

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
April 19, 2018 | 7:00 p.m.  
300 West Briarcliff Road | Bolingbrook | Board Room (2<sup>nd</sup> Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – March 15, 2018
5. Employee Recognition
  - a. Andreea Dobrescu – 10 years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
  - a. Approval of Revisions to Strategic Plan
  - b. Approval of Volunteer Policy
  - c. Approval of Attendance, Punctuality and Dependability Section for the Employee Handbook
  - d. Approval of Overtime Policy and Procedures and Deductions from Pay Sections for the Employee Handbook
  - e. Approval of Payment of Salary Section for the Employee Handbook
  - f. Approval of Performance Evaluation Program and Compensation Program Sections for the Employee Handbook
  - g. Approval of Personnel Records and Personnel Record Review Sections for the Employee Handbook
  - h. Approval of Rest Breaks, Meal Breaks, and Break Time for Nursing Mothers Section for the Employee Handbook
  - i. Approval of Timekeeping Records Section for the Employee Handbook
9. Library Projects
  - a. Approval of ITsavvy LLC Proposal for Public Computer Request for Proposals
  - b. Approval of Pace Systems Quotation for Additional Security Cameras
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
  - a. Bills Paid Report – April, 2018
  - b. Bills Payable Report – April, 2018
13. Director's Report – March, 2018
14. Unfinished Business
15. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
16. Executive Session
  - a. Personnel 5 ILCS 120/2 (c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."
17. Announcements
18. Adjournment

## **April 2018 Agenda Background**

Paul Mills

### **8. New Business – Action Items**

#### **a. Approval of Revisions to Strategic Plan**

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

Add Objective 1.6:

“By December 2018, create a disaster recovery plan.”

Add Objective 1.7

“By December 2018, update facility, fixture, and equipment replacement plan.”

Add Objective 2.5

“Beginning April 2018, plan and implement a new branding campaign to enhance the community's knowledge of the library's services and celebrate the library's 50th anniversary.”

Add Objective 4.6

“By December 2018, create a space utilization report.”

Add Objective 4.7

“By December 2018, determine the feasibility of becoming a passport acceptance center.”

Modify the date for Objective 5.4

“By June 2018, implement a technology training program.”

Add Objective 5.5

“By December 2018, conduct a staffing analysis and develop a staffing plan.”

Extend the Strategic Plan to January 2019.

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

b. Approval of Volunteer Policy

This draft policy is the culmination of one of our Strategic Plan objectives (Objective 3.3). A key point to note include that the services of volunteers are to be used to --

- Supplement the efforts of paid library staff, not replace the work done by staff
- Serve as a method for encouraging citizens to become familiar with their library and the services offered
- Serve as a way for citizens to gain meaningful experience, meet new people and make a difference in their community

Our attorney has reviewed this draft policy as well.

*Suggested Motion: Motion to approve the Volunteer Policy.*

c. Approval of Attendance, Punctuality and Dependability Section for the Employee Handbook

The following changes were made in this draft revision -

1. Eliminates contacting Human Resources regarding absences, and requires staff to follow departmental reporting procedures.
2. Exempts staff from calling in daily for continuous leave covered by FMLA.
3. References the District's Leave of Absence Without Pay policy.

Our attorney has reviewed this draft as well.

*Suggested Motion: Motion to repeal the existing Attendance, Punctuality and Dependability Section in the Employee Handbook and to approve the revised Attendance, Punctuality and Dependability section for the Employee Handbook.*

- d. Approval of Overtime Policy and Procedures and Deductions from Pay Sections for the Employee Handbook

The following changes were made in this draft revision --

1. All non-exempt employees are required to get approval from the Executive Director to work additional hours than those regularly scheduled.
2. Exempt employees are not entitled to overtime pay.
3. Lists deductions that can be made from an employee's wages.
4. Written consent is needed for deductions to wages.
5. Employees are responsible for completing the required federal W-4 form.

Our attorney has reviewed this draft as well.

*Suggested Motion: Motion to repeal the existing Overtime Policy and Procedures and Deductions from Pay Sections in the Employee Handbook and to approve the revised Overtime Policy and Procedures and Deductions from Pay Sections for the Employee Handbook.*

- e. Approval of Payment of Salary Section for the Employee Handbook

The following change was made in this draft revision –

Removed timekeeping procedures and statutory deductions sections from the original Payment of Salary policy. This information is found in the Timekeeping Records policy and Deductions from Pay policy.

Our attorney has reviewed this draft as well.

*Suggested Motion: Motion to repeal the existing Payment of Salary Section in the Employee Handbook and to approve the revised Payment of Salary Section for the Employee Handbook.*

- f. Approval of Performance Evaluation Program and Compensation Program Sections for the Employee Handbook

The following change was made in this draft revision –

1. Explanation of Annual Performance Evaluation.



2. Clarified the effective date for merit increases earned.
3. Describe compensation strategy using pay grades and the regional Library market.

Our attorney has reviewed this draft as well.

*Suggested Motion: Motion to repeal the existing Performance Evaluation Program and Compensation Program Sections in the Employee Handbook and to approve the revised Performance Evaluation Program and Compensation Program Sections for the Employee Handbook.*

- g. Approval of Personnel Records and Personnel Record Review Sections for the Employee Handbook

The following change was made in this draft revision –

1. The District may grant 2 inspection requests by an employee in a calendar year.
2. The District may have an additional 7 days to comply with a request to inspect records.

Our attorney has reviewed this draft as well.

*Suggested Motion: Motion to repeal the existing Personnel Records and File Review Policy Sections in the Employee Handbook and to approve the revised Personnel Records and Personnel Record Review Sections for the Employee Handbook.*

- h. Approval of Rest Breaks, Meal Breaks, and Break Time for Nursing Mothers Section for the Employee Handbook

The following change was made in this draft revision –

1. Clarified current Meal Times and Rest Breaks policy;

Employees Who Work 8 Hours or more; not including unpaid meal breaks:

- Two paid, 15-minute rest breaks per workday.

Employees Who Work over 4 Hours but less than 8 Hours:

- One paid, 15-minute rest break per workday.

Employees Who Work 5 Hours or more

- One unpaid, 30-minute meal break per workday.

2. With approval from supervisor/manager, a meal break may be combined with one rest break not to exceed 45 minutes in one workday.
3. To be in compliance with the Fair Labor Standards Act the section on Break Time for Nursing Mothers was added.

Our attorney reviewed this draft as well.

*Suggested Motion: Motion to repeal the existing Meal Times and Rest Breaks Section in the Employee Handbook and to approve the revised Rest Breaks, Meal Breaks, and Break Time for Nursing Mothers Section for the Employee Handbook.*

- i. Approval of Timekeeping Records section for the Employee Handbook

The following change was made in this draft revision –

1. Require clocking in and clocking out for all shifts, including split shifts.
2. Remove requirement to clock in and clock out for all unpaid meal breaks.
3. Exempt employees must complete a timesheet showing hours worked and compensable time.

Our attorney has reviewed this draft as well.

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

**April 2018 Agenda Background**  
**Library Projects**  
Paul Mills

9. Library Projects

- a. Approval of ITsavvy LLC Proposal for Public Computer Request for Proposals

2 proposals were received in response to the Public Computer Request for Proposals that we published. John Matysek, our IT Manager, and I reviewed them and found that the proposal from ITsavvy was the lowest priced proposal that met all of the requirements.

The cost to the library is \$67,520.70 for the proposal from ITsavvy LLC. It is my recommendation to use our Building Fund for this cost.

*Suggested Motion: Approval of ITsavvy LLC Proposal for the Public Computer Request for Proposals with the cost to be paid from the Building Fund.*

- b. Approval of Pace Systems Quotation for Additional Security Cameras

This quotation from Pace Systems, Inc. would add three security cameras in the Vortex (our teen area), upgrade the camera at our entrance, and also add a camera in the Board Room.

The cost to the library is \$10,223 for the Pace Systems, Inc. quotation. It is my recommendation to use our Building Fund for this cost.

*Suggested Motion: Approval of Pace Systems Quotation for additional security cameras with the cost 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 MARCH 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, March 15, 2018 at 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

Vice President Robert Kalnický and Trustee Kathryn Spindel

Vice President Kalnický had previously informed the Board that he would be out of state for meeting.

Trustee Spindel entered at 7:01 p.m.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Rosemary Bauer and Joyce Arellano.

PUBLIC PRESENT

The following public was present: Jody Hargett.

## AGENDA APPROVAL

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

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

## MINUTES OF THE BOARD MEETING – February 15, 2018

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

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

## EMPLOYEE RECOGNITION

President Danhof recognized Rosemary Bauer for her ten years of service and presented her with a certificate and keychain.

## COMMENTS FROM THE PUBLIC

No comments were made.

## FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends are getting ready for the Spring Book Sale next month. The Friends have received many donations including 30 boxes of business books and children's books. The library will be donating used e-readers for the Friends to sell as well.

## NEW BUSINESS

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

A motion to approve the Brooks Café Agreement Addendum (April 2018 – March 2019) with Ms. Jan Peterson was made by Newell, seconded by Spindel.

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

### Approval of Revised Finance Policy

A motion to repeal the existing Finance Policy and approve the revised Finance Policy was made by Newell, seconded by Spindel.

AYES: Spindel, Newell, Bermejo, Danhof  
NAYES: Prodehl  
ABSTAIN: Valencia  
ABSENT: Kalnicky

### Approval of Capital Assets Policy

A motion to approve the Capital Assets Policy was made by Spindel, seconded by Valencia.

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

### Approval of Appointment of Executive Director Evaluation Liaisons

A motion to approve the appointment of Marcelo Valencia and Ruth Newell as the Executive Director Liaisons for 2018 was made by Valencia, seconded by Spindel.

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

### Approval of Appointment of Secretary Audit Liaisons

A motion to approve the appointment of Margaret (Peggy) Danhof and Celeste Bermejo as the Secretary Audit Liaisons for 2018 was made by Newell, seconded by Spindel.

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

### Approval of Administration and Appointments Section for the Employee Handbook

A 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 was made by Prodehl, seconded by Valencia.

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

#### Approval of Employee Classification Section for the Employee Handbook

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

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

#### Approval of Introductory Period Policy for the Employee Handbook

A 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 was made by Valencia, seconded by Spindel.

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

#### Approval of Transfers and Promotions Section for the Employee Handbook

A 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 was made by Valencia, seconded by Spindel.

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

#### Approval of Anti-Nepotism Policy Section for the Employee Handbook

A motion to reaffirm the existing Anti-Nepotism Policy section for the Employee Handbook was made by Newell, seconded by Spindel.

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

## LIBRARY PROJECTS

### Approval of Pace Systems Quotation for Vortex (Teen Area) Audio Visual Upgrades

A motion to approve the Pace Systems quotation for the Vortex (Teen Area) with a not to exceed cost of \$50,000 to be paid from the Building Fund was made by Spindel, seconded by Newell.

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

## CORRESPONDENCE

The Board received an invitation to the LACONI Trustee Annual Trustee Dinner on Friday, May 18 at the Carleton of Oak Park Hotel.

State Senator Pat McGuire sent President Danhof a Certificate of Recognition for being named an Illinois Library Association Luminary from the Illinois State Senate.

State Representative John Conner also sent President Danhof a congratulatory letter on being named an Illinois Library Association Luminary.

The Board received an invitation to The Big Picture, Presidential Address to the Community with Dr. Ann E. Rondeau on Wednesday, April 18 at the College of DuPage.

Human Resources Manager Lea Pottle sent a thank you card for the flowers that the library sent for her mother-in-law's services.

## TREASURER'S REPORT

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

## BILLS FOR APPROVAL

### Bills Paid Report – March, 2018

Bills paid for the month of March in the amount of \$75,320.27 was presented for approval. Motion to approve was made by Valencia, seconded by Newell.

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



### Bills Payable Report – March, 2018

Bills payable for the month of March in the amount of \$199,165.43 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

### DIRECTOR'S REPORT – February, 2018

The proclamation for National Library Week will be read at the Village of Bolingbrook Board Meeting on Tuesday, March 27 at Village Hall at 8 p.m.

The Request for Proposal for public computers will be published tomorrow, March 16.

Mills is waiting to receive the group Board photo from the photographer at the Best of Bolingbrook Business Awards.

Mills also reported that early voting at the library has been going well.

### UNFINISHED BUSINESS

None.

### REPORTS

Building – None.

Finance – Next meeting will take place on Wednesday, April 25 at 11 a.m.

Strategic Plan – Next meeting will take place on Wednesday, April 4 at 10 a.m.

Personnel – None.

## ANNOUNCEMENTS

The National Day of Prayer Breakfast will be held on Thursday, May 3 at 6 a.m. at the Bolingbrook Golf Club.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 8:22 p.m.

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

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

# **Fountaindale Public Library District**



**Strategic Plan:  
January 2014 to January 2019**

**December 2013  
(Amended April 2018)  
Bolingbrook, Illinois**



## Table of Contents

Message from the Board President and Executive Director .....	3
Executive Summary .....	4
About Fountaindale Public Library District .....	5
Mission, Vision, and Planning Assumptions .....	8
Goals and Objectives .....	9
Appendix	
A: Board of Trustees .....	12
B: Strategic Planners .....	13



*East side of third floor, Fountaindale Public Library*



## FOUNTAINDALE Public Library District

300 W. Briarcliff Road  
Bolingbrook, IL 60440  
Phone: 630-759-2102  
Fax: 630-759-6180  
TDD: 630-754-4949  
Email: [info@fountaindale.org](mailto:info@fountaindale.org)  
Website: [www.fountaindale.org](http://www.fountaindale.org)

Dear Reader,

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

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

Kindest Regards,

Margaret J. "Peggy" Danhof  
Board President

Paul Mills  
Executive Director

#### BOARD OF TRUSTEES

Peggy Danhof President	Robert Kalnicky Vice President	Kathy Spindel Treasurer	Gayle Graske Secretary	Thomas Gilligan Trustee	Ruth Newell Trustee	Steven Prodehl Trustee
---------------------------	-----------------------------------	----------------------------	---------------------------	----------------------------	------------------------	---------------------------

## Executive Summary

### Overview

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

### Assess Current State

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

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

### Develop Draft Strategic Plan

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

### Publish Strategic Plan

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

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



## About Fountaindale Public Library District

### Library History

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

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



*Fountaindale Public Library entrance at night*

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

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

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

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

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

### **Patron Profile**

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



### **Services**

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

### **Budget**

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



## Governance

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



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

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

## Acknowledgement

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



## Mission

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



## Vision

Your exploration gateway.

## Planning Assumptions

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



## Goals and Objectives

**Goal 1:** Maintain an attractive, safe, and high-functioning facility.

<b>Facilities</b>	<p style="text-align: center;"><b>Objectives</b></p> <p><b>1.1:</b> Beginning July 2014, implement an annual assessment and improvement plan for key building functions.</p> <p><b>1.2:</b> By July 2015, improve functionality of drive-through.</p> <p><b>1.3:</b> By December 2015, ensure reliability of bookmobile and outreach services.</p> <p><b>1.4:</b> Beginning July 2016, implement an annual assessment and improvement plan for key technologies and equipment.</p> <p><b>1.5:</b> By May 2016, make recommendation on future infrastructure of Outreach Services.</p> <p><b>1.6:</b> By December 2018, create a disaster recovery plan.</p> <p><b>1.7:</b> By December 2018, update facility, fixture, and equipment replacement plan.</p>
-------------------	--

**Goal 2:** Foster community awareness of library services.**Marketing****Objectives**

- 2.1:** By March 2014, establish a process for community dialogue.
- 2.2:** Beginning January 2015, annually evaluate and implement the most effective methods to communicate with the community.
- 2.3:** Beginning July 2015, strengthen participation in major community outreach events.
- 2.4:** Starting in January 2016, enhance the community's understanding of the value of the library.
- 2.5:** Beginning April 2018, plan and implement a new branding campaign to enhance the community's knowledge of the library's services and celebrate the library's 50th anniversary.

**Goal 3:** Establish strong community partnerships.

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

**Goal 4:** Develop and deliver quality library services.**Services****Objectives**

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

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

<b>Staff</b>	<p style="text-align: center;"><b>Objectives</b></p> <p><b>5.1:</b> Beginning July 2014, continue to ensure the library remains a premier place to work.</p> <p><b>5.2:</b> By December 2016, implement an improved staff performance evaluation process.</p> <p><b>5.3:</b> By July 2015, enhance the patron-focused culture.</p> <p><b>5.4:</b> By June 2018, implement a technology training program.</p> <p><b>5.5:</b> By December 2018, conduct a staffing analysis and develop a staffing plan.</p>
--------------	--

## **Appendix A: Board of Trustees**

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



## Appendix B: Strategic Planners

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

## **Amendment History**

### **June 24, 2014**

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

### **September 23, 2014**

Objective 5.2 (date).

### **February 18, 2016**

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

### **April 19, 2018**

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

### **Point of Contact**

#### **Paul Mills**

Executive Director

Fountaindale Public Library District

300 West Briarcliff Road

Bolingbrook, IL 60440

T: 630.685.4157

E: [pmills@fountaindale.org](mailto:pmills@fountaindale.org)

## **FOUNTAINDALE PUBLIC LIBRARY VOLUNTEER POLICY**

The Fountaindale Public Library District provides a Library Volunteer program to serve the needs of the Library and the Fountaindale community. Participation in the Volunteer program is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly as the executor of the policy for the Board of Trustees, including limiting volunteer opportunities to individuals whose activities interfere with library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

The Fountaindale Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers are an important extension of the library's staff. Volunteers perform a wide variety of tasks that are important to the institution. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

Individuals age 18 and over are eligible to apply for volunteer service. Youth ages 11-17 may only apply to serve as volunteers for designated youth programs, special projects or events.

All prospective volunteers, aged 18 or older, are required to successfully complete a background check prior to being allowed to volunteer.

*Please note: The Fountaindale Public Library District is unable to accept court-ordered or court-supervised community service.*

The Fountaindale Public Library shall use the services of volunteers to:

- Supplement the efforts of paid library staff, not replace the work done by staff
- Serve as a method for encouraging citizens to become familiar with their library and the services offered
- Serve as a way for citizens to gain meaningful experience, meet new people and make a difference in their community

Nothing in this policy shall be deemed a contract between the volunteer and the Fountaindale Public Library District. Both the volunteer and the library have the right to terminate the volunteer's association with the library at any time, for any reason, with or

without cause. The Fountaindale Public Library District will not provide any medical, health, or workers' compensation benefits for injuries sustained while functioning as a volunteer.

Volunteers are not paid for their services, though they may be reimbursed for volunteer related expenses. Activities which may lead to such reimbursement must be approved in advance by the volunteer's supervisor and the Executive Director.

All volunteers are selected based on their qualifications in relation to the needs of the library and based on their ability to commit to a consistent schedule of volunteer hours. The hours will be determined by the volunteer coordinator in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours, unless previously arranged and approved by the volunteer coordinator.

#### Qualifications and Skills:

- Flexibility: willingness to perform a variety of projects and tasks
- Communication and listening skills: willingness to ask questions if tasks are unclear
- Ability to follow instructions
- Dependability: willingness to fulfill volunteer commitment
- Ability to work cooperatively as a team with other volunteers and staff members

All volunteers must complete an application and have a brief interview with the library Volunteer Coordinator. If an opportunity is available that fits the volunteer's qualifications and interests, a background check will be performed. If there are no volunteer opportunities available, application forms will be kept on file for a period of one year.

#### Guidelines for Volunteers:

- The library depends on its volunteers for a wide variety of tasks which otherwise need to be assigned to library staff. We ask volunteers to be reliable in their commitment to the library and to notify the library in advance if they are unable to work their regularly scheduled time slot. In turn, volunteers will be notified on any given day when the library opens late or closes early for any reason.
- Individuals are asked to wear a volunteer badge that identifies them as a volunteer while they are working at the library.
- Volunteers will be required to attend training sessions if needed.
- Volunteers will make note of time donated on a monthly timesheet.

- Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Volunteer Coordinator.
- Volunteers will not be used to replace or reduce the number of paid staff.
- Volunteers are responsible for maintaining confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- Procedures and requirements for the volunteer will vary with the age of the volunteer.
- All personal information about the volunteer is for internal use only.
- Written permission will be needed for any volunteer under the age of 18.
- Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol.
- Volunteers must adhere to the Library's dress/hygiene code, rules of conduct, drug & alcohol, and sexual harassment policies.

The Fountaindale Public Library District maintains a strong equal opportunity policy. Volunteers are recruited, placed, trained, recognized and dismissed on the basis of competence and job performance without regard to race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law.

#### APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Library District will review the volunteer policy and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the volunteer program. The Executive Director may delegate authority to manage the volunteer program.

Any appeals for changes to, or exceptions to, any portion of the volunteer policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Executive Director in writing. The Executive Director will respond in writing.

DRAFT MARCH 1, 2018

## **Attendance, Punctuality and Dependability- DRAFT**

Because the District depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. The District will not tolerate unreported or excessive absences, tardiness or abuse of sick leave, and these failures may lead to disciplinary action, up to and including termination. The District may require supporting documentation, such as a doctor's note, be furnished in connection with any absence(s).

An employee must follow their department's procedures for reporting absences, and must do so as far in advance as possible, but no later than 30 minutes before their scheduled starting time if they expect to be late or absent.

This policy applies for each day of their absence unless the absence is covered under the Family Medical Leave Act (FMLA). An employee who fails to follow departmental procedures for reporting may be considered as having an unauthorized absence.

All absences shall be charged against the employee's sick leave if ill. Vacation and personal leave allowances shall be charged for other reasons. If sick leave has been exhausted, the absences shall be charged against vacation and personal leave allowances. Employees who have neither sick leave nor vacation available shall not be paid for the time absent. Time off without pay shall not be granted to any employee who has a balance of sick leave, vacation hours, personal days, or floating holidays.

Unpaid leaves of absence may be requested, however, approval will be based on the needs of the District and the department. Please refer to the District's Leave of Absence Without Pay Policy.

A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in termination.

## **Overtime Policy and Procedures- DRAFT**

Part-time and full-time non-exempt employees are required to have approval from the Executive Director before working any time over their scheduled hours.

Overtime is defined as hours worked in excess of forty hours per week for non-exempt employees. Overtime pay is one and one-half times the employee's regular pay. Overtime shall only be paid for actual hours worked which does not include any paid leave time

Employees classified as exempt employees under the Fair Labor Standards Act are not entitled to overtime pay.

## **Deductions from Pay- DRAFT**

All deductions from an employee's wages will be made in accordance with applicable law and, when required, the employee's consent. Deductions may be made from an employee's wages for Social Security taxes, federal and state income taxes, child support, garnishment, and assignment of wages as applicable.

Employees will be notified of deductions due to court orders, such as child support or garnishments, in accordance with such orders.

Employees must provide consent in writing for the following deductions to be taken by the District from his/her wages:

- Payment of group health insurance
- Contributions to a retirement plan
- Educational Assistance repayments (See Education Assistance Policy)

Employees are required to complete all applicable forms necessary for deductions as may be required by law; such forms include the federal W-4. If an employee does not complete a form, deductions will be made in accordance with applicable law.

It is the policy of the District not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Human Resources Manager. The complaint will be promptly investigated and the results of the investigation will be reported back to the employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

Any employee whose pay was improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction was communicated to and confirmed by management.

## **Payment of Salary-DRAFT**

Salaries shall be paid by check to all employees bi-weekly on Friday. Overtime payment, which is included with the non-exempt employee's base salary payment, is also paid bi-weekly with such payment covering hours worked in the prior bi-weekly period. (For additional explanations see section on overtime policy and procedures.)

Employees may be paid by check or through direct deposit of funds to either a checking and/or savings account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form from Human Resources may be obtained. The completed form must then be returned to the Human Resources Department. Due to banking requirements it may take several weeks for activation of the Direct Deposit.

If a regularly scheduled payday falls on a day when the library is not scheduled to be open, payday will be on the workday preceding.

Advances in pay and payments other than on authorized paydays shall not be permitted.

In the event of a lost paycheck, the Human Resources Department must be notified as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the District within 48 hours of the time it is demanded.

A statement of earnings is given each pay period to employees indicating gross pay, statutory deductions, and voluntary deductions.



## **Performance Evaluation Program- DRAFT**

In order to attract and retain a highly qualified and competent work force, the District has instituted a performance evaluation program. This program compensates employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy.

This program consists of an annual written performance evaluation which facilitates an ongoing dialogue between the employee and their supervisor/manager about the employee's performance and contributions to the District's mission.

Performance evaluations review the job performance of the employee during the previous year. This may include acknowledgment of successes, goal setting, development of job skills and recommendations for performance improvement.

Based upon the performance evaluation score and budget, an employee may become eligible for a salary increase. Salary increases will be effective the first day of the next complete pay period following an employee's anniversary date.

## **Compensation Program- DRAFT**

As an employer, the Fountaindale Public Library District believes that it is in the best interest of both the District and its employees to fairly compensate its workforce for the value of the work provided. It is the District's intention to use a compensation system that will determine the current market value of a position based on the education, skills, knowledge and behaviors required of a fully competent employee.

New and revised job descriptions are evaluated and compared to similar positions in our regional library market and assigned a pay grade based on the District's compensation structure.

The Board of Trustees review and approve the compensation structure.

## **Personnel Records- DRAFT**

To keep necessary District records up to date, it is extremely important that you notify the Human Resources Department of any changes; to the extent benefits are affected, in:

- ~ Name and/or marital status
- ~ Address and/or telephone number
- ~ Number of eligible dependents
- ~ W-4 deductions
- ~ Person to contact in case of emergency

## **Personnel Record Review Policy- DRAFT**

Employees in Illinois have the right to review all or any part of his or her personnel records, except as provided in Section 10 of Illinois Statute 820 ILCS 40/1. Employees may attach their own position statement to disputed materials in their file. All requests must be made in writing and inspections are permitted within seven working days of the request at a convenient location during non-working hours. If the District cannot reasonably meet that deadline, the District may have an additional 7 days to comply.

The employer shall grant 2 inspection requests by an employee in a calendar year when requests are made at reasonable intervals.

Employees may photocopy any of the personnel records at a cost to the employee.

Please contact the Human Resources Manager for further information.

### **Rest Breaks - DRAFT**

The District is committed to providing a productive and engaging work environment. We recognize that employees need to take short periods of time away from their workstations throughout the day to refresh and refocus. It is the policy of the District to provide the following rest breaks during the course of the workday:

Employees Who Work 8 Hours or more; not including unpaid meal breaks:

- Two paid, 15-minute rest breaks per workday.

Employees Who Work over 4 Hours but less than 8 Hours:

- One paid, 15-minute rest break per workday.

Where it is necessary to have someone on duty at all times, care should be taken to ensure work assignments are covered. The needs of the job must be met first, and in some cases, breaks are not possible.

### **Meal Breaks- DRAFT**

Employees scheduled to work more than five (5) consecutive hours a day shall take thirty (30) minutes for meal purposes. This meal time shall be without pay. Supervisors and/or managers determine the schedule for meal breaks. Meal breaks should be scheduled no later than 5 hours after the beginning of a shift. Employees are not compensated for this time if it is at least 30 minutes in length, so they must be relieved of all active responsibilities and restrictions during meal periods.

Meal breaks and rest breaks should be used separately but only with supervisory approval may they be combined, not to exceed 45 minutes in a workday. Employees may not forego meal breaks to accumulate extra time off in the future or to shorten the workday. Non-exempt employees who fail to return to their workstations promptly at the end of each break shall be subject to disciplinary action for tardiness.

Meal breaks for exempt employees are not required but are highly recommended.

### **Break Time for Nursing Mothers- DRAFT**

In keeping with the Fair Labor Standards Act (FLSA), the District will provide an employee who is nursing with reasonable unpaid leave breaks each day to express breast milk for her nursing child. The District will provide a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

The break time will run concurrently with any break time already provided to the employee.

Employees will not be retaliated against for exercising their rights under this policy.

## **Timekeeping Records - DRAFT**

Schedules for non-exempt staff must be listed in the automated time and attendance system and staff are expected to follow them. Non-exempt employees are required to clock in at the beginning and clock out at the end of their shifts. They must also record the beginning and ending times of any split shifts or departures from work for personal reasons.

Rest breaks of fewer than 15 minutes are counted as time worked for non-exempt employees. Uninterrupted time off for meal breaks is not counted as time worked for non-exempt employees.

The attendance of all non-exempt employees is recorded daily and reviewed weekly by each supervisor and is submitted to the Human Resources Department. Attendance records are District records and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees.

Exempt employees are required to complete timesheets showing all hours worked and compensable time taken. Timesheets must be submitted to the Human Resources Manager bi-weekly.

Employees are not permitted to alter work hours without the permission of their supervisors. Altering work hours includes, but is not limited to, arriving early and then leaving early and/or arriving late and staying late.

In compliance with the Fair Labor Standards Act, non-exempt employees must not work when they are not clocked in. This includes doing work from outside the building when they are not clocked in and also includes doing work via electronic means when they are not clocked in. If such work occurs when an employee is not clocked in, they must immediately notify their supervisor and the time must be recorded in the same pay period in which the work occurred.

If an employee forgets to clock in or out, or in the event of an error in reporting time, he or she must notify his or her supervisor immediately so the time may be accurately recorded for payroll.

Once an employee clocks in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records and may result in discipline, up to and including termination.

Overtime and/or hours worked beyond the scheduled hours for all non-exempt employees require prior approval from the Executive Director.

All employees should request paid time off using the District's automated time and attendance system. Time will be recorded when approved by the employee's supervisor.

Violations of this policy will result in appropriate disciplinary action, up to and including termination.



ITsavvy LLC  
313 South Rohlwing Road  
Addison, IL 60101  
www.ITsavvy.com

Quote Details	
<b>Quote #:</b>	3080354
<b>Date:</b>	03/30/2018
<b>Payment Method:</b>	Net 30 Days
<b>Client PO#:</b>	
<b>Cost Center:</b>	
<b>Shipping Method:</b>	Ground

**Bill To:**  
ACCT #: 642720  
Fountaindale Public Library District  
300 West Briarcliff Road  
Bolingbrook, IL 60440  
United States

**Ship To:**  
Fountaindale Public Library  
300 West Briarcliff Road  
Bolingbrook, IL 60440  
United States

**Client Contact:**  
John Matysek  
(P) 630-685-4275  
jmatysek@fountaindale.org

**Client Executive:**  
Elizabeth Kasbeer  
(P) 630.396.6332  
(F) 630.396.6322  
ekasbeer@ITsavvy.com

**Description:** FPLD Public Computer Proposal 2018

Item Description	Part #	Tax	Qty	Unit Price	Total
1 <b>HP EliteDesk 800 G3 35W DM PC</b> Win 10 Pro 64 - Intel 7700T 7Gen Core i7-4C - 8GB (1x8GB) DDR42400 - 500GB 7200 2.5 - HP KBDWD USB - Desktop Mini G3 VGA Port - SRP - HP Optical USB Mouse - HP Desktop Mini DVD-Writer - 65 Watt DM Ext Power Adapter EPS - 3/3/3 DM Warranty - Single Unit DM Expansion Packaging - 800 G3 DM Country Kit - Intel KBL Core i7 DM vpro Label	B20911215	Y	65	\$784.00	\$50,960.00
2 <b>HP Desktop Mini Security / Dual VESA Sleeve v2</b> Desktop sleeve - for HP 6300 Pro, 6305 Pro; EliteDesk 705 G1, 705 G2, 705 G3, 800 G1, 800 G2, 800 G3	20616258	Y	65	\$19.00	\$1,235.00
3 <b>HP Integrated Work Center Stand Desktop Mini / Thin Clients</b> Monitor/desktop stand - 17"-24" - for HP 260 G2, V206; EliteDesk 705 G3, 800 G2; EliteDisplay E23123; ProDesk 400 G3, 600 G2	16022553	Y	65	\$50.00	\$3,250.00
4 <b>HP EliteDisplay E243</b> LED monitor - 23.8" - 1920 x 1080 Full HD (1080p) - IPS - 250 cd/m <sup>2</sup> - 1000:1 - 5 ms - HDMI, VGA, DisplayPort <b>Note:</b> Includes: DisplayPort and USB 3.0 Cables	20616156	Y	65	\$151.00	\$9,815.00
5 <b>TP-Link UH700 Black USB 3.0 7-Port Hub with Power Adapter</b> Hub - 7 x SuperSpeed USB 3.0 - desktop	16239082	Y	65	\$29.00	\$1,885.00
6 <b>Select Series DisplayPort M-M 18-inch cable, Black</b>	20929445	Y	65	\$3.41	\$221.65
7 <b>Select Series USB 3.0 A-male to B-male 18-inch cable, Black</b>	20929446	Y	65	\$2.37	\$154.05

Subtotal: \$67,520.70

Shipping: \$0.00

**TOTAL: \$67,520.70**

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at [www.ITsavvy.com/termsandconditions](http://www.ITsavvy.com/termsandconditions), shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Electrical Division

SP# 4109Rev1

TECHNOLOGY SOLUTIONS PARTNER SINCE 1983

March 28, 2018

Mr. Tosos Priovolos  
Building Operations Manager  
Fountaindale Public Library  
300 W. Briarcliff Road  
Bolingbrook, IL 60440

RE: Fountaindale Public Library – Video Surveillance System Additions – Room 237, 238,239, Board Room and Front Entrance

We are pleased to submit the following proposal for services related to the above referenced project. Our quotation is based on onsite visits and information provided by Client.

### **Scope of Work:**

Pace Electric to install, configure and test (4) new Mobotix and (1) new Axis P3227LV Cameras at the Fountaindale Public Library. New Mobotix Hemispherical Cameras to be installed in rooms 237, 238, 239 and Board Room. New Axis Camera to replace existing Axis P3384 at front entrance. All Category 6 cable to be installed free air. Conduit raceway not included in this quote. All new and relocated cameras to be configured, tested and focused to client's specifications. Licenses and PMA to be provided.

1. Qty 1 - Mobotix MX-Q25-D016 New installation Study Room 237.
2. Qty 1 - Mobotix MX-Q25-D016 New installation Study Room 238
3. Qty 1 - Mobotix MX-Q25-D016 New installation Young Adult Services Room 239
4. Qty 1 - Mobotix MX-Q25-DO16 New installation Board Room – (Use existing cable)\
5. Qty 1 – Axis P3227-LV New replacement for Front Entrance Camera

### **Material List:**

4	<b>Mobotix MX-Q25-D016 IP Cameras</b>
1	Axis P3227-LV IP Camera 5MP
1	Axis Recessed Mount T94K02L
4	Milestone Camera Licenses
4	Milestone PMA
Lot	General Cable Structured Category 6 Cabling
Lot	Leviton RJ45 Category 6 Data Jacks
Lot	Wire Management Supports

**Installed Price .....\$10,223.00**

### **Notes:**

- Pricing does not include additional storage or server capacity for Milestone Head End
- Work being performed during our normal working hours of 7:00 am to 3:30 pm Monday thru Friday.
- Price is based on the use of the Electric Lift on site.



## Electrical Division

SP# 4109Rev1

TECHNOLOGY SOLUTIONS PARTNER SINCE 1983

March 11, 2018

**RE: Fountaindale Public Library – Video Surveillance System Additions – Room 237, 238,239,  
Board Room and Front Entrance**

**Items Excluded:**

Work performed outside of normal working hours

Conduit Raceway

Thank you for the opportunity to bid on this project. Please do not hesitate to call if you have any questions whatsoever.

Sincerely,

*Gene P. Prorwicz*

Gene P. Prorwicz

Director of Special Systems

Estimated by gp; Estimate #2378

THIS PROPOSAL CONTAINS PROPRIETARY AND CONFIDENTIAL INFORMATION OF PACE SYSTEMS, INC. AND SHALL NOT BE USED, DISCLOSED OR REPRODUCED, IN WHOLE OR IN PART, FOR ANY PURPOSE OTHER THAN TO EVALUATE THIS PROPOSAL, WITHOUT THE PRIOR WRITTEN CONSENT OF PACE SYSTEMS, INC. TITLE IN AND TO THIS DOCUMENT AND ALL INFORMATION CONTAINED HEREIN REMAINS AT ALL TIMES IN PACE SYSTEMS, INC.

## **Illinois Library Association Trustee Forum**

Posted on March 30, 2018 by ILA Advocacy Committee

The ILA Trustee Forum is made up of all the ILA member library trustees or ILA individual member trustees. In Illinois, some trustees are elected by the voting electorate and some are appointed by the current appointing official. It depends on the structure that the library was based on when it was originated or changed through other means.

There is an Executive Board that represents the members. This board meets at their member library five times a year to plan events for trustee training. Two major events that offer trustee training are the Winter Trustee Training held in February at the Oak Brook Marriott Hotel and the ILA Annual Conference held in various locations chosen in advance to accommodate members from throughout Illinois. The major training day is Trustee Day but there are a variety of programs that trustees can attend to learn more about the workings of the library throughout the conference.

The Executive Board members today represent Bridgeview, Maywood, Lincolnshire, Buffalo Grove, East Dundee, Lake Zurich, Streamwood, Elgin, Brookfield, Homewood and Bolingbrook.

The library trustees are always encouraged to expand their knowledge about serving as a trustee and advocate for their own library as well as all libraries in general. There are several outside events that trustees can attend such as the ILA Legislative Meet Ups each winter/spring and the ALA Washington DC Legislative Day held in early May.

At the last ILA Winter Trustee Training, the morning session was The Advocacy Boot Camp presented by James LaRue and Marci Merola of the American Library Association. The afternoon session was learning about current legislation in Illinois supported by ILA and explained by Derek Blaida, ILA Legislative Consultant. There also was a Question and Answer session led by Ancil Glink Lawyers on current issues libraries face in Illinois today that affect the role of the trustee.

Currently Trustee Day is being planned for the ILA Annual Conference to be held in Peoria, October 9 – 11, 2018 with new sessions developed by Nancy Sylvester on Board Staff Relationships and Roles as well as the Ethical Use of Parliamentary Procedure by trustees. Additional programs are also being studied as to relevance, time, presenter and demand.

The current bylaws of the ILA Trustee Forum will be reviewed in the next few Executive Board Meetings of the ILA Trustee Forum to see if any changes need to be made to reflect the current state of our libraries and trustees.

There is a business meeting of the Trustee Forum members with the Trustee Forum Executive Board at the Winter Training Event luncheon and the Trustee Day luncheon at the ILA Annual Conference. This way the membership is kept abreast of any changes being made in this organization.

Local library Directors and trustees are encouraged to budget for these training sessions. It is so important to have educated trustees so that no problems arise within the law for the local library.

Peggy Danhof, Trustee Forum Manger – March 2018





NOURISH | CONNECT | EMPOWER

Fountaindale Library~

Thank you so much for taking the time to put together such wonderful Easter baskets for WSCP's Easter program! We're very excited about our continued partnership - and the children that we serve will be so happy because of your generosity!

Kristin Jachymiak  
Client Resource Manager

# Fountaindale Public Library District

## Cash and Investment

March 31, 2018

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$195,045.45	\$278,746.65
Cash Checking/Payroll	\$31,492.47	\$29,831.22	\$61,323.69
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$225,005.92	\$342,499.59
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$1,650,508.61)	\$6,458,810.95
Investment - General/IL Funds/MM	\$67,203.39	\$978.38	\$68,181.77
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$16,776.46	\$45,770.12
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$28,842.54	\$1,987,840.86
Investment - Working Cash/BMO Harris MM	\$878.27	\$12.95	\$891.22
Investments - Working Cash/Madison	\$629,365.30	(\$13,817.33)	\$615,547.97
Investment - Working Cash/MM	\$22,179.12	\$3,097.37	\$25,276.49
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$4,896.48	\$421,517.74
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,136,549.22	\$12,395,189.27
Total Investments	\$22,492,198.93	(\$473,172.54)	\$22,019,026.39
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$1,103,453.96)	\$1,689.07
Total Bond Fund	\$1,105,143.03	(\$1,103,453.96)	\$1,689.07
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	\$163,937.24	\$170,073.06
Total Building Project Fund	\$553,719.45	(\$383,646.39)	\$170,073.06
Total Cash and Investments	\$24,268,555.08	(\$1,735,266.97)	\$22,533,288.11

Special Res. PMA - 1.324%  
General - IL Fund - 1.474%  
Bldg Project Fund PMA - SDA - Account Closed  
Money Market BMO Harris - 1.432%

Bonds:  
Treas&Agencies 06-12; \$610,369; 4.71%; C/V 03/18; \$615,548; 2.00%

# Fountaindale Public Library District

## Revenue Report

March 31, 2018

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax Will - 2016	\$0.00	\$4,003,828.43	99.81 %	\$4,011,386.00	\$7,557.57
Property Tax Dupage 2016	\$0.00	\$76,766.90	93.77 %	\$81,865.00	\$5,098.10
Property Tax Will - 2017 - Est.	\$0.00	\$0.00	0.00 %	\$3,957,292.00	\$3,957,292.00
Property Tax Dupage - 2017 - Est.	\$0.00	\$0.00	0.00 %	\$80,761.00	\$80,761.00
Other Tax	\$12,311.51	\$51,460.56	47.18 %	\$109,070.00	\$57,609.44
Interest	\$25,634.64	\$221,144.39	216.48 %	\$102,156.00	(\$118,988.39)
Fines	\$6,754.59	\$55,214.05	73.62 %	\$75,000.00	\$19,785.95
Copy Machines	\$1,129.55	\$6,706.15	111.77 %	\$6,000.00	(\$706.15)
Fax Machine	\$933.23	\$5,761.12	115.22 %	\$5,000.00	(\$761.12)
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$3,069.02	\$19,976.27	110.98 %	\$18,000.00	(\$1,976.27)
Miscellaneous	\$692.05	\$13,163.83	59.84 %	\$22,000.00	\$8,836.17
Reimbursements	\$103.96	\$9,432.68	314.42 %	\$3,000.00	(\$6,432.68)
Board Reimbursements	\$0.00	\$379.56	75.91 %	\$500.00	\$120.44
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$52,551.79	99.06 %	\$53,052.00	\$500.21
Total Operating Funds	\$50,628.55	\$4,516,385.73	52.98 %	\$8,525,382.00	\$4,008,996.27
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$205.67	\$2,032.22	135.48 %	\$1,500.00	(\$532.22)
Total Building Project Fund	\$205.67	\$2,032.22	135.48 %	\$1,500.00	(\$532.22)
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	\$2.04	\$8,185.13	272.84 %	\$3,000.00	(\$5,185.13)
Interest Rebate Payment - BAB	\$0.00	\$165,137.58	100.05 %	\$165,049.00	(\$88.58)
Total Bond Fund	\$2.04	\$1,463,696.92	53.35 %	\$2,743,593.00	\$1,279,896.08
Total Revenue	\$50,836.26	\$5,982,114.87	53.08 %	\$11,270,475.00	\$5,288,360.13

# Fountaindale Public Library District

## Expenditure Report

### March 31, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$445,430.88	\$3,032,248.84	67.88 %	\$4,467,200.00	\$1,434,951.16
Contractual Services	\$20,970.94	\$354,195.61	75.30 %	\$470,400.00	\$116,204.39
Supplies & Utilities	\$46,060.98	\$329,374.56	55.17 %	\$596,975.00	\$267,600.44
Library Materials	\$53,822.46	\$471,129.44	44.31 %	\$1,063,275.00	\$592,145.56
Capital Expenditures	\$2,346.00	\$147,245.49	53.80 %	\$273,691.00	\$126,445.51
Miscellaneous	\$3,008.27	\$41,630.79	55.51 %	\$75,000.00	\$33,369.21
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	\$571,639.53	\$4,376,124.73	62.52 %	\$6,999,593.00	\$2,623,468.27
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	\$76,631.48	62.56 %	\$122,500.00	\$45,868.52
Soc Sec/IMRF Fund Expenditures	\$79,115.04	\$658,427.76	62.87 %	\$1,047,345.00	\$388,917.24
Special Reserve Fund Expenditures	\$0.00	\$30.00	0.00 %	\$0.00	(\$30.00)
Maintenance Fund Expenditures	\$63,373.95	\$241,552.57	77.92 %	\$310,000.00	\$68,447.43
Total Other Fund Expenditures	\$142,488.99	\$985,291.81	66.13 %	\$1,489,845.00	\$504,553.19
Total Expenditures - Operating Funds	\$714,128.52	\$5,361,416.54	63.15 %	\$8,489,438.00	\$3,128,021.46
Building Project Fund Expenditures	\$0.00	\$106,397.76	39.21 %	\$271,362.00	\$164,964.24
Total Building Project Fund Expenditures	\$0.00	\$106,397.76	39.21 %	\$271,362.00	\$164,964.24
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	\$0.00	\$2,711,875.00	100.00 %	\$2,711,875.00	\$0.00
Total	\$0.00	\$2,818,272.76	94.47 %	\$2,983,237.00	\$164,964.24
Total Expenditures - All Funds	\$714,128.52	\$8,179,689.30	71.30 %	\$11,472,675.00	\$3,292,985.70

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

<b>Payee name</b>	<b>Description</b>	<b>Payment Date</b>	<b>Check/ Draft No.</b>	<b>Account Number</b>	<b>Amount</b>
Aflac	Employer Insurance Contribution - March 2018	4/2/2018	D/708	1-4192-10	500.36
Blackbaud	FE7 Import Assistance Project	4/2/2018	49430	1-4253-10	\$449.50
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - April 2018	4/2/2018	49438	1-4192-10	\$22,020.25
Dearborn National Life Insurance Company	Employer Insurance Contribution - April 2018	4/2/2018	49432	1-4192-10	\$484.54
Illinois Library Association	Elevate Illinois Libraries Leader Registration - Welko/R. Ford	4/2/2018	49433	1-4151-10	\$150.00
Illinois Municipal Retirement Fund	Employer IMRF Contribution - March 2018	4/2/2018	D707	5-4142-10	\$73,045.61
Nationwide	Notary Bond Insurance - Lennon	4/2/2018	49434	1-4253-10	\$50.00
Patricia B. Smith	Program - Something Different - Date 03/11/2018	4/2/2018	49435	1-4571-24	\$200.00
Shirley Williams	Finance Consulting - 2018 Agreement - Installment 3	4/2/2018	49439	1-4253-10	\$625.00
The Hartford	Workers Comp Insurance - Final Audit - 12/31/2016 to 12/31/2017	4/2/2018	49437	3-4144-10	\$7,366.00
Showcases	Library Supplies - DVD Cases	4/2/2018	49436	1-4371-12	\$204.12
Total Bills Paid					<u>\$105,095.38</u>

  
 Jennie Nguyen/Finance Manager

**Gross Payroll & FICA Expense - March 2018**

Gross Payroll	\$407,551.08
FICA	<u>\$30,189.11</u>
Total Gross Payroll & FICA	<u>\$437,740.19</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Allegra Print &amp; Imaging</b>				
	National Library Week - Bookmobile Sign	13689	1-4731-10	\$ 129.00
	Bookmobile Paper Shredding Sign	13704	1-4731-10	129.00
	<i>Totals for Allegra Print &amp; Imaging</i>			<b>\$ 258.00</b>
<b>Allyse Schiller</b>				
	Mileage - 3/2/18-3/30/18	AS4318	1-4171-10	5.23
	Mileage - IGFOA Training - Date 4/6/18	AS4918	1-4171-10	28.65
	<i>Totals for Allyse Schiller</i>			<b>\$ 33.88</b>
<b>Amazon</b>				
	Office Supplies	6045787810108122	1-4351-10	100.18
	Library Supplies	6045787810108122	1-4371-12	185.24
	Program Supplies - CSD	6045787810108122	1-4353-20	162.84
	Library Supplies	6045787810108122	1-4371-20	77.90
	Program Supplies - ATSD	6045787810108122	1-4353-24	106.36
	Computer Supplies	6045787810108122	1-4354-14	149.90
	PC Computer Equipment	6045787810108122	1-4641-14	139.49
	CD Music - Juvenile	6045787810108122	1-4554-26	24.98
	Video Games - Juvenile	6045787810108122	1-4564-26	44.60
	Staff Winter Party & Chili Cook-Off Prizes	6045787810108122	1-4711-10	82.90
	Juvenile DVD	6045787810108122	1-4558-26	10.58
	Video Games - YA	6045787810108122	1-4563-26	12.70
	Realia - Juvenile	6045787810108122	1-4569-26	244.01
	Program Supplies - Studio 300	6045787810108122	1-4353-27	80.05
	Audio Visual Collection - Studio 300	6045787810108122	1-4568-27	74.99
	<i>Totals for Amazon</i>			<b>\$ 1,496.72</b>
<b>American Library Association</b>				
	Membership Dues - Danhof - Dates 4/30/2018-4/30/19	0073947	1-4161-16	138.00
	Membership Dues - Spindel - Dates 4/30/2018-4/30/2019	1204723	1-4161-16	118.00
	Membership Dues - Castellanos - Dates 4/30/2018-4/30/2019	1214724	1-4161-16	106.00
	Membership Dues - Valencia - Dates 4/30/18-4/30/2019	2153203	1-4161-16	63.00
	Program Supplies	49193829	1-4353-20	36.00
	<i>Totals for American Library Association</i>			<b>\$ 461.00</b>
<b>AmeriFlex Business Solutions</b>				
	Benefit/Cobra Administration Fees - April 2018	INV142581	1-4253-10	187.10
	<i>Totals for AmeriFlex Business Solutions</i>			<b>\$ 187.10</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Ann Burkiewicz</b>				
	Training/Workshop-Joliet Pub Lib - 3/7/18	AB32218	1-4171-10	\$ 18.73
		<i>Totals for Ann Burkiewicz</i>		<u>\$ 18.73</u>
<b>Annalyn Hostert</b>				
	Mileage - 3/9/18-3/15/18	AH4618	1-4171-10	7.60
		<i>Totals for Annalyn Hostert</i>		<u>\$ 7.60</u>
<b>Apple Inc.</b>				
	PC Computer Equipment	1803384511	1-4575-10	354.00
		<i>Totals for Apple Inc.</i>		<u>\$ 354.00</u>
<b>AT &amp; T</b>				
	Internet Services	9962770404	1-4314-14	1,433.26
		<i>Totals for AT &amp; T</i>		<u>\$ 1,433.26</u>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 2/10/18-3/9/18	13487331	1-4311-14	229.10
		<i>Totals for AT &amp; T Mobility - National Business Services</i>		<u>\$ 229.10</u>
<b>B&amp;H Photo-Video</b>				
	Samsung Supplies	140153305	1-4568-27	231.96
	Apple Ipod Touch Gold/Apple Care	140333113	1-4348-14	333.99
		<i>Totals for B&amp;H Photo-Video</i>		<u>\$ 565.95</u>
<b>Baker &amp; Taylor - C009233</b>				
	Adult Ref/NF Standing Order	C0092333	1-4531-26	1,119.48
		<i>Totals for Baker &amp; Taylor - C009233</i>		<u>\$ 1,119.48</u>
<b>Baker &amp; Taylor - L4140592</b>				
	Juvenile Standing Order	L4140592	1-4536-26	1,343.90
		<i>Totals for Baker &amp; Taylor - L4140592</i>		<u>\$ 1,343.90</u>
<b>Baker &amp; Taylor - L4176102</b>				
	Books - Adult Non-Fiction	L4176102	1-4541-26	121.25
		<i>Totals for Baker &amp; Taylor - L4176102</i>		<u>\$ 121.25</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>				
	Books - Juvenile Fiction	L4206852	1-4544-29	\$ 300.18
	Books - Juvenile Non-Fiction	L4206852	1-4545-29	222.89
	Books - Juvenile Easy	L4206852	1-4546-29	304.78
	Books - Young Adult Fiction	L4206852	1-4548-29	10.34
	Books - Adult Fiction	L4206852	1-4540-29	46.80
	Books - Adult Non-Fiction	L4206852	1-4541-29	92.16
	<i>Totals for Baker &amp; Taylor - L420685</i>			<b>\$ 977.15</b>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Adult Non-Fiction	L42068562	1-4541-26	4,087.91
	Books - Adult Fiction	L4206862	1-4540-26	4,793.52
	Books - Adult Large Print	L4206862	1-4543-26	157.82
	Books - Juvenile Fiction	L4206862	1-4544-26	2,311.10
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	1,318.33
	Books - Juvenile Easy	L4206862	1-4546-26	744.58
	Books - Young Adult Fiction	L4206862	1-4548-26	1,414.32
	Books - Young Adult Non-Fiction	L4206862	1-4549-26	117.80
	<i>Totals for Baker &amp; Taylor - L420686</i>			<b>\$ 14,945.38</b>
<b>Baker &amp; Taylor - L420691</b>				
	Adult Ref/NF Standing Order	L4206912	1-4531-26	38.88
	Adult Fiction Standing Order	L4206912	1-4533-26	1,812.74
	Young Adult Standing Order	L4206912	1-4534-26	311.37
	Juvenile Standing Order	L4206912	1-4536-26	1,865.10
	<i>Totals for Baker &amp; Taylor - L420691</i>			<b>\$ 4,028.09</b>
<b>Baker &amp; Taylor - L420692</b>				
	Adult Fiction Standing Order	L4206922	1-4533-29	260.31
	<i>Totals for Baker &amp; Taylor - L420692</i>			<b>\$ 260.31</b>
<b>Baker &amp; Taylor - L4337402</b>				
	Books - Adult Fiction	L4337402	1-4540-26	47.64
	<i>Totals for Baker &amp; Taylor - L4337402</i>			<b>\$ 47.64</b>
<b>Bankers Advertising Company</b>				
	Canvas Bags w/Fountaindale Logo	722340	1-4584-10	1,748.66
	<i>Totals for Bankers Advertising Company</i>			<b>\$ 1,748.66</b>



**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Belynda Head</b>				
	Program - R&B Line Dancing - Date 4/22/2018	BH042218	1-4571-24	\$ 125.00
	Program - R&B Line Dancing - Date 5/6/2018	BH050618	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			<b>\$ 250.00</b>
<b>Blackstone Publishing</b>				
	CD Audiobooks - Adult	979385	1-4551-26	45.00
	CD Audiobooks - Adult	978645	1-4551-26	45.00
	CD Audiobooks - Adult	977311	1-4551-26	41.24
	CD Audiobooks - Adult	975209	1-4551-26	135.00
	CD Audiobooks - Adult	973443	1-4551-26	45.00
	CD Audiobooks - Adult	972392	1-4551-26	45.00
	CD Audiobooks - Adult	972653	1-4551-26	37.49
	CD Audiobooks - Adult	972641	1-4551-26	45.00
	CD Audiobooks - Adult	969462	1-4551-26	176.99
	CD Audiobooks - Adult	969462	1-4551-29	45.00
	<i>Totals for Blackstone Publishing</i>			<b>\$ 660.72</b>
<b>Bolingbrook Park District</b>				
	Program - Yoga - Date 4/26/2018	BPD042618	1-4571-24	50.00
	Program - Yoga - Date 5/3/2018	BPD05318	1-4571-24	50.00
	Program - Conquer Your Core - Date 5/3/2018	BPD050318	1-4571-24	75.00
	Program - Zumba - Date 5/12/2018	BPD051218	1-4571-24	75.00
	<i>Totals for Bolingbrook Park District</i>			<b>\$ 250.00</b>
<b>Brenda Lowery</b>				
	Refund Lost Item - Jude the Obscure - Card Ending 4337	BL032418	1-3310-10	4.10
	<i>Totals for Brenda Lowery</i>			<b>\$ 4.10</b>
<b>Bridgeall Libraries Limited</b>				
	Catalog Management	SIN003398	1-4272-12	10,400.00
	Catalog Management	SIN003399	1-4272-12	4,500.00
	<i>Totals for Bridgeall Libraries Limited</i>			<b>\$ 14,900.00</b>
<b>Brooks Cafe</b>				
	Supplies for Board Meeting - 3/15/18	13253	1-4355-16	44.00
	ILA Mktg Mtg - 3/2/18	13255	1-4715-10	67.00
	Donuts w/Director - 3/19/18	13254	1-4715-10	11.00
	<i>Totals for Brooks Cafe</i>			<b>\$ 122.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Call One</b>				
	Telephone & Internet - Dates 4/15/2018-5/14/2018	1214291-1139282	1-4312-14	\$ 730.13
	Telephone & Internet - Dates 4/15/2018-5/14/2018	1214291-1139282	1-4314-14	1,968.00
	<i>Totals for Call One</i>			<b>\$ 2,698.13</b>
<b>Carmela Martino</b>				
	Program - Writing Historical Fiction - Date 5/10/2018	CM041018	1-4571-27	150.00
	<i>Totals for Carmela Martino</i>			<b>\$ 150.00</b>
<b>Cathryn Stanek-Whisler</b>				
	Program - Spring Votive Candle Holder - Date 5/17/2018	CSW051718	1-4571-24	225.00
	Program - DIY Sunglasses - Date 5/9/2018	CSW050918	1-4573-24	186.25
	<i>Totals for Cathryn Stanek-Whisler</i>			<b>\$ 411.25</b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1571019	1-4543-29	23.37
	Books - Adult Large Print	1570486	1-4543-29	22.17
	Books - Adult Large Print	1559326	1-4543-29	23.39
	Books - Adult Large Print	1571019	1-4543-26	294.61
	Books - Adult Large Print	1570486	1-4543-26	22.17
	Books - Adult Large Print	1559326	1-4543-26	295.39
	<i>Totals for Center Point Large Print</i>			<b>\$ 681.10</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund**

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Chase Card Services</b>				
	Custom Education Solutions - Juvenile Storytime & PR	N3698-APR18	1-4547-26	\$ 175.81
	Custom Education Solutions - Juvenile Easy	N3698-APR18	1-4546-26	222.80
	Custom Education Solutions - Juvenile Non-Fiction & Ref	N3698-APR18	1-4545-26	36.97
	Custom Education Solutions - Juvenile Fiction	N3698-APR18	1-4544-26	10.99
	Heinemann - Fountas & Pinnell Leveled Books Web Subscription	N3698-APR18	1-4631-14	25.00
	Pantheon - NodeSquirrel Monthly Subscription	N3698-APR18	1-4631-14	12.00
	Napa - Lamp & Bulb Replacement Bookmobile Side Light	N3698-APR18	1-4235-29	23.49
	Yearbook - Bolingbrook HS 3 Copies	T3680-APR18	1-4538-26	195.00
	AP Stylebook - Subscription Renewal	N3698-APR18	1-4538-26	20.80
	BarcodesInc - 1 Circ Staff Receipt Printer	N3698-APR18	1-4641-14	337.73
	4Imprint - 500 8GB Flashdrives ATSD Service Desks	N3698-APR18	1-4371-24	3,075.15
	Walmart - ATSD Program Supplies	N3698-APR18	1-4353-24	13.28
	Walmart - ATSD Program Supplies	N3698-APR18	1-4353-24	145.58
	DollarTree.com - ATSD Fairy Garden Program Supplies	N3698-APR18	1-4353-24	78.72
	DollarTree.com - ATSD Fairy Garden Program Supplies	N3698-APR18	1-4353-24	15.47
	VistaPrint - Fisher & Castellanos Business Cards	N3698-APR18	1-4351-10	57.17
	Staples - March Admin Supply Closet Order	N3698-APR18	1-4351-10	153.03
	Brooks - Four \$15 National Bookmobile Day Gift Cards	N3698-APR18	1-4353-28	60.00
	Meijer - \$25 Gift Card National Bookmobile Day	N3698-APR18	1-4353-28	25.00
	Walgreens - \$25 Gift Card National Bookmobile Day	N3698-APR18	1-4353-28	25.00
	Walter Drake - National Bookmobile Day Puzzle Book Prizes	N3698-APR18	1-4353-28	40.96
	ILA - Theobald - Marketing Forum Conference - Date 4/20/2018	T3680-APR18	1-4151-10	25.00
	IFMA - Priovolos - CFM Exam Prep Workshop	P3672-APR18	1-4151-10	295.00
	Eventbrite - Castellanos - Mental First Aid Workshop	N3698-APR18	1-4151-10	15.00
	ILA - Castellanos - Marketing Forum Mini-Conference	N3698-APR18	1-4151-10	20.00
	IGFOA - Schiller - Property Valuation & Data Collection	N3698-APR18	1-4151-10	15.00
	IGFOA - J. Nguyen - Property Valuation & Data Collection	N3698-APR18	1-4151-10	15.00
	Masterclass - Alvarez - Online Multimedia Classes	N3698-APR18	1-4151-10	180.00
	American Societies Notary - Schiller - All-States Notary	N3698-APR18	1-4151-10	25.00
	COD - Schiller Tuition - Summer 2018 Bookkeeping Cert. Class	N3698-APR18	1-4151-10	472.50
	Basecamp - Monthly Subscription	N3698-APR18	1-4522-14	65.00
	Will County Health Dept - DIY Cooking Program Food Permit	N3698-APR18	1-4711-10	46.50
	Jewel - March Birthday Cake	N3698-APR18	1-4711-10	35.99
	Mailchimp - Monthly Subscription	N3698-APR18	1-4731-10	50.00
	Woobox - Monthly Subscription	N3698-APR18	1-4731-10	29.00
	DesignCuts - New Fonts For Marketing	N3698-APR18	1-4731-10	29.00
	Meijer - Studio 300 Celebration Cookies	N3698-APR18	1-4731-10	43.96
	Facebook - Promotional Ads For Library Events	N3698-APR18	1-4731-10	74.45

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Chase Card Services</b>	(Cont'd)			
	Hobby Lobby - Frame & Basket For Danhof Proclamation	N3698-APR18	1-4575-10	\$ 20.47
	Techsoup - Mobile Beacon 4G LTE Hotspot	N3698-APR18	1-4348-14	108.00
	MobileBeacon - 1 Year 4G LTE Service	N3698-APR18	1-4348-14	1,200.00
	AT&T - IT Manager Phone Replacement	N3698-APR18	1-4311-14	451.55
	U.S. Cutter - Studio 300 Vinyl	N3698-APR18	1-4371-27	430.28
	Ebay - Studio 300 Carbide Router Bits	N3698-APR18	1-4371-27	22.91
	<i>Totals for Chase Card Services</i>			<b>\$ 8,419.56</b>
<b>Chicago Center for Overcoming Overeating, Inc.</b>				
	Program - Fostering A Healthy Body Image - Date 5/3/2018	CCOO050318	1-4571-24	250.00
	<i>Totals for Chicago Center for Overcoming Overeating, Inc.</i>			<b>\$ 250.00</b>
<b>Christina Theobald</b>				
	PinDigital Mtg-3/7/18/PinTech Mtg-3/14/18	CT031518	1-4171-10	17.49
	<i>Totals for Christina Theobald</i>			<b>\$ 17.49</b>
<b>Christine Thornton</b>				
	Program - Tangled Flowers: Doodle Workshop - Date 5/17/2018	CT051718	1-4573-24	300.00
	<i>Totals for Christine Thornton</i>			<b>\$ 300.00</b>
<b>Comcast</b>				
	Internet - 4/1/18-4/30/18	63332991	1-4314-14	2,430.00
	<i>Totals for Comcast</i>			<b>\$ 2,430.00</b>
<b>Comcast Cable</b>				
	Cable TV - 4/3/18-5/2/18	8771 20 143 036749	1-4316-14	103.36
	<i>Totals for Comcast Cable</i>			<b>\$ 103.36</b>
<b>Daniel Bedoya</b>				
	Workshop-Joliet Public Library - 3/7/18	DB032218	1-4171-10	11.94
	<i>Totals for Daniel Bedoya</i>			<b>\$ 11.94</b>
<b>Dawne Tuitman</b>				
	PinTech Meeting - 3/14/18	DT31618	1-4171-10	18.53
	<i>Totals for Dawne Tuitman</i>			<b>\$ 18.53</b>
<b>Deborah Neimann-Boehle</b>				
	Program - Vegetable Garden for Cowards - Date 4/25/2018	DNB042518	1-4571-24	225.00
	<i>Totals for Deborah Neimann-Boehle</i>			<b>\$ 225.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Debra Dudek</b>				
	Per Diem - Fed. of Genealogical Soc. - 5/1/18-5/5/18	DD82317	1-4173-10	\$ 265.50
	<i>Totals for Debra Dudek</i>			<b>\$ 265.50</b>
<b>Demco, Inc.</b>				
	Library Supplies	6344911	1-4371-28	90.78
	Library Supplies	6330011	1-4371-12	420.24
	Library Supplies	6329803	1-4371-12	341.86
	Miscellaneous	6330896	1-4711-10	185.07
	<i>Totals for Demco, Inc.</i>			<b>\$ 1,037.95</b>
<b>Diane McAroy</b>				
	Program - The AM Artist - Date 4/30/2018	DM043018	1-4571-24	470.00
	Program - The AM Artist - Date 5/14/2018	DM051418	1-4571-24	470.00
	Program - Teen Art Scene - Date 4/21/2018	DM042118	1-4573-24	352.50
	Program - Teen Art Scene - Date 5/12/2018	DM051218	1-4573-24	352.50
	<i>Totals for Diane McAroy</i>			<b>\$ 1,645.00</b>
<b>Discount School Supply</b>				
	Program/Library Supplies	D25376630101	1-4353-20	495.66
	Program/Library Supplies	D25376630101	1-4371-20	85.07
	<i>Totals for Discount School Supply</i>			<b>\$ 580.73</b>
<b>Dynegy Energy Services</b>				
	Electricity - 1/31/18 - 2/28/18	270493918031	1-4321-30	11,178.31
	<i>Totals for Dynegy Energy Services</i>			<b>\$ 11,178.31</b>
<b>Eagle Training Services Inc.</b>				
	Bookmobile Driver Training - Annalyn Hostert	3032	1-4151-10	360.00
	<i>Totals for Eagle Training Services Inc.</i>			<b>\$ 360.00</b>
<b>Elite Detailing Services, Inc.</b>				
	Bookmobile Maintenance - 3/14/18	9GXGJSP19	1-4235-29	195.00
	<i>Totals for Elite Detailing Services, Inc.</i>			<b>\$ 195.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund**

Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Elizabeth Portillo</b>				
	Program - Conversational ESL for Adults - Date 4/23/2018	EP042318	1-4571-24	\$ 80.00
	Program - Conversational ESL for Adults - Date 4/30/2018	EP043018	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 5/7/2018	EP050718	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 5/14/2018	EP051418	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 4/24/2018	EP042418	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 5/1/2018	EP050118	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 5/8/2018	EP050818	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 5/15/2018	EP051518	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			<b>\$ 480.00</b>
<b>Ellison Educational Equipment Inc.</b>				
	Library Supplies	3182061	1-4371-12	398.00
	<i>Totals for Ellison Educational Equipment Inc.</i>			<b>\$ 398.00</b>
<b>Elva Ambriz</b>				
	Program - Club de Tejido - Date 5/2/2018	EA050218	1-4571-24	40.00
	Program - Club de Tejido - Date 5/9/2018	EA050918	1-4571-24	40.00
	Program - Club de Tejido - Date 5/16/2018	EA051618	1-4571-24	40.00
	Program - Club de Tejido - Date 4/25/2018	EA042518	1-4571-24	50.00
	<i>Totals for Elva Ambriz</i>			<b>\$ 170.00</b>
<b>Findaway World, LLC</b>				
	Playaway - Juvenile	249242	1-4562-29	366.52
	Playaway - Juvenile	247750	1-4562-29	474.33
	Launchpads - Juvenile	249094	1-4566-26	729.94
	Launchpads - Juvenile	248233	1-4566-26	69.99
	Launchpads - Juvenile	247761	1-4566-26	2,959.81
	Playaway - Adult	249436	1-4560-26	460.44
	Playaway - Adult	246112	1-4560-26	460.44
	Playaway - Juvenile	249030	1-4562-26	269.66
	<i>Totals for Findaway World, LLC</i>			<b>\$ 5,791.13</b>
<b>Follett</b>				
	ReadingCon 2018/Cindy Consalvo - 6/28/18	GZKNKR6MZ8D	1-4151-10	99.00
	<i>Totals for Follett</i>			<b>\$ 99.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 10

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Gale/Cengage Learning</b>				
	Adult Fiction Standing Order	63317681	1-4533-26	\$ 19.46
	Books - Adult Large Print	63448518	1-4543-26	52.78
	Books - Adult Large Print	63419476	1-4543-26	54.38
	Books - Adult Large Print	63432397	1-4543-26	84.72
	Books - Adult Large Print	63432699	1-4543-26	56.23
	Books - Adult Large Print	63431981	1-4543-26	142.45
	Books - Adult Large Print	63440686	1-4543-26	50.23
	Books - Adult Large Print	63351628	1-4543-26	101.96
	Books - Adult Large Print	63350987	1-4543-26	69.72
	Books - Adult Large Print	63350450	1-4543-26	48.73
	Books - Adult Large Print	63342191	1-4543-26	29.24
	Books - Adult Large Print	63341846	1-4543-26	138.71
	Books - Adult Large Print	63433163	1-4543-29	214.33
	Books - Adult Large Print	63342722	1-4543-29	61.58
	Electronic Audiobooks & Books	63419436	1-4520-26	492.10
	Electronic Audiobooks & Books	63397286	1-4520-26	468.60
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 2,085.22</b>
<b>Highland Park Public Library</b>				
	Lost Item	031418	1-3310-30	20.95
	<i>Totals for Highland Park Public Library</i>			<b>\$ 20.95</b>
<b>Illinois American Water</b>				
	Irrigation - 2/20/18 - 3/19/18	1025-21000308991E	1-4331-30	106.62
	Fire Protection - 03/20/18 - 04/17/18	1025-21000308946E	1-4331-30	43.59
	<i>Totals for Illinois American Water</i>			<b>\$ 150.21</b>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 2/20/18 - 3/19/18	1025-21000308831E	1-4331-30	785.01
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 785.01</b>
<b>Illinois Library Association</b>				
	Institutional Membership - 2018-2019	145800	1-4162-10	500.00
	<i>Totals for Illinois Library Association</i>			<b>\$ 500.00</b>
<b>Ilya Kabiroy</b>				
	Program - Great Reads Book Club - Date 4/25/2018	IK042518	1-4571-24	75.00
	<i>Totals for Ilya Kabiroy</i>			<b>\$ 75.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Industrial Appraisal Company</b>				
	Professional Services - Valuation	2-693-075	1-4253-10	\$ 305.00
	Professional Services - 2017 Revaluation	2-693-075	1-4253-10	200.00
	<i>Totals for Industrial Appraisal Company</i>			<b>\$ 505.00</b>
<b>Ingram Library Services</b>				
	Video Games - YA	33813289	1-4563-26	28.49
	Video Games - YA	33679965	1-4563-26	56.99
	Video Games - YA	33547435	1-4563-26	56.99
	Video Games - YA	33382977	1-4563-26	75.98
	Books - Adult Large Print	33751102	1-4543-29	16.95
	Video Games - Juvenile	33813291	1-4564-26	28.49
	Video Games - Juvenile	33813290	1-4564-26	56.99
	Video Games - Juvenile	33679965	1-4564-26	56.97
	Video Games - Juvenile	33547437	1-4564-26	18.99
	Video Games - Adult	33547436	1-4565-26	18.99
	Video Games - Adult	33547435	1-4565-26	18.99
	Video Games - Adult	33443646	1-4565-26	113.98
	Books - Adult Large Print	33813292	1-4543-26	34.80
	Books - Adult Large Print	33769121	1-4543-26	70.42
	Books - Adult Large Print	33751102	1-4543-26	16.95
	Books - Adult Large Print	33634212	1-4543-26	17.40
	Books - Adult Non-Fiction	33538053	1-4541-26	8.37
	Books - Adult Fiction	33679966	1-4540-26	21.58
	Books - Adult Fiction	33504104	1-4540-26	16.19
	Books - Juvenile Easy	33382976	1-4546-26	5.99
	<i>Totals for Ingram Library Services</i>			<b>\$ 740.50</b>
<b>Jamie Martin</b>				
	Program - Miss Jamie's Farm Music Show - Date 5/9/2018	JM050918	1-4572-20	450.00
	<i>Totals for Jamie Martin</i>			<b>\$ 450.00</b>
<b>Jeff Bockman</b>				
	Program - Gen. Club - Transcribe Records - Date 5/9/2018	JB050918	1-4571-24	200.00
	<i>Totals for Jeff Bockman</i>			<b>\$ 200.00</b>
<b>Jeffrey DiOrio</b>				
	Program - Chess Club for Adults & Teens - Date 5/15/2018	JD051518	1-4571-24	90.00
	<i>Totals for Jeffrey DiOrio</i>			<b>\$ 90.00</b>



**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

<u>General Fund</u>				Page 12
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Jeffrey P. Fisher</b>	STBF Finalist Meeting - 3/7/18	JPF031418	1-4171-10	\$ 38.74
	<i>Totals for Jeffrey P. Fisher</i>			<b>\$ 38.74</b>
<b>Jennie Nguyen</b>	Mileage - IGFOA Meeting - Date 4/6/2018	JN041218	1-4171-10	29.32
	<i>Totals for Jennie Nguyen</i>			<b>\$ 29.32</b>
<b>Jennifer Cuevas</b>	Simply Reports-2/16/18/Advan Find-3/9/18	JC32218	1-4171-10	20.87
	<i>Totals for Jennifer Cuevas</i>			<b>\$ 20.87</b>
<b>Jessica Granados</b>	2017 LEARN Meeting - 11/1/17	JG32218	1-4171-10	29.16
	<i>Totals for Jessica Granados</i>			<b>\$ 29.16</b>
<b>Jim's Truck Inspection</b>	Biannual State Safety Inspection-Library Express Van	5238-1718	1-4235-29	30.00
	Biannual State Safety Inspection-Bookmobile	5239-1718	1-4235-29	30.00
	<i>Totals for Jim's Truck Inspection</i>			<b>\$ 60.00</b>
<b>Juanita Lennon</b>	National Library Worker's Day Supplies - Date 4/6/18	JL4918	1-4711-10	30.00
	Supplies for Donuts & Pastries Mtgs - 3/19/18	JL4618	1-4715-10	16.97
	National Library Worker's Day Supplies - Date 4/6/18	JL4918	1-4715-10	15.96
	<i>Totals for Juanita Lennon</i>			<b>\$ 62.93</b>
<b>Kate Thurston</b>	PIRC Mtg-2/28/18/Leap Basics Trng-3/2/18	KT32218	1-4171-10	15.75
	<i>Totals for Kate Thurston</i>			<b>\$ 15.75</b>
<b>Kathy Welko</b>	Mileage 1/12/18 - 3/20/18	KW4418	1-4171-10	31.83
	<i>Totals for Kathy Welko</i>			<b>\$ 31.83</b>
<b>Kellie Chase</b>	Program - 6 Sewing Classes - Date 4/25/2018	KC042518	1-4571-24	175.00
	Program - 6 Sewing Classes - Date 5/8/2018	KC050818	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<b>\$ 350.00</b>
<b>Kirsten Velasco</b>	Program - Illinois Medical Cannabis Program - Date 4/26/2018	KV042618	1-4571-24	100.00
	<i>Totals for Kirsten Velasco</i>			<b>\$ 100.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

<u>General Fund</u>				Page 13
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	Maintenance 3/15/18-4/14/18	9004409356	1-4234-14	\$ 391.82
	Copy Overage - 2/15/18-3/14/18	9004405786	1-4234-14	1,409.76
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		<b>\$ 1,801.58</b>
<b>Konica Minolta Premier Finance</b>				
	Leased Equipment	354703795	1-4234-14	1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		<b>\$ 1,616.00</b>
<b>Laura Didier</b>				
	Mileage - 3/1/18 - 3/29/18	LD4418	1-4171-10	71.05
		<i>Totals for Laura Didier</i>		<b>\$ 71.05</b>
<b>Lauterbach &amp; Amen, LLP</b>				
	Professional Services - February, 2018	27480	1-4253-10	600.00
		<i>Totals for Lauterbach &amp; Amen, LLP</i>		<b>\$ 600.00</b>
<b>Leandra Pottle</b>				
	Directing Benefits Program Part 2 - Completed 3/12/2018	LP031218	1-4151-10	450.00
		<i>Totals for Leandra Pottle</i>		<b>\$ 450.00</b>
<b>Library Journals LLC</b>				
	LJ Online Workshop - 4/25/18	2018-35287	1-4151-10	1,760.00
		<i>Totals for Library Journals LLC</i>		<b>\$ 1,760.00</b>
<b>Marianne Griebler</b>				
	Program - LinkedIn Tips for Your Job Search - Date 5/2/2018	MG050218	1-4571-24	50.00
		<i>Totals for Marianne Griebler</i>		<b>\$ 50.00</b>
<b>Marianne Thompson</b>				
	Outdoor Supplies for Bookmobile - 2/22/18	MT31418	1-4235-29	53.93
		<i>Totals for Marianne Thompson</i>		<b>\$ 53.93</b>
<b>Mary Sincic</b>				
	Pinnacle Training - 3/9/18	MS032218	1-4171-10	6.21
		<i>Totals for Mary Sincic</i>		<b>\$ 6.21</b>
<b>Meredith Books</b>				
	Adult Ref/NF Standing Order	21621-2581	1-4531-26	31.91
		<i>Totals for Meredith Books</i>		<b>\$ 31.91</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund**

Page 14

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>				
	CD Audiobooks - Adult	95952218	1-4551-26	\$ 302.03
	CD Audiobooks - Adult	95928654	1-4551-26	9.99
	CD Music - Juvenile	95952152	1-4554-26	16.49
	CD Music - Juvenile	95933769	1-4554-26	14.99
	CD Music - Juvenile	95928751	1-4554-26	34.33
	CD Music - Juvenile	95915383	1-4554-26	13.49
	CD Audiobooks - Young Adults	95952212	1-4555-26	45.29
	CD Audiobooks - Young Adults	95952211	1-4555-26	171.16
	CD Audiobooks - Young Adults	95933785	1-4555-26	85.58
	Adult DVD	95865366	1-4557-26	22.49
	Adult DVD	95865367	1-4557-26	77.37
	Adult DVD	95865368	1-4557-26	51.58
	Adult DVD	95865369	1-4557-26	36.58
	Adult DVD	95865817	1-4557-26	27.39
	Adult DVD	95865819	1-4557-26	23.64
	Adult DVD	95866150	1-4557-26	36.58
	Adult DVD	95866151	1-4557-26	109.77
	Adult DVD	95866152	1-4557-26	25.79
	Adult DVD	95866153	1-4557-26	33.59
	Adult DVD	95866156	1-4557-26	36.59
	Adult DVD	95873315	1-4557-26	33.29
	Adult DVD	95889965	1-4557-26	19.89
	Adult DVD	95889966	1-4557-26	33.39
	Adult DVD	95889968	1-4557-26	27.39
	Adult DVD	95890174	1-4557-26	66.87
	Adult DVD	95890175	1-4557-26	102.70
	Adult DVD	95890176	1-4557-26	45.58
	Adult DVD	95890177	1-4557-26	13.49
	Adult DVD	95890372	1-4557-26	106.77
	Adult DVD	95890373	1-4557-26	128.95
	Adult DVD	95890376	1-4557-26	36.58
	Adult DVD	95890377	1-4557-26	28.09
	Adult DVD	95890378	1-4557-26	30.59
	Adult DVD	95892618	1-4557-26	27.39
	Adult DVD	95892745	1-4557-26	77.37
	Adult DVD	95892746	1-4557-26	67.18
	Adult DVD	95903160	1-4557-26	14.54
	Adult DVD	95903161	1-4557-26	79.62

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund**

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	95903162	1-4557-26	\$ 66.58
	Adult DVD	95903165	1-4557-26	173.95
	Adult DVD	95903166	1-4557-26	156.99
	Adult DVD	95903168	1-4557-26	14.54
	Adult DVD	95903169	1-4557-26	18.29
	Adult DVD	95903170	1-4557-26	31.33
	Adult DVD	95903908	1-4557-26	93.42
	Adult DVD	95952215	1-4557-26	22.04
	Adult DVD	95952214	1-4557-26	14.54
	Adult DVD	95952213	1-4557-26	47.08
	Adult DVD	95952159	1-4557-26	95.55
	Adult DVD	95952158	1-4557-26	64.91
	Adult DVD	95952156	1-4557-26	52.58
	Adult DVD	95952155	1-4557-26	114.70
	Adult DVD	95952151	1-4557-26	20.89
	Adult DVD	95952048	1-4557-26	81.07
	Adult DVD	95940468	1-4557-26	55.88
	Adult DVD	95940467	1-4557-26	35.83
	Adult DVD	95933820	1-4557-26	54.79
	Adult DVD	95933783	1-4557-26	20.89
	Adult DVD	95933782	1-4557-26	206.44
	Adult DVD	95933781	1-4557-26	46.62
	Adult DVD	95933766	1-4557-26	18.29
	Adult DVD	95931189	1-4557-26	49.89
	Adult DVD	95928758	1-4557-26	27.39
	Adult DVD	95928757	1-4557-26	17.54
	Adult DVD	95928339	1-4557-26	42.18
	Adult DVD	95928338	1-4557-26	128.95
	Adult DVD	95928337	1-4557-26	167.70
	Adult DVD	95928336	1-4557-26	22.04
	Adult DVD	95928029	1-4557-26	36.89
	Adult DVD	95928028	1-4557-26	34.89
	Adult DVD	95928027	1-4557-26	62.28
	Adult DVD	95920340	1-4557-26	19.29
	Adult DVD	95919276	1-4557-26	39.87
	Adult DVD	95919275	1-4557-26	31.29
	Adult DVD	95919156	1-4557-26	64.89
	Adult DVD	95919155	1-4557-26	23.64

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	95911172	1-4557-26	\$ 35.08
	Adult DVD	95911146	1-4557-26	34.89
	Adult DVD	95910338	1-4557-26	22.04
	Juvenile DVD	95865363	1-4558-26	61.62
	Juvenile DVD	95866155	1-4558-26	38.59
	Juvenile DVD	95866158	1-4558-26	41.78
	Juvenile DVD	95873314	1-4558-26	82.74
	Juvenile DVD	95873316	1-4558-26	25.79
	Juvenile DVD	95890178	1-4558-26	36.58
	Juvenile DVD	95890374	1-4558-26	67.18
	Juvenile DVD	95890375	1-4558-26	77.37
	Juvenile DVD	95892744	1-4558-26	8.54
	Juvenile DVD	95903167	1-4558-26	26.08
	Adult DVD	95866161	1-4557-29	25.79
	Adult DVD	95866162	1-4557-29	18.29
	Adult DVD	95866163	1-4557-29	25.79
	Adult DVD	95873502	1-4557-29	25.79
	Adult DVD	95888452	1-4557-29	20.54
	Adult DVD	95888453	1-4557-29	48.58
	Adult DVD	95892752	1-4557-29	25.79
	Adult DVD	95903172	1-4557-29	26.54
	Adult DVD	95903173	1-4557-29	52.33
	Adult DVD	95952220	1-4557-29	20.54
	Adult DVD	95928759	1-4557-29	25.79
	Juvenile DVD	95866160	1-4558-29	14.54
	Juvenile DVD	95873501	1-4558-29	27.58
	Juvenile DVD	95888455	1-4558-29	18.29
	Juvenile DVD	95888456	1-4558-29	25.79
	Juvenile DVD	95903174	1-4558-29	13.04
	Juvenile DVD	95952219	1-4558-29	18.29
	Juvenile DVD	95928760	1-4558-29	25.79
	Juvenile DVD	95920343	1-4558-29	18.29
	Juvenile DVD	95920342	1-4558-29	27.29
	Juvenile DVD	95920341	1-4558-29	18.29
	Juvenile DVD	95911175	1-4558-29	14.54
	CD Music - Juvenile	95866157	1-4554-26	14.24
	CD Music - Juvenile	95873317	1-4554-26	14.84
	CD Audiobooks - Juvenile	95952210	1-4553-26	58.58

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund**

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>	(Cont'd)			
	CD Audiobooks - Juvenile	95950713	1-4553-26	\$ 9.99
	CD Audiobooks - Juvenile	95933784	1-4553-26	145.16
	Juvenile DVD	95952216	1-4558-26	40.04
	Juvenile DVD	95952157	1-4558-26	21.58
	Juvenile DVD	95940940	1-4558-26	17.08
	Juvenile DVD	95933768	1-4558-26	13.04
	Juvenile DVD	95928754	1-4558-26	32.54
	Juvenile DVD	95928750	1-4558-26	47.37
	Juvenile DVD	95919279	1-4558-26	27.29
	Juvenile DVD	95919274	1-4558-26	21.58
	Juvenile DVD	95919273	1-4558-26	18.29
	Juvenile DVD	95915386	1-4558-26	14.54
	Juvenile DVD	95915385	1-4558-26	33.87
	Juvenile DVD	95911174	1-4558-26	70.18
	Juvenile DVD	95910337	1-4558-26	14.54
	CD Music - Adult	95865364	1-4550-26	80.19
	CD Music - Adult	95866154	1-4550-26	13.49
	CD Music - Adult	95866159	1-4550-26	14.24
	CD Music - Adult	95873313	1-4550-26	13.49
	CD Music - Adult	95873318	1-4550-26	44.67
	CD Music - Adult	95873500	1-4550-26	78.70
	CD Music - Adult	95890179	1-4550-26	12.74
	CD Music - Adult	95890371	1-4550-26	14.84
	CD Music - Adult	95892747	1-4550-26	14.99
	CD Music - Adult	95892749	1-4550-26	15.74
	CD Music - Adult	95892750	1-4550-26	14.99
	CD Music - Adult	95892751	1-4550-26	14.24
	CD Music - Adult	95903139	1-4550-26	12.74
	CD Music - Adult	95903163	1-4550-26	14.99
	CD Music - Adult	95903171	1-4550-26	13.49
	CD Music - Adult	95952217	1-4550-26	34.33
	CD Music - Adult	95952153	1-4550-26	12.74
	CD Music - Adult	95933780	1-4550-26	14.84
	CD Music - Adult	95933767	1-4550-26	29.08
	CD Music - Adult	95933764	1-4550-26	28.48
	CD Music - Adult	95928755	1-4550-26	17.49
	CD Music - Adult	95928753	1-4550-26	12.74
	CD Music - Adult	95928752	1-4550-26	28.93

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>		(Cont'd)		
	CD Music - Adult	95919277	1-4550-26	\$ 18.69
	CD Music - Adult	95911173	1-4550-26	41.82
	CD Music - Adult	95911170	1-4550-26	72.05
	CD Music - Adult	95910339	1-4550-26	28.33
		<i>Totals for Midwest Tape</i>		<b>\$ 6,813.92</b>
<b>National Audubon Society</b>				
	Periodicals	0013089787	1-4511-26	20.00
		<i>Totals for National Audubon Society</i>		<b>\$ 20.00</b>
<b>Netrix, LLC</b>				
	Equipment Maintenance	400601	1-4233-14	80.00
	Equipment Maintenance	398452	1-4233-14	21,063.00
		<i>Totals for Netrix, LLC</i>		<b>\$ 21,143.00</b>
<b>New Readers Press</b>				
	Periodicals	6798664	1-4511-26	426.80
		<i>Totals for New Readers Press</i>		<b>\$ 426.80</b>
<b>Oriental Trading Company Inc.</b>				
	Program Supplies	688894707-02	1-4353-20	74.94
	Program Supplies	688894707-01	1-4353-20	359.54
	Program Supplies	689186989-02	1-4353-28	30.76
	Program Supplies	689186989-01	1-4353-28	346.13
		<i>Totals for Oriental Trading Company Inc.</i>		<b>\$ 811.37</b>
<b>Pace Systems, Inc.</b>				
	Webroot SecureAnywhere	IN00019453	1-4631-14	1,716.00
	Computer Supplies	IN00019300	1-4354-14	100.00
	Computer Supplies	IN00019574	1-4354-14	744.00
	Computer Supplies	IN00019554	1-4354-14	85.00
	Computer Supplies	IN00019554	1-4641-14	948.00
		<i>Totals for Pace Systems, Inc.</i>		<b>\$ 3,593.00</b>
<b>Paul Mills</b>				
	LIRA - 3/13/18	PM031418	1-4171-10	34.30
	Donuts with Director - 3/19/18	PM41018	1-4715-10	20.33
		<i>Totals for Paul Mills</i>		<b>\$ 54.63</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund** Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Petty Cash - District</b>				
	Will County Clerk - Schiller Notary	1466	1-4711-10	\$ 10.00
	Cook County Clerk - Lennon Notary	1467	1-4711-10	10.00
	Juanita Lennon - Priority Express Mail to D. Collins	1468	1-4381-10	24.70
	<i>Totals for Petty Cash - District</i>			<u>\$ 44.70</u>
<b>Petty Cash - Tech Service</b>				
	Jane Addams Middle School Yearbooks - 3 Copies	4372	1-4548-29	25.00
	Humphrey Middle School Yearbook - 3 Copies	4371	1-4548-29	15.00
	Brooks Middle School Yearbooks - 3 Copies	4370	1-4548-29	20.00
	John R. Tibbott School Yearbooks - 2 Copies	4375	1-4547-29	6.00
	Oak View Elementary Yearbooks - 2 Copies	4374	1-4547-29	10.00
	Jamie McGee Elementary Yearbooks - 2 Copies	4373	1-4547-29	15.00
	John R. Tibbott School Yearbooks - 2 Copies	4375	1-4538-26	6.00
	Oak View Elementary Yearbooks - 2 Copies	4374	1-4538-26	10.00
	Jamie McGee Elementary Yearbooks - 2 Copies	4373	1-4538-26	15.00
	Jane Addams Middle School Yearbooks - 3 Copies	4372	1-4538-26	25.00
	Humphrey Middle School Yearbook - 3 Copies	4371	1-4538-26	15.00
	Brooks Middle School Yearbooks - 3 Copies	4370	1-4538-26	20.00
	Jane Addams Middle School Yearbooks - 3 Copies	4372	1-4549-26	25.00
	Humphrey Middle School Yearbook - 3 Copies	4371	1-4549-26	15.00
	Brooks Middle School Yearbooks - 3 Copies	4370	1-4549-26	20.00
	<i>Totals for Petty Cash - Tech Service</i>			<u>\$ 242.00</u>
<b>Plus</b>				
	Periodicals	3272018	1-4511-26	12.00
	<i>Totals for Plus</i>			<u>\$ 12.00</u>
<b>Raymond Geddes &amp; Co. Inc.</b>				
	Program Supplies	667422	1-4353-20	234.65
	<i>Totals for Raymond Geddes &amp; Co. Inc.</i>			<u>\$ 234.65</u>



**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund**

Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Recorded Books, Inc.</b>				
	CD Audiobooks - Adult	75765797	1-4551-26	\$ 335.53
	CD Audiobooks - Adult	75764832	1-4551-26	136.20
	CD Audiobooks - Adult	75763000	1-4551-26	6.95
	CD Audiobooks - Adult	75762999	1-4551-26	6.95
	CD Audiobooks - Young Adults	75766048	1-4555-26	110.60
	CD Audiobooks - Young Adults	75758358	1-4555-26	147.40
	CD Audiobooks - Adult	75761598	1-4551-26	365.28
	CD Audiobooks - Adult	75754318	1-4551-26	35.00
	CD Audiobooks - Adult	75758174	1-4551-26	83.49
	CD Audiobooks - Adult	75749877	1-4551-26	77.70
	CD Audiobooks - Adult	75748437	1-4551-26	354.32
	CD Audiobooks - Adult	75727878	1-4551-26	102.50
	Electronic Audiobooks & Books	75764392	1-4520-26	100.23
	Electronic Audiobooks & Books	75755998	1-4520-26	280.83
	Electronic Audiobooks & Books	75752594	1-4520-26	56.90
	Electronic Audiobooks & Books	75767945	1-4520-26	104.92
	CD Audiobooks - Adult	75754318	1-4551-29	65.50
	CD Audiobooks - Juvenile	75760048	1-4553-26	44.90
	CD Audiobooks - Juvenile	75758358	1-4553-26	220.50
	<i>Totals for Recorded Books, Inc.</i>			<b>\$ 2,635.70</b>
<b>Ronald Goldie</b>				
	Program - Monthly Dungeons & Dragons - Date 5/15/2018	RG051518	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			<b>\$ 60.00</b>
<b>S &amp; S Worldwide, Inc.</b>				
	Program Supplies	10147966	1-4353-20	113.91
	Program Supplies	10159948	1-4353-20	157.92
	<i>Totals for S &amp; S Worldwide, Inc.</i>			<b>\$ 271.83</b>
<b>Sarah Dolley</b>				
	Food Supplies for DIY Hummus Program - Date 3/26/18	SD32718	1-4353-20	26.63
	<i>Totals for Sarah Dolley</i>			<b>\$ 26.63</b>
<b>Scholastic Inc.</b>				
	Program Supplies	16750016	1-4353-28	55.00
	Program Supplies	16732609	1-4353-28	129.00
	<i>Totals for Scholastic Inc.</i>			<b>\$ 184.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

<u>General Fund</u>				Page 21
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Screaming Galaxy, LLC</b>	Program - Super Stolie Guacamole - Date 4/28/2018	SG042818	1-4572-20	\$ 450.00
	<i>Totals for Screaming Galaxy, LLC</i>			<b>\$ 450.00</b>
<b>Sebert Landscaping Inc.</b>	Lawn Maintenance - April 2018	162955	1-4392-30	1,436.00
	<i>Totals for Sebert Landscaping Inc.</i>			<b>\$ 1,436.00</b>
<b>Susan K. Maddox</b>	Program - Cooking Demo w/Chef Maddox - Date 5/1/2018	SKM050118	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<b>\$ 300.00</b>
<b>Tasos Priovolos</b>	IFMA Facility Fusion - Metra, Taxis, Meals	TP032318	1-4171-10	145.50
	IFMA Facility Fusion - Metra, Taxis, Meals	TP032318	1-4173-10	7.63
	<i>Totals for Tasos Priovolos</i>			<b>\$ 153.13</b>
<b>Taste of Home</b>	Adult Ref/NF Standing Order	01043	1-4531-26	32.98
	<i>Totals for Taste of Home</i>			<b>\$ 32.98</b>
<b>Terryberry</b>	Employee Recognition - Rosemary Bauer	E68792	1-4153-10	103.39
	Employee Recognition - S. Jagiel	E74307	1-4153-10	103.39
	<i>Totals for Terryberry</i>			<b>\$ 206.78</b>
<b>The Bugle Newspapers</b>	Legal Ad - Proposal for Public Computers	119757	1-4243-10	16.63
	Valentine Coloring Page Ad - 2/8/18	119164	1-4731-10	200.00
	<i>Totals for The Bugle Newspapers</i>			<b>\$ 216.63</b>
<b>The Management Association of Illinois</b>	Benchmarking - Communications Manager	6839	1-4253-10	200.00
	<i>Totals for The Management Association of Illinois</i>			<b>\$ 200.00</b>
<b>The Rodder's Journal</b>	Periodicals	3272018	1-4511-26	59.95
	<i>Totals for The Rodder's Journal</i>			<b>\$ 59.95</b>
<b>Theatre-on-the-Hill</b>	Full Page Ads - Noise Off & Madagascar Jr. Playbills	5230-1718	1-4731-10	600.00
	<i>Totals for Theatre-on-the-Hill</i>			<b>\$ 600.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

<u>General Fund</u>				Page 22
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Toni Greathouse</b>	Program - Tuesdays With Toni - Date 5/15/2018	TG051518	1-4571-24	\$ 75.00
	<i>Totals for Toni Greathouse</i>			<u>\$ 75.00</u>
<b>Trak-1 Technology</b>	Background Check - New Employees	33754-032018	1-4253-10	280.98
	<i>Totals for Trak-1 Technology</i>			<u>\$ 280.98</u>
<b>Tressler LLP</b>	Professional Services - 2/28/18	389732	1-4241-10	2,375.00
	<i>Totals for Tressler LLP</i>			<u>\$ 2,375.00</u>
<b>Tyco Integrated Security LLC</b>	Quarterly Billing - 4/1/48-6/30/18	30222939	1-4221-30	267.29
	<i>Totals for Tyco Integrated Security LLC</i>			<u>\$ 267.29</u>
<b>Unique Management Services, Inc.</b>	Collection Expense	460462	1-4245-10	304.30
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 304.30</u>
<b>UPS</b>	Shipping - Account Refillment	0000603951138	1-4381-10	300.00
	<i>Totals for UPS</i>			<u>\$ 300.00</u>
<b>US - Yellow Pages</b>	Yellow Page Listing - 3/21/18 - 6/19/18	2489870-37-02	1-4731-10	259.00
	<i>Totals for US - Yellow Pages</i>			<u>\$ 259.00</u>
<b>Valley View School District</b>	Diesel Fuel - 2/1/18-2/28/18	VVSD020118	1-4359-29	330.26
	Diesel Fuel - 3/1/18-3/31/18	VVSD3118	1-4359-29	295.12
	<i>Totals for Valley View School District</i>			<u>\$ 625.38</u>
<b>Vanguard Energy Services, LLC</b>	Gas Service 3/1/18-3/31/18	G404408040518	1-4322-30	2,007.70
	<i>Totals for Vanguard Energy Services, LLC</i>			<u>\$ 2,007.70</u>
<b>Verizon Wireless</b>	Telephone Service - 2/17/18 - 3/16/18	9803694052	1-4311-14	452.94
	<i>Totals for Verizon Wireless</i>			<u>\$ 452.94</u>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

**General Fund**

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>W Greeley Studio</b>				
	Website Redesign	2000	1-4256-10	\$ 1,425.00
	Website Hosting/Maintenance	2001	1-4631-14	1,320.00
		<i>Totals for W Greeley Studio</i>		<b>\$ 2,745.00</b>
<b>Warehouse Direct</b>				
	Office Supplies	3820996-0	1-4371-24	62.60
	Library Supplies	3785914-0	1-4371-12	61.42
	Library Supplies	3837259-0	1-4371-12	48.38
	Library Supplies	3843130-0	1-4371-12	102.76
	Office Supplies	3835659-0	1-4351-10	73.02
	Office Supplies	3843475-0	1-4351-10	63.35
	Office Supplies	3814193-0	1-4351-10	26.95
	Office Supplies	3844272-0	1-4351-10	90.35
	Office Supplies	3818224-1	1-4351-10	43.91
	Office Supplies	3818224-0	1-4351-10	23.95
	Monthly Admin Supply Closet Order - March 2018	3815176-0	1-4351-10	696.85
	Office Supplies	3850895-0	1-4351-10	48.42
	Office/Building Supplies	3850872-0	1-4351-10	763.08
	Monthly Admin Supply Closet Order - March 2018	3815176-0	1-4371-10	169.13
	Office Supplies	3850895-0	1-4371-28	53.56
	Laminating Pouches	3827214-0	1-4731-10	92.86
	11x17 cut sheets	3827201-0	1-4731-10	224.95
	Outreach Sweaters	3823934-0	1-4711-10	768.84
		<i>Totals for Warehouse Direct</i>		<b>\$ 3,414.38</b>
<b>Welcome Wagon LLC</b>				
	New Home Owner Mailer - 4/19 - 5/18	130	1-4731-10	1,392.00
		<i>Totals for Welcome Wagon LLC</i>		<b>\$ 1,392.00</b>
		<b>Total for Fund 1</b>		<b>\$ 151,250.84</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

Maintenance Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Amazon</b>				
	Building Maintenance	6045787810108122	8-4211-30	\$ 587.06
	Building Supplies	6045787810108122	8-4357-30	144.95
	<i>Totals for Amazon</i>			<b>\$ 732.01</b>
<b>Best Quality Cleaning, Inc.</b>				
	Cleaning Service - April 2018	24001	8-4215-30	6,921.00
	Special Cleaning - 1st FI Men's Room - 3/28/18	24117	8-4211-30	75.00
	Special Cleaning - 2nd FI Men's Room - 3/9/18	23774	8-4211-30	75.00
	Special Cleaning - 2nd FI Men's Room - 3/1/18	23757	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			<b>\$ 7,146.00</b>
<b>C. Acitelli Heating &amp; Piping Contractors, Inc</b>				
	Draw Request - Chiller #2	0000032609	8-4211-30	1,000.00
	Install Soft heck Valves - 3/2/18	0000032599	8-4211-30	1,602.46
	<i>Totals for C. Acitelli Heating &amp; Piping Contractors, Inc</i>			<b>\$ 2,602.46</b>
<b>Chase Card Services</b>				
	Easykeys.com - Lock for 2nd Floor Desk Cabinet	P3672-APR18	8-4211-30	18.17
	Eberhard - Duplicate Bookdrop Keys	P3672-APR18	8-4211-30	20.88
	Staples - Portable Easel Board Room Replacement	N3698-APR18	8-4211-30	116.69
	<i>Totals for Chase Card Services</i>			<b>\$ 155.74</b>
<b>Cintas Corporation</b>				
	First Aid Refillment - 3/12/18	8403577586	8-4215-30	265.34
	<i>Totals for Cintas Corporation</i>			<b>\$ 265.34</b>
<b>Cintas Corporation #344</b>				
	Mat Service - 3/8/18	344711646	8-4215-30	30.00
	Mat Service - 3/15/18	344715060	8-4215-30	30.00
	Mat Service - 3/22/18	344718507	8-4215-30	30.00
	Mat Service - 4/5/18	344725357	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			<b>\$ 120.00</b>
<b>Combined Roofing Service</b>				
	2017 Bi-Annual Roof Preventative Maintenance - 12/5/17	5447	8-4215-30	1,662.50
	<i>Totals for Combined Roofing Service</i>			<b>\$ 1,662.50</b>
<b>Cutting Edge Document Destruction, LLC</b>				
	Records Shred - 3/14/18	65445	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			<b>\$ 30.00</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
**April 19, 2018**

Maintenance Fund

Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Graybar</b>				
	Building Maintenance - Universal Lighting	9303316349	8-4211-30	\$ 80.59
	<i>Totals for Graybar</i>			<u>\$ 80.59</u>
<b>Groot Industries, Inc.</b>				
	Recycle/Garbage service - 4/1/18-4/30/18	1663421	8-4215-30	261.28
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 261.28</u>
<b>Hansen Services, Inc.</b>				
	Monthly Pest Control - 3/28/18	383525	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 103.00</u>
<b>Louvers Lane Blind &amp; Drapery Cleaning</b>				
	Building Maintenance	51371718	8-4211-30	915.40
	<i>Totals for Louvers Lane Blind &amp; Drapery Cleaning</i>			<u>\$ 915.40</u>
<b>Magic Pure LLC</b>				
	1 Additional Cooler Rental - 4/1/18-12/31/18	2081	8-4215-30	509.00
	<i>Totals for Magic Pure LLC</i>			<u>\$ 509.00</u>
<b>Trane U.S. Inc.</b>				
	Snow Melt and Heat System repair parts	3974056	8-4211-30	54.03
	Snow Melt and Heat System repair parts	3979361	8-4211-30	106.34
	<i>Totals for Trane U.S. Inc.</i>			<u>\$ 160.37</u>
<b>Warehouse Direct</b>				
	Monthly Admin Supply Closet Order - March 2018	3815176-0	8-4357-30	282.81
	Building Supplies	3838809-0	8-4357-30	2,159.02
	Building Supplies	3841763-0	8-4357-30	622.50
	Office/Building Supplies	3850872-0	8-4357-30	238.36
	Building Maintenance	3825400-0	8-4211-30	110.56
	<i>Totals for Warehouse Direct</i>			<u>\$ 3,413.25</u>
	<b>Total for Fund 8</b>			<u>\$ 18,156.94</u>
	<b>Grand Total</b>			<u><u>\$ 169,407.78</u></u>

Fountaindale Public Library District  
Bills Payable Report  
April 19, 2018

Maintenance Fund

Page 26

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

April 2018 Monthly Board Report  
Paul Mills  
April 19, 2018

## **Director**

### **Early Voting**

Early voting went very well this Spring! 1,428 Will County residents voted early in the Board Room, and Will County staff once again complimented us on being excellent hosts. We will be welcoming Will County back in October for early voting for the Fall elections.

### **New Website Coming Soon**

As both the Communications (Melissa) and IT (John) reports note, we will be launching a redesigned website soon! Our team is in the final stages of proofing it and we expect to launch it before the end of the month.

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

This month the library was able to partner with Power Connection to offer a six week Intermediate Microsoft Word computer class. Power Connection was able to provide a wonderful volunteer instructor, Maddie, who developed the class tailored to the needs of the library. We had 10 people signed up and throughout the six weeks we had attendance from 6-8 people. I had a chance to speak with the participants at the beginning and end of each class and they all expressed how great the class was and how much more they were able to learn because it was a six week long course. Now that the class has come to an end I will be in touch with Power Connection and Maddie to see if we can bring the class back in the Fall.

This month' the Maker Faire was also a great success. This event was planned by the Tinker Technology Group, composed of members from different departments in the library. They did a great job and had many activities and demonstrations setup for patrons. This was the second year in a row that the event took place and we plan to continue to host it each year. The program was well attended and the library receive a lot of positive feedback.

## **Excerpted from Jeffrey Fisher's Report**

### **Studio 300**

A busy March yielded the following Studio 300 stats:

- 1300 patrons actively used our spaces.
- 3629 items were checked out.
  - 126 of that total circulated out of the lab.
- 28 patrons attended our 11 Orientations.
  - Our five-year cumulative total of completed Orientations topped 3013 this month.
- 224 patrons came to our 15 other Adult/T(w)een programs.





- We led 1 formal tour with 15 people attending.
- 11 Non-FPLD people used Studio 300.
- We made 110 3-D prints (*see other Maker stats below*).
- And there were about 2080 blog page views.

**Joe P.** and **Anna G.** led the continuation of our Maker Lab experiment in Studio A this month. Patron support and use has seen a dramatic rise reflected in an almost four-fold increase in items made compared to last month. The lab was slated to stop mid-April, but we will extend the experiment on Tuesday evenings and by appointment through May 22 instead.

- 91 patrons visited the lab.
- Patrons made an astounding 137 items (embroidery, 3-D prints/cuts, vinyl cuts/heat press, etc.).

**Adriana A.** and **Joe P.** hosted our annual *Oscars After Hours* program with 31 motion picture enthusiasts and resulted in a three-way tie for first place with patrons picking 20 winners out of the 24 categories. Patrons enjoyed watching the awards, winning trivia questions, and competing for our top prizes.

Our *2nd Annual Maker Faire* hosted by the **Tinker Technology Troupe** (comprising staff from Studio, Outreach, CSD, and ATSD-Teens) was very well-attended with 275 people composed of a mix of children, tweens, teens, and adults. Patrons experimented with a variety of maker projects including robotics and experienced all the new maker technology available to use at FPLD. Also, we debuted several new STEAMboxes (thanks to CMTSD's amazing effort). This year's challenge was boat building and our young patrons developed unique designs. The winners whose boats stayed afloat the longest walked away with a custom book bag made in-house using FPLD maker machines. As a side note, COD student **Erienne B.** helped out during the *Faire* as part of her practicum work at FPLD and we couldn't have had such a successful event without our **Teen Volunteers**. See the event pictures on our Flickr page:

- <https://www.flickr.com/photos/fountaindalelib/albums/72157691364005752>

Also, **Joe P.** and **Anna G.** demonstrated some of our Maker Technology at the *VVSD STEMcathalon* where about 44 people stopped by to explore the display. For the second year, Joe also served as a judge for student submitted work.

Other program highlights from the month: **Joe P.** and Jeffrey led an enthusiastic group of 9 *Daisy Girl Scouts* and 2 adults in exploring robotics. The young girls squealed with delight as they learned how to program CSD's little yellow cars and earned a STEM badge along the way. Jeffrey led a Chromebook-based *Mobile Media Lab* in the Vortex, **Anna G.** taught the *Homeschoolers* about CNC 3-D cutting, and Jeffrey helped Debra D. with her latest *Genealogy Club* video. Check it out here: <https://www.youtube.com/watch?v=vSsjhlylIFY>

We had 60 people stop by during our *Studio 300 Five-Year Anniversary Celebration*, a mix of regulars who expressed their long-time support and many newbies who learned about the lab for the first time. All enjoyed cookies while exploring the hands-on lab technology and left with special prizes after spinning the wheel. We also gave away two \$25 gift cards during the event.

**Juliet W.**, our practicum student from Dominican, worked in the lab learning about Studio 300 and our Maker functions and helping our patrons, too. And Jeffrey hosted 13 students and 2 teachers from a *COD LTA class* for an extensive overview of S300 and library technology.

**Joe P.** and Jeffrey attended two career fairs, one at *Jane Addams Middle School* the other at *Brooks Middle School*, and spoke with dozens and dozens of students about careers in technology and media (and the library). At both events we offered hands-on activities for the young students to get a taste of resources available to them in Studio 300. Finally, Jeffrey hosted 18 students and 2 teachers from Independence Elementary's *Indie Filmmaking Club*. The students toured the lab and learned how to edit their movies. They will be visiting Studio 300 several more times in the coming weeks to complete the videos they made at their school.

Jeffrey launched *Camp NaNoWriMo* for patrons to work on their writing projects during April. Also, the end of the month, saw the deadline pass for *The Nemo Journal* and now Jeffrey along with the *Nameless Writer's Group* can begin assembling the debut issue of our literary magazine for early Summer release. Related to this, Jeffrey sat in on the webinar *SELF-e and Short Form Content and Self-publishing with Local Authors*. And Jeffrey continues to support STEP as they work on their monthly newsletter, too.

Jeffrey attended the *Soon to be Famous* meeting where the committee released the three finalists in this year's contest and made plans for the winner announcement. This year, Fountaindale will host the winner announcement ceremony on **April 26 at 1 p.m.** (and we will stream the event live on YouTube, too). Details: <http://www.soontobefamous.info>. And Jeffrey attended his regular complement of meetings (Manager's, Programming Committee, and Summer Adventure) and served his PIC duties.

## **Excerpted from Debra Dudek's report**

### **Adult and Teen Services**

#### **General Comments on the Month**

Staff training, evaluations, spring programming and tax form assistance were the major investments made in our department this month. As March is a prelude to the busy spring schedule of events and services, as well as the heavy planning time for Summer Reading Program. We are working diligently to train our new specialist staff and computer assistants effectively and to ensure their success in patron services. We are committed to seeing all our vacant positions filled and to provide a welcoming work environment for each new hire.

This month, I received an update regarding the Bolingbrook Historic Preservation Commission grant application I submitted to the Landmarks Illinois grant last month. I am pleased to report the commission has been awarded \$1,300, roughly half of the projected project cost to professional restore of a group of heavily damaged headstones in Boardman Cemetery, as well as a separate hands-on cemetery restoration workshop hosted by our library which will be open to the public. In light of this funding, the DuPage Township Board of Trustees have approved the remaining \$1,300 in expenses for the headstone renovation and restoration workshop. The BBHC is very pleased with this outcome, and as our library will be facilitating the registration and orientation workshop for the event in June, I am working to ensure a strong group of participants to attend the event. Registration for the workshop is slated to open on May 1, 2018.

Our department hosted its first Get Gardening open house on March 24. Two of the groups listed to attend canceled the morning the program citing driving conditions and weather. For the four remaining groups, approximately 37 attendees engaged with the organizations at the event. In the weeks leading up to the program, I created a display board of Universal Class online

gardening courses which are available to our cardholders, and used the online publicity materials from the site to make a customizable display holder for our in-house lifelong learning database card. Most of the attendees spoke with each of the groups in attendance. The Aquatic Plant group had a popular table, as they brought a small aquatic plant and shrimp tank to display at the event. I received two emails from two of the groups who were very pleased with the outcome, and with the suggestion we host a similar program next year.



#### **Genealogy Blog Stats for March:**

- 2,586 hits for the month
- Top Posts from the month:
  - No Photo? No Problem! Scan Your Photo Negatives and Bring the Past to Life! (1,671)
  - Main Page ([fountaindalegenealogy.wordpress.com](http://fountaindalegenealogy.wordpress.com)) (341)
  - Webinars (138)

#### **Programming (includes):**

##### YA Programs:

**Randi's Observations:** I met with Alan Holtz, Brooks Middle School's Media Specialist, to discuss walking field trips for the 2018-2019 school year. Outreach Services, Jeffrey Fisher and I have started planning possible sessions for the students. Potential ideas include Studio 300 inspired apps for the Chromebook, a scavenger hunt and placing holds on materials. I also attended two school events at the end of March, the Jane Addams and Brooks Middle School Career Fairs. Joe, Jeffrey and I attended the both events, with Joe and Jeffrey representing Studio 300 and me representing Teen Services.

##### Teen Programming

- Tara writes, "Cathryn Stanek-Whisler brought sticky foam mandalas that were perfect for our Sand Mandala activity. The teens peeled the paper away from the areas they wanted to cover in sand to reveal sticky foam beneath. They then covered those areas with a specific color sand before moving on to different areas and different colors. Each teen made one of these and then moved on to making their own designs using regular paper and white glue. And due to some great planning on Cathy's part and some improv on mine, the messy sand and glue were completely contained!"





- For this month's STEAM Punks, Tara finally worked out an idea she has wanted to try for years! Teens made MarkerBots also called DoodleBots or ArtBots. They consist of a base (we used plastic cups) with markers for legs and a vibrating DC 3V motor attached to the base. We also used AAA batteries and battery holders that each teen connected to their motor. Each teen taped markers to their cup, and then wrapped the wires on the battery holder around the metals heads on the motor and then inserted the batteries to test the connection. The whole thing got wrapped in electrical tape and attached to the cup. The next step was the most variable. The motor needed to be off-center so that the MarkerBot would move and not just vibrate in one spot. To add weight to one side (and thus create that necessary motion), the teens experimented with adding clothespins and craft sticks to their motors to get their Bots to move the way they wanted them to. Tara is proud to say that, despite some false starts and struggles, every teen managed to get their MarkerBot functioning and moving by the end of the program!



- Our second annual Maker Faire was held on Saturday, March 10. Tara ran our Build-a-Boat Engineering Challenge while I managed the teen volunteers and helped out where needed. Volunteers served as greeters, helped families with our Make-It, Take-It projects (lighted origami frogs, bristlebots and paper beads), run the children's robot area, and more. With Debra's help, I was also able to invite one of our Knitting Club members, Jody, to the event. Jody demonstrated knitting to our event attendees and displayed some of her work to show that knitting is so much more than mittens and scarves. For the Build-a-Boat challenge, Tara did some research, decided on materials and created kits comprised of popsicle sticks, straws, waxed paper, a plastic spoon, and some tape. She writes, "we held four sessions with 3 different age groups each. Each participant was given a kit and 15 minutes to create something that would float, had a flag, and could carry "passengers" (marbles). After the 15 minutes were over, the youngest group came up to test their creations in bins of water. Provided the boat met the first two criteria, we added passengers, one at a time, to each boat to see which

could hold the most weight. The sturdiest boat in each age group of each session won a drawstring bag with the Maker Faire logo, vinyl printed in the Studio!" There was a great deal of prep involved with the engineering challenge and some of our Make-It, Take-It projects. Volunteers and Teen Services staff helped prep these projects.



#### Computer Classes:

The department staff hosted seven classes for twenty two students.

#### Test Proctoring:

As far as Proctor student needs, this month there were thirteen exams taken. Two exams were for General Studies while three were for Real Estate. The ratio of students was 3:2, in favor of men. All the students were from Bolingbrook. Four of the exams were online while one was paper.

#### Career Online High School:

Currently Enrolled: 12

Currently Enrolled 30 Day Probation: 1

Currently Enrolled Completed 30 Day Probation:1

Students 75% Through Program: 2

Graduate: 16

#### Adult Programming:

**Maureen's Observations:** Cristina Palomo departed this month. Her last day was March 9. Anthony "Tony" Nguyen will be starting on April 2. I'm confident that he will bring new and different ideas to programming and give us ideas on Male centered programs.

Summer programs are currently in the works. The theme is music.



### From Jessica Granados' Report:

#### Spring Cupcakes

Tuesday, March 27 2018, 7:00pm - 8:00pm

I had fun once again planning and prepping for this program. I do not consider myself a professional cupcake decorator and thanks to a few ideas I found on Pinterest I was able to show patrons how easy it is to decorate cupcakes. We were able to make two different flowers and add coconut grass on another cupcake. It was beautifully delicious! There was a total of fourteen patrons that attended.



### Maureen's Report

#### You Are the Artist

March 5 & March 11

Diane of Social Artworking /UR are the Artist showed our patrons how to paint the Eiffel tower. Despite having full classes and waiting lists for each class, only 16 showed up for Monday morning session and 15 for the Sunday afternoon class. The painting turned out very nice and patrons had a good time.



#### 3/21/18 - DIY Terrariums -

Cathryn Stanek Whisler of Plentiful Programs showed patrons how to make adorable terrariums using dollar store items and succulents. This was a full class at 20. We will most likely offer this program again.



#### 3/29/18 - DIY Birdhouses -

Cristina planned this program before she left and we hired her out to do it and she was gracious and said yes! This program met with great success last year so it seemed fitting to bring it back for the spring.

From the Reference Desk of Tom Degutis

---“**BEAUTIFUL Library...SWEEEEET...I LIKE this.**”



--- **SOURCE:** Comments from a customer who had lived in Bolingbrook for 30 years and was visiting our library for the first time on the second Sunday of March, 2018. His first comment was about the overall experience of being in the library. The second was upon getting a demonstration of the 3rd Floor Self-Check.

During the first full week of March, our library building marked its Seventh Anniversary. We opened to the public in March of 2011. One would think that in seven years, nearly every resident of the Village of Bolingbrook would have visited the library and explored its resources. However, that certainly is not the case, and each month, we find that we have plenty of opportunities to welcome and satisfy and delight new customers at our library. Newcomers have similar reactions and comments to our building and our staff that we experienced years ago. I don't think we'll ever tire of that!

### **Native American Flute Concert Presented by Something Different Brian Smallwood**

This month The Native American Flute group, Something Different, presented a Native American Flute Concert. The concert consisted of showcasing the versatility of the Native American Flute in the world of music. They covered different genres including blues, ballads, Latin, and East Indian to name a few. The performance included the flute being played solo as well as with musical accompaniment which included an acoustic guitar and hand drums. There thirty-two people in attendance.



### **Customer Service in the Computer Commons**

**From Nelly Ambriz's report:** We have had Uriel join ATSD as a Computer aide. Being able to contribute to his training this month has been a good refresher for Angela, Nabil, and myself. On his first day helping patrons especially I was able to teach him about Polaris and how we use the program to tack the amount of guest passes a patron can obtain when they have fees on their account. He has been a fast learner and a great asset already to helping many patrons.



## Excerpt from Wendy Birkemeier's report

### Children's Services

**Monthly Overview of Children's Services:** What a memorable month! The library was the site for early voting. The last week of March was spring vacation for most of the schools in our area. We offered lots of intriguing programs. One mother even commented to Marta M, "that all of the programs that we provide for the kids are unique, educational and very interactive. She is very happy that she is part of this library." Take a look!

### Highlights of the Month



**Happy Pig Day!** (March 1 is National Pig Day. Pigs are major characters in many children's books, so we celebrated them all on 3/5 from the morning Storytimes through Diez Deditos in the evening.)

What a fun day! We kicked off the day with "Oink" Together Storytime. All three sessions were full of families due to the day off from school, but even though the room was crowded, everyone had a great time. Children also participated in a piggy scavenger hunt by searching for the 5 paper pigs that were "hidden" in Children's Services. They also made a paper pig craft in front of the desk. The highlight of the day was **Animal Quest's Pig Show**, featuring Pip the Pig and other animal friends including a hedgehog, rabbit, ducks and more. After the show, children had the opportunity to come up to the stage and pet some of the animals. *Joyce A.*

**Maker Faire** (CSD provided robots, building bricks and the light table to the event. We also tested a sticker mosaic poster for possible use as part of the Summer Adventure. Andreea prepped the robots and iPads and refreshed staff members' memories about them. She and Debbie S. pulled everything together on Friday. Chris Z., Kathy S., Susan F. and Marta M. worked the Faire. *Wendy B*)



### **Emerald City Theatre Presents Baby Theater and the Tale of Peter Rabbit**

(2 performances, 64 attendance. Emily Goulding, Community Relations Manager of AMITA Health, offered this program to us, a new community outreach program by the healthcare company with Emerald City.

They were able to add a second presentation for us because we had to keep registration low, and we knew this would be popular.

The performers came all dressed up in costumes and babies loved it. Every family had a little green mat that looked like grass to sit on and an orange pouch with props for the story. The program started with some music and dancing that was followed by reading the story. After the story they searched in their surprise bags for carrots and pretended to plant them in the "grass". Another surprise activity was pretend painting with a cup and a soft brush. They had more songs and playing. At the end of the program families received a goodie bag with a copy of the Peter Rabbit book and other stuff from AMITA. Moms were very appreciative and said the performers were "delightful". In the audience I recognized many people from Lapsit and Diez Deditos but also some new people. *Andreea D.*



Both audiences left happy after the Peter Rabbit theater performance. One mom made a point of coming to the desk afterwards with her daughter and telling me, "She loved it!" *Sarah D.*

**Parent & Child DIY: I Love You Elephants Painting Class** (18)... I received feedback from parents and kids who visited the desk after the program. Many patrons enjoyed the program. A mom who usually attends the adult Afternoon Artist program said she "really liked this design [elephant and a heart] more than the other ones we've done." Another mom said that she enjoyed spending time with her tween daughter. *Joyce A.*



## Programming

### Saturday Specials

**Imagineers Club: Cinderella around the World** (15) Andreea D. introduced kids to many variations on the classic folktale. They played a "Guess the Shoes" game and a math game. The children then made a variety of crafts based on the story. "We made a marshmallow princess, an origami fortune teller designed for Cinderella, beaded bracelet, and a magic wand to practice changing a pumpkin into a coach (pumpkin was provided, our success with magic was questionable) Some 4-5 parents chose to stay for the duration of the program and make the crafts with their kids. That is always fine with me because more parents means kids are better behaved and parents help with activities."



**Sensory Storytime** (37) ... Our theme for this month was St. Patrick's Day/ Rainbows. One of the stories that we read was called "Ten Lucky Leprechauns" and I presented it on the felt board. I got the children involved in helping me count the leprechauns, they were super excited... We also had our own St. Patrick's Day parade in the room ... we marched, played tambourines and shook our colorful streamers, the kids really got into it.

As part of the sensory experience, the children made "No Mess Rainbows". Each child got a plastic bag and a white sheet of paper. The children put the paper inside of the bag and chose four paint colors to use. I asked the parents to help the children squirt the paint into the bags to prevent a mess. The bags were then sealed shut and the children used their hands to squish the paint inside of the bags.

The children were amazed at how the paint moved around the bag and how the colors blended and made other colors. When I asked the kids what they felt, they said the paint felt cold and squishy. The parents really liked this activity and gave me a lot of positive feedback. Most of them said that they would try this activity at home too....

*Marta M.*

**STEAM Family Workshop** (66) We had a full house for STEAM this month. I had a variety of activities ready for a great group of families. Science: an apple volcano experiment that explored the reaction between baking soda and vinegar. Technology: four Dash robots were

available to manipulate using two different Apps on our iPad. Engineering: the kids were given a bag with six Wikki Stix, a straw and a marble. They had tape, a paper plate and scissors. Using these materials, they had to construct a plate maze for their marble. The results were very ingenious! Art: an art deco St. Patrick-themed coloring challenge, along with a limited supply of helmets and leis they could make. Math: math crossword puzzles and word searches at different difficulty levels for different ages. *Debbie S.*



## Weekday programs

**Tween DIY: Make Your Own Hummus** (9 - 7 tweens, 2 parents) This was the first time one of our programs was checked by the health department, and we passed the inspection 100%. My first cooking program featured dessert, so I wasn't sure how well hummus would go over. Kids learned the difference between a bulb and a clove of garlic. Everyone had a chance to squeeze a fresh lemon. Another hands-on activity was peeling the garlic. We discussed blender safety and the tweens took turns operating the blender.

To my surprise, everybody enjoyed it-- including the girl who came in saying that she didn't like hummus! It's good to know that something healthy with fresh ingredients could be popular, too. The youngest attendee, in particular, looked proud of her accomplishment in making something using the blender. As at the last program, we were asked when the next cooking program would be. Also, unlike the last program, three of the cookbooks I displayed were checked out. *Sarah D*



**iMake** (17) We [Marta M. and Andreea D.] provided some fun things for the children to play with, like ... Connect 4, Candyland, Zoob Pieces (board games), Block Hock and Connectagons (wooden blocks), Cord Pen Writer, iPads with a photography app, the light table and Bee-Bots with the mat. The Pen Writers were very popular amongst the children, even the parents commented on how great they were and how they helped the children work on their fine motor development. The older children were able to insert the string into the pen, while the younger ones had trouble. So instead they just used the string alone to make their pictures.

The Bee-Bots were also very popular, the kids liked programming them and then watching them go. ... The kids also enjoyed playing the board games, we hadn't had those out for a while. They played games with their peers or with their parents. ... One of the boys was so funny ... As I was walking around taking a few pictures here and there he said to his friend, "Please look cute while you're playing, so maybe we can get our picture on the cover of the library magazine and then we can be famous." The kids were very content and seemed to be really enjoying themselves. *Marta M.*

**TechnoKids with Chromebooks** Andreea and I were in the storytime room this month teaching the kids some skills using the Chromebook. We had them create a google doc and manipulate pictures and text. We taught them how to use short-cut key strokes like Ctrl-C and Ctrl-V. They loved having their own Chromebook to use. We checked some out from adult services along with the ones we have in CSD. *Debbie S.*





**Faraway Places at your Fingertips: Madagascar** (2 programs, 77 attendance) Traveling to Madagascar with the Homeschoolers was so much fun. We learned about the unique animals and plants as well as the troubles associated with developing countries. Children talking about world problems brings the world a little closer together. *Kathy B.*

We had fun exploring the geography and culture. Our large group activity was relay races using animal characteristics. We had the turtle run, the crab run. Our story was *Mission to Madagascar*, which is part of the *Adventures of Riley* series. It was a fun adventure looking for an Aye Aye Lemur. Our craft was to make a gecko or snake out of beads. They were very colorful and kept the kids engaged. We only had a little time left for our activity tables – a mosaic turtle, boredom busters and the collaborative art project. The kids were excited to see our collaborative art project return. Off Thailand next month! *Debbie S.*



**Storytimes** continued through the month. 1403 people attended 47 Storytimes. Many staff members commented that they had lots of new children attending. Here are some observations.

Thursday night, March 1<sup>st</sup>, we had the biggest **Lapsit** in a while (53). I have been so excited to see a big influx of young babies. Zeke, Alyssa and Jax among others have graced us with joining out “Thursday night Family.” It is exciting to bring more families in for fun. One of the moms sends her baby to a Polish family for daycare so she was so happy to find our foreign language selection. She chose

some books and will send them to daycare so he can be read to.

...I emailed some of our patrons that haven't been around for a while... I wrote to three patrons, received an email back within twelve hours of each family and one even showed up for storytime the next day. One went to Finland for Christmas and didn't renew her visa so she won't be back for a while, one is in swimming at the park district on Thursday and the other came in. *Kathy B.*

**Polish Storytime** (11) went exceptionally well this month. I had 2 Polish families attend and 2 non-Polish families attend... The two non-Polish families that attended said that they wanted to expose their kids to a different language through books and music, which I think is pretty awesome. I told them that I thought that was really great and welcomed them whole heart fully to my program. *Marta M.*

**Romanian Storytime** (39) Families enjoyed the story of *Bark George* with puppets. The new storytime format works very well with translated stories and original songs. We did a lot of action songs and bubbles at the end. *Andreea D.*



## Public Service

*Collaborative Projects:* Kelsey Fletcher-Broucek from Bolingbrook High School contacted me and asked if we would be interested in displaying children's books by students in French, Spanish, and German classes again this spring. The theme is endangered species. Sarah D. will coordinate the project. She is looking into the possibility of uploading the books to Biblioboard. Books will be on display from April 30-May 13.

I also heard from Sana Mohsin who provided us with the RamadanREADY materials last year. She wanted to know if we were interested in this year's kit of books, decorations, and craft materials. I said, "Yes!" We had already planned a date for a Ramadan craft in May. *Wendy B.*

*Ellison Dies:* On March 2 I took one of the small Ellison Die presses along with 4 small dies (tulip, flower pot, cracked egg and chick), an assortment of colored construction paper, instructions for use and a list of dies available to Studio 300 for use in the Maker Lab. The Ellison blog was updated for March with an idea for making a custom puzzle along with a few die ideas of chicks, flowers, eggs & shamrocks. I also did a short plug for the Ellison down in the Studio Maker Lab. (2 people used the machine in the Lab and 2 in CSD.)

I have put an order together for some replacement dies and some dies requested by other staff members for the summer reading program and for the winter break programs. I have also included some wish list items for community workers such as police and fire. *Susan F.*

- *1000 Books Before Kindergarten:* A total of 192 children have joined the program. A brother and sister achieved their 1000 books in March.

### Collection Development

Illinois Children's Choice Award winners for 2017 were announced.

- Monarch: *Sam and Dave Dig a Hole*
- Bluestem: *Roller Girl*
- Caudill: *A Night Divided*

Andreea and I attended the Spanish Book Fair at Creative Education Solutions and bought \$446.57 worth of books. We brought home some great hard-to-find items including big books for storytime, a pop-up book, a book about the mouse equivalent of the Tooth Fairy and a set of easy readers that were originally written in Spanish. We spent about \$200 each on picture books to circulate and picture books for storytime. The remainder was spent on nonfiction and chapter books. *Sarah D.*



### Activities

Kathy Bennett celebrated her sixth anniversary at FPLD. Rosemary B. completed her first year in CSD. The Library Board honored Rosemary on her 10<sup>th</sup> anniversary at FPLD.

Chris Z. and Joyce A. submitted text for the summer Fountain. Sarah D. wrote a proposal for a circulating collection of dolls and submitted it to Marianne T. for the Friends of Fountaindale Library.



Joyce A. submitted a progress report to the Friends of Fountaindale Library on the status of *1000 Books Before Kindergarten*, which the Friends funded.

## Excerpted from Jenny Cueva's report

### Circulation

#### **Update: Fines on Juvenile and Young Adult Accounts**

Circulation Lead Specialists finished up this month waving Juvenile and Young Adult accounts just enough to get them back in good standing per the initiative to get these patrons back into the library. Letters were sent home to inform the family that the account is in good standing. 404 accounts out of 854 qualified to have their fines waived.

#### **Elevate Illinois Libraries Leadership Program**

It is with great pleasure to announce that Rachel Ford (Circulation Services Associate Manager) has been selected to attend the Elevate Program in Springfield on Saturday, April 28<sup>th</sup>. This program will help Rachel understand the fundamentals of leadership and obtain insight on her own strengths.

#### **Pinnacle Universal Application**

On March 16<sup>th</sup>, Governing Board approved the new Universal Application that will be used across Pinnacle libraries. This form will be used at registration for new Fountaindale card holders as well. There is still a Spanish version of this form being worked on.

#### **Interviews for Aide Positions**

Jenny Cuevas (Circulation Services Manager) and Rachel Ford went over applications and have selected potential candidates for the Circulation Services Aide positions. Interviews will take place during the beginning of April.

#### **Practicum Students**

Circulation was fortunate and grateful to have two practicum students shadow and perform the works of the department. On March 13<sup>th</sup> and March 15<sup>th</sup>, Erienne Birt assisted the department with a variety of tasks such as working the main desk and assisting with RAILS delivery. On March 20<sup>th</sup>, Juliet Wile worked a majority of her time at the main desk, since she plans to work at a public service desk. Both ladies were a pleasure to work with. We wish them the best as they continue to pursue their library degree.

#### **Letter to Parents**

Jenny Cuevas and Kate Thurston revised the letter that is sent home with a child/teen when they are not able to utilize a service due to the following reasons:

- An absence of his or her own physical library card in hand
- An address check required or account block due to outdated information
- Not knowing his or her PIN
- An outstanding balance on the account
- Family block on the child's account due to fines or fees owed by resident(s) of the same address

Before using this form, staff try to accommodate the child/teen in any way possible, but ultimately if there is no way, the form is used to inform the parent/guardian.

#### **Staff Updates**

- Karli Scott, Circulation Services Aide, submitted her resignation notice on March 6<sup>th</sup>. Her last day was March 19<sup>th</sup>. We wish Karli the best of luck in her academic studies.



- Kat Hasse, Circulation Services Specialist, submitted her resignation notice on March 29<sup>th</sup>. Her last day will be on May 31<sup>st</sup>. We wish Kat the best of luck with her internship!
- Danny Bedoya helped cover the Children Services desk on March 22<sup>nd</sup> for their monthly meeting.

## Excerpted from Marianne's Thompson's report

### Outreach Services

#### Highlights:



- Cindy reports wonderful success with using the promo sheets the Communications staff have been providing to CSD & Outreach. The LMC Director for Independence has created a billboard outside of the library with these posted for students. The LMC director at Tibbott hung the signs on the library doors for all to see.
- At Autumn Leaves, Melissa shared facts about St. Patrick's Day, the tradition of dying the Chicago River green, and then had the group make a craft – bunnies in a flowerpot. The craft was popular with the staff as well as a visitor to the center.

- Nancy provided a tour in Spanish to parents from Independence Elementary School, while Melissa provided a story time for the students. The school books a tour twice a year for this event, so the parents get an overview of what is available at the Library.
- Kathy & Melissa worked with Studio 300 staff for the Maker Faire on March 10<sup>th</sup>. Melissa worked with the bristlebots, origami frogs, and jewelry paper beads. Kathy ran the embroidery machine and was impressed with how many visitors wanted to learn about this.



#### Comments:

- Laura provided stories & songs about pizza/popcorn/PBJ/ and fairy tales with food! Children loved the stories, one asking if she could stay longer! MOPs plans are underway with the group. Laura is also working on her popular Story Strolls for this summer!
- Melissa attend the "Serving Patrons with Dementia" meeting at Tinley Park Public Library on March 16. She shared some books she reads to the Autumn Leaves residents, and the bunny in a flower pot craft. After the meeting, one of the attendees talked to Melissa, wanting to know more about our services – she could not believe all that we offer from Outreach Services!

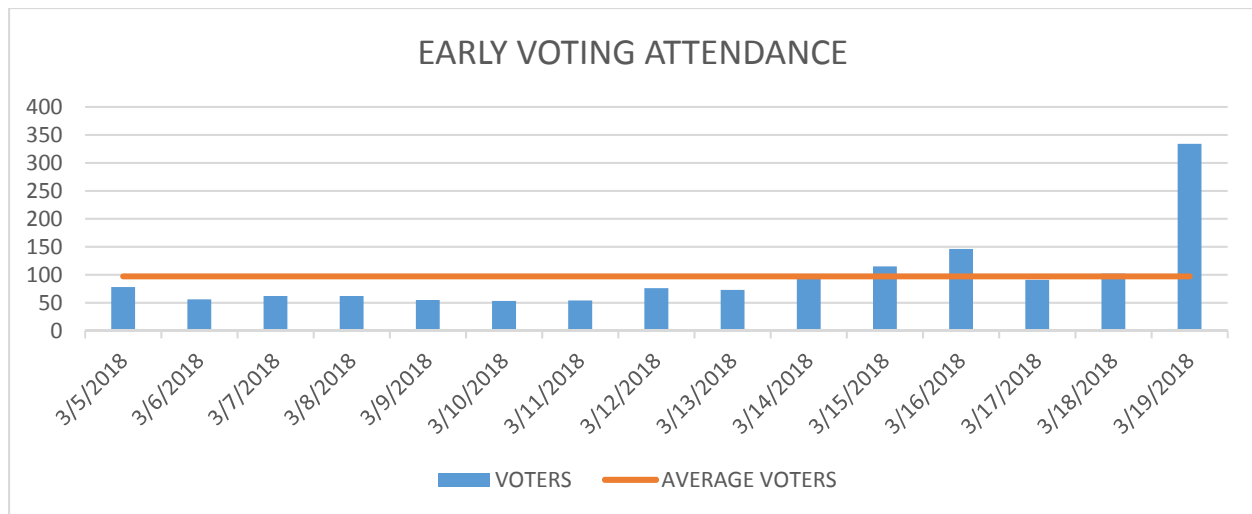
- A teacher at head Start, thanked Melissa for all the Outreach service she receives. The teacher appreciates that she can give us a list of books that she needs and we will deliver them to her. She also appreciates the materials we bring for children to checkout.
- Kathy received a comment from a home delivery patron. The man told her that he and his wife love home delivery service because without it they would not be able to use the library. He said if we ever do a survey or need comments from the public about how necessary home delivery & Outreach Services are, to please contact him!
- A patron who comes to 1<sup>st</sup> Presbyterian Church stop told the staff: "...you are my favorite thing about the Library! The last two times, I wasn't able to make it out to your stops, so I had to go the Library to get my books. I love coming on the Bookmobile and every chance I get I make sure I come out and visit you!"
- Sarah uses the Library Express Van to make her Home Deliveries. The van is receiving a lot of recognition in the community, especially at Greenleaf Apartments. Many residents see the van and will ask her for the next date of the Bookmobile visit. KinderCare-Seneca really appreciates the Van coming to the preschool to bring in a cart of books for teachers to checkout. At Levy, the workers expressed their thanks to staff for bringing the carts of books in for checkout – they provided 2 fish dinners for us!
- At Oak View Elementary, we have a special needs class that comes to the Bookmobile.
- Kathy also complete a very thorough and detailed checklist of safety protocols and procedures for starting up the 15 year old Bookmobile each day. This has been a project Kathy & I have collaborated on. Staff were trained on this March 26 & 28. There is a lot of work involved in checking that all systems are working correctly before one leaves the parking lot. As the vehicle ages, it is vital for us to make sure it is in safe working order before driving.

#### **Repairs & Maintenance of Outreach Vehicles:**

- A hole in the floor of the storage compartment was discovered on the Bookmobile. This is the area we use to store our flatbed cart, fuel additive, safety triangles, wheel chocks, shovel, ice melt, and coolant. Everything had to be brought into the department. An appointment has been set to take the Bookmobile to Accurate Bus & Truck Repairs for an estimate. In addition, we will have the moveable stairs replaced, fix the leak by the ceiling fan, and complete the sealing around the doors
- John Hodur was able to replace the left side turn signal. The cover had come off at some point.
- John Hodur replaced outlets inside the Bookmobile behind the driver's seat.
- Set an appointment with Diesel Service Center for the oil change, preventative maintenance, and to check on the Low Pressure Alarm when fanning the brakes, repair/replace our heated mirrors, and replace dashboard lighting.

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

Building Operations worked with the Will County Clerk's office arrange equipment delivery and pickup for the early voting. This was an extremely successful event with over 1,400 total voters. We had an overall average of approximately 97 voters per day.



Along with Paul and Lea, discussed the job openings for Building Security Monitor and the options to properly fill these positions.

Worked with our water cooler vendor to procure a new water cooler for the Circulation Workroom. Due to size constraints, a countertop version was installed.

Tasos attended the GetSET Safety Essential webinar provided by Gallagher Insurance. This webinar focused on reducing Worker's Compensation claims and methods to boost company safety culture.

Continued working with Pace Systems to discuss the logistics, scheduling, and required trades needed during the audio/visual upgrade project in the Vortex.



New darkening blinds were installed in the CMTSD workroom. This was a request by the department in order to eliminate some of the direct sunlight experienced in the afternoon hours.

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

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

Tasos attended the 2018 IFMA Facility Fusion which was held at the Grand Sheraton in Chicago. This was a great opportunity to collaborate with other facility managers from around the world.





A few of the sessions/seminars attended included:

- How to Develop and Conduct a Business Continuity Plan Exercise - This was a hands-on exercise of an earthquake disaster hitting a small business. Everyone was assigned a leadership role throughout the organization. This exercise allowed everyone to realize the importance of a disaster plan for every organization.
- ISO41001 – The development of International Organization for Standardization ISO41001 which creates the standards in development to facilitate facilities management
- FM Trends In Custodial – Breakout session which covers the current trends in the custodial industry and what is expected in the near future
- Managing Employee Experience & Technology Trends Across The Generations – This focused on what technology trends are necessary to satisfy staff across multiple generations. Also, how these trends are changing on a daily basis.
- Leverage Innovative Smart Building Solutions to Ensure the Security and Safety of Your Facilities – Reviewing what smart building systems are currently available for security and control systems. In addition, how this technology will soon greatly impact the IT world due to the network requirements and the power needed through the network.
- Power Speaker Luncheon – “Zap the Gap, Generations @ Work! From Boomers To Linksters, Working With Multiple Generations” presented by Meagan Johnson



#### **ZENDESK -**

In March, 72 new maintenance tickets were created, and 66 new or existing tickets were completed.

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

#### **CMTSD Staff Updates**

- Several interviews were conducted in March to fill three positions in the department. Joyce Arellano from CSD graciously participated on the interview panel for the Children's Collection Development Librarian position. Dawne and Lynnette also served on interview panels for the Cataloger and Collection Development Aide positions.
- I'm happy to announce all positions have been filled:
  - Christopher Castle, started March 26th (Cataloger)
  - Brett Luminais, starting April 30th (Children's Collection Dev. Librarian)
  - Nathan Oestreich, started March 28<sup>th</sup> (Collection Development Aide)

## New Stickers and Shelf Locations

CMTSD debuted a new kind of sticker for labeling new collection materials. It is a yellow paper tape that adheres well, will not fall off, yet peels off effortlessly when materials are now longer new.

New Blu-rays and DVDs added to our collection will begin to get new stickers. Their shelf location in Polaris will say "**New Movie**". Going forward, new stickers will also be added new to Adult, YA, and Juvenile graphic novels.



More of the new YA materials will be stickered and shelved directly in the Vortex, rather than interfiled outside of the Vortex or on the third floor. These materials include new YA NF, Biographies, CD Audiobooks, Playaways, and YA Graphic Novels. By featuring these in the Vortex with new stickers, we hope to showcase the new materials that may otherwise have been lost in other areas of the building.

## New STEAMboxes for Maker Faire

CMTSD and Studio 300 successfully collaborated to create new STEAMboxes that were revealed at this month's Maker Faire. New kits include:

### *New Children's STEAMboxes*

- 4D vision Great White Shark Anatomy Model
- Crash Test Lab
- Farmer's Market Color Sorting Set
- Rock and Mineral Collection
- Sink or Float Activity Set
- Weaving Loom

### *New Teen STEAMboxes*

- Magnetic Poetry Kit
- Pathwords: Word Search Extreme
- Red Gummi Bear Anatomy Model

## PinDigital Meeting

Lynnette and Christina attended the PinDigital Meeting hosted at the Joliet Public Library. A representative from Overdrive was also present. The group discussed the budget for the upcoming fiscal year and ways to fulfill demand for the growing popularity of eAudio.

## **PinTech Meeting**

Christina, Dawne, Lynnette and Jake attended the PinTech Meeting hosted at the Shorewood-Troy Public Library. The group discussed the possibility of adding a new material type for mobile hotpots, budget amounts to request for the upcoming fiscal year, training opportunities, and continued to revise the Pinnacle Technical Services Policy. The group was also apprised of updates from the PinPOD Subcommittee. Lynnette shared a list example titles to illustrate what kinds of items Fountaindale would likely add to the database as POD titles.

## **Purchase On Demand**

ILS Manager Matt Hammermeister and Christina met to brainstorm best practices and produce set up documentation for acquisitions staff. After creating import profiles and testing out the process, they are now ready to help set up other Pinnacle Libraries who plan to participate in POD. A Pinnacle Purchase On Demand Acquisitions meeting is scheduled in early April.

## **Teen Collections**

Christina, Lynnette and Randi C. met to discuss changes in the Teen collections. To help create more space and drive circulation higher, they plan to move “classic” comics including Batman and Marvel characters to the Adult collections on the third floor. Additionally, YA series books will be interfiled with the rest of the YA Fiction books. They also plan to move some of the more popular YA Non-Fiction back into the Vortex.

## **Weeding**

Lynnette and the aides finished weeding the Adult Non-Fiction collection and soon plan to start weeding Adult Fiction. Carol, Jim, and Becca from Circulation assisted in the weeding process. CMTSD is quite appreciative of their help and the Circulation Department for their collaboration and willingness to lend a hand.

## **Practicum Student**

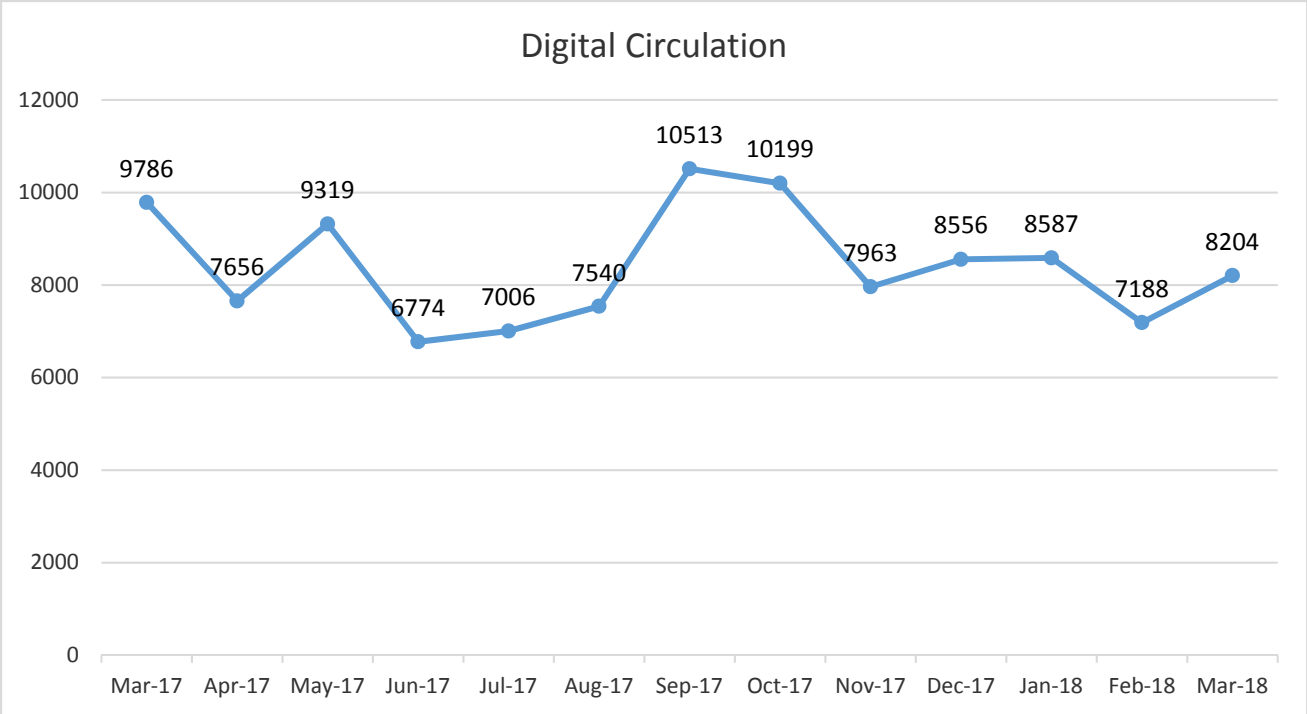
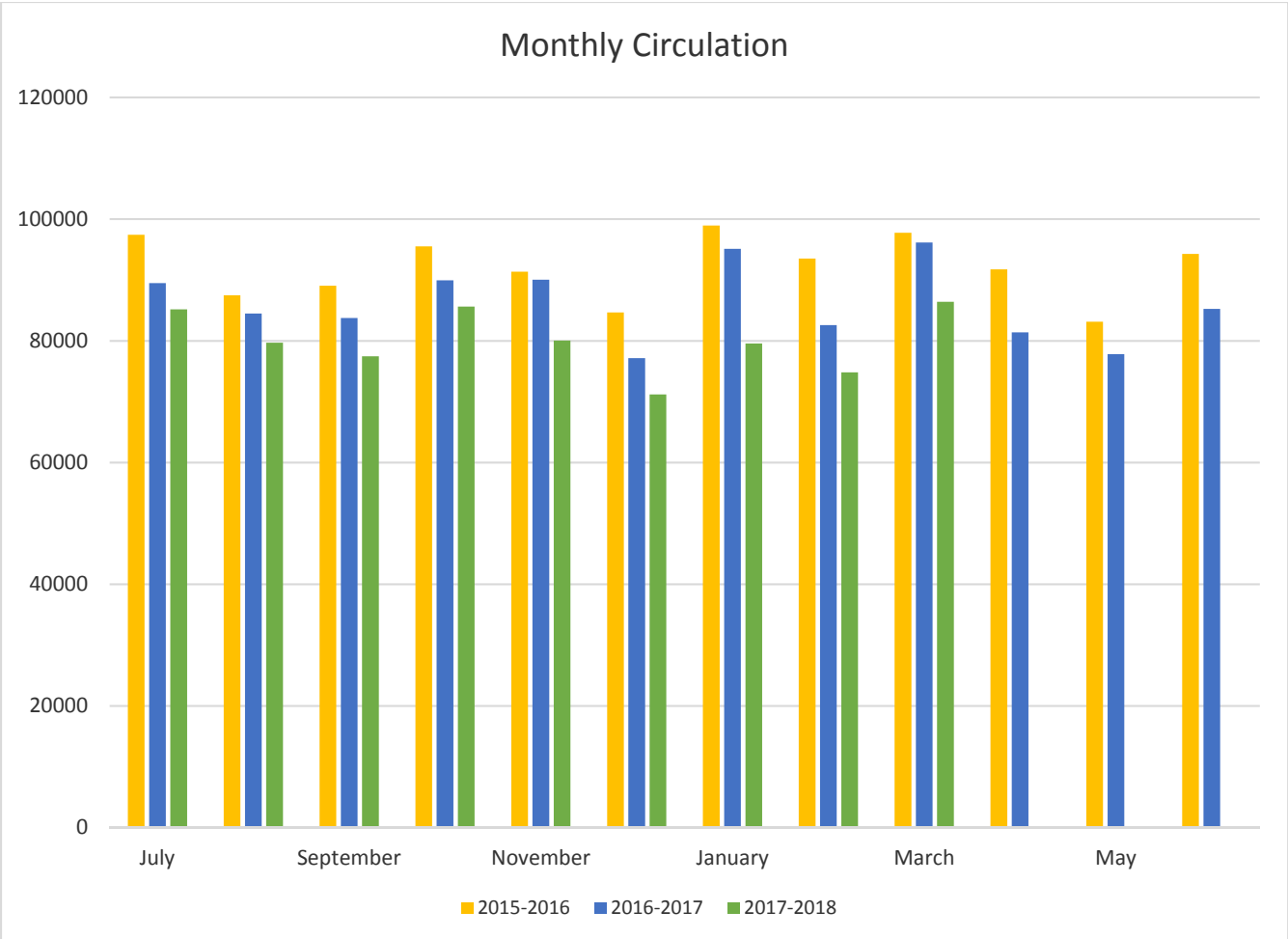
Practicum student Erienne Birt from College of DuPage has begun her time in CMTSD. So far, Erienne has learned the manager’s role in CMTSD, helped Christina research Rokus, learned about the selection process, worked on interlibrary loans, and learned all about acquisitions. Next month, she will focus on cataloging, deselection, and displays. We enjoy having Erienne in the department!

## **Interlibrary Loan**

Christine Jason broke a record, submitting 85 requests for patrons in one day! She also received requests from three non-US libraries, including Edinburgh, Scotland, Seoul, South Korea and Quebec, Canada.

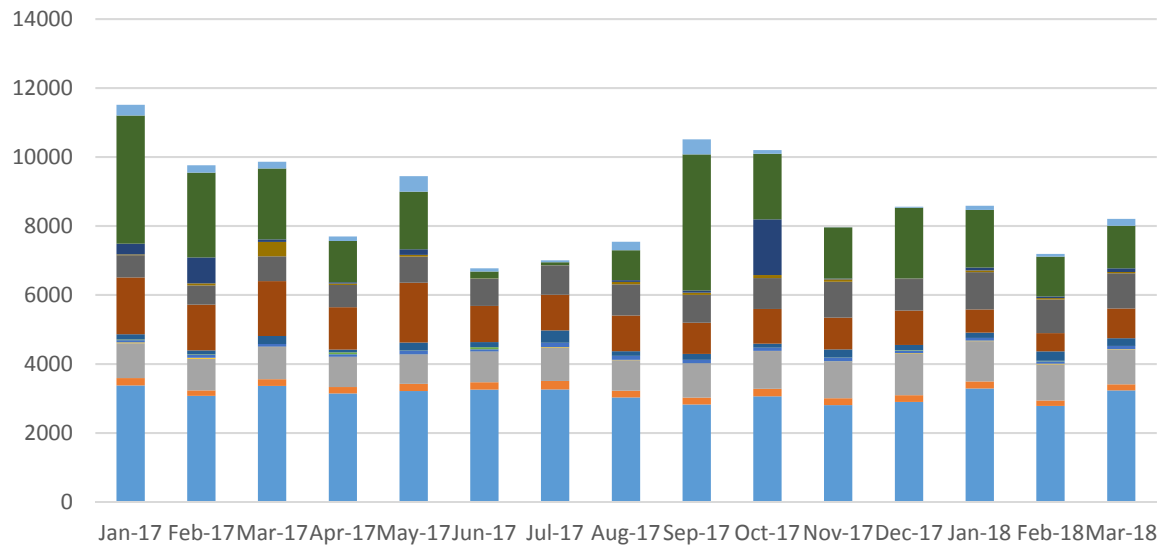
**Comparison of Physical Collection Circulation  
March 2017 to March 2018**

<b>Collection Categories</b>	<b>Mar 2017 Circs</b>	<b>Mar 2018 Circs</b>	<b>Change</b>	<b>% Change</b>
Adult Audiobooks	1324	1225	-99	-7%
Adult Bookmobile Collection	325	341	16	5%
Adult Fiction	5064	5154	90	2%
Adult Non-Fiction	5923	5653	-270	-5%
Foreign Language Adult	182	224	42	23%
Foreign Language Juvenile	962	912	-50	-5%
Foreign Language Young Adult	12	12	0	0%
Graphic Novels	2905	2890	-15	-1%
Interlibrary Loan	326	284	-42	-13%
Juvenile Audiobooks	562	495	-67	-12%
Juvenile Bookmobile Collection	4055	2970	-1085	-27%
Juvenile Fiction	6617	5928	-689	-10%
Juvenile Non-Fiction	6175	5419	-756	-12%
Large Print	705	941	236	33%
Local Author Collection	0	18	18	
Magazines	824	965	141	17%
Movies	16068	14532	-1536	-10%
Movies - Juvenile	8443	6707	-1736	-21%
Music CDs	3298	2418	-880	-27%
On-The-Fly	9	17	8	89%
Picture Books	12728	12172	-556	-4%
Reference	0	14	14	
STEAMboxes	0	62	62	
Studio 300 Collection	3262	3215	-47	-1%
Technology & Equipment	1308	1181	-127	-10%
Technology & Equipment - Juvenile	273	204	-69	-25%
Toys	125	150	25	20%
Videogames	2942	2468	-474	-16%
Young Adult Audiobooks	153	127	-26	-17%
Young Adult Bookmobile Collection	15	24	9	60%
Young Adult Fiction	1310	1168	-142	-11%
Young Adult Non-Fiction	478	308	-170	-36%
<b>TOTALS</b>	<b>86373</b>	<b>78198</b>	<b>-8175</b>	<b>-9%</b>



- For March 2018, digital circulation was 9.5% of the library's total circulation.

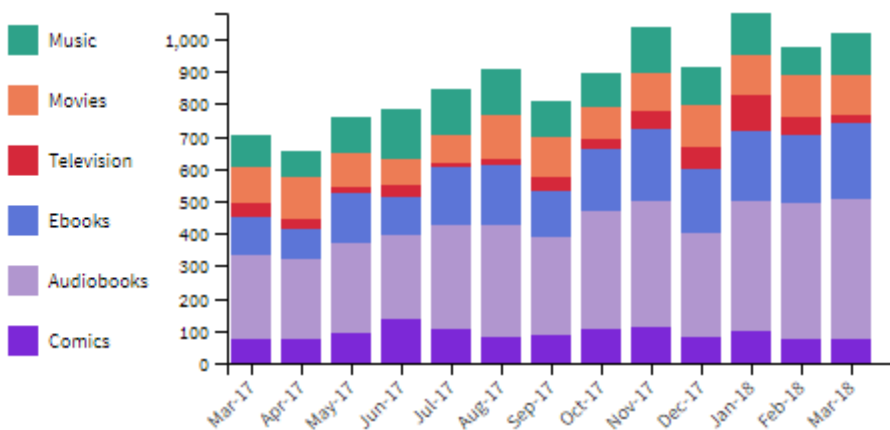
## Digital Collection Circulation



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Book Flix	311	215	194	129	446	97	57	246	437	105	4	28	122	76	197
Tumble Books	3717	2458	2056	1197	1670	195	85	865	3,948	1,904	1,484	2,049	1672	1155	1233
World Book eBooks	313	752	75	40	164	5	2	53	61	1,611	23	8	83	47	110
Gale Virtual Ref Library	22	58	417	42	51	12	8	69	67	90	68	11	51	41	38
Hoopla	645	558	720	644	758	784	847	905	807	894	1,039	912	1080	978	1017
Freegal Music	1647	1327	1589	1230	1735	1047	1037	1033	901	1010	924	996	673	526	865
Zinio eMagazines	151	117	234	77	232	147	354	136	172	115	238	155	152	274	220
OnePlay Video games	18	14	0	57	2	61	2	3	0	0	3	12	0	13	2
OneClick Digital eAudio	66	82	76	72	114	65	129	110	102	90	108	77	81	70	95
Biblioboard	24	26	9	8	6	2	17	12	2	8	8	17	13	21	9
Cloud Library	1010	921	934	872	841	890	961	883	994	1093	1061	1200	1166	1049	1011
eRead Illinois	216	155	197	186	211	213	245	195	199	218	196	195	207	154	175
OverDrive	3375	3076	3360	3142	3212	3256	3262	3,030	2,823	3,061	2,807	2,896	3,287	2784	3232

## Hoopla Statistics

### Circs by Format



- **Audiobooks** were the most borrowed format, accounting for 43% of all circs.
- There were **1017 total circs** in March 2018 borrowed by **239 patrons**. The average number of circs was 4.30 circs per patron, with 26 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
You Are a Badass	Jen Sincero	2013	Self Help	audiobook	9
The Greatest Showman (Original Motion Picture Soundtrack)	Various Artists	2017	Soundtrack	music	6
Hamilton (Original Broadway Cast Recording)	Various Artists	2015	Soundtrack	music	5
An American Marriage	Tayari Jones	2018	Fiction	audiobook	4
Moana	Various Artists	2016	Soundtrack	music	4
Wonder	Hillson United	2017	Christian & Gospel	music	4
America's First Daughter	Stephanie Dray	2016	Drama	audiobook	4
Girl, Wash Your Face	Rachel Hollis	2018	Religious	audiobook	4
Dear Evan Hansen (Original Broadway Cast Recording)	Various Artists	2017	Soundtrack	music	3
Tearing at the Seams (Deluxe Edition)	Nathaniel Rateliff & The Night Sweats	2018	Rock	music	3
Evolve	Imagine Dragons	2017	Alternative	music	3
My Friend Dahmer	Ross Lynch	2017	Drama	movie	3
Born Survivors	Wendy Holden	2017	History	audiobook	3
Black Chalk	Christopher J. Yates	2017	Mystery	audiobook	3
Christmas Kiss	John Stimpson	2012	Drama, Family, Holiday	movie	3
10% Happier	Dan Harris	2014	Self Help	audiobook	3
A Man Called Ove	Fredrik Backman	2014	Fiction	audiobook	3
How To Talk To Anyone	Leil Lowndes	2003	Self Help	audiobook	3
Talons of Power	Tui T. Sutherland	2017	Children's	audiobook	3
Forever My Girl	Heidi McLaughlin	2017	Romance	audiobook	3

### Processing & Repair

- New cases: 191
- RFIDs/Stingrays: 30
- Repairs: 36
- New artwork: 29
- Stolen: 6
- Disc repairs: 169
  - DVDs: 130
  - Music CDs: 4
  - Audiobooks: 22
  - Video games: 6

### Interlibrary Loan

- Unclaimed items 38
- ILL Statistics:
  - 435 items requested by patrons
    - 402 submitted in OCLC
    - 20 items were too new to request
    - 6 were available in Pinnacle
    - 7 were out of country only
  - 318 Items received
    - 268 Illinois libraries

- 50 out of state libraries
- 458 Items requested by other libraries
  - 270 Illinois libraries
  - 185 out of state libraries
  - 3 out of country library
- 316 Items sent to other libraries
  - 179 Illinois libraries
  - 120 out of state libraries
  - 17 XYZ libraries

## **Displays & Promotion**

### *NextReads Newsletters*

- New Subscribers: 21
- Unsubscribed: 13
- Bounced Emails: 0
- Total Emails Sent: 1,162
- 76.72% were viewed on a desktop
- 23.28% were viewed on a mobile device
- 42.51% emails were opened
- 85 items were clicked open
- March 2018 issue of New Movies had the highest number of clicks (13 clicks)
- March 11 and March 25 issues of New York Times Fiction Bestsellers had the highest unique opens (33 emails opened)
- New York Times Fiction Bestsellers has the highest subscribers (82)

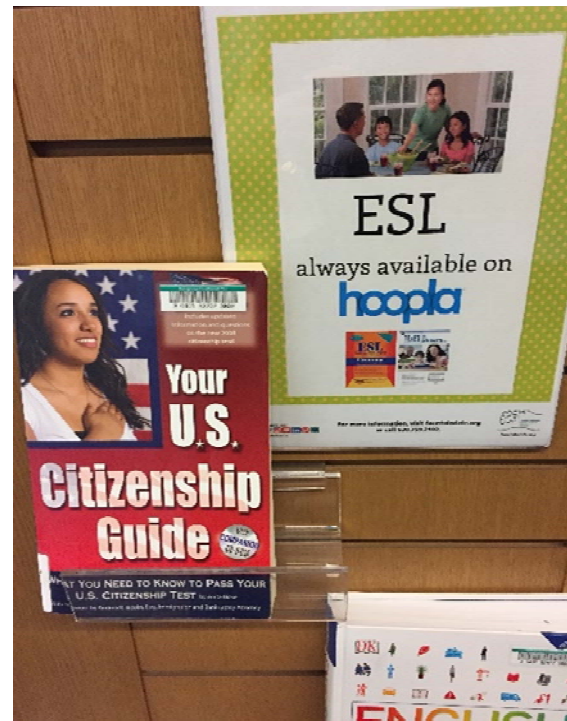
### *Displays*

- Lobby Tree
  - March Madness (Brian): 14
  - Pi Day (Sarah): 13
  - Humor (Brian): 9
- Lobby Display
  - Academy Awards: 2
  - Read Me, I'm Irish: 31
  - Strong Women: 26
- Popular Picks
  - 328 items checked out
- CSD Holiday Wall
  - Rhyming: 41
  - Pigs: 7
  - Wheelie Good Books: 43
  - Bunnies: 22
  - Down on the Farm: 14
  - Caldecott & Awards: 25
  - Baby Animals: 25
  - Hats Off To You: 16
  - Horses: 8
  - Fun With Food: 10
  - Weather: 2





- Fairy Tales: 29
- Picture Book Bins
  - March Madness
  - Have You Met Fancy Nancy
  - Bunnies
  - Spring Training
  - Fairy Tales
  - Golden Books
  - Wheelie Good Books
  - Horses
- CSD Yellow Wall
  - Reading With My Peeps
- DVD display
  - Strong Women
  - Funny Families
- 3<sup>rd</sup> floor fiction
  - Westerns: 0
  - Strong Women: 15
  - Crafty Stories: 5
- 3<sup>rd</sup> floor nonfiction
  - Go West Young Man: 0
  - For Women By Women: 2
  - National Craft Month: 3
- 3<sup>rd</sup> floor self-check
  - Transportation: 1
  - I Like Big Books: 15
- Programming Cart
  - Early Voting: 3
  - Gardening
- Web Carousel: Read Me I'm Irish



## Communications (Melissa Bradley)

### Communications General Updates

- Melissa is working with the Chamber, Scholastic, Valley View and the Valley View Foundation to plan our Super Reader/ Summer Adventure partnership. Our goal is to get funding from local businesses to provide packs of books to all Tibbott and BJ Ward students to encourage summer reading. Our Summer Adventure will be cross-promoted with this initiative throughout the summer.
- Melissa continued to work with the ILA Marketing Forum to plan the marketing mini conference at Fountaindale on Friday, April 20.
- Melissa, Steven, John, Sabrina and Juanita continued to work on the new website redesign. The site will launch in mid-April.
- Melissa and Sabrina hosted the My Library Rewards marketing committee for all Pinnacle libraries. Sabrina is designing the My Library Rewards marketing collateral for all six libraries.
- Melissa attended a Guerilla Branding workshop at Naperville Library. The presenter, David Vinjamuri, will conduct a space audit for our library in May.
- Steven continued to work with Goal Team 5 to implement Niche Academy for staff trainings and the Summer Adventure committee to prepare Beanstack for Summer Adventure.

### Media Coverage

- [The Patch](#) covered our National Library Week activities.
- We received very nice Google and Facebook reviews.



Otis G  
23 hours ago

★★★★★ This library opened in 2011, and I didn't start going until 2014, but boy I wish I had gone earlier!!! The great amount of education, entertainment (movies), and events that this local treasure offers is worth the tax dollars. Me and my family are here 1-2 times per week checking out books and/or movies. Plus you can rent up to 20 movies at time!!!

AT&T 2:33 PM 45%



Steve Lona shared a link to the group: **Bolingbrook Friends**.

2 hrs · Bolingbrook · 🗣️

Does everyone know what a fabulous asset we have in Fountaindale Library? Not only the actual facility including Studio 300 but that included in your library privileges is access to [Lynda.com](#). If you're not familiar with the site, you can learn about almost anything through video tutorials. I recommend you check it out. I learned how to code using this resource!

## **Social Media Paid Ads**

- The Intermediate Microsoft Excel Class paid event ended. The ad ran February 19–March 2. We spent \$11, which reached 515 people and 8 people responded.
- The Oscars After Hours paid event ended. The ad ran February 19–March 4. We spent \$15, which reached 809 people and 9 people responded.
- The Maker Faire paid event ended. The ad ran March 2–9. We spent \$7, which reached 682 people, and 19 people engaged with it.
- Our BOBB Award Win paid ad ended. The ad ran March 9–17. We spent \$8, which reached 983 people and had 225 post engagements.
- The Get Gardening Open House paid event ended. The ad ran March 19–23. We spent \$8, which reached 808 people, and 15 people engaged with it.
- The Studio 300 5<sup>th</sup> Anniversary paid event ended. The ad ran March 19–23. We spent \$8, which reached 990 people, and 19 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 2,317 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
  - 41 new people liked our page
  - 463 people viewed our page
  - 46,409 people saw our content
    - 16,717 people saw our content because a friend shared, liked or engaged with it
  - 3,711 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
  - 6 new followers
  - 360 page views
  - 10,300 tweet impressions
- Instagram Metrics
  - 11 new followers
  - 308 post likes

## **Email Marketing Metrics**

- Number of emails sent: 6
- 57 new subscribers
- Average open rate: 36.74% (industry average is 19.85%)
- Average click rate: 16.46%

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

### **Staffing and Recruiting**

#### *Open Positions:*

- Building Security Monitor- Part Time
- Building Security Monitor- Full Time
- Children's Collection Development Librarian [Candidate Selected- 4/30/18 Start Date]
- Circulation Services Aide (3 positions)
- Finance Specialist

#### *New Hires:*

- Uriel Cortez, Adult Computer Aide, 3/5/18
- Ivette Castaneda, Adult & Teen Services Specialist, 3/19/18
- Christopher Castle, Cataloger, 3/26/18
- Nathan Oestreich, Collection Development Aide, 3/28/18
- Anthony Nguyen, Adult & Teen Services Specialist, 4/2/18

#### *Departures:*

- Karli Scott, Circulation Services Aide, 3/19/18
- JT Washington, Circulation Services Aide, 3/31/18
- Penny Sauskojus, Cataloger, 4/2/18

### **Training and Development**

#### *-Noelia:*

- DuPage SHRM meeting: Legislative Update
- Provided coverage for Children's Services during their monthly meeting
- Management Association- Altogether HR 2018 Conference
- Niche Academy: Tapping New Employee Potential webinar

#### *-Lea:*

- Management Association- Altogether HR 2018 Conference
- Niche Academy: Tapping New Employee Potential webinar
- Safety Webinar: Staff communications
- Sexual Harassment Panel discussion sponsored by Representative Bill Foster
- Homelessness Training workshop presented by Ryan Dowd
- United Way Impact & Investment Council Orientation; Healthy Lifestyles panel
- Completed/passed GBA2 exam; 2nd exam in a 5 part series for CEBS certification

## **Policy Development**

Worked with the Executive Director to revise/edit the following policies which will be brought to the Board of Trustees at the April meeting: Personnel Records and Personnel Record Review, Payment of Salary, Overtime Policy and Procedures and Deductions from Pay, Performance Evaluation and Compensation Program, Attendance, Punctuality and Dependability, Timekeeping Records

## **Group Medical Insurance**

Met with Paul Mills and Rob Duerr, Mesirow, to discuss upcoming group medical renewal. Reviewed timeline for July 1 renewal as well as available plan options.

## **Practicum Student**

Met with Carol Sturz, Practicum coordinator from College of DuPage. Reviewed Erienne Birt's LTA practicum experiences and reviewed next steps. Erienne has rotated through all departments and is finishing her hours in CMTSD. She will be finishing her practicum at Fountaindale on April 26.

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

During the month of March 102 new help desk tickets were created by FPLD staff, and 103 new or existing tickets were solved by IT staff.

Met with Melissa Bradley and Steven Ford to discuss an implementation process and timeline for the redesigned library website.

Worked with Marianne Thompson to rerecord the main menu that plays on the library phone system whenever the library is open to explicitly state the library is open.

Met with vendor Netrix, LLC for a project kickoff meeting for replacing the library firewall, Fatpipe network routing appliance, and upgraded Internet data circuit.

Along with Paul Mills, worked on finalizing a Request for Proposal for new Public Computers, which was subsequently published in the local newspaper and on the library website.

Worked with vendor Netrix, LLC on the installation and configuration of a new network switch in the 1<sup>st</sup> floor IDF (data closet) which greatly expands the capability to deploy new equipment connected to the library network.

Worked with vendor Netrix, LLC on the initial mounting and configuration of the new library firewall appliance.

Along with Paul Mills, conducted the public opening of the responses received to the Request for Proposal for new Public Computers.

Met with vendor Netrix, LLC to discuss specific details of the design and implementation timeline for replacing the library firewall, Fatpipe network routing appliance, and upgraded Internet data circuit.

Along with Randall Hildebrandt, and vendor HP, began troubleshooting an issue with one of the library's network storage units.

March 2018 District Statistics							Population Total	67683	
<b>Total Circulation Statistics</b>	<b>86,402</b>	<b>Reading Clubs</b>	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Outreach</b>	<b>Total</b>	<b>Website Visits</b>	<b>Total Facebook Likes</b>
Building/Driveup	71,169	Reading Clubs Offered	0	0	0	0	0	24,993	3,633
Bookmobile	7,029	Reading Clubs Members	0	0	0	0	0	<b>Proctoring</b>	<b>Total Twitter Followers</b>
Digital	8,204							13	731
								<b>Faxes Sent</b>	<b>Total Instagram Followers</b>
		<b>Collections Totals</b>		<b>Population Served</b>	<b>Building</b>	<b>Outreach</b>	<b>Total</b>	681	569
<b>Interlibrary Loan Requests</b>		New Items Available	3,980	Total Visits	37,689	1,916	39,605	<b>Scans Sent</b>	<b>Total eNews Subscribers</b>
Items Received for our Patrons	318	Collections Total	370,458	New Cardholders	280	0	280	3,179	3,022
Items Sent to other Libraries	316	Items per Capita	5.47	Active Cardholders	26,529	186	26,715	<b>Pages Printed</b>	<b>COHS Students Enrolled</b>
<b>Circulation Holds Processing</b>		<b>Materials Handling Return Totals</b>		<b>Total Served</b>	66,320	<b>% Served</b>	39.47%	23,997	12
Share Illinois requests filled	13	Lobby	22,759	<b>Computer and Internet Sessions</b>					<b>Monthly Wireless Sessions</b>
Items loaned to Pinnacle libraries	5,531	Drive Through	8,815	<b>Studio 300</b>	<b>Children's</b>	<b>Vortex</b>	<b>Lab/Commons</b>	<b>3rd Floor Lab</b>	
Items borrowed from Pinnacle libraries	3,595	Staff	28,688	571	1,210	238	4,500	11	22,445
<b>Public Use of Meeting Rooms</b>	<b>S300 Audio Booths</b>	<b>Studio 300 GCRs</b>	<b>S300 Video Suites</b>	<b>Meeting Room A, B, 3rd Floor Lab &amp; Board Room</b>	<b>Study Rooms</b>	<b>Free Standing Book Drop Return Totals</b>			
Number of events/uses	200	54	36	53	521	<b>Building Front</b>	<b>Building Rear</b>	<b>Church</b>	<b>Ashbury's</b>
Attendance	290	134	81	1902	919	4,332	3,972	1,392	498
	<b>Programs and Tours for Adults</b>				<b>Programs and Tours for Teens</b>				<b>Mobile App Downloads</b>
<b>Programs</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	IOS: 3,074
Numbered offered	45	3	23	71	35	1	1	37	Android: 710
Attendance	693	19	182	894	968	45	44	1,057	
	<b>Programs and Tours for Children</b>				<b>Passive Programs for Teens</b>				<b>Total Offered*</b>
<b>Programs</b>	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	320
Numbered offered	70	123	3	196	11	0	0	11	<b>Total Attendance*</b>
Attendance	2,115	4,242	41	6398	274	0	0	274	8,853
	<b>Passive Programs for Children</b>				<b>Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages</b>				
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Building</b>	<b>Offsite</b>	<b>Virtual*</b>	<b>Total</b>	
Numbered offered	69	0	0	69	16	0	1	17	
Attendance	389	0	0	389	408	0	1,998	2,406	
<b>Reference/Library Info</b>	<b>Studio 300</b>	<b>Circulation</b>	<b>2nd Flr. Media</b>	<b>Vortex</b>	<b>3rd Floor</b>	<b>Outreach</b>	<b>Children's Svcs.</b>	<b>Total</b>	
Reference Total	713	33	815	131	813	1,430	947	4,882	
Library Information	111	1,655	1,044	161	1,010	89	2,196	6,266	
One on One Assistance (Scheduled)	31	0	30	0	35	0	0	96	
<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	* Virtual not included in programming totals	
Circulation	86,402	96,163	-11.30%	Reference Questions	4,882	5,979	-22.47%		
Visitors	39,605	43,283	-9.29%	Computer Usage	6,530	7,761	-18.85%		
Card Holders	26,715	30,836	-15.43%	Wireless Sessions	22,445	18,133	19.21%		
Room Bookings	864	855	1.04%	Program Attendance*	8,853	9,140	-3.24%		