best with his endeavors.

Tasos met with the Strategic Plan goal owners to discuss the suggested goals which will be proposed for the 2018 plan.

Working with furniture vendor to possibly add a workstation in the the CMTSD workroom for a new staff position.

Continued working on reviewing possible changes to the 3rd Floor Computer Lab and review the options to better utilize this space.

The ADA door openers were inspected and serviced. This work was completed as part of our on-going preventative maintenance contract.

Met with Valley View School District Counselors to discuss ways we can work together to provide excellent service to the students of the district.



ZENDESK -

In February, 34 new maintenance tickets were created, and 40 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

CMTSD Staff Updates

- This month marked ten years of service at the Fountaindale Public Library for Susan Jagiel. Congrats Sue!!
- Interviews for the open Cataloger and Collection Development Aide positions began at the end of February. Serving on the interview teams are Christina and Dawne for the Cataloger position and Christina and Lynnette for the Collection Development Aide position.

PinPOD SubCom

The subcommittee held a meeting on February 8, 2018 at the Fountaindale Public Library. Representatives from every Pinnacle library were in attendance, comprising both technical services staff and selectors. Christina, Lynnette, and Jake attended from Fountaindale. The group developed a set of criteria (outlined below) for selecting Purchase On Demand titles. Automatic daily reports will be scheduled to alert staff of these holds. Additionally, a new email Google Group will be created to facilitate the communication between staff from all Pinnacle libraries that are designated to handle POD holds. It was reiterated that the pickup location the patron chooses will dictate which library will purchase the item or cancel the hold. Importing POD records into the system is optional. However, responding to patron holds will be required of all Pinnacle libraries.

POD Criteria for Initial Launch

- Discounted price of \$50 or less
- Books only
- Adult and Teen only
- Available to order through Baker & Taylor
- Maximum of 50 POD records added per library, per month

Holds Not Owned List

Lynnette, Christine J. and Danette are currently purchasing newer titles, transferring holds to records that Fountaindale owns, and converting older titles to ILL. The list is now down to only 69 titles.

Practicum Student

Practicum student Juliet Wile from Dominican University spent half a day with CMTSD staff. Overviews and demonstrations were given on repair of items, periodical processing, interlibrary loans, acquisitions, cataloging, processing of materials, and displays. We enjoyed having Juliet in our department!

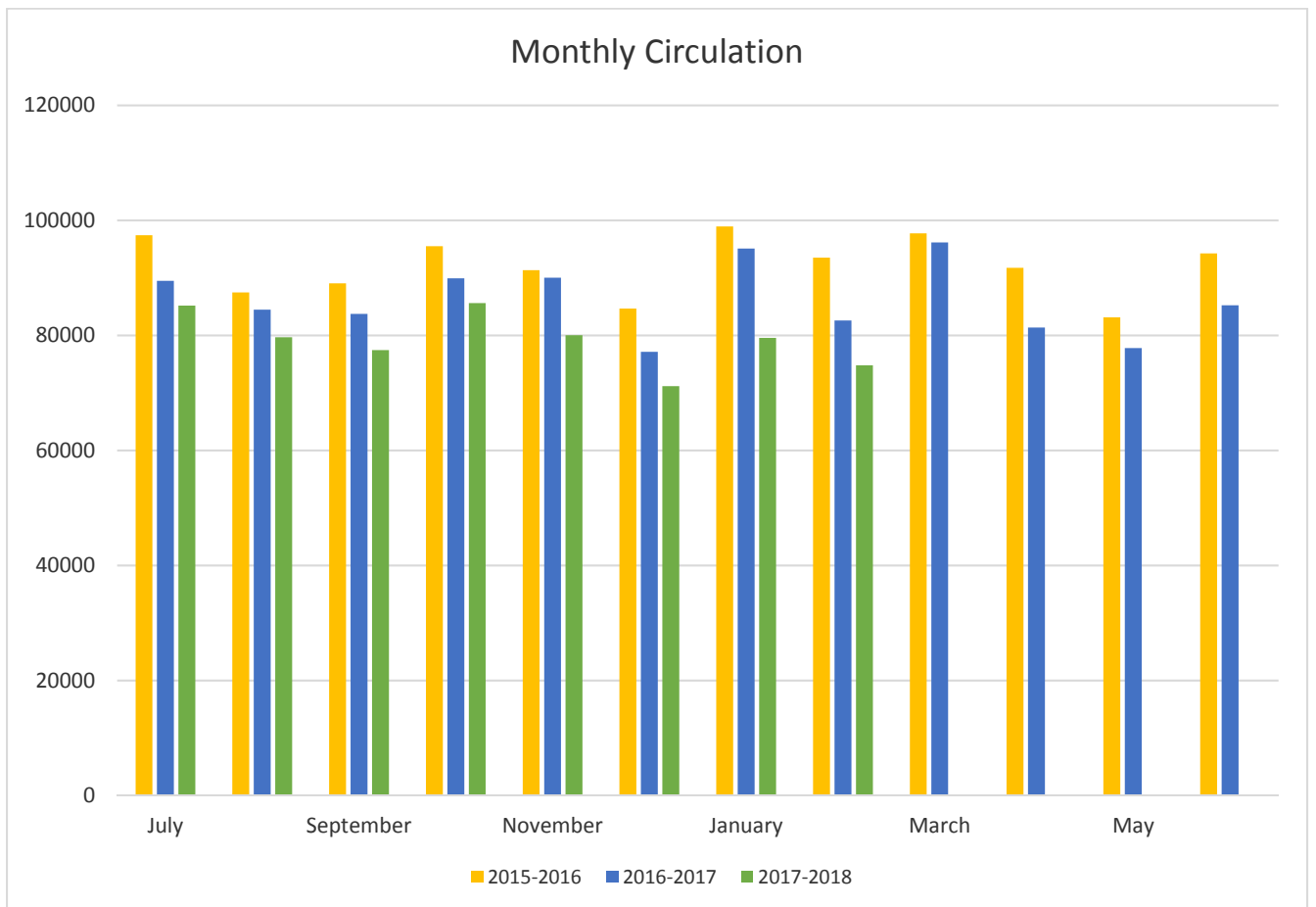
Interlibrary Loan

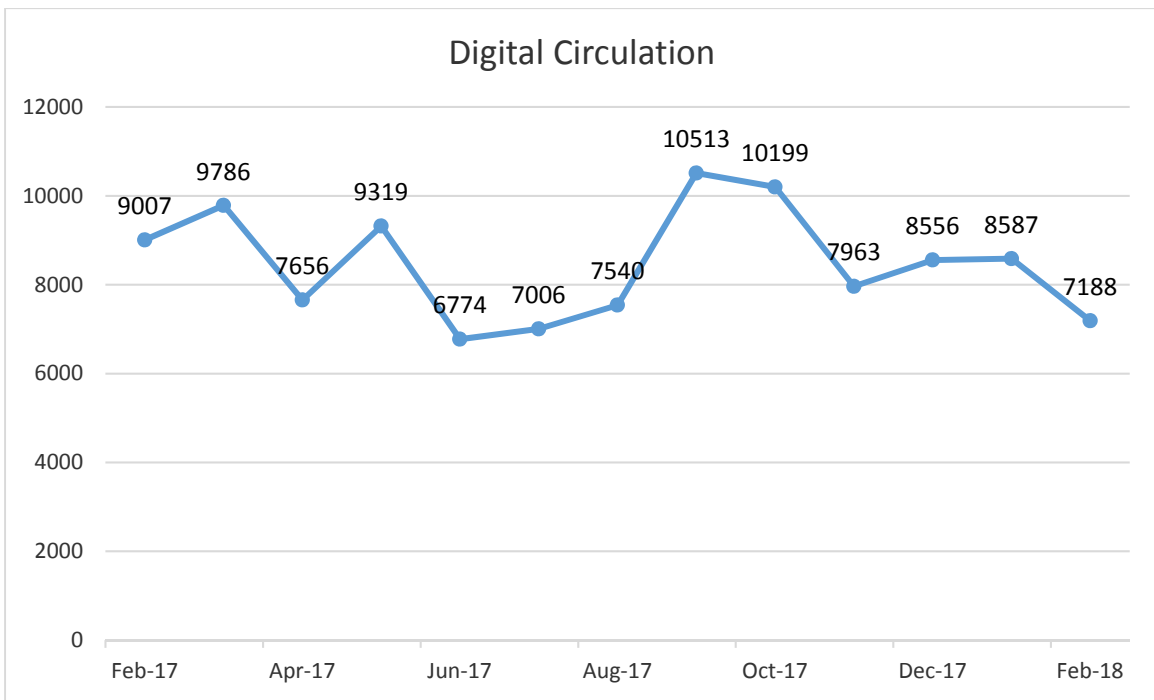
Christine Jason was trying to locate a journal publication in WorldShare for an Outreach patron. Unable to find it, she turned to Google and found a PDF full-text version of the article. Turn-around time for the patron accessing the article was all of 5 minutes!

Comparison of Physical Collection Circulation February 2017 to February 2018

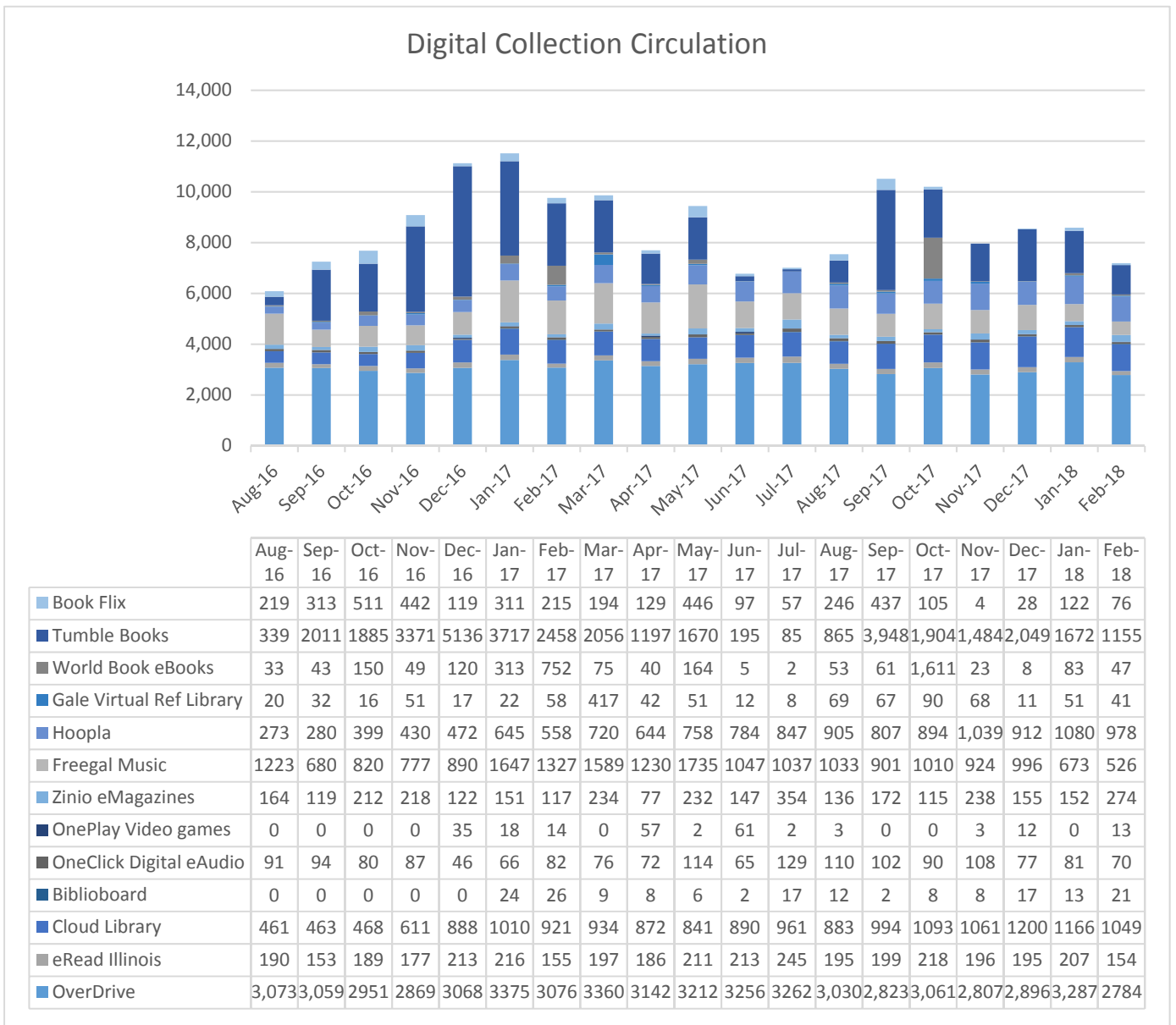
Collection Categories	Feb 2017 Circs	Feb 2018 Circs	Change	% Change
Adult Audiobooks	1164	1088	-76	-7%
Adult Bookmobile Collection	249	332	82	33%
Adult Fiction	4499	4509	10	0%
Adult Non-Fiction	5020	4821	-199	-4%
Foreign Language Adult	191	232	41	21%
Foreign Language Juvenile	824	793	-31	-4%
Foreign Language Young Adult	13	26	13	100%
Graphic Novels	2290	2525	235	10%
Interlibrary Loan	294	205	-89	-30%
Juvenile Audiobooks	393	368	-25	-6%
Juvenile Bookmobile Collection	2803	2432	-371	-13%
Juvenile Fiction	5588	5083	-505	-9%
Juvenile Non-Fiction	5237	4155	-1082	-21%
Large Print	704	696	-8	-1%
Local Author Collection	0	3	3	
Magazines	596	919	323	54%

Movies	14107	12940	-1167	-8%
Movies - Juvenile	6999	6183	-816	-12%
Music CDs	2865	2120	-745	-26%
On-The-Fly	13	9	-4	-31%
Picture Books	10686	10304	-382	-4%
Reference	0	12	12	
STEAMboxes	0	33	33	
Studio 300 Collection	3435	2853	-582	-17%
Technology & Equipment	1027	1000	-27	-3%
Technology & Equipment - Juvenile	221	136	-85	-38%
Toys	99	117	18	18%
Videogames	2528	2277	-251	-10%
Young Adult Audiobooks	106	126	20	19%
Young Adult Bookmobile Collection	7	16	9	129%
Young Adult Fiction	1220	1042	-178	-15%
Young Adult Non-Fiction	398	266	-132	-33%
TOTAL	73576	67621	-5956	-8%



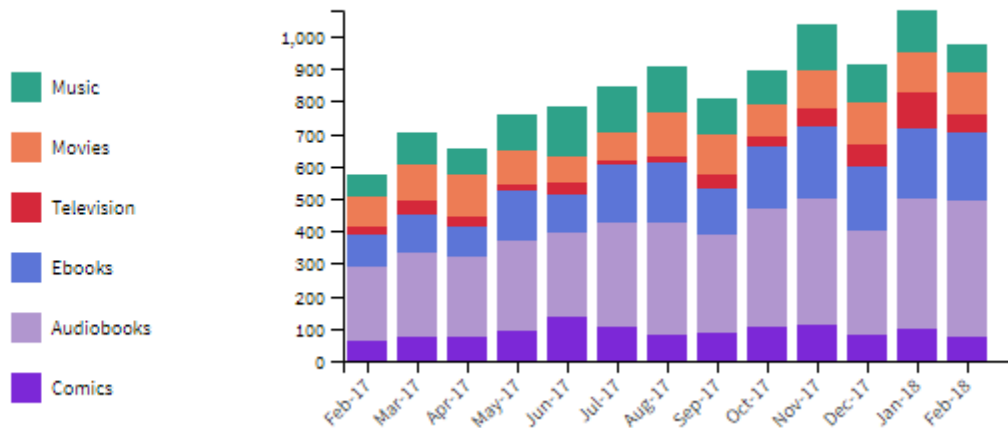


- For February 2018, digital circulation was **10%** of the library's total circulation.



Hoopla Statistics

Circs by Format



- **Audiobooks** were the most borrowed format, accounting for 43% of all circs.
- There were **978 total circs** in February 2018 borrowed by **239 patrons**. The average number of circs was 4.10 circs per patron, with 31 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	Format	Circs
Your Best Year Ever	Michael Hyatt	2018	Business	audiobook	5
reputation	Taylor Swift	2017	Pop	music	5
The Greatest Showman (Original Motion Picture Soundtrack)	Various Artists	2017	Soundtrack	music	5
The Getaway	Jeff Kinney	2017	Comics & Graphic Novels	ebook	4
Vee is for Valentine	Various Authors	2017	Holidays & Celebrations	ebook	4
Hamilton (Original Broadway Cast Recording)	Various Artists	2015	Soundtrack	music	4
You Are a Badass	Jen Sincero	2013	Self Help	audiobook	4
An American Marriage	Tayari Jones	2018	Fiction	audiobook	3
Some Like It Hot	Marilyn Monroe	1959	Comedy	movie	3
Christmas Kiss	John Stimpson	2012	Drama, Family, History	movie	3
The 4-Hour Workweek (Expanded and Updated Edition)	Timothy Ferriss	2009	Business	audiobook	3
The Total Money Makeover	Dave Ramsey	2003	Business	audiobook	3
A Most Wanted Man	Philip Seymour Hoffman	2014	Drama	movie	3
Wonder	Hillsong United	2017	Christian & Gospel	music	3
How To Talk To Anyone	Leil Lowndes	2003	Self Help	audiobook	3
M A N I A	Fall Out Boy	2018	Alternative	music	3
Lesson 1		2015	Children's	television	3
Careless People	Sarah Churchwell	2014	History	audiobook	3
Old School	Jeff Kinney	2015	Humorous Stories	ebook	2
7	Jen Hatmaker	2012	Religious	audiobook	2

Freemal Statistics

- **388** songs were streamed by **16** patrons
- **138** songs were downloaded by **19** patrons

Top 10 Freegal Music Genres

Genre	Number of Downloads	Genre	Number of Streams
Pop	34	Pop	102
Classical	27	Country	70
Country	21	World Music	48
Jazz	8	Folk	34
Rock	8	Rock	26
Folk	7	Jazz	25
Comedy	6	Hip Hop	24
Spoken Word	6	Classical	18
Classic Rock/Oldies	4	Blues	11
Adult Contemporary	3	Adult Contemporary	9

Processing & Repair

- New cases: 190
- RFIDs/Stingrays: 10
- Repairs: 39
- New artwork: 37
- Stolen: 7
- Disc repairs: 316
 - DVDs: 174
 - Music CDs: 19
 - Audiobooks: 91
 - Video games: 31

Interlibrary Loan

ILL Statistics:

- 293 items requested by patrons
 - 267 submitted in OCLC
 - 15 items were too new to request
 - 6 were available in Pinnacle
 - 5 were out of country only
- 229 Items received
 - 190 Illinois libraries
 - 39 out of state libraries
- 347 Items requested by other libraries (lending was turned off for two weeks)
 - 198 Illinois libraries
 - 149 out of state libraries
 - 0 out of country library
- 220 Items sent to other libraries
 - 118 Illinois libraries
 - 88 out of state libraries
 - 14 XYZ libraries

Displays & Promotion

NextReads Newsletters

- New Subscribers: 19
- Unsubscribed: 0
- Bounced Emails: 0
- Total Emails Sent: 1,141
- 76.42% were viewed on a desktop
- 23.58% were viewed on a mobile device
- 39.59% emails were opened
- 101 items were clicked open
- February 2018 issue of New Movies had the highest number of clicks (16 clicks)
- February 11 issue of New York Times Fiction Bestsellers had the highest unique opens (34 emails opened)
- New York Times Fiction Bestsellers has the highest subscribers (80)

Displays

- Lobby Tree: March Madness (Brian) 3 checkouts but only up for one day
- Lobby Tree: Chinese New Year (Sarah) 53 checkouts
- Lobby Tree: Abe Lincoln (Brian) 15 checkouts
- Lobby Display: Great Reads 118 checkouts!
- Popular Picks 72 checkouts only up for four days
- CSD Holiday Wall: Groundhog 7 checkouts only up one day
- CSD Holiday Wall: MLK 33 checkouts
- CSD Holiday Wall: Staff Picks (DOA) 63 checkouts
- CSD Holiday Wall: Football 5 checkouts Only up 1 day
- CSD Holiday Wall: Valentine's Day 47 checkouts
- CSD Holiday Wall: Friendship 24 checkouts
- CSD Holiday Wall: Dogs 47 checkouts
- CSD Holiday Wall: Farm Animals 3 checkouts only up one day
- CSD Holiday Wall: Food 33 checkouts
- CSD Holiday Wall: Rhymes 12 checkouts
- CSD Yellow Wall: Black History Month 9 checkouts
- DVD display: Football 11 checkouts
- DVD display: Romance 23 checkouts
- DVD display: Before They Were Nominated 32 checkouts
- 3rd floor fiction: Romance 15 checkouts
- 3rd floor fiction: Historical Fiction 1 checkouts
- 3rd floor fiction: 33 checkouts
- 3rd floor nonfiction: Chocolate 2 checkouts
- 3rd floor nonfiction: Westerns 7 checkouts
- 3rd floor nonfiction: Soups/Stews 3 checkouts (only up 3 days)
- 3rd floor self-check: Hey Girl 7 checkouts
- 3rd floor self-check: Transportation 4 checkouts
- Programming Cart: Olympics 0 checkouts
- Web Carousel: Great Reads

Communications (Melissa Bradley)

Communications General Updates

- Melissa and Steven began a five-week Google Analytics course through ALA.
- Melissa helped the Staff Committee with planning and executing the Winter Tea Party and donating Easter baskets to the West Suburban Food Pantry.
- Melissa met with representatives from the Chamber and Scholastic to discuss summer reading partnership ideas.
- Melissa took a webinar to learn how to better promote Career Online High School.
- Melissa created a new [Staff Picks](#) reader's advisory form for all staff to contribute their picks for great books, movies, video games, etc.
- Sabrina designed a beautiful infographic for Studio 300's 5th anniversary.

Studio 300

Celebrating 5 Years of Creativity



Media Coverage

- The [Bugle](#) picked up our press release about our support of the Bolingbrook STEM Association. (The story was also on the front page in the print edition).
- The [Bugle](#) picked up our press release about Peggy Danhof being named an ILA Luminary.
- The [Herald](#) and other publications mentioned us in Great Read coverage.
- We advertised Preschool Round-up in the Bugle's Valentine's Day coloring page.

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Social Media Paid Ads

- The Great Read paid ad ended. The ad ran February 1–28. We spent \$27, which reached 1,707, and 29 people engaged with it.
- The Bolingbrook: Project Music paid ad ended. The ad ran February 1–15. We spent \$14, which reached 1,382 people, and 21 people engaged with it.
- The Preschool Round-up paid event ended. The ad ran February 7–23. We spent \$16, which reached 802 people, and 56 people engaged with it.

Strategic Planning

- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,263 completed surveys.
 - The most frequent way people hear about our programs is via the website (44.7%) and *The Fountain* newsletter (35.4%)

Social Media Metrics

- Facebook Metrics
 - 21 new people liked our page
 - 378 people viewed our page (ave 574 views/mo in 2016)
 - 41,743 people saw our content (ave 59,577 people/mo in 2016)
 - 16,241 people saw our content because a friend shared, liked or engaged with it
 - 2,287 people engaged with our content (clicked, liked, commented or shared) (ave 2,693 users/mo in 2016)

- Twitter Metrics
 - 3 new followers
 - 292 page views (ave 155 views/mo in 2016)
 - 10,300 tweet impressions (ave 10,879 impressions/mo in 2016)
- Instagram Metrics
 - 21 new followers
 - 293 post likes (ave 478 likes/mo in 2017)

Email Marketing Metrics

- Number of emails sent: 5
- 49 new subscribers
- Average open rate: 33.96% (industry average is 19.85%)
- Average click rate: 13.19%

Finance (Jennie Nguyen)

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

Capital Asset Inventory Schedule: Lauterbach & Amen, LLP has completed our Capital Asset inventory schedule. The Capital Asset policy has been finalized and has been sent to the attorney for final review in preparation of the Board's approval at the March board meeting.

Industrial Appraisal Report – Allyse has been working with our representative to update our appraisal information with the company for our annual appraisal report. The appraisal company had required a more detailed database of our assets for their report. This project has been completed and awaiting our final appraisal report.

Insurance Audit – Completed the annual insurance audit with Lea for the Hartford Insurance Company audit for our Workers' Compensation Insurance.

Financial Edge System – Finance has officially upgraded to the new Financial Edge NXT accounting for 2018. Allyse and I have been busy learning the ins and outs of the new software.

Circulation Refund Form – The new refund form has been completed and finalized to be ready for use.

Employee Package Tally – There was a total of 6 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	\$690.50
ATSD – 3 rd Floor	4	\$85.00
ATSD – Computer Commons	3	\$57.30
Circulation	8	\$340.00
Children Services	3	\$66.00
Studio 300	5	\$100.00

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Computer Aide- Candidate selected
- Adult and Teen Services Specialist
- Building Security Monitor
- Cataloger
- Children’s Collection Development Librarian
- Circulation Services Aide
- Collection Development Aide
- Finance Specialist

Departures:

- Deyanira Reyes, Adult and Teen Services Specialist, 2/25/18
- Sarah Ford, Circulation Services Aide, 3/3/18
- Cristina Palomo, Adult and Teen Services Specialist, 3/9/18

Recruitment

Noelia posted position openings, distributed candidate applications, and coordinated/scheduled interviews for hiring managers.

Policy Development

Worked with the Executive Director to revise/edit the following policies which will be brought to the Board of Trustees at the March meeting: Administration and Appointments, Employee Classification, Introductory Period Policy, Transfers and Promotions, and Anti-Nepotism Policy.

Assisted in the development and review of the Volunteer policy, for Goal Team 3.

Workers’ Compensation Audit

Jennie Nguyen and Lea gathered information for the annual Workers’ Compensation audit conducted by Hartford Insurance.

Phonevite

Activated phonevite to alert staff of the emergency closure due to weather. Conducted additional testing of the system to make sure all staff would be called when activated.

Practicum Student

Coordinated schedule for Erienne Birt, LTA practicum student. Erienne will be volunteering in all departments of the library.

Strategic Goals- Goal Team 5

Objective 5.4: *Implement a technology training program.*

Reviewed responses received from managers regarding the technology training needed by all staff members. This will be used by Goal Team 5 to develop an appropriate training program.

Staff Committee

Both Noelia and Lea participated with the Staff Committee on the Staff Winter Tea and Easter Basket donations.

Information Technology (John Matysek)

During the month of February 88 new help desk tickets were created by FPLD staff, and 94 new or existing tickets were solved by IT staff.

Attended a webinar by vendor Faronics explaining the new features in the latest release of their Deep Freeze security software that the library uses on all patron computers to guarantee the same user experience no matter which computer is used.

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

Updated Polaris access on all computers in the 2nd floor computer lab in preparation for Polaris training sessions by the Pinnacle ILS Manager.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, updated Deep Freeze software on all Windows based patron computers and reconfigured Deep Freeze on all OPAC computers to schedule automatic updating of Windows.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, installed the latest version of Microsoft Office 2016 on all computers in the 2nd floor computer lab.

Added the Drupal Google Tag Manager module to the library website to provide additional statistical tracking capability.

Attended a webinar by vendor Admin Arsenal explaining the new features in the latest release of their PDQ Deploy software which the library uses to update software on patron PC's.

Along with Paul Mills, participated in a panel discussion as part of an ATLAS training program on IT Hiring held at the Glenwood-Lynwood Public Library.

February 2018 District Statistics							Population Total	67683		
Total Circulation Statistics	74,809	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup	61,720	Reading Clubs Offered	0	0	1	0	1	22,152	3,592	
Bookmobile	5,901	Reading Clubs Members	0	0	197	0	197	Proctoring	Total Twitter Followers	
Digital	7,188							7	725	
								Faxes Sent	Total Instagram Followers	
		Collections Totals		Population Served	Building	Outreach	Total	631	558	
Interlibrary Loan Requests		New Items Available	2,388	Total Visits	29,503	1,630	31,133	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons	229	Collections Total	369,999	New Cardholders	241	1	242	3,035	2,965	
Items Sent to other Libraries	220	Items per Capita	5.47	Active Cardholders	26,793	198	26,991	Pages Printed	COHS Students Enrolled	
Circulation Holds Processing		Materials Handling Return Totals		Total Served	58,124	% Served	39.88%	23,915	11	
Share Illinois requests filled	13	Lobby	20,397	Computer and Internet Sessions					Monthly Wireless Sessions	
Items loaned to Pinnacle libraries	4,982	Drive Through	8,552	Studio 300	Children's	Vortex	Lab/Commons	3rd Floor Lab		
Items borrowed from Pinnacle libraries	3,523	Staff	25,047	458	864	274	4,099	20	18,434	
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	166	53	34	53	436	Building Front	Building Rear	Church	Ashbury's	
Attendance	248	106	71	478	778	2,946	2,460	1,184	347	
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: 3,027	
Numbered offered	43	6	24	73	33	0	0	33	Android: 675	
Attendance	548	163	101	812	655	0	0	655		
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	318	
Numbered offered	63	140	1	204	14	0	0	14	Total Attendance*	
Attendance	1,447	4,518	10	5975	490	0	0	490	7,613	
	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	49	0	0	49	8	0	2	10		
Attendance	184	0	0	184	80	0	1,177	1,257		
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total		
Reference Total	710	23	687	89	651	1,222	723	4,105		
Library Information	65	1,250	857	151	962	114	1,673	5,072		
One on One Assistance (Scheduled)	36	0	5	0	50	0	0	91		
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change			
Circulation	74,809	82,588	-10.40%	Reference Questions	4,105	5,705	-38.98%	* Virtual not included in programming totals **Sept. 2017 we started using a new software to keep track of wireless sessions which reports sessions differently than previous one.		
Visitors	31,133	35,513	-14.07%	Computer Usage	5,715	8,022	-40.37%			
Card Holders	26,991	30,866	-14.36%	Wireless Sessions	18,434	9,732	47.21%			
Room Bookings	742	734	1.08%	Program Attendance*	7,613	6,779	10.95%			

Conference / Event Report Form

Name

Ruth Newell

Position

Trustee

Conference / Event Attended

ALA Midwinter 2018

Date

February 8-13, 2018

Location

Denver, Co

List of Sessions / Meetings Attended (*if applicable*)

attended a close certification meeting (ALACPLA)

Attended CSK Breakfast Committee meeting We are celebrating 50 years. The Celebration will start at annual 2018 with a program along with the CSK Breakfast and Annual 2019 with the same.

Went to united for Library Strategic meeting. Had several Receptions Ramdom House, Holiday House, and a awesome Scholastic Literary Event were the authors were reading parts of there stories . Also had a closed ALA Ambassador meeting.

Early Monday attended the Awards announcement of the CSK, Caldott award winners. Was Invited to attend publisher dinner for past jury members. Also visited the Exhibits riding on my scoter.

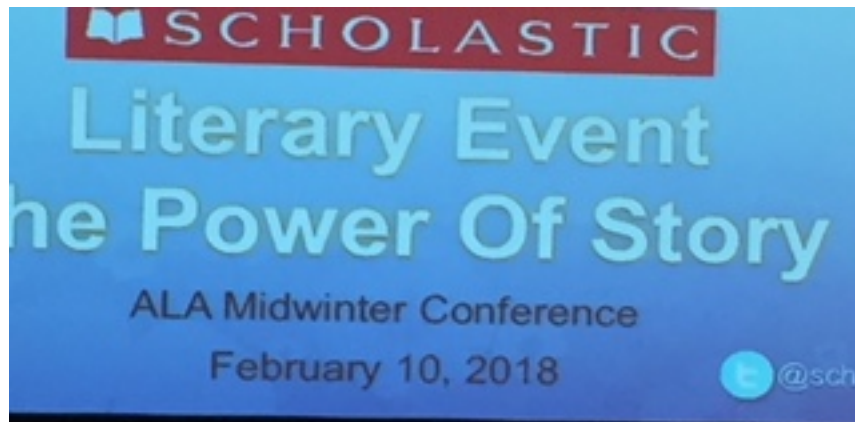
Highlights of Conference / Event

Midwinter Meetings ,Planning for Annual. Scholastic Literary Event

"The power of Story "

President Reception , Holiday house event, Ramdom House Reception

Networking with others, As my role of ALA Ambassdor.



Conference / Event Report Form

Name

Kathryn Spindel

Position

Trustee/Treasurer

Conference / Event Attended

ALA Midwinter Meeting

Date

2/8/2018 – 02/13/2018

Location

Denver, CO

List of Sessions / Meetings Attended (*if applicable*)

Friday 8-11:30 Advocacy & Intellectual Freedom Bootcamp

Friday 1-4 PM UFL Institute

Friday 8-10 PM Random House Reception

Saturday 8:30-10AM PLA Discussion Group

Saturday 10:30-11:30 Partnership Task Force Mtg

Saturday 1:00-2:30PM Legislation, Advocacy, & Intellectual Freedom Committee Mtg

Saturday 3:30-6:30 UFL Strategic Planning Session 1

Saturday 5:45-6:30 UFL President's Reception

Sunday 8:30-10:30AM UFL Strategic Planning Session 2

Sunday 3-5:00PM UFL Board mtg

Monday 8:30-10AM all committee mtg

Highlights of Conference / Event

During the conference I attended the exhibits. I was asked to visit with corporate sponsors to thank them personally for their contributions. I visited with HarperCollins (Gold sponsor) and Penguin Random House (Platinum sponsor)

I also attended the UFL Board mtg now as a Trustee-at-large.
Thank you for allowing me to attend this conference

Kathy Spindel

American Library Association
50 East Huron Street
Chicago, Illinois 60611-2795
USA

Telephone: 312-280-3223
Fax: 312-280-3224
<http://www.ala.org>

Conference Services Department
Paul Graller
conf@ala.org

ALA American Library Association

February 16, 2018

171482

Kathryn Spindel

Trustee

Fountaindale Public Library

300 W. Briarcliff Road

Bolingbrook, IL 60440

Dear Kathryn,

Thank you for your recent registration and attendance at the American Library Association (ALA) Midwinter Meeting. This letter confirms your attendance at the ALA Midwinter Meeting in Denver, CO February 9 - 13, 2018.

Cordially,



Paul Graller
Conference Services

Advocacy Bootcamp: Agenda

ALA Midwinter Meeting – February 9, 2018

8:00-8:10	Welcome
8:10-8:15	Key Terms & Goals
8:15-8:45	Community Analysis: Listening Exercise
8:45-9:00	Why We Are Here
9:00-9:25	Frames, Repetition and Brain Research & Telling the Library Story
9:25-9:30	Unpacking the Script
9:30-9:45	Structure of a Library Story
9:45-10:00	The Four Messages
10:00-10:15	Break
10:15-10:30	Building the Network
10:30-10:50	Intellectual Freedom as Library Brand
10:50-11:00	Assistance at the Local and State level
11:00-11:10	Checklist for Advocates
11:10-11:30	Wrap-Up



United for Libraries Institute: Friends, Foundations, and Trustees

Fri., Feb. 9, 2018 1-4 p.m.

Colorado Convention Center, 107/109/111

1:00 p.m.

Welcome

Charity Tyler, Executive Director, Cedar Rapids (Iowa) Public Library Foundation
Paula Beswick, Library Consultant; Board Member, United for Libraries

1:10-2:10 p.m.

Keynote

"Friends, Foundations, Trustees, and the Future of Libraries"
Miguel Figueroa, Center for the Future of Libraries

2:15-2:55 p.m.

Concurrent Breakouts – Session 1:

"Moving Forward with Your Trustees: Using Trends in Your Strategic Planning"

Jessica Keyser, Executive Director, Grosse Pointe (Mich.) Public Library
Learn about how the Trustees, Friends, and Foundation of Grosse Pointe Public Library incorporated ideas from Miguel Figueroa's talk on trends in their strategic planning. Participants will use the trend cards in small groups.

"The Millennial Mindset: How Friends and Foundations Can Reach Millennials"

Beth Burns, President, The Friends of the Saint Paul (Minn.) Public Library
The strategies and tactics needed to sustain meaningful relationships with millennials with authenticity require new ways of thinking, working, and engaging. Beth will share her experience from other nonprofit cultural sectors developing a highly successful young professionals association, millennial-focused events, and a targeted marketing communications plan. She will discuss how libraries and support organizations can garner millennial support.

2:55-3:10 p.m.

Break

3:10-3:50 p.m.

Concurrent Breakouts – Session 2:

"Surviving and Thriving in the Deeply Weird World"

Peter Bromberg, Executive Director, Salt Lake City (Utah) Public Library
Library Trustees are responsible for the strategic direction and long-term health of their organization. Yet strategies and structures that worked in the past are increasingly less effective due to rapid technological, social, and cultural change. In 2011, Michael Edson, a Director at the Smithsonian Institute, observed that "the future is going to get deeply weird" and "challenge us in ways we have not had to confront." We are now living in that deeply weird future. Old habits and strategies for being effective, sane, and happy serve us less well. This session explores what individuals and organizations need to survive and thrive, including taking a new approach to strategic planning, and rethinking organizational structure and culture.

“Fundraising: The More it Changes, The More it Stays the Same”

Libby Post, President, Communication Services

Trends come and go. We can now raise money online — even through a text message. But, development, advancement or fund raising—whatever you may call it — comes down to one basic thing, building relationships. This session will explore how library trends impact the way we can build those relationships to make your library, Friends, or Foundation a giving priority.

3:50-4 p.m.

Conclusion and Evaluations

Presenters:

Miguel Figueroa works at the Center for the Future of Libraries (www.ala.org/libraryofthefuture), an initiative from the American Library Association. He has previously held positions at the American Theological Library Association; ALA’s Office for Diversity and Office for Literacy and Outreach Services; NYU’s Ehrman Medical Library; and Neal-Schuman Publishers. He is a graduate of the University of Arizona’s Knowledge River Program, an initiative that examines library issues from Hispanic and Native American perspectives.

Jessica Keyser is the Director of the Grosse Pointe (Mich.) Public Library, a three-branch system serving approximately 50,000 residents. She is active in the Grosse Pointe Rotary Club, and was just elected to serve on the Rotary Foundation Board. She serves on the Legislative Committee of the Michigan Library Association. Shortly after Jessica began her role at the Grosse Pointe Public Library, she led the staff, Trustees, Friends, and other community stakeholders in creating a five-year strategic plan for the library. The plan is a bold vision of a library of the future, encompassing growth in staffing, services, and technology. The plan was unanimously adopted by the board in July 2017, and progress in achieving the goals of the plan is monitored in a quarterly “balanced scorecard” presented to the board and community.

Beth Burns is president of The Friends of the Saint Paul Public Library. She previously held external relations leadership roles at the Minnesota Zoo, Guthrie Theater, and MacPhail Center for Music. Beth currently serves on the Metro Library Service Agency board of directors. She is also a co-founder and trustee of the MN Music Coalition, an artist service organization supporting independent musicians working in alternative/popular music genres. She was a member of the MN Citizens for the Arts board for 17 years, chairing the advocacy committee for much of her tenure. Beth received her undergraduate degree in creative writing, children’s literature, and theater from St. Olaf College and did her graduate work in business communications at the University of St. Thomas.

Peter Bromberg has been the Executive Director of the Salt Lake City (Utah) Public Library since September 2016. In his first year he successfully passed a 23.3% budget increase while also eliminating all late fees. Over his 25 year career he has held numerous leadership roles in state and national associations, including helping to create and launch ALA’s Emerging Leaders program, and co-creating and delivering the Oklahoma Library Association’s leadership institute. Peter can be found online at peterbromberg.com.

A political consultant, **Libby Post** uses her advocacy, marketing, and strategic communication skills to help libraries wage successful funding campaigns. She authored the five-part Library Campaign Training Institute. She serves on the United for Libraries Board and is a member of ALA’s Committee on Library Advocacy. She was a trainer for United for Libraries’ Neal-Schuman Citizens Save Libraries program. In 2013, she worked with Clarkston (Mich.) Independence Public Library and the Salem-South Lyon (Mich.) Public Library, and in 2014 she worked with the Stockton (Calif.) Public Library and the New London (Conn.) Public Library — all were successful in their funding initiatives. In her home state of New York, she has shepherded her library clients to voter victory with a win margin of 84%.

HIT ALL *the* HIGH NOTES

at ALA Midwinter 2018

Join Penguin Random House &
United for Libraries

FOR OUR

ALA Midwinter Librarian Reception

FRIDAY, FEBRUARY 9TH • 8:00PM - 10:00PM

ELLIE CAULKINS OPERA HOUSE

CHAMBERS GRANT SALON

1355 CURTIS STREET • DENVER CO, 80204

*This invitation admits you and a guest.
Please RSVP by January 31st to TinyUrl.com/ALAHighNotes*



Penguin
Random House
LIBRARY MARKETING



United
for Libraries
Supporting the power of libraries



Penguin
Random House
PUBLISHER SERVICES

Let 8:30-10:00
Public Library Trustee
Discussion Group

From: Beth Nawalinski
Sent: Friday, January 5, 2018 1:31 PM
To: unitedbd@lists.ala.org
Subject: [unitedbd] FW: United for Libraries 2018 EL Project Selected

Happy Friday news! I'm thrilled to report that United for Libraries will have its first ever Emerging Leaders Project in 2018!

From the ALA website: The American Library Association (ALA) Emerging Leaders (EL) program is a leadership development program which enables newer library workers from across the country to participate in problem-solving work groups, network with peers, gain an inside look into ALA structure, and have an opportunity to serve the profession in a leadership capacity. It puts participants on the fast track to ALA committee volunteerism as well as other professional library-related organizations.

Project Title: Beyond Using the Library: Engaging Millennials as Advocates and Civic Library Leaders

Project Description: According to Pew Research Center survey data from fall 2016, 53% of Millennials (those ages 18 to 35 at the time) reported using a public library or bookmobile in the past 12 months. The same survey data showed 45% of Gen Xers, 43% of Baby Boomers, and 36% of the Silent Generation reported the same. Boards of Trustees, Foundations, and Friends Groups are all facing increasing aging out of board members, and the need to engage and recruit younger members. The purpose of this project is to analyze current trends in Millennials advocating for and supporting their libraries; identify barriers for Millennials to serve on library and library support group boards; compile best practices for engaging Millennials, and create tools and resources to help libraries promote civic library leadership to Millennials.

The full proposal is attached. A big shout out to Veronda Pitchford for all of her help pulling together the background and focus for the project, and especially for her enthusiasm and willingness to serve as member guide to the project team. I am excited to see what the team comes up with.

Beth

Beth Nawalinski
Executive Director
United for Libraries
The Association of Library Trustees, Advocates, Friends and Foundations
A division of the American Library Association
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www.ala.org/united

From: Beth Nawalinski

Sent: Wednesday, January 31, 2018 11:13 AM

To: Libby Post; Kathleen McEvoy; Davis, Ned; David Paige; bonniepurl@gmail.com; Peter Pearson; Jillian Wentworth; kspindel@aol.com; Santiago, MaryEllin

Subject: Partnership Task Force Meeting

When: Saturday, February 10, 2018, 11:30 AM - 12:30 PM

Location: Hyatt Regency, Limestone

Saturday, February 10

10:30-11:30 am (Denver time)

Hyatt Regency

Limestone

Seats 14 at the boardroom table with executive chairs.

Fourth Floor:

<https://denver.regency.hyatt.com/content/dam/PropertyWebsites/regency/dencc/Documents/all/Hyatt-Regency-Denver-at-Colorado-Convention-Center-Floor-Plans-040616.pdf>

From: Beth Nawalinski
Sent: Thursday, January 11, 2018 8:21 AM
To: unitedbd@lists.ala.org
Subject: [unitedbd] Midwinter Updates

Good morning – We are doing something a little different this year with the United for Libraries President's Reception. Rather than a separate event, we will instead transition from the strategic planning discussion to the President's Reception in the same room with drinks and light hors d'oeuvres starting at 5:45 p.m.

United for Libraries Strategic Planning Session 1

Sat., Feb. 10

3:30-6:30 p.m.

Colorado Convention Center, 702/704/706

This strategic planning session will run from 3:30-5:45 p.m. with a snack break. At 5:45 p.m., the United for Libraries President's Reception will begin. Open to all United for Libraries personal and group members.

United for Libraries Strategic Planning Session 2

Sun., Feb. 11

8:30-10:30 a.m.

Hyatt Regency Denver, Mineral Hall D/E

Open to all United for Libraries personal and group members.

Please see the [full schedule](#) of United for Libraries Midwinter sessions and join us for discussion groups, the Gala Author Tea, and more. I have also attached the invitation to the United for Libraries and Penguin Random House reception on Friday evening. Please RSVP for this reception online at <http://www.tinyurl.com/alahighnotes>.

An email is going out to all United for Libraries personal and group members today which includes an invitation to provide input to our strategic planning process for those who will not be attending Midwinter.

Beth Nawalinski
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Strategic Planning Sun 2-11-18
Session II 8:30-10:30

United for Libraries' Mission

The mission of United for Libraries is to support those who govern, promote, advocate, and fundraise for all types of libraries.

United for Libraries has the specific responsibility for:

- Educating through a continuing and comprehensive program for library Trustees to enable them to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.
- Encouraging and assisting the formation of and development of Friends of Library groups and Library Foundations.
- Providing a means for Trustees to have access to information and ideas that will prove useful to them in the governance of their libraries.
- Providing Friends of Library groups and Library Foundations access to information and ideas that will prove useful to them in fundraising, library promotion and the operation of their organizations.
- Promoting strong state and regional Trustee and Friends of Library organizations.
- Providing to all who value libraries the materials and support they need to be effective advocates for their libraries on the local, state and national levels.
- Making the public aware of the existence of formalized groups such as Trustees, Friends of Library groups and Library Foundations and the services they perform to encourage and develop expanded participation in the support of libraries across the country.

From: Beth Nawalinski
Sent: Wednesday, December 27, 2017 2:23 PM
To: unitedbd@lists.ala.org
Subject: [unitedbd] Updated Midwinter Schedule

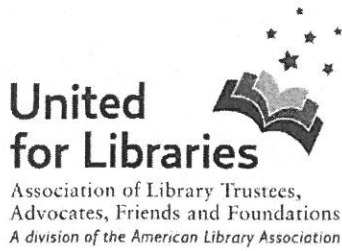
Good afternoon – I have attached the updated schedule for Midwinter, which includes the two strategic planning sessions. The schedule is also available on our website at http://www.ala.org/united/events_conferences/midwinter.

Please note that the President's Reception will be held in the same room as our planning session. We'll have a snack break during the session, and at 5:45 pm, we'll have a reception with light hors d'oeuvres and drinks to toast our president Steve Laird.

The United for Libraries & Penguin Random House reception will be held on Friday evening after exhibits closing. An invitation will be forthcoming in the new year.

Emails will be going out tomorrow to each committee about meetings – some are scheduled on the attached, some will meet virtually before or after Midwinter, and some may meet during the two "All Committee / Task Force" sessions that are larger rooms allowing for multiple groups to meet at once.

Beth Nawalinski
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United for Libraries Board of Directors
ALA Midwinter Meeting, Denver, Colorado
Sunday, February 11, 2018
3:00-5:00 p.m.
Sheraton Denver, Tower Court C

AGENDA

I	Call to Order	Steve Laird	3:00
II	President's Report	Steve Laird	3:00-3:10
III	Consent Agenda*		
	A. United Minutes Chicago, 6/25/17		
	B. Public Service Award		
	C. United Councilor Report		
IV	Executive Director's Report	Beth Nawalinski	3:10-3:25
V	United Programs, Services, and Activities		3:25-3:45
	A. Book Club Central	Beth Nawalinski/Skip Dye	
	B. Emerging Leaders	Veronda Pitchford/David Paige	
VI	Visitors		3:45-4:15
	A. Peter Hepburn, ALA Presidential Candidate		
	B. TBD, ALA Presidential Candidate		
	C. TBD, ALA Committee on Legislation		
	D. Julie Todaro, ALA Executive Board Liaison		
VII	New Business		4:15-5:00
	A. Privatization	Marci Merola, OLA	
	B. Nominating Committee*	Ed McBride	
	C. Conference Program Committee	Ed McBride	
	D. United for Libraries Office*	Beth Nawalinski	
	E. United for Libraries Board Meeting Schedule*	Beth Nawalinski	
	F. United Membership Categories & Dues*	Beth Nawalinski	
	G. ALA's Governance Structure	Christine Hage	
VIII	Adjournment	Steve Laird	5:00

*ACTION ITEM

From: Beth Nawalinski
Sent: Monday, February 5, 2018 11:07 AM
To: unitedbd@lists.ala.org
Subject: [unitedbd] Thanking Corporate Sponsors in Denver

Thanking the companies that donate to United for Libraries is a great way to help us maintain and grow corporate sponsorships. As you know, the money brought in through corporate sponsors is a significant portion of our revenue. It is also an area for future growth. As you are going through the exhibits in Denver, we ask that you stop by a few of these companies and thank them personally for their past, current, and future support of United for Libraries.

Our goal is to have two United board members visit each corporate sponsor. You can view the list of sponsors (including their contribution level & booth number) and sign up here: <http://www.signupgenius.com/go/20f084dadab29abf49-2018>.

Here are some tips from Ed McBride, Past President of United for Libraries and former Executive Director of Library Sales, SAGE Publications, Inc.:

- A greater impact is made when you ask for and speak with the higher ranking managers at the booth. While an expression of appreciation shared with a sales rep in the booth may get passed along, speaking directly with the higher level management present at the booth ensures that your message reaches those who have the best chance of influencing future donations to United for Libraries.
- If you know your library purchases from the vendor, or has a contract with the vendor, be sure to highlight that in your conversation. It really makes an impact when the vendor is talking to a customer.
- Let them know how their support ensures that United for Libraries continues to provide Trustees, Friends, and Foundations around the country with the tools and resources to help them better support their library through ensuring healthy budgets, raising startup funds for new projects and resources for the library, and advocating for libraries not only in their local community, but at the state and federal level as well.

A few minutes of your time to visit some booths and express your appreciation will help ensure that these companies renew their support in the next fiscal year. Please sign up for one or more corporate sponsors noted below. Our goal is to have at least one board member thank each sponsor. Booth numbers and donation levels have been provided next to the sponsor name. For reference, the donations levels are:

- Platinum - \$10,000 and above
- Gold - \$5,000-\$9,999
- Silver - \$3,000-\$4,999
- Corporate Friend - \$2,000-\$2,999

Hayes Collins
Penguin Random House

Thank you for your support!

Beth

Beth Nawalinski
Executive Director
United for Libraries
The Association of Library Trustees, Advocates, Friends and Foundations
A division of the American Library Association
859 W. Lancaster Ave, Unit 2-1
Bryn Mawr, PA 19010
800-545-2433, ext 2161
bnawalinski@ala.org
www.ala.org/united



Sign Up Confirmation

1 message

SignUpGenius <info@signupgenius.com>
To: kspindel@aol.com

Mon, Feb 5, 2018 at 6:19 PM



SignUpGenius

Group Organizing Made Easy

Thank you, Kathy!

You're all signed up for **2018 ALA Midwinter Meeting Corporate Sponsor Booth Visits.**



Penguin Random House - Platinum - 1722



HarperCollins Publishers - Gold - 806

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Conference / Event Report Form

Name

Kathy Spindel

Position

Trustee/Treasurer

Conference / Event Attended

Legislative Meet-up Breakfast – South Suburban Library Legislative Breakfast

Date

February 16, 2018

Location

Tinley Park Public Library

List of Sessions / Meetings Attended (*if applicable*)

Highlights of Conference / Event

Please see attached agenda



You are invited to the Legislative Meet-up Breakfast!

1 message

Juanita Lennon <jlennon@fountaindale.org>

Tue, Feb 6, 2018 at 10:33 AM

To: Celeste M. Bermejo <cbermejo@fountaindale.org>, Kathy Spindel <kspindel@aol.com>, Marcelo Valencia <mvalencia@fountaindale.org>, Peggy Danhof <pdanhof@yahoo.com>, Robert Kalnicky <rkalnicky@comcast.net>, Robert Kalnicky <rkalnicky@thesc.org>, Ruth Newell <mewellm25@aol.com>, Ruth Newell <ruthnewell5@aol.com>, Steve Prodehl <sprodehl@fountaindale.org>
Cc: Paul Mills <pmills@fountaindale.org>

Good Morning Trustees,

Please let me know if you would like to attend this legislative breakfast next Friday.

Friday, February 16, 2018

South Suburban Library Legislative Breakfast

Tinley Park Public Library

7851 Timber Drive

Tinley Park, IL 60477

7:45 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:30 a.m. program concludes

Hear Illinois State Senator Scott M. Bennett and Illinois State Senator Pat McGuire discuss the value of ILA Legislative Meet-ups from their perspectives: [Legislative Meet-up Video](#)

Thank you,

Juanita Lennon

Executive Assistant

Open Meetings Act Officer

Fountaindale Public Library District

300 W. Briarcliff Road

Bolingbrook, IL 60440

p: 630.685.4204 | f: 630.759.6180

jlennon@fountaindale.org

100th Illinois General Assembly

| 2018 Spring Session |

2450
4041

SUPPORT LIBRARIES THROUGH FUNDED APPROPRIATIONS

Fully fund fiscal year 2019 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities.

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115th U.S. Congress

| Second Session |

SUPPORT THE MUSEUM AND LIBRARY SERVICES ACT OF 2017

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SUPPORT RESTORATION AND PRESERVATION OF NET NEUTRALITY

The FCC recently voted to gut the net neutrality protections that limit the power of Internet Service Providers to slow websites, block mobile apps, or in any way control the information we access. Modern libraries rely on the Internet to collect, create and disseminate essential online information and services to the public. Strong, enforceable net neutrality rules are critical to keeping the Internet working the way it does now. The Congressional Review Act gives Congress the ability and authority to nullify the FCC's actions by adopting a Resolution of Disapproval. Congress can and should vote to restore net neutrality and protect the free and open Internet.

SUPPORT STRENGTHENING LOAN FORGIVENESS FOR PUBLIC SERVANTS

H.R. 4508 proposes to eliminate the Public Service Loan Forgiveness program, which allows librarians and others who work in low-income and disadvantaged communities to have some of their student loans erased after making loan payments for 10 years. This program has encouraged many early-career librarians with MLIS degrees to choose communities that truly need qualified librarians; places that especially need literacy services, jobs skills training programs, and community building expertise, all of which librarians do. Instead, support S. 1412, the Strengthening Loan Forgiveness for Public Servants Act, introduced last summer.

PROTECT THE RIGHT TO RESEARCH

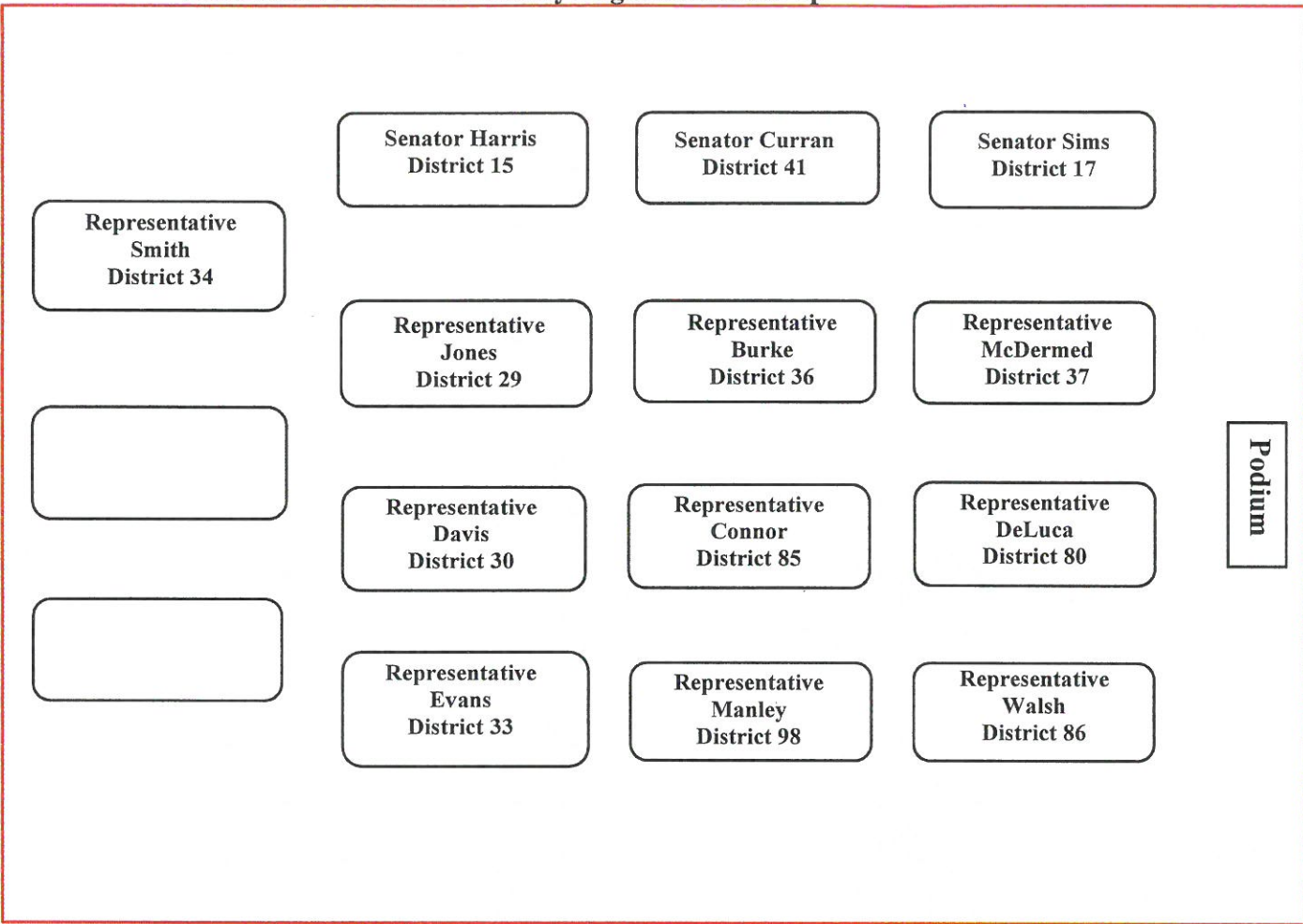
H.R. 3427, the Fair Access to Science and Technology Research Act (FASTR), would ensure that scientific research paid for by tax dollars can be freely accessed by taxpayers. Every federal agency that significantly funds research would have to adopt a policy to provide for free online public access to research articles resulting from that public funding. Access to this research would help all libraries to provide their patrons with access to cutting-edge scientific information.

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phone: 312-644-1896; fax: 312-644-1899; e-mail: ila@ila.org; www.ila.org

ILA
Illinois Library Association

2018 South Suburban Library Legislative Meet-up



Illinois General Assembly

Senate District 15

District Manager, Carla Burruss
For Senator Napoleon Harris

Senate District 17

Senator Elgie Sims or staff member

Senate District 41

District Director, Eileen Minahan
For Senator John Curran

House District 29

Representative Thaddeus Jones

House District 30

District Director, Tawny Smith
For Representative William Davis

House District 33

Micaela Smith
For Representative Marcus Evans

House District 34

Representative Nicholas Smith

House District 36

Representative Kelly Burke

House District 37

Representative Margo McDermed

House District 80

Representative Anthony DeLuca

House District 86

Representative Lawrence M. Walsh, Jr.

House District 85

Representative John Conner

House District 98

District Director, Lee Ann Revis
For Representative Natalie A. Manley

Podium

Conference / Event Report Form

Name

Kathy Spindel

Position

Trustee/Treasurer

Conference / Event Attended

Illinois Library Trustee Forum Workshop

Date

February 17, 2018

Location

Chicago Marriott Oak Brook

List of Sessions / Meetings Attended (*if applicable*)

see attached agenda

Highlights of Conference / Event

“Advocacy Bootcamp”

Luncheon and Forum Business meeting

Legislative Update



Library Trustee Forum

Illinois Library Association

Workshop Agenda February 17, 2018

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:15 a.m.	Welcome and Introductions
9:15 - Noon	Advocacy Bootcamp Marci Merola and James LaRue, American Library Association
Noon - 1:00 p.m.	Lunch and Forum Business Meeting
1:15 - 2:15 p.m.	Legislative Update Derek Blaida, ILA Legislative Consultant
2:15 - 2:30 p.m.	Break
2:30 - 3:30 p.m.	Legal Q&A Julie A. Tappendorf and Erin M. Pell, Ancel Glink

Workshop Sponsored by



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& KRAFTHFER

Advocacy Bootcamp: Agenda

2018 Illinois Trustees Forum – Illinois Library Association – February 17, 2018

9:15 - 9:20	Welcome
9:20-9:25	Key Terms and Goals
9:25- 9:55	Listening Exercise
9:55-10:05	Why we are here
10:05-10:30	Telling the Library Story
10:30-10:40	The Four Messages
10:40-10:55	Break
10:55-11:05	Building the Network
11:05-11:25	Librarian as Expert: Library Bill of Rights
11:25-11:45	Intellectual Freedom Overview
11:45-11:55	State and Local Outreach; Checklist for an Advocacy Plan
11:55-12:00	Wrap-Up

ILLINOIS LIBRARY ASSOCIATION WINTER TRUSTEE FORUM WORKSHOP

OAK BROOK MARRIOTT

FEBRUARY 17, 2018

LUNCHEON BUSINESS MEETING AGENDA

1. CALL TO ORDER: JAY KASTEN, ILA TRUSTEE FORUM VICE-CHAIRMAN/VICE-PRESIDENT
2. INTRODUCTION OF ILA TRUSTEE FORUM EXECUTIVE OFFICERS AND BOARD MEMBERS
3. APPROVAL OF THE AGENDA
4. MINUTES FROM FEBRUARY 18, 2017 WINTER TRUSTEE FORUM MEETING
5. ANNOUNCEMENT OF UPCOMING EVENTS OF INTEREST TO TRUSTEES
 - a. LEGISLATIVE MEETUPS –THERE WERE EIGHT SCHEDULED THIS YEAR: BREAKFAST 1/29 FOR CENTRAL ILLINOIS AT BLOOMINGTON/NORMAL; LUNCH ON 1/29 FOR WESTERN ILLINOIS GALESBURG; 2/2 LUNCH FOR CHICAGO; 2/16 BREAKFAST FOR SOUTH SUBURBAN AREA AT TINLEY PARK; 2/16 LUNCH FOR WEST SUBURBAN AREA AT OAK BROOK.
 - b. THE FOLLOWING ARE STILL TO BE HELD: 2/19 PRESIDENT’S DAY BREAKFAST MEET UP IN BUFFALO GROVE; 2/23 METRO EAST LEGISLATIVE BREAKFAST IN EDWARDSVILLE AND SOUTHERN ILLINOIS LEGISLATIVE LUNCH IN EFFINGHAM. PLEASE ENCOURAGE YOUR LEGISLATORS AND LIBRARY DIRECTORS TO ATTEND AND YOU AS TRUSTEES AS WELL.
6. NATIONAL LIBRARY LEGISLATION DAY WILL BE HELD MAY 7 & 8 IN WASHINGTON D.C. TRUSTEES ARE ENCOURAGED TO ATTEND IF POSSIBLE.
7. TRUSTEE OF THE YEAR NOMINATIONS ARE DUE ON MAY 15, 2018 TO THE ILA OFFICE. THE NOMINATION FORM CAN BE FOUND ON THE ILA WEBSITE. THE TRUSTEE NOMINATED MAY BE AN INSTITUTIONAL MEMBER OF ILA THROUGH THEIR HOME LIBRARY OR AN INDIVIDUAL MEMBER OF ILA.
8. RECOGNITION OF THE 2017 TRUSTEE OF THE YEAR DAVE BARRY FROM THE BARTLETT PUBLIC LIBRARY
9. THE ANNUAL ILA CONFERENCE WILL BE HELD AT THE PEORIA CIVIC CENTER, OCTOBER 9 – 11, 2018.

10. THE NEXT MEETING OF THE ILA TRUSTEE FORUM EXECUTIVE BOARD WILL BE MAY 19, 2018 AT THE ELA AREA PUBLIC LIBRARY IN LAKE ZURICH, 10:00 AM.
11. THE AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE WILL BE 6/21/18 TO 6/26/18 IN NEW ORLEANS, LA.
12. OTHER BUSINESS TO COME BEFORE THE FORUM
13. ADJOURNMENT

100th Illinois General Assembly

| 2018 Spring Session |

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phone: 312-644-1896; fax: 312-644-1899; e-mail: ila@ila.org; www.ila.org



Illinois Library Association

Conference / Event Report Form

Name

Steven J. Prodehl

Position

Trustee

Conference / Event Attended

Library Trustee Forum, Oakbrook

Date

February 17, 2018

Location

Marriott, 1401 W. 22nd Street, Oak Brook, IL.

List of Sessions / Meetings Attended (*if applicable*)

Welcome and Introductions.

Advocacy Boot camp

Lunch and Forum Business

Legislative Update

Legal Q&A

Highlights of Conference / Event

The Advocacy Boot camp was the most interesting session. They gave up ideas on who to interact and approach the community with the goal of changing minds thru the telling of the Library "Story". The "Story" that I told the audience was of a person who dropped out of school and whose life was going nowhere. Our Library, the first in Illinois to do so, started a mentored online GED course which piqued his interest. He attended, got his GED, went to chef school and got a job at a big restraint in Chicago. Since then, many other persons have also earned their GED's. The story concluded with this phrase. "Libraries transformed lives", which is the goal or moral of the workshop stories.

Conference / Event Report Form

Name

Celeste M. Bermejo

Position

Board Trustee

Conference / Event Attended

ILA Trustee Workshop

Date

February 17, 2017

Location

Chicago Marriott Oak Brook, 1401 West 22nd Street, Oak Brook, IL 60181

List of Sessions / Meetings Attended *(if applicable)*

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Forum Business Meeting

Legislative Update

Highlights of Conference / Event

Advocacy Bootcamp

Legislative Update
