

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
May 17, 2018 | 7:00 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – April 19, 2018
 - b. Executive Session – April 19, 2018
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Health Insurance for Fiscal Year 2018/2019
 - b. Approval of Family and Medical Leave of Absence Policy Section for the Employee Handbook
 - c. Approval of Jury Duty or Responding to Subpoenas Section for the Employee Handbook
 - d. Approval of Military Leave and Family Military Leave Section for the Employee Handbook
 - e. Approval of School Visitation Rights Act Section for the Employee Handbook
 - f. Approval of Time Off to Vote Section for the Employee Handbook
 - g. Approval of Victims' Economic Security and Safety Act (VESSA) Section for the Employee Handbook
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – May, 2018
 - b. Bills Payable Report – May, 2018
12. Director's Report – April, 2018
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. 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."
16. Approval of Executive Director Compensation Adjustment
17. Announcements
18. Adjournment

May 2018 Agenda Background

Paul Mills

7. New Business – Action Items

a. Approval of Health Insurance for Fiscal Year 2018/2019

Please see included memo for an in-depth review.

Suggested Motion: Motion to fund the allocation for insurance at \$6,700.00 per eligible employee for those employees selecting health insurance and to fund an allocation of \$500.00 for those employees who do not select health insurance.

b. Approval of Family and Medical Leave of Absence Policy Section for the Employee Handbook

The following changes were made in this draft revision -

Eliminates restrictions on the paid benefits to be used in conjunction with approved Family and Medical Leave.

Our attorney has reviewed this draft and has modified wording to comply with Federal law.

Suggested Motion: Motion to repeal the existing Family and Medical Leave of Absence Policy Section in the Employee Handbook and to approve the revised Family and Medical Leave of Absence Policy section for the Employee Handbook.

- c. Approval of Jury Duty or Responding to Subpoenas Section for the Employee Handbook

The following changes were made in this draft revision -

Addition of “Responding to Subpoenas” as being eligible for time off under this policy.

Allows for employees to retain jury compensation.

If jury or court appearance does not require a full day, the employee is expected to return to work; combined time not to exceed the length of a normal workday.

Our attorney has reviewed this draft as well.

Suggested Motion: Motion to repeal the existing Jury Duty Section in the Employee Handbook and to approve the revised Jury Duty and Responding to Subpoenas Section for the Employee Handbook.

- d. Approval of Military Leave and Family Military Leave Section for the Employee Handbook

The following changes were made in this draft revision -

Expanded the Military Leave section in accordance with applicable Federal and State laws.

Our attorney has reviewed this draft and has modified wording to comply with applicable laws.

Our attorney has reviewed this draft as well.

Suggested Motion: Motion to repeal the existing Military Leave Section in the Employee Handbook and to approve the revised Military Leave and Family Military Leave Section for the Employee Handbook.

- e. Approval of School Visitation Rights Act Section for the Employee Handbook

The following changes were made in this draft revision -

Allows employee, with their supervisor's approval, to make up the time used for school visitation during the same pay period.

Our attorney has reviewed this draft as well.

Suggested Motion: Motion to repeal the existing School Visitation Rights Act Section in the Employee Handbook and to approve the revised School Visitation Rights Act Section for the Employee Handbook.

- f. Approval of Time Off to Vote Section for the Employee Handbook

The following changes were made in this draft revision -

Employee's supervisor may assign the 2 hour block of time to be used for voting.

Proof of attendance at the polls may be required.

Our attorney has reviewed this draft as well.

Suggested Motion: Motion to repeal the existing Time Off to Vote Section in the Employee Handbook and to approve the revised Time Off to Vote Section for the Employee Handbook.

- g. Approval of Victims' Economic Security and Safety Act (VESSA) Section for the Employee Handbook

The following changes were made in this draft revision -

Our attorney has reviewed this draft and has modified some sections wording to comply with statutory language.

Suggested Motion: Motion to repeal the existing Victims' Economic Security and Safety Act (VESSA) Section in the Employee Handbook and to approve the revised Victims' Economic Security and Safety Act (VESSA) Section for the Employee Handbook.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD APRIL 19, 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, April 19, 2018 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

Trustee Celeste Bermejo and Trustee Marcelo Valencia
Trustee Valencia entered at 7:03 p.m.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Andreea Dobrescu 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 Kalnicky, seconded by Spindel.

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

MINUTES OF THE BOARD MEETING – March 15, 2018

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

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

Trustee Valencia entered at 7:03 p.m.

EMPLOYEE RECOGNITION

President Danhof recognized Andreea Dobrescu for her 10 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 last week's Spring Book Sale was the 2nd most successful book sale in history with a total sale of \$2,232. The Friends did a paid Facebook ad which helped to spread the word. The library donated old e-readers for the book sale which totaled \$318 in sales. Also during the sale, the Friends received 20-25 new memberships.

Hargett also reported that the Friends checking account was compromised. They are working with BMO Harris to resolve the issue and Mills offered to help as well.

Lastly, Hargett reminded the Board that the Friends Annual Dinner will be on Tuesday, April 24 at 6 p.m. in Meeting Room A.

NEW BUSINESS

Approval of Revisions to Strategic Plan

A motion to approve the revisions to the Strategic Plan was made by Valencia, seconded by Newell.

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

Approval of Volunteer Policy

A motion to approve the Volunteer Policy was made by Kalnicky, seconded by Prodehl.

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

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

A 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 was made by Spindel, seconded by Valencia.

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

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

A motion to repeal the existing Overtime Policy and Procedures and Deductions from the Pay sections in the Employee Handbook and to approve the revised Overtime Policy and Procedures and Deductions from the Pay sections for the Employee Handbook was made by Valencia, seconded by Newell.

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

Approval of Payment of Salary Section for the Employee Handbook

A 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 was made by Newell, seconded by Valencia.

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

Approval of Performance Evaluation Program and Compensation Program Section for the Employee Handbook

A motion to repeal the existing Performance Evaluation Program and Compensation Program section in the Employee Handbook and to approve the revised Performance Evaluation Program and Compensation Program section for the Employee Handbook was made by Prodehl, seconded by Valencia.

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

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

A 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 was made by Newell, seconded by Valencia.

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

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

A motion to approve 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 was made by Valencia, seconded by Kalnicky.

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

Approval of Timekeeping Records Section for the Employee Handbook

A 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 was made by Prodehl, seconded by Spindel.

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

LIBRARY PROJECTS

Approval of ITsavvy LLC Proposal for Public Computer Request for Proposals

A motion to approve the ITsavvy LLC proposal for public computer request for proposals with the cost to be paid from the Building Fund was made by Kalnicky, seconded by Newell.

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

Approval of Pace Systems Quotation for Additional Security Cameras

A motion to approve the Pace Systems quotation for additional security cameras with the cost to be paid from the Building Fund was made by Newell, seconded by Valencia.

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

CORRESPONDENCE

Illinois Libraries Matter posted a blog written by President Danhof regarding the Illinois Library Association Trustee Forum.

The library received a letter from Secretary of State Jesse White. The library was awarded a fiscal year 2018 Illinois Public Library Per Capita Grant in the amount of \$84,603.75. It is not known when the funds will be received.

The West Suburban Community Pantry sent the library a thank you card for the recent Easter basket donations from the library staff committee.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – April, 2018

Bills paid for the month of April in the amount of \$105,095.38 was presented for approval. Motion to approve was made by Prodehl, seconded by Kalnicky.

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

Bills Payable Report – April, 2018

Bills payable for the month of April in the amount of \$169,407.78 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

DIRECTOR'S REPORT – March, 2018

Mills discussed the Board photo taken at the Best of Bolingbrook Business Awards. It will be used as the new group photo for the Board.

The executive director evaluation documents were distributed.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – The next meeting will take place on April 25.

Strategic Plan – The revised plan was approved earlier in the meeting.

Personnel – None.

ANNOUNCEMENTS

The Bookmobile will participate at the Tons of Trucks event on Sunday, April 22 from 11 a.m. to 2 p.m.

The library is hosting a Cinco de Mayo Celebration on Saturday, May 5 from 12:30 to 5:30 p.m.

The Community Service Council of Northern Will County is partnering with the library to present Money Smart Week, which will take place beginning Tuesday, April 24.

National Day of Prayer is on Thursday, May 3 at 5:45 a.m.

Trustee Newell will be hosting a security conference on Saturday, April 28 in the library.

The Friends Annual Dinner will be next week on April 24 in the library.

Trustee Prodehl will be taking part in the Lawyer in the Library event on June 30 in the library.

EXECUTIVE SESSION

A motion was made by Kalnicky, seconded by Newell, to enter Executive Session at 8:17 p.m. for Personnel 5 ILCS 120/2 (c) (1).

AYES: Prodehl, Kalnicky, Spindel, Newell, Valencia, Danhof

NAYES: None

ABSENT: Bermejo

A motion was made by Spindel, seconded by Valencia, to return to Open Session at 8:30 p.m.

OPEN SESSION

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:34 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

May 17, 2018

From: Lea Pottle, Human Resources Manager
To: Board of Trustees
Subj: Employee Health Insurance Renewal for 2018/2019

History

- 2015/2016 – No increase for medical plan and dental increase by 5%
Board approved annual allocation: \$7,250
- 2016/2017 – Total decrease for medical 3% and dental increase by 2.4%
Board approved annual allocation: \$7,250
- 2017/2018 – Total decrease for medical 9.92% and dental increase by 2%
Board approved annual allocation: \$6,550

Background

- Health insurance coverage is with Blue Cross/Blue Shield of Illinois.
- Current total number of eligible full-time employees has increased from 54 to 56.
- An allocation of \$500.00 is available for those employees who do not select health insurance allowing the employee the opportunity to select dental, vision, life or AFLAC products.
- Employees also have an option of additional health plans for an additional cost.
- Family coverage is available at the employee's expense.

Discussion

According to Management Association of Illinois 2017 Library Survey, the average percent of premium paid by a library for single coverage PPO from 87 area libraries participating is 82.1%.

Medical Renewal

BCBS of IL issued a renewal with a 2.1% increase. According to Rob Duerr, our Account Executive with Mesirow Financial, the increase is mostly coming from Medical/Rx trend (inflation) and a small bump in "change in risk" which is based on BCBS's analysis of medical conditions and known claim activity. These factors were slightly offset by an overall improvement in demographics.

Dental Renewal

BCBS of IL issued a 5% increase to Fountaindale's current dental plan; average market

increase is +7%. This increase is classified as an average renewal. The District will continue to offer the same two dental plans for employees.

Vision Renewal

No change in rates for vision coverage with EyeMed; including a 4 year rate guarantee.

Life and Dependent Life Renewal

No change in rates for Life and Dependent Life renewal with Dearborn National.

Recommendation

Due to the increase in medical premiums, a recommendation is being made for the District to increase the funding from \$6,550 to \$6,700 per employee.

Funding will cover the following percentages for Single Medical, Dental, and Vision coverages:

	Proposed 2018/2019	2017/2018	Employees covered
PPO-Select, Option 1	99%	99%	9
PPO-Select, Option 2	97%	96%	12
HMO	92%	92%	19
HDHP w/HSA	90%	90%	0
PPO+	78%	78%	8

Currently 7 Staff members do not enroll in Fountaindale's Group Medical coverages.

**The premium for Life Insurance is not included as it is automatically paid for by the library. The annual premium for Life Insurance is \$5,918.64 for all benefit eligible employees.*

For those employees who do not elect medical coverage, it is recommended that the \$500.00 allocation continue with options to select Single Dental, Single Vision and Life Insurance. This amount is sufficient to cover the cost for these policies.

Suggested Motion: Motion to fund the allocation for insurance at \$6,700.00 per eligible employee for those employees selecting health insurance and to fund an allocation of \$500.00 for those employees who do not select health insurance but wish to select dental, vision, and life insurance.

Family and Medical Leave of Absence Policy –DRAFT

This policy contains information consistent with and addition to the information contained in the “Employee Rights and Responsibilities” (found on the previous page) and is meant to provide additional information about the District’s specific policies and procedures under the Family and Medical Leave Act. In the event of any conflict between the “Employee Rights and Responsibilities” and this policy, the “Employee Rights and Responsibilities” will prevail.

Basic Leave Entitlement

Employees may be eligible to take up to 12 work weeks of unpaid leave under the Family and Medical Leave Act (FMLA) within a 12-month period and be restored to the same or an equivalent position upon return, provided that the employee has worked for the District for at least 12 months AND worked at least 1,250 hours in the last 12 months. The 12-month period during which the employee may take 12 work weeks of FMLA leave is measured forward from the first date an employee takes FMLA leave.

Reasons for Leave

If an employee is eligible, the employee may take FMLA leave for any of the following reasons: (1) the birth of a child and to bond with such child within one year of the birth; (2) the placement of a child with the employee for adoption or foster care and to bond with such child within one year of the placement; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition. Spouses employed by the District who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 work weeks of leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the FMLA to take military family leave—either (A) qualifying exigency leave or (B) military caregiver leave.

A. Qualifying Exigency Leave

For an employee to take qualifying exigency leave, the employee’s spouse, son, daughter or parent must be on covered active duty, under a call to covered active duty status or have been notified of an impending call or order to covered active duty as defined by the FMLA. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty. Employees who are eligible for qualifying exigency leave may take up to 12 work weeks of FMLA leave in a 12-month period measured as described above.

B. Military Caregiver Leave

Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness to take up to a total of 26

work weeks of unpaid leave during a single 12-month period to provide care for the service member. *This single 12-month period begins with the first day the employee takes the leave.* A covered service member includes the following: (1) a current member of the U.S. Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; (2) a member who is on the temporary disability retired list; or (3) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and (i) was a member of the U.S. Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes military caregiver leave to care for the veteran. Employees may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted FMLA leave, the employee may be subject to immediate termination.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the District at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" form.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in a delay or denial of FMLA leave until it is provided. The District, at its expense, may require an examination by a second health care provider designated by the District, if it reasonably doubts the medical certification the employee initially provide. If the second health care provider's opinion conflicts with the original medical certification, the District, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The District may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the

covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The District may also request additional information pertaining to the leave. This certification must be provided within 15 days of the request, absent exigent circumstances.

Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the District may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the District may also request additional information pertaining to the leave. Separate and distinct rules govern the certification process for covered service member family leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the District may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the District may request additional information pertaining to the leave. Separate and distinct rules govern the certification process for military caregiver leave.

Substitution of Paid Leave

FMLA leave is unpaid leave. If you request leave for any FMLA covered reason, you shall be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short-term or long-term disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable paid leave policy. District policy states that an employee on FMLA leave for any reason shall have the leave charged first against sick leave, then against accrued paid time off benefits available at the time of leave. An employee on medical leave using sick leave, or other authorized time off remains in pay status and shall continue to accumulate sick leave, and other paid time off benefits in the normal manner. Once sick leave, and all other accrued paid time off benefits are exhausted, the employee will cease to accumulate further leave and be in a non-pay status.

Benefits During Leave

During an approved FMLA leave, the District will maintain the employee's health benefits as if the employee continued to remain actively employed. If the employee is substituting paid leave during unpaid FMLA leave, then the employee's health care contribution will continue to be deducted from his or her compensation per normal course. If the employee is on unpaid FMLA leave, the District may continue to require employees to pay their share of health care contributions and will inform employees how to submit such payments. If an employee fails to return to work following FMLA leave, the District may recover from the employee its share of health plan premiums paid during the employee's unpaid FMLA leave, unless the employee

does not return to work due to an FMLA-qualifying reason or other circumstances beyond the employee's control.

Intermittent Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the District will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced schedule leave, the District may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties. For part-time employees and those employees who work variable hours, the entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 work weeks prior to the beginning of the leave should be used for calculating the employee's normal work week.

Job Restoration

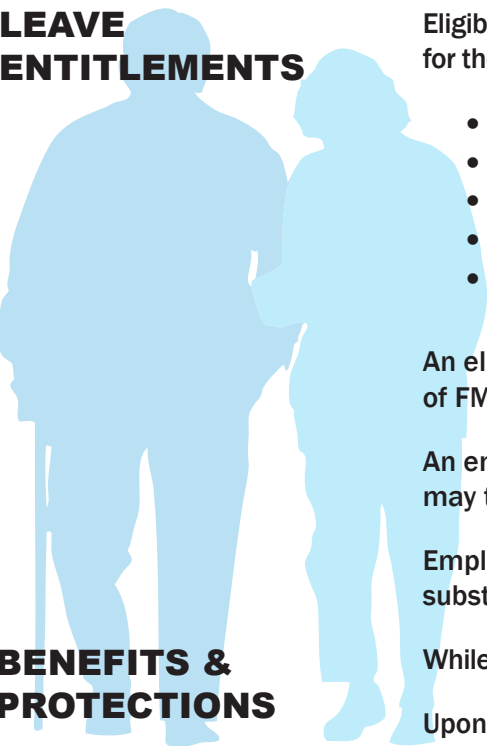
If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided. An employee returning to work following a medical leave of absence must present to the Human Resources Manager a doctor's statement that the employee is able to resume activities on a regular basis. The doctor's statement must be sent to the Human Resources Manager before an employee returns to work.

An employee on FMLA leave is not protected from job actions that would have affected him or her if the employee was not on FMLA leave (e.g., layoffs, elimination of a shift or reduction in overtime).

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

*Special “hours of service” requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

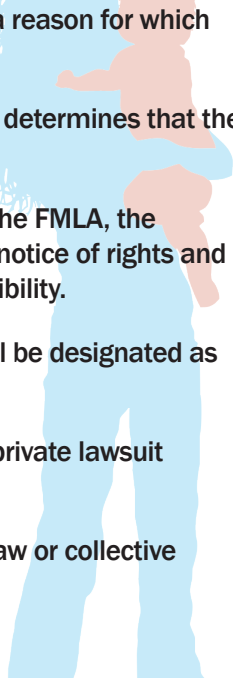
Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

EMPLOYER RESPONSIBILITIES

ENFORCEMENT



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Jury Duty or Responding to Subpoenas- DRAFT

Upon receipt of a notice to serve jury duty or subpoena, the employee should immediately notify his/her supervisor. A copy of the notice should be given to Human Resources as soon as possible but no later than 10 days after receipt.

Full-time employees called for jury duty or required by subpoena to be a witness in a court proceeding shall be granted time off (regular work schedule) with full pay for the time served. If the jury or court appearance does not require a full day, the employee is expected to return to work. However, the combination of jury duty or a court appearance and library work shall not amount to more than a normal workday.

Any part-time employee called for jury duty or required by subpoena to be a witness in a court proceeding shall be granted time off without pay for the time served. Part-time employees may elect to use accrued vacation time equal to their regularly scheduled hours for this period.

Employees will be permitted to retain the jury compensation.

Upon the employee's return, the employee must submit a signed Certificate of Jury Service indicating the number of days served to Human Resources.

Military Leave and Family Military Leave- DRAFT

Military Leave

In accordance with federal and state law, the District will grant military leaves of absence to employees for service in the uniformed services as defined by federal law and as a member of any reserve component of the U.S. Armed Forces or Illinois State Militia consistent with state law. Employees enlisted in such service must submit copies of their military orders to their supervisor or manager and the Human Resources Manager as soon as practicable and no later than 30 days from receipt. Employees will be granted a military leave of absence for the period of military service set forth in applicable federal and state law. An employee's eligibility for compensation, benefits and reinstatement will be determined by federal and state law.

Family Military Leave

Statement of Policy

Under state law, eligible employees may use unpaid family military leave for up to 30 days during the time that a family member's federal or state deployment orders are in effect, subject to certain conditions.

Definitions

- A. "Eligible Employee" - means an employee or independent contractor who has been employed for at least 12 months and who has worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave.
- B. "Family Member" – means the employee's child, grandchild, spouse or parent who has been called to military service lasting longer than 30 days with the state or the United States pursuant to the orders of the Governor or the President of the United States.
- C. "Family Military Leave" – means leave requested by an employee who is the child, grandparent, spouse or parent of a person called to military service for more than 30 days with the State or United States pursuant to state or federal deployment orders by the Governor or the President of the United States.

Use of time off

An employee must first exhaust any remaining accrued vacation, personal or compensatory time prior to taking a leave under this policy. An employee's leave under this policy may be reduced by the number of days of leave provided by the Family and Medical Leave Act due to a spouse's or child's active duty in the U.S. Armed Forces.

Notice Requirement

An employee is required to give 14 days' notice to the District in the event that the request for leave consists of five or more consecutive work days. If the employee's request for leave consists of fewer than five consecutive work days, the employee should provide as much notice as is practicable.

Scheduling

Whenever possible, an employee should schedule family military leave at a time that will not unduly disrupt the District's operations.

Verification

For leaves taken pursuant to this policy, the employee may be required to submit verification from the proper military authority demonstrating the employee's eligibility for the leave.

Effect on Benefits

During an approved family military leave, the employee may maintain health benefits at the employee's expense. The taking of leave under this policy will not result in the loss of any employment benefit accrued before the date on which leave commenced.

Job Protection

Upon returning from an approved family military leave, the employee is entitled to return to the same position or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment, unless the District can demonstrate that the employee was not restored because of conditions unrelated to the employee's exercise of his or her rights under the Illinois Family and Military Leave Act.

Family and Medical Leave Act

In terms of family military leave, employees should also consult the District's Family and Medical Leave Act policy.

School Visitation Rights Act- DRAFT

An employee is eligible for school visitation leave if he or she has worked for the District for at least 6 consecutive months and works an average of 18.75 hours per week.

Eligible employees will be granted unpaid leave to attend public or private elementary or secondary school conferences or classroom activities related to the employee's child (including the employee's adopted child, foster child or step-child or a child for whom the employee is the legal guardian) if the conference or activity cannot be scheduled during non-work hours and if the employee has exhausted all of his or her vacation or personal leave (excluding sick or disability leave).

The employee must submit a written request for such leave to his or her immediate supervisor at least seven days in advance of the conference or activity, and the request will be granted as long as the leave will not unduly disrupt District operations. In emergency situations, no more than 24 hours' notice shall be required.

An employee is limited to eight hours of school visitation leave per school year and may only use up to four hours of leave on one school day. The employee is responsible for obtaining appropriate documentation of the conference or activity from the school administrator and then must submit such verification to his or her immediate supervisor within two work days of the leave. If an employee fails to submit such verification to his or her supervisor by this deadline, then the employee will be subject to the standard disciplinary procedures for unexcused absences.

An employee who uses school visitation leave may request to "make up the time" by working on a different day or shift, and the District will exercise its best efforts to identify any reasonable opportunity for the employee to work the hours missed due to the school visitation leave during the same payroll period.

Time off to Vote- DRAFT

The District encourages employees to fulfill their civic responsibilities by voting.

An employee may be permitted up to two hours of paid leave for the purpose of voting in a general election, special election or election at which propositions are submitted to a popular vote if the employee's work shift begins less than two hours after the opening of the polls and ends less than two hours before the closing of the polls. If you need to take time off to vote, you must notify your supervisor/manager of your request no later than 24 hours before the requested leave of absence. Your supervisor/manager will notify you of the two hour block of time assigned to you for voting purposes.

Proof of attendance at the polls may be required.

Leave Under the Victims' Economic Security and Safety Act (VESSA) - DRAFT

Statement of Policy

Eligible employees may use unpaid leave for up to 12 work weeks in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Definitions

- A. "Eligible Employee" - means (1) an employee who is a victim of domestic or sexual violence or (2) an employee who has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence.
- B. "12-Month Period" - means a rolling 12-month period measured forward from the date the leave is taken and continuous with each additional leave day taken.
- C. "Family or Household Member" – for employees with a family or household member who is a victim of domestic or sexual violence, means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- D. "Parent"- means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.
- E. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- F. "Domestic or Sexual Violence" - means domestic violence, sexual assault, or stalking.

Coverage and Eligibility

Both full- and part-time employees are eligible to apply for this leave.

Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Time Off

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours' notice to the District in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

Certification

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - Documentation from a victim services organization, attorney, clergy, or a medical or other professional from whom the employee or the family or household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
 - A police or court record; or
 - Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effects on Benefits

During an approved VESSA leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group

health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Human Resources Manager. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

The District will provide reasonable accommodations for employees who are entitled to them under VESSA, unless such accommodations would present an undue hardship for the District.

Reasonable accommodations may be available to applicants and employees and may include adjustment to a job structure or work requirement, transfer, reassignment, modified schedule, leave, changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being an eligible employee under VESSA, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

Fountaindale Public Library District

Cash and Investment

April 30, 2018

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$210,623.47	\$294,324.67
Cash Checking/Payroll	\$31,492.47	\$18,492.66	\$49,985.13
Petty Cash	\$2,300.00	\$164.02	\$2,464.02
Total Cash	\$117,493.67	\$229,280.15	\$346,773.82
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$2,186,719.39)	\$5,922,600.17
Investment - General/IL Funds/MM	\$67,203.39	\$1,071.58	\$68,274.97
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$17,319.14	\$46,312.80
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$31,348.42	\$1,990,346.74
Investment - Working Cash/BMO Harris MM	\$878.27	\$14.07	\$892.34
Investments - Working Cash/Madison	\$629,365.30	(\$16,823.22)	\$612,542.08
Investment - Working Cash/MM	\$22,179.12	\$3,257.17	\$25,436.29
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$5,243.54	\$421,864.80
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,155,291.46	\$12,413,931.51
Total Investments	\$22,492,198.93	(\$989,997.23)	\$21,502,201.70
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$1,103,451.83)	\$1,691.20
Total Bond Fund	\$1,105,143.03	(\$1,103,451.83)	\$1,691.20
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	\$164,151.63	\$170,287.45
Total Building Project Fund	\$553,719.45	(\$383,432.00)	\$170,287.45
Total Cash and Investments	\$24,268,555.08	(\$2,247,600.91)	\$22,020,954.17

Special Res. PMA - 1.494%
General - IL Fund - 1.661%
Money Market BMO Harris - 1.544%

Bonds:
Treas&Agencies 06-12; \$610,369; 4.71%; C/V 04/18; \$612,542; 2.04%

Fountaindale Public Library District

Revenue Report

April 30, 2018

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax Will - 2016	\$0.00	\$4,003,828.43	99.81 %	\$4,011,386.00	\$7,557.57
Property Tax Dupage 2016	\$0.00	\$76,766.90	93.77 %	\$81,865.00	\$5,098.10
Property Tax Will - 2017 - Est.	\$0.00	\$0.00	0.00 %	\$3,957,292.00	\$3,957,292.00
Property Tax Dupage - 2017 - Est.	\$0.00	\$0.00	0.00 %	\$80,761.00	\$80,761.00
Other Tax	\$0.00	\$51,460.56	47.18 %	\$109,070.00	\$57,609.44
Interest	\$52,147.29	\$273,291.68	267.52 %	\$102,156.00	(\$171,135.68)
Fines	\$5,261.86	\$60,475.91	80.63 %	\$75,000.00	\$14,524.09
Copy Machines	\$650.35	\$7,356.50	122.61 %	\$6,000.00	(\$1,356.50)
Fax Machine	\$514.65	\$6,275.77	125.52 %	\$5,000.00	(\$1,275.77)
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,476.89	\$22,453.16	124.74 %	\$18,000.00	(\$4,453.16)
Miscellaneous	\$185.92	\$13,349.75	60.68 %	\$22,000.00	\$8,650.25
Reimbursements	\$99.05	\$9,531.73	317.72 %	\$3,000.00	(\$6,531.73)
Board Reimbursements	\$0.00	\$379.56	75.91 %	\$500.00	\$120.44
Leases	\$300.00	\$300.00	100.00 %	\$300.00	\$0.00
Grant Income	\$0.00	\$52,551.79	99.06 %	\$53,052.00	\$500.21
Total Operating Funds	\$61,636.01	\$4,578,021.74	53.70 %	\$8,525,382.00	\$3,947,360.26
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$214.39	\$2,246.61	149.77 %	\$1,500.00	(\$746.61)
Total Building Project Fund	\$214.39	\$2,246.61	149.77 %	\$1,500.00	(\$746.61)
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	\$2.13	\$8,187.26	272.91 %	\$3,000.00	(\$5,187.26)
Interest Rebate Payment - BAB	\$0.00	\$165,137.58	100.05 %	\$165,049.00	(\$88.58)
Total Bond Fund	\$2.13	\$1,463,699.05	53.35 %	\$2,743,593.00	\$1,279,893.95
Total Revenue	\$61,852.53	\$6,043,967.40	53.63 %	\$11,270,475.00	\$5,226,507.60

Fountaindale Public Library District

Expenditure Report

April 30, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$300,289.09	\$3,332,537.93	74.60 %	\$4,467,200.00	\$1,134,662.07
Contractual Services	\$47,692.74	\$401,888.35	79.52 %	\$505,400.00	\$103,511.65
Supplies & Utilities	\$40,032.90	\$369,407.46	61.72 %	\$598,525.00	\$229,117.54
Library Materials	\$49,640.40	\$520,769.84	48.37 %	\$1,076,725.00	\$555,955.16
Capital Expenditures	\$4,498.22	\$151,743.71	67.84 %	\$223,691.00	\$71,947.29
Miscellaneous	\$3,400.92	\$45,031.71	60.04 %	\$75,000.00	\$29,968.29
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	\$445,554.27	\$4,821,679.00	68.89 %	\$6,999,593.00	\$2,177,914.00
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$7,366.00	\$83,997.48	68.57 %	\$122,500.00	\$38,502.52
Soc Sec/IMRF Fund Expenditures	\$93,355.20	\$751,782.96	71.78 %	\$1,047,345.00	\$295,562.04
Special Reserve Fund Expenditures	\$0.00	\$30.00	0.00 %	\$0.00	(\$30.00)
Maintenance Fund Expenditures	\$17,534.44	\$259,087.01	83.58 %	\$310,000.00	\$50,912.99
Total Other Fund Expenditures	\$118,255.64	\$1,103,547.45	74.07 %	\$1,489,845.00	\$386,297.55
Total Expenditures - Operating Funds	\$563,809.91	\$5,925,226.45	69.80 %	\$8,489,438.00	\$2,564,211.55
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	\$563,809.91	\$8,743,499.21	76.21 %	\$11,472,675.00	\$2,729,175.79

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

Payee name	Description	Payment Date	Check/ Draft No.	Account Number	Amount
Aflac	Employer Insurance Contribution - April 2018	5/1/2018	D/710	1-4192-10	72.28
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - May 2018	5/1/2018	49610	1-4192-10	\$27,402.76
Dearborn National Life Insurance Company	Employer Insurance Contribution - May 2018	5/1/2018	49611	1-4192-10	\$493.44
Home Depot	Building Maintenance	5/1/2018	49614	8-4211-30	\$26.96
Home Depot	Building Supplies	5/1/2018	49614	8-4357-30	\$158.62
Elva Ambriz	Program - Club de Tejido - Date 04/18/2018	5/1/2018	49612	1-4571-24	\$50.00
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - May 2018	5/1/2018	49613	1-4192-10	\$91.11
Illinois Municipal Retirement Fund	Employer IMRF Contribution - April 2018	5/1/2018	D/712	5-4142-10	\$49,373.72
LIMRICC-UCGA	Unemployment Insurance - 1st Quarter Ending 3/31/2018	5/1/2018	49615	3-4143-10	\$2,235.68
Midwest Coach Limousine	Transportation Service - 2018 Reaching Forward Conference - Staff	5/1/2018	49617	1-4171-10	\$500.00
Shirley Williams	Finance Consulting - 2018 Agreement - Installment 4	5/1/2018	49616	1-4253-10	\$625.00
Total Bills Paid					<u>\$81,029.57</u>


 Jennie Nguyen/Finance Manager

Gross Payroll & FICA Expense - April 2018

Gross Payroll	\$274,029.77
FICA	\$20,309.59
Total Gross Payroll & FICA	<u>\$294,339.36</u>

Fountaindale Public Library District
Bills Payable Report
April 19, 2018

Page 1

General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC				
	Electrical Installation - 3/20/18 - 3/22/18	10730	1-4391-30	\$ 3,841.00
<i>Totals for ABCO Electrical Construction & Design LLC</i>				\$ 3,841.00
Amazon				
	Building - CSD Bean Bag Chairs	6045787810108122	1-4391-30	1,914.25
	Outreach Program Supplies	6045787810108122	1-4353-28	222.75
	Office Supplies	6045787810108122	1-4351-10	14.99
	CSD Program Supplies	6045787810108122	1-4353-20	104.40
	ATSD Program Supplies	6045787810108122	1-4353-24	373.49
	Bookmobile Maintenance	6045787810108122	1-4235-29	38.17
	Computer Supplies	6045787810108122	1-4354-14	345.01
	Books - Adult Fiction	6045787810108122	1-4540-26	40.57
	Professional Books	6045787810108122	1-4538-26	43.00
	Video Games - YA	6045787810108122	1-4563-26	191.12
	Realia - Juvenile	6045787810108122	1-4569-26	19.50
	Video Games - Juvenile	6045787810108122	1-4564-26	170.47
	Video Games - Adult	6045787810108122	1-4565-26	99.96
	Studio 300 Program Supplies	6045787810108122	1-4353-27	87.49
	Studio 300 - Library Supplies	6045787810108122	1-4371-27	274.89
	Audio Visual Collection - Studio 300	6045787810108122	1-4568-27	72.92
<i>Totals for Amazon</i>				\$ 4,012.98
American Library Association				
	Birkmeier Membership - 5/31/18-5/31/19	0004486	1-4161-10	263.00
	Mills Membership - Dates 6/30/18-6/30/19	0223754	1-4161-10	213.00
<i>Totals for American Library Association</i>				\$ 476.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - May 2018	INV148278	1-4253-10	187.10
<i>Totals for AmeriFlex Business Solutions</i>				\$ 187.10
AT & T				
	Internet Services - May 2018	171-798-3948 556	1-4314-14	1,404.69
<i>Totals for AT & T</i>				\$ 1,404.69
AT & T Mobility - National Business Services				
	Telephone Service - Wireless - 3/10/18-4/9/18	13587753	1-4311-14	238.94
<i>Totals for AT & T Mobility - National Business Services</i>				\$ 238.94

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>
Baker & Taylor - C009233				
	Adult Ref/NF Standing Order	C0092333	1-4531-26	\$ 2,700.67
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 2,700.67</u>
Baker & Taylor - L030206				
	Catalog Management	L0302062	1-4272-12	1,695.00
		<i>Totals for Baker & Taylor - L030206</i>		<u>\$ 1,695.00</u>
Baker & Taylor - L4140592				
	Juvenile Standing Order	L4140592	1-4536-26	1,339.98
		<i>Totals for Baker & Taylor - L4140592</i>		<u>\$ 1,339.98</u>
Baker & Taylor - L4176102				
	Books - Adult Non-Fiction	L4176102	1-4541-26	468.53
		<i>Totals for Baker & Taylor - L4176102</i>		<u>\$ 468.53</u>
Baker & Taylor - L420685				
	Books - Adult Fiction	L4206852	1-4540-29	173.01
	Books - Adult Non-Fiction	L4206852	1-4541-29	319.00
	Books - Juvenile Fiction	L4206852	1-4544-29	442.70
	Books - Juvenile Non-Fiction	L4206852	1-4545-29	148.30
	Books - Juvenile Easy	L4206852	1-4546-29	501.20
	Books - Young Adult Fiction	L4206852	1-4548-29	55.70
		<i>Totals for Baker & Taylor - L420685</i>		<u>\$ 1,639.91</u>
Baker & Taylor - L420686				
	Books - Juvenile Easy	L4206862	1-4546-26	1,458.37
	Books - Young Adult Fiction	L4206862	1-4548-26	986.90
	Books - Young Adult Non-Fiction	L4206862	1-4549-26	33.49
	Books - Adult Non-Fiction	L4206862	1-4541-26	4,853.79
	Books - Adult Fiction	L4206862	1-4540-26	5,087.18
	Books - Juvenile Fiction	L4206862	1-4544-26	1,763.59
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	695.26
		<i>Totals for Baker & Taylor - L420686</i>		<u>\$ 14,878.58</u>
Baker & Taylor - L420691				
	Juvenile Standing Order	L4206912	1-4536-26	1,021.20
	Adult Ref/ NF Standing Order	L4206912	1-4531-26	16.18
	Adult Fiction Standing Order	L4206912	1-4533-26	1,045.94
	Young Adult Standing Order	L4206912	1-4534-26	184.85
		<i>Totals for Baker & Taylor - L420691</i>		<u>\$ 2,268.17</u>

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420692				
	Adult Fiction Standing Order	L4206922	1-4533-29	\$ 295.39
		<i>Totals for Baker & Taylor - L420692</i>		\$ 295.39
Beaver Shredding, Inc.				
	Program - Free Paper Shredding - Date 5/19/2018	BS051918	1-4584-10	540.00
		<i>Totals for Beaver Shredding, Inc.</i>		\$ 540.00
Blackstone Publishing				
	CD Audiobooks - Adult	986862	1-4551-26	45.00
	CD Audiobooks - Adult	984994	1-4551-26	307.48
	CD Audiobooks - Adult	981150	1-4551-26	45.00
		<i>Totals for Blackstone Publishing</i>		\$ 397.48
Bolingbrook American Legion Auxiliary Unit				
	Bronze Level Spons/2018 Mother's Day Luncheon	41718	1-4731-10	250.00
		<i>Totals for Bolingbrook American Legion Auxiliary Unit 1288</i>		\$ 250.00
Bolingbrook Park District				
	Program - Yoga - Date 5/24/2018	BPD052418	1-4571-24	50.00
	Parkie's 5k/10k Gold Sponsorship - 2018	141	1-4731-10	500.00
		<i>Totals for Bolingbrook Park District</i>		\$ 550.00
Bolingbrook Signs + Apparel				
	Business Cards - Pottle/Dudek/Priovolos/Schiller	5294	1-4351-10	160.00
		<i>Totals for Bolingbrook Signs + Apparel</i>		\$ 160.00
Brooks Cafe				
	Carlisle Bussing Cart	13262	1-4341-10	125.00
	Board Meeting - 4/19/18	13257	1-4355-16	47.00
	Friends Appreciation Dinner - 4/24/18	13258	1-4711-10	99.00
	Friends Book Sale - 4/7/18-4/8/18	13256	1-4711-10	90.00
	Donuts w/Director - 4/25/18	13259	1-4715-10	11.00
	Asst. Director's Meeting - 4/27/18	13261	1-4715-10	33.00
	STBF Winner Announcement Luncheon - 2nd Half Payment	13260	1-4715-10	151.00
		<i>Totals for Brooks Cafe</i>		\$ 556.00
Bruce Troyer				
	Program - Gen. Day: Expert Photo ID Consult - Date 5/19/2018	BT051918	1-4571-24	125.00
		<i>Totals for Bruce Troyer</i>		\$ 125.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Center Point Large Print				
	Books - Adult Large Print	1573500	1-4543-26	\$ 67.11
	Books - Adult Large Print	1567747	1-4543-26	318.78
	Books - Adult Large Print	1571195	1-4543-26	22.17
				\$ 408.06
		<i>Totals for Center Point Large Print</i>		

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	Barcodesinc - Circ Receipt Printers	N3698-MAY18	1-4641-14	\$ 285.44
	Walmart - Twin Pocket Folders Summer Reading Adventure	N3698-MAY18	1-4371-24	198.00
	BB Christian Clergy - Newell/Danhof/Spindel/Bermejo Tickets	N3698-MAY18	1-4173-16	60.00
	High Impact - Digital Photo of Board	M3664-MAY18	1-4355-16	35.00
	GoDaddy.com - SSL Certificate Firewall VPN	N3698-MAY18	1-4253-14	119.98
	Wordpress - Teen Blog Renewal	N3698-MAY18	1-4631-14	99.00
	Wordpress - Genealogy Blog Renewal	N3698-MAY18	1-4631-14	99.00
	Wordpress - Reference Blog Renewal	N3698-MAY18	1-4631-14	99.00
	Wordpress - Studio Blog Renewal	N3698-MAY18	1-4631-14	99.00
	Wordpress - CSD Blog Renewal	N3698-MAY18	1-4631-14	99.00
	Kites In The Sky - Tween Kite Making Program	N3698-MAY18	1-4353-20	50.70
	Hobby Lobby - CSD Elephant & Piggie Party Items	N3698-MAY18	1-4353-20	7.96
	Meijer - CSD Elephant & Piggie Party Items	N3698-MAY18	1-4353-20	20.97
	Wikki Stix - Summer Adventure Prize Incentives	N3698-MAY18	1-4353-20	247.98
	Walmart - Twin Pocket Folders Summer Reading Adventure	N3698-MAY18	1-4353-20	231.00
	Walmart - ATSD Cinco de Mayo Program Supplies	N3698-MAY18	1-4353-24	48.17
	Walmart - ATSD Program Supplies	N3698-MAY18	1-4353-24	34.27
	Michaels - ATSD Program Supplies	N3698-MAY18	1-4353-24	21.00
	Meijer - ATSD Program Supplies	N3698-MAY18	1-4353-24	191.73
	OTC Brands - ATSD Program Supplies	N3698-MAY18	1-4353-24	99.17
	Azteca Bakery - ATSD Program Supplies	N3698-MAY18	1-4353-24	28.32
	Meijer - ATSD Program Supplies	N3698-MAY18	1-4353-24	82.28
	Home Depot - ATSD Program Supplies	N3698-MAY18	1-4353-24	20.32
	Jewel - ATSD Program Supplies	N3698-MAY18	1-4353-24	12.00
	Technology Unconference - Fisher Registration - Date 5/11/18	N3698-MAY18	1-4151-10	15.00
	COD - Schiller Fall Registration	N3698-MAY18	1-4151-10	601.50
	IL SHRM - Pottle Conference Registration - Date 9/24-9/25/18	N3698-MAY18	1-4151-10	450.00
	Walmart - Twin Pocket Folders Summer Reading Adventure	N3698-MAY18	1-4353-28	66.00
	BB Christian Clergy - Mills Ticket	N3698-MAY18	1-4173-10	15.00
	Staples - Notary Blue Lock Replacement Bags	N3698-MAY18	1-4351-10	59.97
	Office Depot - Finance Office Supplies	N3698-MAY18	1-4351-10	61.14
	Basecamp - Monthly Subscription	N3698-MAY18	1-4522-14	65.00
	Media Library Plus Pro - Library Plugin	N3698-MAY18	1-4731-10	29.00
	Envatomarket - Real 3D Flipbook Plugin	N3698-MAY18	1-4731-10	41.00
	Crazy Egg - 1 Yr Subscription - Heat Map Imaging Website	N3698-MAY18	1-4731-10	190.00
	Mailchimp - Monthly Subscription	N3698-MAY18	1-4731-10	50.00
	123RF - 5 Promotion Images	N3698-MAY18	1-4731-10	39.00
	Woobox - Monthly Subscription	N3698-MAY18	1-4731-10	29.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services	(Cont'd)			
	DecalGirl - 8 Custom Chromebook Skins	N3698-MAY18	1-4731-10	\$ 125.19
	Vistaprint - FPLD Notecards & Request to Present Cards	N3698-MAY18	1-4731-10	241.08
	Facebook - Promotional Ads	N3698-MAY18	1-4731-10	43.87
	Jewel - Sauskojus Retirement Cake	N3698-MAY18	1-4711-10	35.99
	Beggars Pizza - National Library Worker's Day Lunch	N3698-MAY18	1-4711-10	446.00
	Beggars Pizza - National Library Worker's Day Dinner	N3698-MAY18	1-4711-10	302.00
	Panera - ILA Marketing Forum Mini Conference Breakfast	N3698-MAY18	1-4711-10	279.88
	Panera - ILA Marketing Forum Mini Conference Lunch	N3698-MAY18	1-4711-10	972.98
	Jewel - April Birthday Cake	N3698-MAY18	1-4711-10	35.99
	Brooks - STBF Winner Announcement Luncheon	N3698-MAY18	1-4715-10	148.00
	Ashbury's - Garden Salad STBF Winner Announcement Luncheon	N3698-MAY18	1-4715-10	45.00
	Panera - Assistant Directors Meeting Snacks - Date 4/27/2018	N3698-MAY18	1-4715-10	31.78
	Hobby Lobby - Donation Gift Baskets	N3698-MAY18	1-4720-10	40.53
	US Cutter - Maker Class Supplies	N3698-MAY18	1-4353-27	26.98
	Inventables - Maker Class Supplies	N3698-MAY18	1-4353-27	37.22
	Michaels - Maker Class Supplies	N3698-MAY18	1-4353-27	36.45
	Makerbot - Replacement Parts Maker Equipment	N3698-MAY18	1-4568-27	102.00
	KNKUSA - Replacement Parts Maker Equipment	N3698-MAY18	1-4568-27	22.69
	US Cutter - Vinyl & Tape For Maker Lab	N3698-MAY18	1-4371-27	554.16
	<i>Totals for Chase Card Services</i>			\$ 7,528.69
Christina Beaird				
	Program - Gen. Day: Death Demystified - Date 5/19/2018	CB051918	1-4571-24	175.00
	<i>Totals for Christina Beaird</i>			\$ 175.00
Christopher Castle				
	Mileage Reimbursement - 4/13/18	CC041618	1-4171-10	11.23
	<i>Totals for Christopher Castle</i>			\$ 11.23
Cindy Consalvo				
	Mileage Reimbursement - 2/1/18 - 2/28/18	CC050218	1-4171-10	32.05
	<i>Totals for Cindy Consalvo</i>			\$ 32.05
Comcast				
	Internet - Dates 5/1/2018-5/31/2018	64431892	1-4314-14	2,430.00
	<i>Totals for Comcast</i>			\$ 2,430.00
Comcast Cable				
	Cable TV - 5/3/18-6/2/18	8771201430367494	1-4316-14	103.36
	<i>Totals for Comcast Cable</i>			\$ 103.36

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cristina Palomo				
	Program - DIY: Stepping Stone - Date 5/23/2018	CP052318	1-4571-24	\$ 75.00
	<i>Totals for Cristina Palomo</i>			\$ 75.00
Cutting Edge Catering & Events, Inc.				
	Friends Appreciation Dinner - 4/24/18	54087	1-4711-10	363.25
	<i>Totals for Cutting Edge Catering & Events, Inc.</i>			\$ 363.25
Debra Schroeder				
	Program Supplies - 5/4/18	DS050418	1-4353-20	16.31
	<i>Totals for Debra Schroeder</i>			\$ 16.31
Diane McArroy				
	Program - The Afternoon Artist - Date 5/20/2018	DM052018	1-4571-24	470.00
	<i>Totals for Diane McArroy</i>			\$ 470.00
Diesel Service Center				
	Bookmobile Preventative Maintenance	D062894	1-4235-29	655.27
	<i>Totals for Diesel Service Center</i>			\$ 655.27
Dynegy Energy Services				
	Electricity - Dates - 3/1/18 - 4/1/18	270493918041	1-4321-30	11,158.08
	Electricity - Dates 4/2/18-4/29/18	270493918051	1-4321-30	10,852.97
	<i>Totals for Dynegy Energy Services</i>			\$ 22,011.05
EBSCO Subscription Services				
	Online Databases	1000075965-1	1-4521-26	2,205.00
	<i>Totals for EBSCO Subscription Services</i>			\$ 2,205.00
Elizabeth Portillo				
	Program - Conversational ESL - Date 5/21/2018	EP052118	1-4571-24	80.00
	Program - Conversational ESL - Date 5/22/2018	EP052218	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			\$ 120.00
Ellison Educational Equipment Inc.				
	Library Supplies	3185343	1-4371-20	32.00
	<i>Totals for Ellison Educational Equipment Inc.</i>			\$ 32.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Elva Ambriz				
	Program - Club de Tejido - Date 5/23/2018	EA052318	1-4571-24	\$ 40.00
	Program - Club de Tejido - Date 5/30/2018	EA053018	1-4571-24	40.00
	Program - Club de Tejido - Date 6/6/2018	EA060618	1-4571-24	50.00
	Program - Club de Tejido - Date 6/13/2018	EA061318	1-4571-24	50.00
	<i>Totals for Elva Ambriz</i>			\$ 180.00
Evans Public Library District				
	Lost tems - Evans Public Library District	41718	1-3310-30	104.85
	<i>Totals for Evans Public Library District</i>			\$ 104.85
Findaway World, LLC				
	Playaway - Juvenile	251345	1-4562-26	179.12
	Playaway - Adult	252151	1-4560-26	75.98
	Playaway - Adult	251130	1-4560-26	65.98
	Playaway - YA	251345	1-4561-26	241.17
	Launchpads - Juvenile	251810	1-4566-26	179.99
	Launchpads - Juvenile	251829	1-4566-26	139.99
	<i>Totals for Findaway World, LLC</i>			\$ 882.23
Gale/Cengage Learning				
	Adult Fiction Standing Order	63474771	1-4533-26	19.46
	Books - Adult Large Print	63562367	1-4543-26	57.58
	Books - Adult Large Print	63491977	1-4543-26	102.71
	Books - Adult Large Print	63483240	1-4543-26	69.72
	Books - Adult Large Print	63482696	1-4543-26	49.48
	Books - Adult Large Print	63482344	1-4543-26	27.74
	Books - Adult Large Print	63482014	1-4543-26	104.96
	Books - Adult Large Print	63481629	1-4543-26	84.72
	Books - Adult Large Print	63491041	1-4543-29	61.58
	<i>Totals for Gale/Cengage Learning</i>			\$ 577.95
Grasso Graphics, Inc.				
	I Love the Bookmobile Stickers - 2018	29323	1-4256-10	712.25
	<i>Totals for Grasso Graphics, Inc.</i>			\$ 712.25
Grey House Publishing, Inc.				
	Adult Ref/NF Standing Order	933457	1-4531-26	233.05
	<i>Totals for Grey House Publishing, Inc.</i>			\$ 233.05

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois American Water				
	Irrigation - Dates 3/20/2018-4/17/2018	1025-21000308991E	1-4331-30	\$ 109.05
		<i>Totals for Illinois American Water</i>		<u>\$ 109.05</u>
Illinois American Water/Bolingbrook				
	Water & Sewer - 3/20/18-4/17/18	1025-21000308831E	1-4331-30	813.17
		<i>Totals for Illinois American Water/Bolingbrook</i>		<u>\$ 813.17</u>
Illinois Library Association				
	Degutis Membership - 4/30/18-4/30/19	146401	1-4161-10	150.00
	Bradley Membership - 5/31/18-5/31/19	146252	1-4161-10	100.00
		<i>Totals for Illinois Library Association</i>		<u>\$ 250.00</u>
Ilya Kabirov				
	Program - Great Reads Book Club - Date 5/23/2018	IK052318	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		<u>\$ 75.00</u>
Ingram Library Services				
	Video Games - Juvenile	34126956	1-4564-26	37.99
	Video Games - Juvenile	34033948	1-4564-26	218.44
	Video Games - Juvenile	34033947	1-4564-26	208.95
	Video Games - Juvenile	34033945	1-4564-26	113.97
	Books - Young Adult Fiction	34126958	1-4548-26	5.39
	Video Games - YA	34259011	1-4563-26	56.99
	Video Games - YA	34126957	1-4563-26	56.95
	Video Games - YA	34178254	1-4563-26	37.99
	Video Games - YA	34033949	1-4563-26	712.15
	Video Games - YA	34033948	1-4563-26	161.45
	Video Games - YA	34033947	1-4563-26	113.97
	Video Games - YA	34033944	1-4563-26	28.49
	Video Games - Adult	34033948	1-4565-26	227.94
	Video Games - Adult	34033947	1-4565-26	113.98
	Video Games - Adult	34259011	1-4545-26	94.98
	Video Games - Adult	34259009	1-4545-26	113.98
	Books - Juvenile Non-Fiction	34033946	1-4545-26	90.44
	Books - Adult Large Print	34259010	1-4543-26	16.19
	Books - Adult Large Print	34215708	1-4543-26	18.00
	Books - Adult Large Print	34133011	1-4543-26	9.60
	Books - Adult Large Print	33890004	1-4543-26	69.74
		<i>Totals for Ingram Library Services</i>		<u>\$ 2,507.58</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Jeffrey P. Fisher	Mileage - Soon to be Famous - Date 4/9/18	JF041318	1-4171-10	\$ 13.08
	<i>Totals for Jeffrey P. Fisher</i>			\$ 13.08
John S. Trout	Program - Photography Basics - Date 5/22/2018	JST052218	1-4571-27	75.00
	<i>Totals for John S. Trout</i>			\$ 75.00
Juanita Lennon	Supplies for Donuts/Pastries/Asst Dir Mtg - 04/24/18	JL042418	1-4715-10	23.66
	<i>Totals for Juanita Lennon</i>			\$ 23.66
Kellie Chase	Program - 6 Sewing Classes - Date 5/23/2018	KC052318	1-4571-24	175.00
	Program - 6 Sewing Classes - Date 6/5/2018	KC060518	1-4571-24	175.00
	Program - 6 Sewing Classes - Date 6/18/2018	KC061818	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 525.00
Kimberly Nagy	Program - Dropsy, Quinsy, or Consumption - Date 5/19/2018	KN051918	1-4571-24	200.00
	<i>Totals for Kimberly Nagy</i>			\$ 200.00
Kiwanis Club of Bolingbrook-Romeoville	Membership Dues - 2018	043018	1-4161-10	130.00
	<i>Totals for Kiwanis Club of Bolingbrook-Romeoville</i>			\$ 130.00
Konica Minolta Business Solutions U.S.A., Inc.	Maintenance - 4/15/18-5/14/18	9004503383	1-4234-14	391.82
	Copy Overage - 3/15/18-4/14/18	9004501025	1-4234-14	1,555.83
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,947.65
Konica Minolta Premier Finance	Leased Equipment	357058882	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,616.00
Lakeshore Learning Materials	Program Supplies - Children's Dept.	4843840418	1-4569-26	172.39
	<i>Totals for Lakeshore Learning Materials</i>			\$ 172.39
Laura Didier	Mileage Reimbursement - 4/2/18 - 4/27/2018	LD050218	1-4171-10	85.97
	<i>Totals for Laura Didier</i>			\$ 85.97

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Leandra Pottle	Google Exam Fee - 4/17/18	LP042318	1-4151-10	\$ 10.00
	Certified Mail - Termination/Banning Letter	LP042318	1-4381-10	6.91
	<i>Totals for Leandra Pottle</i>			<u>\$ 16.91</u>
Marsha Peterson-Maass	Program - Gen. Club: Why Am I Stuck? - Date 6/13/2018	MPM061318	1-4571-24	175.00
	<i>Totals for Marsha Peterson-Maass</i>			<u>\$ 175.00</u>
Melissa Bradley	Reimbursement - Toy Guitars for Ice Cream Social	MB050218	1-4575-10	55.98
	<i>Totals for Melissa Bradley</i>			<u>\$ 55.98</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	CD Audiobooks - Juvenile	96040871	1-4553-26	\$ 240.03
	CD Audiobooks - Juvenile	96033595	1-4553-26	171.16
	CD Audiobooks - Juvenile	95999310	1-4553-26	31.29
	CD Audiobooks - Juvenile	95982913	1-4553-26	30.29
	CD Audiobooks - Juvenile	95976181	1-4553-26	25.29
	CD Music - Juvenile	96044875	1-4554-26	7.49
	CD Music - Juvenile	96020829	1-4554-26	13.49
	CD Music - Juvenile	96020297	1-4554-26	45.57
	CD Music - Juvenile	95964379	1-4554-26	13.49
	CD Music - Juvenile	95963922	1-4554-26	7.64
	CD Audiobooks - Adult	96040872	1-4555-26	95.58
	CD Audiobooks - Young Adult	96033596	1-4555-26	149.16
	Adult DVD	96044874	1-4557-26	255.67
	Adult DVD	96044873	1-4557-26	16.79
	Adult DVD	96044872	1-4557-26	66.12
	Adult DVD	96044871	1-4557-26	23.84
	Adult DVD	96044870	1-4557-26	62.37
	Adult DVD	96044866	1-4557-26	58.62
	Adult DVD	96044864	1-4557-26	84.41
	Adult DVD	96044863	1-4557-26	19.79
	Adult DVD	96044862	1-4557-26	91.74
	Adult DVD	96044743	1-4557-26	19.89
	Adult DVD	96044741	1-4557-26	94.56
	Adult DVD	96044619	1-4557-26	16.04
	Adult DVD	96044617	1-4557-26	22.04
	Adult DVD	96044615	1-4557-26	69.87
	Adult DVD	96044614	1-4557-26	22.04
	Adult DVD	96040870	1-4557-26	65.68
	Adult DVD	96040869	1-4557-26	22.04
	Adult DVD	96040868	1-4557-26	14.54
	Adult DVD	96040863	1-4557-26	22.04
	Adult DVD	96040862	1-4557-26	18.29
	Adult DVD	96033594	1-4557-26	25.79
	Adult DVD	96033593	1-4557-26	88.16
	Adult DVD	96033590	1-4557-26	23.54
	Adult DVD	96033589	1-4557-26	41.08
	Adult DVD	96033588	1-4557-26	25.79
	Adult DVD	96033587	1-4557-26	18.29

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Midwest Tape	(Cont'd)			
	Adult DVD	96033585	1-4557-26	\$ 36.59
	Adult DVD	96033584	1-4557-26	25.79
	Adult DVD	96033583	1-4557-26	23.54
	Adult DVD	96033580	1-4557-26	18.29
	Adult DVD	96033249	1-4557-26	36.58
	Adult DVD	96033247	1-4557-26	18.29
	Adult DVD	96033245	1-4557-26	33.64
	Adult DVD	96032148	1-4557-26	31.14
	Adult DVD	96024217	1-4557-26	116.20
	Adult DVD	96024216	1-4557-26	26.84
	Adult DVD	96024215	1-4557-26	18.64
	Adult DVD	96024212	1-4557-26	15.29
	Adult DVD	96024210	1-4557-26	21.59
	Adult DVD	96022576	1-4557-26	18.29
	Adult DVD	96020831	1-4557-26	98.97
	Adult DVD	96020820	1-4557-26	44.08
	Adult DVD	96020299	1-4557-26	102.70
	Adult DVD	96020298	1-4557-26	52.62
	Adult DVD	96016762	1-4557-26	27.39
	Adult DVD	96016761	1-4557-26	27.39
	Adult DVD	96016659	1-4557-26	60.12
	Adult DVD	96016658	1-4557-26	25.79
	Adult DVD	96016655	1-4557-26	65.68
	Adult DVD	96016654	1-4557-26	77.37
	Adult DVD	96016653	1-4557-26	132.24
	Adult DVD	96016651	1-4557-26	109.76
	Adult DVD	96016650	1-4557-26	36.59
	Adult DVD	96016629	1-4557-26	97.16
	Adult DVD	96016626	1-4557-26	22.04
	Adult DVD	96016625	1-4557-26	124.74
	Adult DVD	96015769	1-4557-26	51.03
	Adult DVD	96006403	1-4557-26	77.96
	Adult DVD	96006400	1-4557-26	41.08
	Adult DVD	96006378	1-4557-26	18.29
	Adult DVD	96006376	1-4557-26	66.12
	Adult DVD	96006375	1-4557-26	130.65
	Adult DVD	95999324	1-4557-26	56.49
	Adult DVD	95999323	1-4557-26	45.12

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Adult DVD	95999322	1-4557-26	\$ 76.17
	Adult DVD	95999320	1-4557-26	22.04
	Adult DVD	95999318	1-4557-26	16.04
	Adult DVD	95999317	1-4557-26	18.29
	Adult DVD	95999316	1-4557-26	77.37
	Adult DVD	95999315	1-4557-26	100.77
	Adult DVD	95999314	1-4557-26	67.18
	Adult DVD	95994702	1-4557-26	34.89
	Adult DVD	95994700	1-4557-26	33.39
	Adult DVD	95994450	1-4557-26	26.29
	Adult DVD	95994449	1-4557-26	18.29
	Adult DVD	95994448	1-4557-26	13.04
	Adult DVD	95994447	1-4557-26	73.18
	Adult DVD	95994446	1-4557-26	77.37
	Adult DVD	95994439	1-4557-26	74.47
	Adult DVD	95994437	1-4557-26	73.62
	Adult DVD	95994436	1-4557-26	54.12
	Adult DVD	95994434	1-4557-26	22.04
	Adult DVD	95994249	1-4557-26	19.89
	Adult DVD	95982922	1-4557-26	60.58
	Adult DVD	95982921	1-4557-26	314.73
	Adult DVD	95982920	1-4557-26	36.93
	Adult DVD	95982917	1-4557-26	22.04
	Adult DVD	95982914	1-4557-26	25.79
	Adult DVD	95982910	1-4557-26	22.04
	Adult DVD	95982248	1-4557-26	52.62
	Adult DVD	95976200	1-4557-26	24.19
	Adult DVD	95976199	1-4557-26	18.29
	Adult DVD	95976197	1-4557-26	26.59
	Adult DVD	95976196	1-4557-26	18.29
	Adult DVD	95976194	1-4557-26	77.37
	Adult DVD	95976193	1-4557-26	16.04
	Adult DVD	95976192	1-4557-26	73.97
	Adult DVD	95976187	1-4557-26	66.12
	Adult DVD	95976186	1-4557-26	60.58
	Adult DVD	95976185	1-4557-26	79.62
	Adult DVD	95976184	1-4557-26	234.36
	Adult DVD	95976183	1-4557-26	97.47

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Midwest Tape	(Cont'd)			
	Adult DVD	95976182	1-4557-26	\$ 22.04
	Adult DVD	95972453	1-4557-26	93.78
	Adult DVD	95972451	1-4557-26	58.53
	Adult DVD	95964412	1-4557-26	84.41
	Adult DVD	95964411	1-4557-26	185.25
	Adult DVD	95964410	1-4557-26	7.79
	Adult DVD	95964377	1-4557-26	44.98
	Adult DVD	95964376	1-4557-26	18.29
	Adult DVD	95964372	1-4557-26	22.04
	Adult DVD	95963962	1-4557-26	52.53
	Adult DVD	95963930	1-4557-26	36.58
	Adult DVD	95963926	1-4557-26	44.43
	Adult DVD	95963921	1-4557-26	27.39
	Adult DVD	95963715	1-4557-26	88.18
	Adult DVD	95963668	1-4557-26	25.79
	Adult DVD	95963667	1-4557-26	78.41
	Adult DVD	95963666	1-4557-26	32.08
	Adult DVD	95963665	1-4557-26	25.04
	Juvenile DVD	96044869	1-4558-26	67.28
	Juvenile DVD	96044868	1-4558-26	51.58
	Juvenile DVD	96044861	1-4558-26	35.54
	Juvenile DVD	96044860	1-4558-26	105.44
	Juvenile DVD	96040866	1-4558-26	16.14
	Juvenile DVD	96040865	1-4558-26	29.08
	Juvenile DVD	96033592	1-4558-26	23.84
	Juvenile DVD	96033586	1-4558-26	25.79
	Juvenile DVD	96033248	1-4558-26	58.16
	Juvenile DVD	96024219	1-4558-26	32.84
	Juvenile DVD	96024218	1-4558-26	18.29
	Juvenile DVD	96024214	1-4558-26	182.33
	Juvenile DVD	96024213	1-4558-26	19.89
	Juvenile DVD	96022577	1-4558-26	25.33
	Juvenile DVD	96020824	1-4558-26	29.08
	Juvenile DVD	96020822	1-4558-26	65.68
	Juvenile DVD	96020821	1-4558-26	79.62
	Juvenile DVD	96016657	1-4558-26	22.04
	Juvenile DVD	96016656	1-4558-26	32.54
	Juvenile DVD	96016628	1-4558-26	66.12

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	Juvenile DVD	96016627	1-4558-26	\$ 102.70
	Juvenile DVD	96016624	1-4558-26	17.54
	Juvenile DVD	96016623	1-4558-26	32.54
	Juvenile DVD	96006404	1-4558-26	29.08
	Juvenile DVD	95999229	1-4558-26	36.12
	Juvenile DVD	95994453	1-4558-26	14.54
	Juvenile DVD	95994451	1-4558-26	13.39
	Juvenile DVD	95994440	1-4558-26	18.29
	Juvenile DVD	95994435	1-4558-26	75.41
	Juvenile DVD	95982911	1-4558-26	18.29
	Juvenile DVD	95976198	1-4558-26	18.29
	Juvenile DVD	95976188	1-4558-26	40.04
	Juvenile DVD	95964414	1-4558-26	29.08
	Juvenile DVD	95964378	1-4558-26	18.29
	Juvenile DVD	95964373	1-4558-26	22.04
	Juvenile DVD	95964371	1-4558-26	28.04
	Juvenile DVD	95963927	1-4558-26	40.04
	Juvenile DVD	95963920	1-4558-26	18.29
	Playaway - Juvenile	95964413	1-4562-26	39.49
	Adult DVD	96020833	1-4557-29	18.29
	Adult DVD	96016662	1-4557-29	18.29
	Adult DVD	96016661	1-4557-29	25.79
	Adult DVD	95999327	1-4557-29	25.79
	Adult DVD	95994455	1-4557-29	52.33
	Adult DVD	95976203	1-4557-29	25.79
	Adult DVD	95976202	1-4557-29	78.12
	Juvenile DVD	96044877	1-4558-29	32.54
	Juvenile DVD	96020832	1-4558-29	26.54
	Juvenile DVD	96016663	1-4558-29	25.79
	Juvenile DVD	96016660	1-4558-29	20.54
	Juvenile DVD	95999326	1-4558-29	14.54
	Juvenile DVD	95999325	1-4558-29	10.79
	Juvenile DVD	95994454	1-4558-29	23.54
	Playaway - Adult	96006377	1-4560-26	83.49
	Playaway - YA	96044865	1-4561-26	202.47
	Playaway - YA	96040861	1-4561-26	174.47
	Playaway - YA	96033246	1-4561-26	59.49
	CD Audiobooks - Adult	96040873	1-4551-26	331.32

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Audiobooks - Adult	96040248	1-4551-26	\$ 43.29
	CD Audiobooks - Adult	96033597	1-4551-26	45.29
	CD Audiobooks - Adult	96020827	1-4551-26	40.29
	CD Audiobooks - Adult	96020296	1-4551-26	40.29
	CD Audiobooks - Adult	96016537	1-4551-26	20.29
	CD Audiobooks - Adult	95994443	1-4551-26	25.29
	CD Audiobooks - Adult	95994441	1-4551-26	35.29
	CD Audiobooks - Adult	95982918	1-4551-26	166.16
	CD Audiobooks - Adult	95982249	1-4551-26	297.32
	CD Audiobooks - Adult	95976201	1-4551-26	335.32
	CD Audiobooks - Adult	95976191	1-4551-26	130.87
	CD Audiobooks - Adult	95963931	1-4551-26	85.58
	CD Audiobooks - Adult	95963929	1-4551-26	321.74
	CD Music - Adult	96044867	1-4550-26	14.84
	CD Music - Adult	96044618	1-4550-26	11.24
	CD Music - Adult	96044616	1-4550-26	31.49
	CD Music - Adult	96040867	1-4550-26	16.49
	CD Music - Adult	96040864	1-4550-26	11.24
	CD Music - Adult	96040249	1-4550-26	57.96
	CD Music - Adult	96040247	1-4550-26	12.74
	CD Music - Adult	96033598	1-4550-26	17.24
	CD Music - Adult	96033591	1-4550-26	14.24
	CD Music - Adult	96033581	1-4550-26	66.55
	CD Music - Adult	96033244	1-4550-26	61.91
	CD Music - Adult	96033243	1-4550-26	14.84
	CD Music - Adult	96024211	1-4550-26	45.73
	CD Music - Adult	96022578	1-4550-26	40.47
	CD Music - Adult	96020830	1-4550-26	35.22
	CD Music - Adult	96020828	1-4550-26	30.73
	CD Music - Adult	96020825	1-4550-26	27.58
	CD Music - Adult	96020823	1-4550-26	11.24
	CD Music - Adult	96020295	1-4550-26	28.48
	CD Music - Adult	96016603	1-4550-26	13.49
	CD Music - Adult	96016602	1-4550-26	14.84
	CD Music - Adult	96016601	1-4550-26	14.99
	CD Music - Adult	96016539	1-4550-26	14.49
	CD Music - Adult	96016538	1-4550-26	29.68
	CD Music - Adult	96006401	1-4550-26	58.46

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Music - Adult	96006379	1-4550-26	\$ 48.73
	CD Music - Adult	95999321	1-4550-26	14.99
	CD Music - Adult	95999319	1-4550-26	12.74
	CD Music - Adult	95999312	1-4550-26	12.74
	CD Music - Adult	95999311	1-4550-26	16.49
	CD Music - Adult	95994452	1-4550-26	13.49
	CD Music - Adult	95994444	1-4550-26	11.99
	CD Music - Adult	95994442	1-4550-26	11.99
	CD Music - Adult	95994438	1-4550-26	69.72
	CD Music - Adult	95982919	1-4550-26	14.99
	CD Music - Adult	95982915	1-4550-26	14.99
	CD Music - Adult	95982912	1-4550-26	14.99
	CD Music - Adult	95982247	1-4550-26	35.33
	CD Music - Adult	95976195	1-4550-26	13.49
	CD Music - Adult	95976189	1-4550-26	19.34
	CD Music - Adult	95976180	1-4550-26	14.24
	CD Music - Adult	95964374	1-4550-26	11.24
	CD Music - Adult	95963928	1-4550-26	31.48
	CD Music - Adult	95963924	1-4550-26	37.47
	CD Music - Adult	95963923	1-4550-26	56.36
	CD Music - Adult	95963669	1-4550-26	27.58
	Hoopla	96028521	1-4523-26	6,500.00
	<i>Totals for Midwest Tape</i>			\$ 19,460.82
Nancy Castellanos				
	Workshop - Hullouse Museum - 4/10/18	NC041018	1-4171-10	44.50
	<i>Totals for Nancy Castellanos</i>			\$ 44.50
Naperville Sun				
	Periodicals	26701857	1-4511-26	120.64
	<i>Totals for Naperville Sun</i>			\$ 120.64
Netrix, LLC				
	Parts & Labor On-Site Maintenance	401357	1-4233-14	5,270.00
	FatPipe, CallOne, ATT Config	742569	1-4253-14	2,625.00
	<i>Totals for Netrix, LLC</i>			\$ 7,895.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Niche Academy				
	Subscription Renewal - 5/18/18-5/18/19	1625	1-4631-14	\$ 2,040.00
		<i>Totals for Niche Academy</i>		<u>\$ 2,040.00</u>
Old Town School of Folk Music				
	Program - The Dreamtree Shakers - Date 6/6/2018	OTSFM060618	1-4575-10	1,000.00
		<i>Totals for Old Town School of Folk Music</i>		<u>\$ 1,000.00</u>
Oriental Trading Company Inc.				
	Program Supplies - CSD	689674110-01	1-4353-20	499.50
		<i>Totals for Oriental Trading Company Inc.</i>		<u>\$ 499.50</u>
Pace Systems, Inc.				
	Computer Supplies - IT	IN00019880	1-4354-14	102.00
		<i>Totals for Pace Systems, Inc.</i>		<u>\$ 102.00</u>
Pacific Press				
	Periodicals	905897	1-4511-26	12.95
		<i>Totals for Pacific Press</i>		<u>\$ 12.95</u>
Pamela L. Smith-Irowa				
	Program - Scrivener Basics - Date 6/6/2018	PLSI060618	1-4571-27	75.00
		<i>Totals for Pamela L. Smith-Irowa</i>		<u>\$ 75.00</u>
Paul Mills				
	Donuts w/Director - 5/3/18	PM050418	1-4715-10	20.33
		<i>Totals for Paul Mills</i>		<u>\$ 20.33</u>
PeopleFacts				
	New Hire Background Checks	33754	1-4253-10	233.78
		<i>Totals for PeopleFacts</i>		<u>\$ 233.78</u>
Raymond Geddes & Co. Inc.				
	Program Supplies	673324	1-4353-20	376.12
		<i>Totals for Raymond Geddes & Co. Inc.</i>		<u>\$ 376.12</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Recorded Books, Inc.				
	CD Audiobooks - Adult	75771965	1-4551-29	\$ 35.00
	CD Audiobooks - Adult	75776906	1-4551-26	61.70
	CD Audiobooks - Adult	75773846	1-4551-26	6.95
	CD Audiobooks - Adult	75775707	1-4551-26	265.90
	CD Audiobooks - Adult	75771965	1-4551-26	144.48
	Electronic Audiobooks & Books	75777689	1-4520-26	56.90
	Electronic Audiobooks & Books	75774213	1-4520-26	56.90
	Electronic Audiobooks & Books	75773408	1-4520-26	43.33
	Electronic Audiobooks & Books	75773519	1-4520-26	56.90
	<i>Totals for Recorded Books, Inc.</i>			\$ 728.06
Regina Pommier				
	Program - Gen. Day: Predecessor Personality - Date 5/19/2018	RP051918	1-4571-24	175.00
	<i>Totals for Regina Pommier</i>			\$ 175.00
Rentals Unlimited				
	ILA Marketing Forum - 4/19/18	01-116958-06	1-4711-10	395.00
	Host Cafe Program - 4/14/18	01-116456-03	1-4353-24	80.00
	<i>Totals for Rentals Unlimited</i>			\$ 475.00
S & S Worldwide, Inc.				
	Program Supplies - CSD	10183120	1-4353-20	34.47
	CSD Puppets	10183120	1-4569-26	92.19
	<i>Totals for S & S Worldwide, Inc.</i>			\$ 126.66
Sarah Ann Saltzman				
	Mileage Reimbursement - 3/5/18 - 4/5/18	SS050218	1-4171-10	17.28
	<i>Totals for Sarah Ann Saltzman</i>			\$ 17.28
Scholastic Inc.				
	Program Supplies	16872726	1-4353-20	20.40
	Program Supplies	16861021	1-4353-20	3,315.83
	<i>Totals for Scholastic Inc.</i>			\$ 3,336.23
Sebert Landscaping Inc.				
	Lot Deicer - 4/6/18	163615	1-4392-30	210.00
	Lot Deicer - 4/9/18	163624	1-4392-30	210.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 420.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Showcases				
	Library Supplies - Technical Services	305705	1-4371-12	\$ 366.12
		<i>Totals for Showcases</i>		\$ 366.12
Susan K. Maddox				
	Program - Cooking Demo w/Chef Maddox - Date 6/4/2018	SKM060418	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		\$ 300.00
Team One Repair, Inc.				
	MAXstick receipt paper	762857	1-4351-10	478.00
		<i>Totals for Team One Repair, Inc.</i>		\$ 478.00
The Management Association of Illinois				
	2018-2019 Membership - Pottle	FY19--59961	1-4161-10	1,300.00
		<i>Totals for The Management Association of Illinois</i>		\$ 1,300.00
Today's Business Solutions, Inc.				
	Fax Program - 1st Qtr 2018 - Jan-Mar	042318-28	1-4234-14	270.88
		<i>Totals for Today's Business Solutions, Inc.</i>		\$ 270.88
Tressler LLP				
	Professional Services - March 2018	391080	1-4241-10	608.00
		<i>Totals for Tressler LLP</i>		\$ 608.00
U.S. Toy Co./Constructive Playthings				
	Puppets & Puzzles - CSD	5159201900	1-4569-26	511.31
		<i>Totals for U.S. Toy Co./Constructive Playthings</i>		\$ 511.31
Unique Management Services, Inc.				
	Weekly Placements - April 2018	461855	1-4245-10	313.25
		<i>Totals for Unique Management Services, Inc.</i>		\$ 313.25
UPS				
	Shipping - Account Refillment	603951188	1-4382-10	400.00
		<i>Totals for UPS</i>		\$ 400.00
Vanguard Energy Services, LLC				
	Gas Service 4/1/18-4/30/18	G404408050718	1-4322-30	1,566.28
		<i>Totals for Vanguard Energy Services, LLC</i>		\$ 1,566.28
Verizon Wireless				
	Internet Service - 3/17/18-4/16/18	9805545614	1-4582-14	2,459.94
	Wireless Service - 3/17/18-4/16/18	9805545614	1-4311-14	563.05
		<i>Totals for Verizon Wireless</i>		\$ 3,022.99

Fountaindale Public Library District
Bills Payable Report
April 19, 2018

General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	Office Supplies	3866277-0	1-4351-10	\$ 33.97
	Tech Services - Office Supplies	3866275-0	1-4351-10	42.30
	Office Desk Supplies	3857773-0	1-4351-10	14.54
	Notary Stamp - Paul D Mills	3858911-0	1-4351-10	26.95
	Notary Stamp - Allyse Schiller	3860274-0	1-4351-10	26.95
	Building/Office Supplies	3884863-0	1-4351-10	902.93
	Library Supplies - Detergent	3866274-0	1-4371-10	9.95
	Building/Office Supplies	3884863-0	1-4371-10	144.47
	Library Supplies - Ajax Detergent	3884863-1	1-4371-10	43.76
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,245.82</u>
		Total for Fund 1		<u>\$ 133,684.98</u>

Fountaindale Public Library District
Bills Payable Report
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Maintenance Fund

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com				
	Building Light/Studio 300 Spotlight Bulb	W01033465	8-4357-30	\$ 119.35
	<i>Totals for 1000Bulbs.com</i>			\$ 119.35
Amazon				
	Building Maintenance	6045787810108122	8-4211-30	185.19
	<i>Totals for Amazon</i>			\$ 185.19
Best Quality Cleaning, Inc.				
	Special Cleaning-1st FI Men's - 4/14/18	24459	8-4211-30	75.00
	Special Cleaning-3rd FI Men's - 4/17/18	24460	8-4211-30	75.00
	Special Cleaning-1st FI Girls - 4/18/18	24461	8-4211-30	75.00
	Special Cleaning-2nd FI Women's - 4/24/18	24462	8-4211-30	75.00
	Cleaning Service - May 2018	24370	8-4215-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,221.00
C. Acitelli Heating & Piping Contractors, Inc				
	Replacement Parts for Boiler Exhaust	0000032670	8-4211-30	1,407.83
	<i>Totals for C. Acitelli Heating & Piping Contractors, Inc</i>			\$ 1,407.83
Chase Card Services				
	Kully Supply - Triple Seal Handle Assembly	P3672-MAY18	8-4211-30	25.15
	Batteries Plus - Fire Panel/Door Access Batteries	P3672-MAY18	8-4211-30	115.80
	Kully Supply - Toilet Parts For Family Restroom	P3672-MAY18	8-4211-30	154.98
	Menards - Chrome Screws	P3672-MAY18	8-4211-30	0.97
	Anchor Audio - Mobile Podium Replacement Wheels	P3672-MAY18	8-4211-30	67.08
	Kele - Sensor For Boiler Pump	P3672-MAY18	8-4211-30	101.70
	<i>Totals for Chase Card Services</i>			\$ 465.68
Cintas Corporation				
	First Aid Refillment - 4/13/18	8403615868	8-4215-30	302.25
	2 Pureflow Cartridges & Service Charge	8403644077	8-4215-30	171.80
	<i>Totals for Cintas Corporation</i>			\$ 474.05
Cintas Corporation #344				
	Mat Service - 5/3/18	344739135	8-4215-30	30.00
	Mat Service - 4/12/18	344728781	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 60.00
Covers Unlimited Corp.				
	Reupholster 4 Chair Cushions in Vortex	20180418A	8-4211-30	1,663.00
	<i>Totals for Covers Unlimited Corp.</i>			\$ 1,663.00

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>
Culligan Bolingbrook, IL	Solar Salt Delivery	0078608	8-4211-30	\$ 155.29
		<i>Totals for Culligan Bolingbrook, IL</i>		<u>\$ 155.29</u>
Filter Services Inc.	Building Supplies - Filters	INV183445	8-4357-30	2,199.65
		<i>Totals for Filter Services Inc.</i>		<u>\$ 2,199.65</u>
Forward Space	Tackboard for CMTSD	754784	8-4211-30	401.71
		<i>Totals for Forward Space</i>		<u>\$ 401.71</u>
Graybar	Parking Lot light transformers	9303410636	8-4211-30	713.26
	Parking Lot light bulbs	9303471208	8-4211-30	93.34
	Building Supplies - Building Lighting	9303611482	8-4357-30	219.84
	Building Supplies - Building Lights	9303649692	8-4357-30	34.38
		<i>Totals for Graybar</i>		<u>\$ 1,060.82</u>
Groot Industries, Inc.	Garbage/Recycling - Dates 5/1/2018-5/31/2018	1766900	8-4215-30	282.18
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 282.18</u>
Hansen Services, Inc.	Monthly Pest Control - April 2018	3890159	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 103.00</u>
H-O-H Water Technology	Quarterly Water Treatment - April, May, June	530091	8-4215-30	250.00
		<i>Totals for H-O-H Water Technology</i>		<u>\$ 250.00</u>
Merkel Woodworking Inc.	Custom Made Oak Shelf	13316	8-4211-30	275.00
		<i>Totals for Merkel Woodworking Inc.</i>		<u>\$ 275.00</u>
ULINE	Carpet Protection Tape	97126885	8-4357-30	313.73
		<i>Totals for ULINE</i>		<u>\$ 313.73</u>
Warehouse Direct	Building/Office Supplies	3884863-0	8-4357-30	937.82
		<i>Totals for Warehouse Direct</i>		<u>\$ 937.82</u>

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

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Total for Fund 8				<u>\$ 17,575.30</u>
Grand Total				<u><u>\$ 151,260.28</u></u>


Jennie Nguyen/Finance Manager

May 2018 Monthly Board Report
Paul Mills
May 17, 2018

Director

New Website launched

Our new website has launched! Melissa led a great multi-department effort to create our new website, and she did a fabulous job!

Here are several key features of our new website. The content of our website was re-organized in order to make it easier for our patrons to find what they are looking for. In particular, a significant amount of time was put into redoing the eResources section of our website to make those easier to find. Our new website also features our collections more heavily so that our patrons can find the books and movies they want. Our new website is also designed to look much better on a variety of screen sizes. Finally, we have incorporated https into the majority of our site to make it a more secure experience for our patrons.

Will County Health Department Partnership

We will be partnering with the Will County Health Department this Summer to provide information and training about both the opioid crisis and how Narcan can save lives. Will County will be providing the information and training to our Person in Charge team and we will also be hosting a community training in the Fall for any member of our community to attend. We are the first library in Will County to partner in this way and special thanks to Vice President Bob Kalnicky for connecting Will County with us.

On a related note, we will also be incorporating information about Narcan into our First Aid/CPR/AED training that we regularly offer to our staff.

3rd Floor Small Computer Lab

We are working on converting our 3rd Floor Small Computer Lab into a silent study zone with carrels. We have received requests from our patrons for study carrels and we have found some good dividers that we can affix to the counter top to create carrels. We will also be adding power plugs on top of the counter to make it convenient to plug in devices. If this proves to be popular, we will work on making it a more permanent configuration and also maximize the number of carrels we can have in the space. This space's use as a computer lab was very light and we will be relocating the computers to our 2nd Floor Computer Commons so that all of our public computing spaces will have Apple computers available.

Deputy Director (Nancy Castellanos)

April is a very busy month for the Public Services Department since we had many fun events scheduled for the month. The month started off with National Library Week. The library celebrated this event by hosting the annual Food for Fines campaign. This is a great way for the library to be able to collect food for local pantries while giving our patrons the opportunity to get rid of some fines. This year the event was very successful and we were able to collect 62 boxes of canned goods which were donated to a local food pantry.

This year our Bookmobile hit a big milestone, it turned 15 years old! During National Bookmobile day with a big event outdoors. Our patrons had the opportunity to visit the bookmobile and learn all about our Outreach Services. The event was a great hit and many patrons were able to complete the scavenger hunt.

April also brought Spring Break for many schools in Bolingbrook. The Children's Department did a great job offering a variety of programs and hosted Elephant and Piggie! Children were very excited to see the characters from their beloved books come to life.

During the month of April I also had the opportunity to join the Kiwanis Club of Bolingbrook and Romeoville. I am honored to be serving as member of the club and serve our community at large through the programs and scholarships the club offers to VVSD students.

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Staff training, evaluations, summer programming, and new hire orientations were the major investments made in our department this month. We are working diligently to train our new specialist staff and computer assistants effectively and to ensure their success in patron services. This month Diana Schneidman began working in our department on May 7, 2018 as a computer aide.

Programming (includes):

Randi's Observations: I mainly worked the Teen Services desk in the Vortex & the 3rd floor reference desk. I helped adults and teens with computer problems, looked up book titles and recommended books. Outreach Services and I continued our monthly visits to Brooks, Humphrey and Jane Addams Middle Schools. For April, teens made their own paper flowers using paper strips, tape, glue and straws.

Teen Programming

- Teens painted a saxophone in a painting called Jazz Ensemble. The group painted the musical instrument while listening to inspiring music. Check out the results.



- Cathryn Stanek-Whisler taught our teens how to make their own flowers crowns using silk flowers, floral wire, tape and a lot of creativity. The participants made some beautiful headpieces. Who needs Snapchat when you can make your own flower crown at the library!



- For this month's STEAM Punks, Tara had the teens create a piano using a Makey Makey kit. Tara writes, "Four girls participated in this program. Only one of them had encountered the Scratch coding language before. None of them had used a MaKey MaKey before. I provided large paper, copper wire, aluminum tape, the MaKey MaKey kit, a laptop, and some printed instructions. Then I stepped back and only helped out to offer clarification and occasional suggestions. They created a 5-key piano with a "ground" panel to complete the electric circuit. I reminded the teen who had coded before how to use Scratch. She programmed the first key and then taught the next girl. She programmed the next key and, in turn, taught the next girl, and so on. At the end, we had a giant piano that made a variety of sounds including drum beats, flute notes, and cat meows. We demonstrated how electricity flows through human bodies by holding hands with one person touching the ground and another touching a key to complete the circuit. I received the highest compliment teen programming staff can get when one girl exclaimed, "This is so cool!"

- Ashe once again hosted a Host Café for adults and teens. Ashe writes, “We got to use a lot of our new board games to mine and our patrons’ delight. Betrayal at the House on the Hill was especially a favorite. Lots of tea, cheesecake, and fun were had by all!”



Career Online High School:

Currently Enrolled: 14

Currently Enrolled 30 Day Probation: 1

Currently Enrolled Completed 30 Day Probation: 3

Students 75% Through Program: 2

Graduate: 16

Adult Programming:

Maureen’s Observations: Anthony “Tony” Nguyen started on April 2 as our newest Adult Services Specialist. So far he has adapted well and has begun working the 2nd floor service desk. He’s already shared his ideas about some programs for the fall.

Summer programs have been finalized and our theme is “Read to the Beat.” We have some exciting DIY Music related craft programs coming up and also an upcoming Jazz performance by the Pharris James Trio.

From Jessica Granados’ Report:

Arte con Hilo y Clavos - String Art

Tuesday, April 10, 7:00— 8:30 pm

Our patrons were able to create and complete a beautiful work of art with paint, thread and nails. The fun part of this program was that we were able to supply small and cute hammers for each patron to use. This facilitated the process for them. We had a total of 13 patrons who attended and enjoyed this program.



Maureen's Report

4/4/18- Fizzy Bath Bombs (rescheduled from Feb)- Due to the weather is program was rescheduled and was enjoyed by the 13 patrons that attended. Cathryn Stanek Whisler of Plentiful Programs showed our patrons how to make their own bath bombs which is perfect for a spa day at home.



4/19/18 - Spring Paper Wreath – Another Plentiful Programs success, Cathryn showed our full class of 20 patrons to make these adorable spring wreaths.



4/26/18 - Are you Curious About Medical Cannabis - I thought this would have a lot of registrations but only 10 registered. We had a total of 12. Kirsten Velsaco of Illinois Women in Cannabis was an engaging presenter and informative. I found this program to be very fascinating. It helps get the word out there about the Illinois Pilot Medical Cannabis Program.

New Specialist Highlight **Ivette Castaneda**

In the few short weeks I've been here I have learned a lot already. Situations that I have encountered that I felt challenging were mainly having to do with the interlibrary loan requests. The more requests for interlibrary loans I do the easier it is getting. My first memorable interlibrary loan that was successful was a patron that was looking for a particular book but was unsure of the title. With a little bit of digging we were able to find the title based on the plot of the book and requested it through ILL. The patron was very pleased and could not stop thanking me.

From Wendy Birkemeier's report

Children Services

Monthly Overview of Children's Services: From **Book Friends Forever** to **El Día de los Niños**,

El Día de los Libros we presented a month's worth of wonderful programs for children and their families.

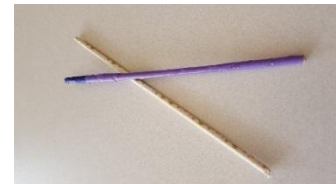
Programming: 2645 people attended 145 programs in April!



This is an increase of about 10% in the number of programs and almost 40% in attendance over last April's events. We were busy!

Spring Break Week: Book Friends Forever (22

programs, 906 attendance) We like to build our school break programming around a theme. Mo Willems characters Elephant and Piggie are so enormously popular that we focused on Friendship this season. Joyce A. requested the costumes months ago, and staff members prepared a week's worth of active (9) and passive (13) programs that spanned April 7-13. There were five days of scavenger hunts and crafts based on friends in books. Staff suggested the various characters to feature. Debbie S. coordinated and produced the materials and posters for the scavenger hunts and prepared the treasure chest. The kids loved looking for the Book Friends each day! The daily crafts included magic wands (Harry Potter), friendship bracelets (Elephant and Piggie), a popcorn cup with a 'Pooh and Friends' and a Corduroy bear.



I had several patrons comment on how much they enjoyed having the extra activities in the library this week. Having the costumes for elephant and piggie was really a treat! *Debbie S.*

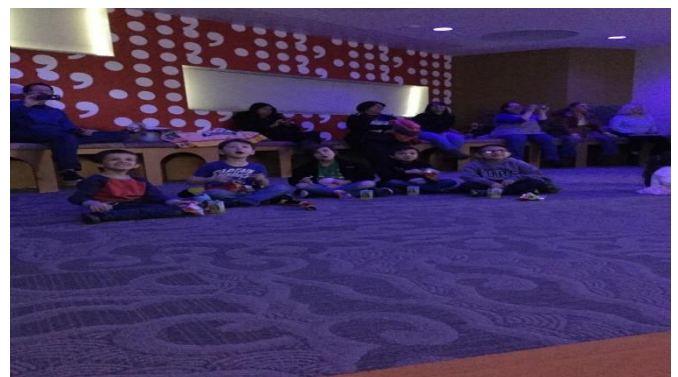


Elephant & Piggie Storytime (77) Elephant & Piggie fans of all ages came to the library on Saturday morning to hear a few of their favorite stories, make a craft, and meet Elephant & Piggie! We read *Let's Go for a Drive*, *Pigs Make Me Sneeze*, and *Waiting is Not Easy*. Most of the children were very excited to meet Elephant & Piggie, and several children took multiple photos with the characters. There were a couple of children who were taken by surprise to see the characters off the page and decided they preferred to see their favorite friends inside

the book. 3-year-old M... was hesitant to approach Elephant & Piggie and asked if Miss Kathy and Miss Chris were inside the costumes; "I will take a picture if they are inside." A big thank you to our 4 very helpful teen volunteers. And a big thank you to Andreea for taking photos and an attendance count. *Joyce A.*

Imagineers Club: Elephant and Piggie Readers Theater (13)

We went to the Studio to record the play in front of the cameras. Kids were very excited about the project and had lots of creative ideas.... Some kids preferred to be behind the cameras.... Kids needed directions how to make their reading more dramatic. We talked how illustrations can inspire them how to act. Then we started to record. *Andreea D.*



Elephant and Piggie Party (55) You cannot go wrong with Elephant and Piggie. I had so much fun reading *Let's Go for a Drive* with Rosemary. The volunteers did a great job with the costumes. Rosemary found some really fun crafts. Chris Z.



This was tons of fun! ... Everyone seemed to really enjoy our acting out the book... We had Elephant and Piggie characters in the room and they danced around and took pictures with the kids. We played pin the nose on elephant, Hot Potatoes with a stuffed Elephant and Piggie. We made finger puppets, paper bag puppets, an elephant craft that used a blow horn for the nose and a bird nest on your head craft. Overall it was a very fun time! *Rosemary B.*

Pokémon Party (43) Marta and Deb worked in the Creativity Park with the crafts. They were a big hit. Sarah and I worked in the Storytime room with the games. We had Pokémon Go, Pokémon Tournament on the Wii U and a Pokéball Throw game. The kids had so much fun and so did we. With Jose's help I was able to take down the Pokémon Gym and put some smaller Pokémon in there so the kids were able to fight their Pokémon in the gym. There was an in game event going at the same time as our party so there were plenty of Pokémon to catch through the whole party. *Chris Z.*



Chris and I hosted the Pokémon party...We broke up the program into two parts - a crafts portion and actual game play. I hosted the crafts portion, while Chris hosted the game play. I had the following five stations set up in Creativity Park: Know your Pokey balls (kids decorated their own Pokey balls), Make your own Pokémon cards, Pikachu pom-pom craft, Coloring sheets, Pokémon Scavenger Hunt.... The two most popular crafts were Decorate your own Pokey Ball and the Pikachu Pom-Pom Craft. ... The kids were super excited that they were able to make their own balls, most of them made even more than one. It was funny, because at the end they were asking me if they could take those balls home. I told them that of course they could take them home ... they made them. I also encouraged them to take those balls and go play the Pokey Launch in the Storytime room. I overheard a group of boys talking ... "These Pokey balls are so awesome, I'm going to make myself a collection of them." The Pikachu craft was also very popular because the kids thought that it was the cutest thing ever. ...The Scavenger Hunt was a huge success and most of the kids were able to figure out the clues and find all of the Pokémon cards. *Marta M.*

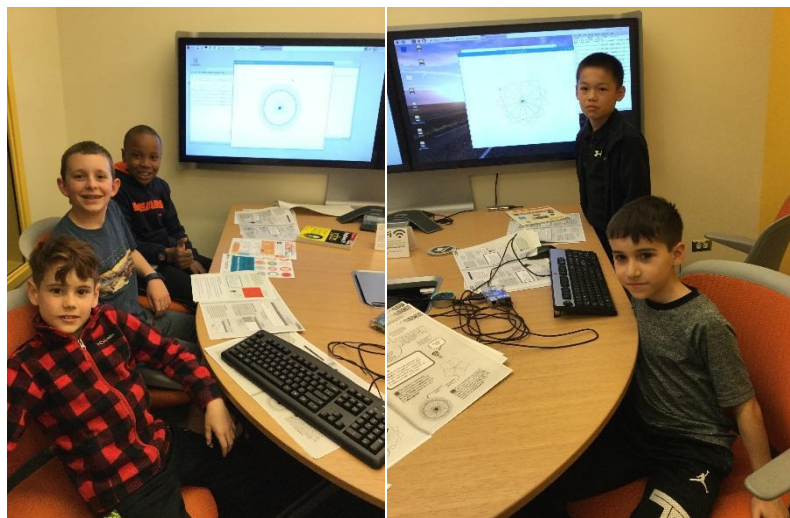
More Program Highlights

Faraway Places at Your Fingertips: Homeschool Adventure Thailand (2 programs, 89 attendance)

Thailand offered us so many ideas for the program this month. We had this great book of Thailand that presented us with so many options. The country presentation part of the program was so engaging. The kids were very involved in each slide and were asking questions and sharing information. One of the options for a group activity was shadow theatre. They have performances often in Thailand. We had just gone to the workshop last month on how puppets enhance programs so we thought we would try the shadow puppet theater. We make theaters out of our cardboard supply and we used the Ellison die cuts for most of the characters. We chose *The Three Little Pigs*, *The Lion and the Mouse*, *Goldilocks and the Three Bears*, and *The Tortoise and the Hare* as our four stories. The studio provided us with LED lights and tripods. The kids did a great job, breaking up into groups, practicing their scripts and performing for each other. Kathy went and got the little younger kids from Susan's room to watch the shows. We had some of the mothers tell us they were going to try to do the shadow theatre at home. We also had a mother say they were going to have Thai food for dinner that night. I found a cute story about the Umbrella parades they have in Thailand for all of the people who create the handmade umbrellas. We had the kids make their own mini umbrella to take home. We did not have time for our umbrella parade and we barely brought the activity tables out. We had a new family drive 40 minutes for our program. They are new to homeschooling and heard about our program through a homeschool meet-up page online. They were very happy. *Debbie S.*



All 5 boys who registered for the **Tween DIY: Spirograph with Raspberry Pi** program came on April 23.... I found a version of the project in the book that was included with the Raspberry Pi STEAMboxes. When I tried it the program worked well, so that was what I used with the tweens. It was just the right length for a one-hour program. *Sarah D.*





El Día de los Niños was our grand finale on 4/25. 295 patrons came to the library to celebrate Children's Day and diversity! It was a very busy day, with a great lineup of events for families.

Multicultural Crafts (97) We were lucky to have 4 teen volunteers help kids and families make piñatas, carnivale masks, dream catchers and more. It was so busy in Creativity Park that we did not get a chance to put out all of the crafts Rosemary had prepared.

Super Stolie Guacamole (88) Super Stolie's show was fantastic! She had such great energy and is a very talented singer and musician. She played a mix of original songs and traditional favorites including *La Cucaracha*. She also read a story (Eric Litwin's *Jose el Cheveré: Helado y Dinosaurios*/Groovy Joe: *Ice Cream & Dinosaurs*) and demonstrated how to make guacamole. She brought maracas, shaker eggs, and colorful scarves for kids to use during the show and a colorful papel picado to decorate the stage. The audience had a wonderful time, and I received a lot of positive comments.



- Fun story 1: own all of her CDs and have been following her tour! They arrived to the library early so they could get a good seat. Super Stolie was on her way back to Meeting Room A from changing into her costume, and the girls were so star-struck! Stolie stopped to talk to them before the show, and it was so much fun to see the girls nearly bursting at the seams with excitement.
- Fun story 2: Stolie's bilingual show proved how simple it is to teach children to speak another language. 3-year-old twins Morgan and Morrison did not know any Spanish before coming to the program. At the end of the show, they remembered all the words Stolie taught them. When saying goodbye, Morgan said to me, "Gracias Miss Joyce. ¡Adios amigos!"



Ciencia para Niños (42) Andreea collaborated with high school volunteer, Julian, to create a fun bilingual STEM program. They also recruited 2 additional high school volunteers, and two parents stayed to help with stations. It mirrored STEAM Family Workshop, with different activity stations around the room for kids and families to explore. I met a family who heard about the program from another family. They were used to more structured programs, so I saw them observing everything going on from the back of the room, unsure of what to do. I approached them and invited them to walk around and try an activity, so we stopped at the simple circuits table. The mom who volunteered to help at that station was so knowledgeable on the project, and she explained to the family in Spanish how to make the circuit light up on the paper. The family told me after the program how much they enjoyed themselves. They had never been to a program like this before and appreciated that it was offered in Spanish. They asked me when the next one is, and I told them I would look into planning another program in the future. *Joyce A.*

Public Services

Blog: 11 posts, 501 views, 299 visitors, 11 likes. Five posts covered library programs. Other topics included Autism Month, Poetry Month, Earth Day, and sequels to popular books. One focused on staff members' favorite "book friends", part of our Spring break theme. Paul Mills commented about our blog in his Director's Notes. "Our excellent Children's Services Department publishes regularly on their blog -- I encourage you to keep up with the content they create and share. This past week we have a post regarding books for our younger patrons for Holocaust Remembrance Day. This is a thoughtfully curated selection -- a wonderful example of the great work CSD does every day."

1000 Books Before Kindergarten: 15 children joined in April for a total of 217. 13 have completed the program. 4-year-old Viviana (seen here to the right) and Mom postponed having birthday cake to visit the library and turn in her last reading log!



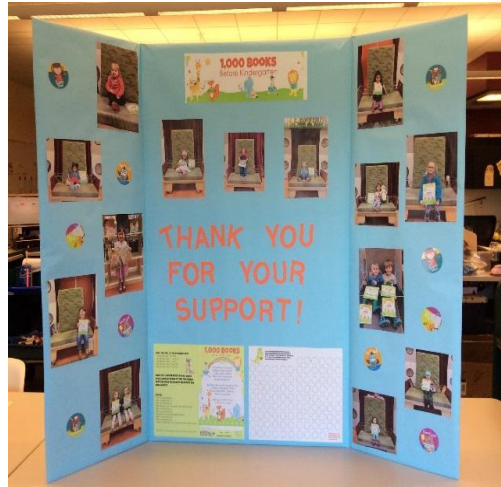
Teen Volunteers: We were a little worried when we did not have volunteers signed up for all the programs featuring Elephant and Piggie. We'd asked for four each (two to wear the costumes, two to serve as escorts) for five programs. Fortunately, as the dates came up so did the volunteers. We were thrilled! Kudos to Karen Villa Señor, Madison Sea-Macak, Irma Ultreras, Georgina Ultreras, Angelica Herrera, Michell Ruiz, Malik Biawara, Christian Pidgeon, Nathan Dowuonah, Matthew Yap, Brooklyn Boyce, Lianan Zhang, and Jordan Fleming. It was not easy to appear as either Elephant or Piggie, but these young adults had a blast. Some of them even helped more than once. They appeared at the Elephant & Piggie Storytime, Imagineers Club, Bilingual Stuffed Animal Sleepover, Elephant & Piggie Party, and National Bookmobile Day (two two-hour sessions).



- Andreea D. celebrated her tenth anniversary at FPLD.
- Joyce A. prepared a display about 1000 Books for the Friends of Fountaindale Dinner. Wendy B. attended the dinner and was invited to describe both this project and our new proposal. Being with this group was inspiring and fun. The Friends voted to fund all requests, including our circulating doll collection!



From Jenny Cuevas' report



Circulation

Food for Fines / National Library Week



For National Library Week, the Circulation Department brought back Food for Fines. This annual initiative gives patrons the opportunity to donate non-perishable food items and have fines waived on their account. Food for Fines ran from Sunday April 8 to Saturday April 14. Patrons were allowed \$2 per food item, up to \$20 on each account. A total of 2,098 food items were donated and \$3,297.34 in overdue fine were waived. The DuPage Township Food Pantry collected 62 boxes of donated goods.

Holds Procedure

Jenny Cuevas (Circulation Services Manager) completed the holds procedure which will be used at all public services desks. A "Hold Form" was also created to provide patron information and pick location for Circulation staff. The form will assist staff to place the item at the drive-up window or the hold shelf, or check out the item if necessary to the patron's account. This procedure will be implemented by mid-May.

LEAP at the Main and Information Desk

One of the goals between the Circulation Services Manager and Collection Management and Technical Services Department (CMTSD) Manager is to implement LEAP, which is the web-based version of Polaris. This version can be used through web browsers such as Chrome and Firefox. A LEAP shortcut was created for both locations. Jenny Cuevas will begin training with staff on LEAP in May.

Bookmobile Coverage

Ann Burkiewicz (Circulation Services Lead Specialist) had the opportunity to work with the Bookmobile on Tuesday April 3rd. Ann was grateful for the opportunity to assist the Outreach Department.

Automated Materials Handling Machine (AMH) Repair

On Monday April 16th, Kate Thurston (Circulation Services Assistant Manager) called 3M Bibliotheca and opened a help ticket for the AMH machine. The motor needed to be replaced at the staff rear induction. A technician came out on Tuesday April 17th and replaced the motor.

Modifications on Library Cards

Nancy Castellanos (Deputy Director) met with Jenny Cuevas, and presented the new format for the next batch of library cards that will be ordered. The patron's library card number will be placed on the back of the card versus the front to help with privacy when patrons take pictures with their cards.

New Receipt Printers and Scanners

The Circulation Department received two new receipt printers and five scanners. The two receipt printers can be used for adhesive/sticky paper that is used to wrap patron holds. The old printers were not compatible with adhesive paper and created jamming issues, which resulted in a waste of paper. IT has ordered three more printers that will be placed at staff workstations. Scanners were also set up at four staff workstation which include two Lead Specialist, the Associate Manager, and the Assistant Manager of the department. The addition of scanners and receipt printers to staff workstations will increase work efficiency for processing holds and checking in items, especially when the AMH is out of service.

Missing Materials Charter Completion

On Wednesday April 18, Jenny Cuevas and the Missing Materials Charter team, met and completed the procedures for retrieving materials with missing parts or pieces when returned from patrons.

Staff Updates

- We welcome our new Circulation Services Aide, Kara Criss. Her first day was Monday April 23rd. Kara will continue to train with Rachel Ford as she continues to learn the responsibilities of her position.
- We welcome our new Circulation Services Aide, Elise Izumi. Her first day will be Monday May 7th.
- Jeofrey Perez, Circulation Services Aide, submitted his resignation notice on Tuesday May 1st. His last day will be Friday June 22nd. We wish Jeofrey the best of luck as he moves onto DePaul University to pursue Computer Science.

From Marianne Thompson's report

Outreach Services

Highlights: April is one of busiest months for Outreach events!



Friends of Fountaindale Library

The Friends of Fountaindale held their Spring Book Sale on April 6-8, and made over \$2000! Besides used books, the Friends also sold more withdrawn equipment from the library – e-readers and more. On April 24, the library hosted the annual Friends Appreciation Dinner with their annual meeting and elections. Pictured are Jody Hargett, President (middle), Art Bilski, Vice-President, and Jane Krzyzanski, Treasure. Secretary Terri O'Toole was on a cruise! The staff requests for funding in 2018-19

were presented by Marianne and accepted by the membership: Rockin' Reading Race, Great Page Race, CSD Circulating Doll collection, Summer Adventure kick-off concert, Ice Cream Social ice cream bars, and a Maker Project in the Park.

National Library Week:

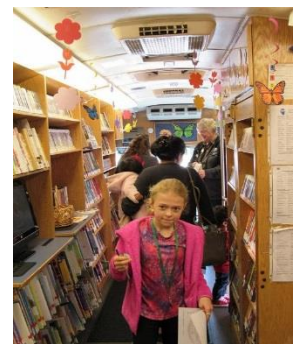
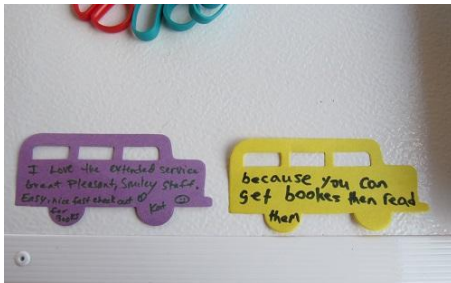


Staff of Heritage Woods provided refreshments for the residents while they checked out the materials we brought in for our bi-weekly visit. Cindy ran the Prize Wheel. Two lucky residents won a \$25 gift card to Walgreens & Meijer. As always – the residents had a wonderful time with us!

National Bookmobile Day:

On April 11, Outreach Services celebrated 15 years of Bookmobile & Outreach services to the community. We parked both vehicles in front of the library from 11-3 pm. We had 179 visitors on the Bookmobile and 92 at the Van. Everyone received "I Love the Bookmobile" stickers, and some really cool bookmarks created by Communications

staff. Patrons spun the Prize Wheel for prizes, children were given the Bookmobile coloring page to color & assemble, and others wrote what their favorite part of the Bookmobile is on Ellison Die buses. The buses were posted inside the Bookmobile. We provided music, visits from Piggie & Elephant for photo ops, and a scavenger/trivia game to win gift cards and other prizes. A huge THANK YOU to Jeffrey Fisher for creating a slide show of photos from our 15 years of service! We received many comments & appreciation from patrons about how much they love the Bookmobile and how important it is to the community. This was our second year celebrating in front of the library. This is important for us as some of our patrons don't realize we are part of Fountaindale! Staff rotated between stations in order to participate in all the events. More photos are on the Flickr account page for the day.



Park District "Week of the Young Child" Celebration

Fountaindale had 2 vehicles for the **Tons of Trucks** event this year. We were able to park the Library Express Van next to the Bookmobile. We had 570 visitors on the Bookmobile and 179 for the Library Express Van. I worked by the Van, explaining to people what we use it for. Several people thought our Van was an ambulance! I'm not certain how they thought that, given what you see inside! Laura & Marleigha worked inside Annerino at the Vendor Fair for Tons of Trucks. They had 207 visitors. Laura attended the **Miss Carole Pajama Party Singalong** concert, with 120 attendees. There was no story time this year at the event, and Laura happily provided that at **Hidden Oaks Story Time & Nature Craft & S'Mores by the Fire** on April 26 to 76 attendees. This was a much improved venue. Kathy attended the **STEAM Family Night**, on April 25. She demonstrated augmented reality, Crayola Color Alive pages, and brought the Hoverball. She had 52 attendees.



- Kathy Welko was chosen to attend the “Elevate Illinois Libraries Leadership Program” in Springfield on April 28. The program was led by Northwestern University professor Adam Goodman. The work was done in small groups, assigned prior to the conference. Kathy came away energized and eager to use what she learned!

Comments:

- **Start-of-day/end-of-day Bookmobile Safety Checklist** – After working with Steve from Eagle Training Services, Kathy created a new checklist for drivers of the Bookmobile. Drivers now have a thorough checklist of everything that must be done to make sure the vehicle is ready to be driven to our stops. After using it for most of the month, staff have suggested some changes to make it easier to complete each day. Kathy has done a marvelous job of compiling all of this and training staff on the procedures. Safety is first and foremost for anyone driving the Fountaindale Outreach vehicles!
- Sarah & Marianne attended the **DuPage Township Spring Fling at The Levy** with the Bookmobile. We had 34 visitors, many checkouts, and promoted the upcoming programs at the Library. I am very happy to report that Sarah did an extremely excellent job of driving out of the Levy parking lot making a very difficult turn! It’s not easy to turn a 32’ vehicle in a tight spot!
- Cindy’s classroom puppet show for April was her version of “The Princess and the Pea”. She plans to use this for the first MOPs stage show this summer. Teachers in the upper elementary grades liked her choice of books on stress. This reinforced some of the classroom lessons the teachers were leading.
- Laura’s themes for April were, “fairy tales with food”, “tea party”, and gardens. For some of Laura’s groups, April was the last story time until the fall. Laura will be continuing with some preschool visits this summer, including Furqaan Academy. AND – prepare for Story Strolls & MOPs shows, coming soon!
- April 19, Marianne coordinated with CSD to provide a library tour for the Wood View kindergarten classes. Thank you to Circ, Jeffrey, and the CSD tour guides Wendy, Sarah, and Andreea!
- Melissa attended the first **Food Pantry visit to New Hope Baptist Church**, located next to Furqaan Academy. She didn’t have a great place to set up, and had only 5 visitors stop by her table. For the May visit, she will set up next to the food truck in order to interact with more people. On April 25, Melissa attended the Senior Health Fair at Heritage Woods. She was able to visit with more residents about the programs and services we bring to Heritage Woods. She had 43 visitors visit her table.
- April 26, Melissa participated in the **Valley View Early Education Multicultural Night**, held at the Bolingbrook Chamber of Commerce. She read multicultural stories and promoted library services. The event included food, dancers, and a martial arts demo. She had a nice crowd for her story time, but had no sound system available to her, which was needed.
- Kathy attended the **ILA Marketing Forum mini-conference** at Fountaindale on April 20. She came away with many ideas for improved displays on the Bookmobile, using Library Aware for small spaces, including the carts we take into our senior/school facilities. By popular demand, Kathy was invited again to

the **Independence annual STEM night**. She brought the Color Alive coloring pages and iPads, and a building set that uses snowflake-shaped pieces. A mother & son spent 30 minutes building with these! Several teachers commented how the design of the pieces is so good for dexterity and manipulation.



Repairs & Maintenance of Outreach Vehicles:

- April 9 – Bookmobile taken to Accurate Bus & Truck Repair for an estimate to fix the hole in the storage compartment, finish replacing the seals around the door, fix the lead around the exhaust fan in the ceiling, and repair/replace the steps.
- April 11 – Bookmobile taken to Diesel Service Center for preventative maintenance, oil change, check brake alarm system, and replace bulbs in the dashboard.



Upcoming Events/ Plans:

- May 4 – Tibbott Elementary Multicultural Night, 6-8 pm
- May 4 – Wood View Elementary Multicultural Night, 530-730 pm
- May 7 – Food Pantry at New Hope Baptist Church, 4-6 pm
- May 14 – Davenport Public Library staff to tour Bookmobile & Library Express Van, 11 am
- May 19 – Village Public Works Open House, 11-3 pm

From Jeffrey Fisher's report

Studio 300

A busy April yielded the following Studio 300 stats:

- 1068 patrons actively used our spaces.
- 3425 items were checked out.
 - 123 of that total circulated out of the lab.
- 18 patrons attended our 15 Orientations.
- 102 patrons came to our 16 other Adult/T(w)een programs.
- We led 2 formal tours with 62 people attending.
- 22 Non-FPLD people used Studio 300.
- We made 58 3-D prints (*see other Maker stats below*).
- And there were about 2121 blog page views.



Joe P. and **Anna G** kept our extended Maker Lab experiment running smoothly in Studio A on Tuesday evenings this month. Its popularity continues with our patron community.

- 68 patrons visited the lab during its shorter open times.
- Patrons made an astounding 201 items (embroidery, 3-D prints/cuts, vinyl cuts/heat press, etc.). See examples on Facebook.

As part of our Strategic Plan to establish self-publishing services, we launched our last two initiatives comprising patron-created content using the BiblioBoard platform. Visit the links to watch, read, listen, and more to projects made by FPLD patrons.

- **Community Content Collection:**
 - <https://library.biblioboard.com/curation/dc20b0bb-f2ca-4612-82e9-26fde74a1184>
- **Bolingbrook: Project Music:**
 - <https://library.biblioboard.com/curation/b8fe2f2a-9ffa-45a8-9f69-f99f80e93705>
- And we continue to support our local authors via **SELF-e**:
 - <https://library.biblioboard.com/curation/a56027e3-5d78-447d-bd61-69aa60bef36f>

Jeffrey worked with the STBF Committee to put the final touches on this year's winner announcement and plan a new manuscript contest launch for November 2018. During the ceremony held at FPLD in late April, the *Soon to be Famous Illinois Author Project* announced their **2018 winner**. Catch the archive from our live YouTube stream of the event here:

- <https://www.youtube.com/watch?v=XgxIB0OyO9k>

Congratulations to Illinois author Heather Bentley. You may read her winning entry on our BiblioBoard platform here:

- <https://library.biblioboard.com/content/a2b62521-eb0a-4243-b1cb-778376ce972b>

Jeffrey worked with Outreach to prepare a slideshow/video for *National BookMobile Day*. During the actual event, **Jeremy L.** took photos of the patrons who visited that day. Catch the photos here:

- <https://www.flickr.com/photos/fountaindalelib/sets/72157667700459118>

Justin C. and **Steve B.** updated all the equipment and software pages on the Studio 300 blog while **Adriana A.** took new pictures of the lab, our staff, and freshened the staff bios, too. The blog facelift and update launched the same day as the new FPLD website:

- <https://www.studio300.org>

Joe P. led this month's *Mobile Media Lab* sharing the GoPro camera technology with the Teens in the Vortex. Jeffrey hosted four Girl Scouts for an exploration of *Maker and Digital Media Technology*. They will be returning in May to finish their badge. Jeffrey also helped CSD with the *S'Mores* program as the youths worked on comics and videos about their favorite books.

Jeffrey met with the GT-5 group as we continued to build the staff training section of *Niche Academy*. Later in the month he completed two initial training offerings: *Using the Online Pinnacle Catalog* and *Screen Capture and Editing Software in Studio 300*. He also added and customized two pre-existing training modules: *Survival Spanish for Library Staff* and *Addressing Homeless Issues*.

Librarians from the *LaGrange Public Library* toured the facilities. And Jeffrey assisted with lab tours during the *ILA Marketing Forum* event and also helped moderate a roundtable about *Marketing with Video*, too. Finally, Jeffrey teamed up with Outreach/CSD and led brief tours of Studio 300 for an eager group of WoodView Kindergarteners.

Jeffrey worked with IT adding a network to the *Tricaster TV Production* system to support patron requests for adding remote (Skype, Hangouts) guests to their videos. And he attended his regular complement of meetings (Manager's, Programming Committee, and Summer Adventure) and served his PIC duties.

Building Operations (Tasos Priovolos)

We continued to interview great candidates for our open Security Monitor positions. We made two offers for these positions. Devan McCammak and Tanya Barton will be joining our team in mid-May. We are excited to have them join our team.

Brent LaHa will re-join our team for the summer. Brent will be on our team until he goes back for his 2018-2019 school year.

Vincent Pierce will be working in our department as a full-time staff member starting in mid-May. Vincent has proven himself to be a great asset to our team.

Tasos attended the Outdoor Event Workshop which was presented by the Will County Emergency Management Agency. This workshop covered how to prepare and look at potential weather issues during outdoor events.

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

Cushions in one of our Vortex study rooms were recently reupholstered and reinstalled. We will be working on reupholstering the adjoining study room in the near future.

A new window was ordered and installed on the 2nd floor to replace the damaged window. This window was shattered during the high winds last month.

A row of PCs were removed from the computer commons in order to accommodate patrons with laptops. Partitions and outlets were also installed to assist patrons sitting in this area.

ZENDESK -



In April, 56 new maintenance tickets were created, and 56 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

CMTSD Staff Updates

- Penny Sauskojus, our Juvenile Cataloger, retired after 10 years of service on April 2nd. She will be spending more time with her grandchildren. Penny has made positive contributions to the Library District. We will miss Penny and wish her the best of luck in the next chapter of her life!



- New employees have joined CMTSD in March and April, including Chris Castle (Cataloger), Nathan Oestreich (Collection Development Aide), and most recently, Brett Luminais (Children's Collection Development Librarian). The department is now busy with trainings, orientations, and adjusting to new workflows.
- Lynnette Hopwood completed her online course, *Fundamentals of Collection Assessment* with a remarkable 96%!!
- Danette Gatz earned CSD's *Star of the Month* for "getting our purchase orders done and checked in".



Cloud Library

Christina and Lynnette met with Sandi Pointon and Paul Dobersztyn from Lemont Public Library to discuss their Cloud Library/ Bibliotheca shared eContent group. We have decided to continue the partnership and produced a preliminary budget for the upcoming fiscal year.

Purchase On Demand

Fountaindale's internal PDA committee met to discuss procedures and performed a mock import of records and order of POD titles. We feel comfortable with the steps and are ready to begin the project. Christina then met with acquisitions staff and POD representatives from the other Pinnacle libraries. Matt Hammermeister and Christina helped the group create their own import profiles and ensured the acquisitions settings in Polaris and Baker & Taylor were set up correctly. PinPOD will be doing a soft launch of this project beginning May 14th!

Practicum Student

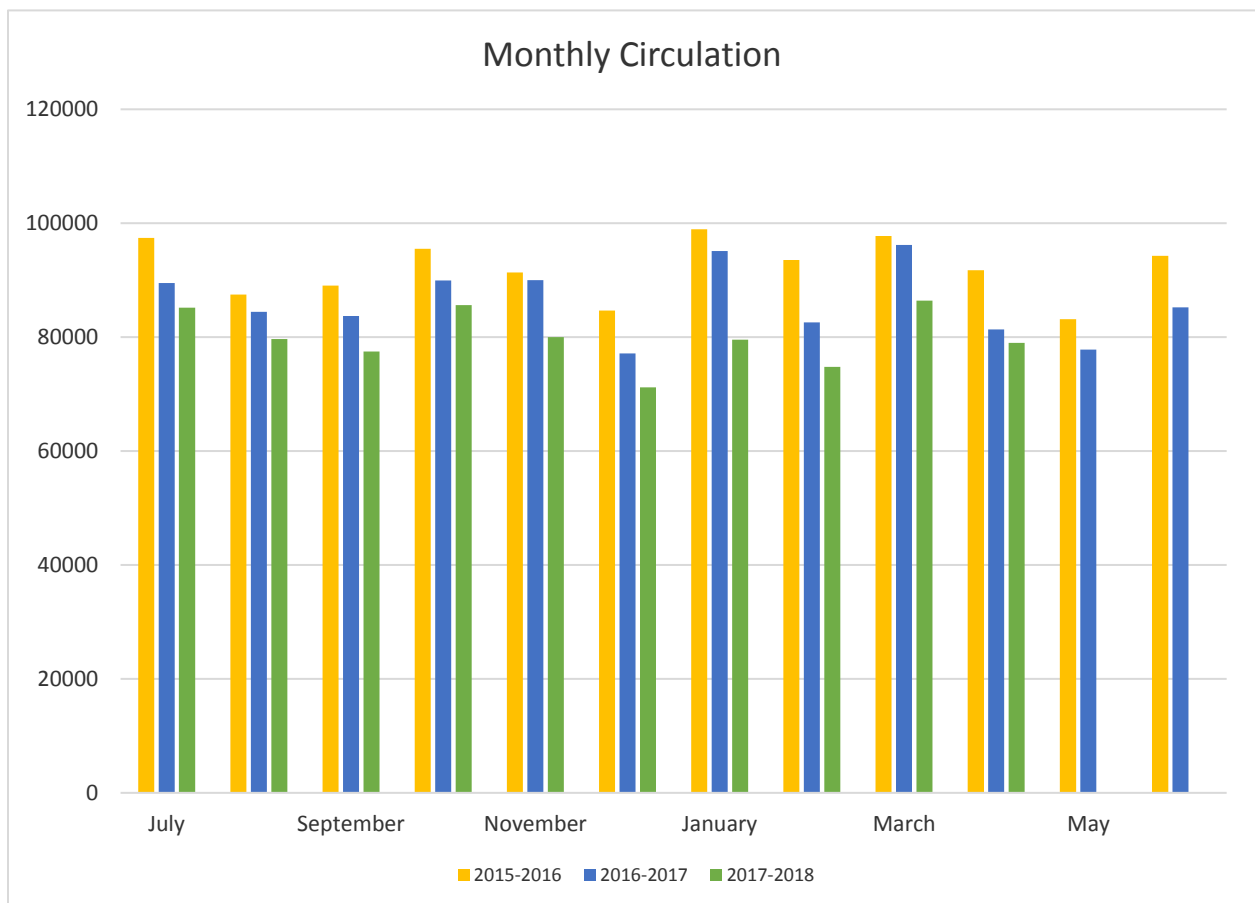
Practicum student Erienne Birt from College of DuPage finished her time in CMTSD, totaling an impressive 28 hours spent in our department. This month, Erienne learned that cataloger is harder than it looks! Adwoa and Linda provided an overview of their work in periodicals and repairs. Additionally, she worked with Lynnette and Mary on displays, collection development, and weeding. Erienne was a fun addition to our department and a big help with our daily tasks. It was both a rewarding experience for Erienne and the CMTS Department.

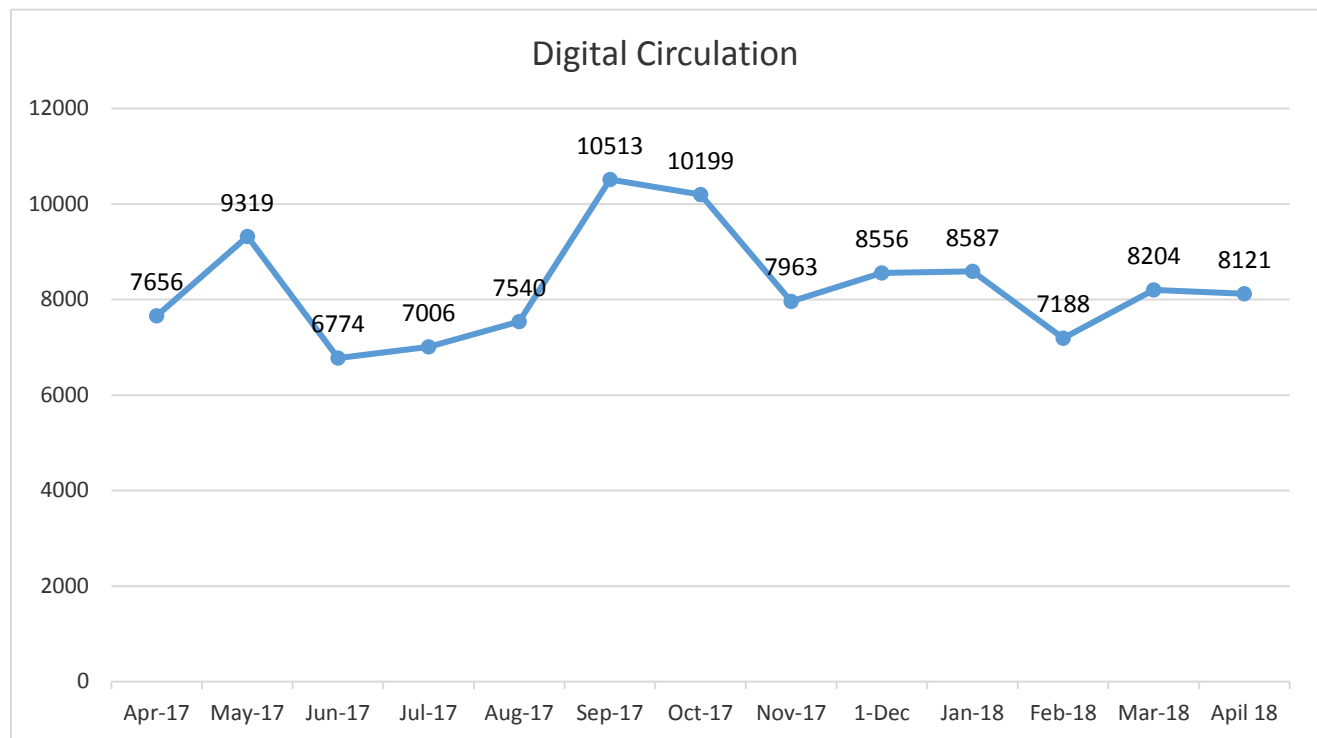
Comparison of Physical Collection Circulation

Collection Categories	Apr 2017 Circs	Apr 2018 Circs	Change	% Change
Adult Audiobooks	1118	1078	-40	-4%
Adult Bookmobile Collection	371	347	-24	-6%
Adult Fiction	4672	4859	187	4%
Adult Non-Fiction	5028	5196	168	3%
Foreign Language Adult	208	223	15	7%
Foreign Language Juvenile	1014	922	-92	-9%
Foreign Language Young Adult	16	21	5	31%
Graphic Novels	2731	2800	69	3%
Interlibrary Loan	254	265	11	4%
Juvenile Audiobooks	501	453	-48	-10%
Juvenile Bookmobile Collection	3311	2682	-629	-19%
Juvenile Fiction	5959	5516	-443	-7%
Juvenile Non-Fiction	5245	5093	-152	-3%
Large Print	631	775	144	23%
Local Author Collection	0	4	4	
Magazines	747	934	187	25%
Movies	13102	12794	-308	-2%
Movies - Juvenile	6901	5833	-1068	-15%
Music CDs	2969	2434	-535	-18%
On-The-Fly	15	21	6	40%
Picture Books	10281	10407	126	1%
Reference	1	14	13	1300%
STEAMboxes	0	56	56	
Studio 300 Collection	2592	3056	464	18%
Technology & Equipment	1103	1041	-62	-6%
Technology & Equipment - Juvenile	264	218	-46	-17%
Toys	84	115	31	37%
Videogames	2567	2224	-343	-13%
Young Adult Audiobooks	186	105	-81	-44%
Young Adult Bookmobile Collection	10	19	9	90%
Young Adult Fiction	1415	1116	-299	-21%
Young Adult Non-Fiction	329	256	-73	-22%
TOTALS	73625	70877	-2748	-3.7%

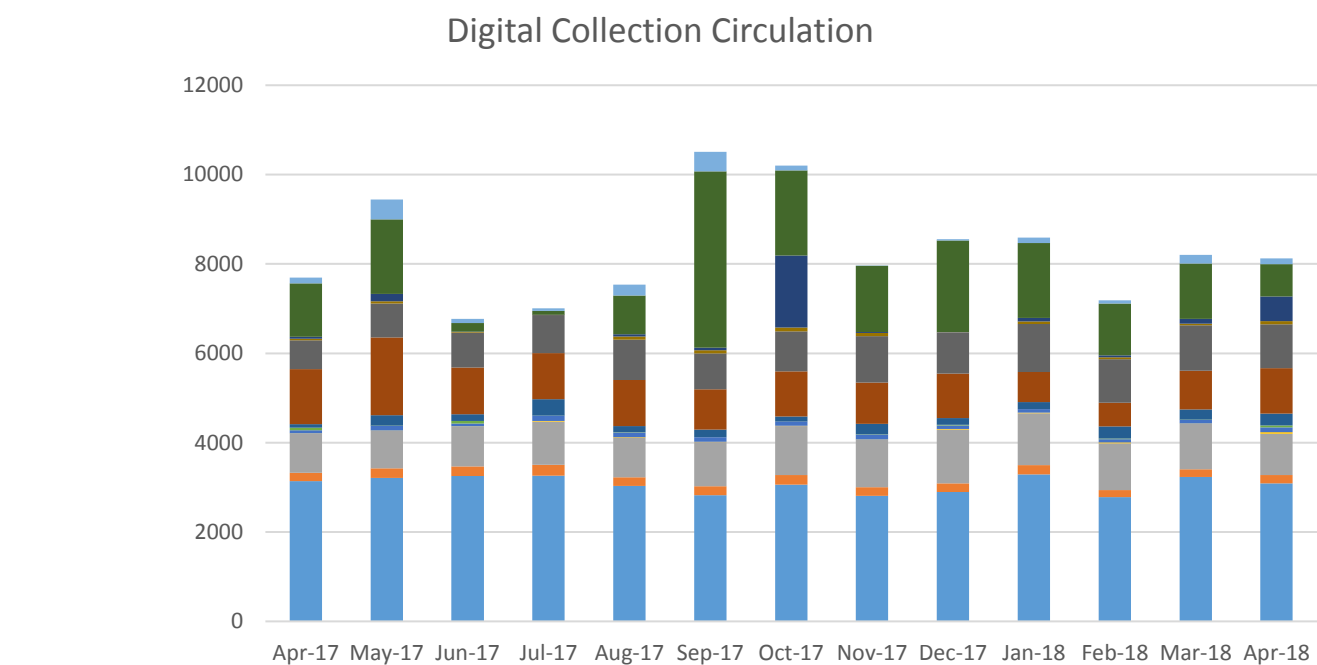
Top 25 Holds by Pickup Branch

Title	Author	Format	Holds
Black Panther	Ng, Celeste, author.	DVD	92
Coco		DVD	79
Jumanji. Welcome to the jungle		DVD	74
The greatest showman		DVD	73
Star Wars. Episode VIII, The last Jedi		DVD	56
The Post		DVD	54
The commuter		DVD	47
12 strong		DVD	43
Justice League		DVD	41
Thor. Ragnarok		DVD	41
Maze runner. Death cure		DVD	40
Little fires everywhere		Book	37
Black Panther		Blu-ray Disc	36
Red Sparrow		DVD	34
Downsizing		DVD	33
Wonder		DVD	31
Proud Mary		DVD	29
Forever my girl		DVD	28
Molly's game		DVD	28
The shape of water		DVD	28
Den of thieves		DVD	28
Game Night (DVD).		DVD	28
The greatest showman		Blu-ray Disc	27
Fifty shades freed		DVD	27
The commuter		Blu-ray Disc	26





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



	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Book Flix	129	446	97	57	246	437	105	4	28	122	76	197	129
Tumble Books	1197	1670	195	85	865	3948	1904	1484	2049	1672	1155	1233	719
World Book eBooks	40	164	5	2	53	61	1611	23	8	83	47	110	555
Gale Virtual Ref Library	42	51	12	8	69	67	90	68	11	51	41	38	72
Hoopla	644	758	784	847	905	807	894	1039	912	1080	978	1017	981
Freegal Music	1230	1735	1047	1037	1033	901	1010	924	996	673	526	865	1015
Zinio eMagazines	77	232	147	354	136	172	115	238	155	152	274	220	266
OnePlay Video games	57	2	61	2	3	0	0	3	12	0	13	2	41
OneClick Digital eAudio	72	114	65	129	110	102	90	108	77	81	70	95	109
Biblioboard	8	6	2	17	12	2	8	8	17	13	21	9	34
Cloud Library	872	841	890	961	883	994	1093	1061	1200	1166	1049	1011	923
eRead Illinois	186	211	213	245	195	199	218	196	195	207	154	175	186
OverDrive	3142	3212	3256	3262	3030	2823	3061	2807	2896	3287	2784	3232	3091

- Of 161 active users, **13 are new patrons**
- **83 titles** were purchased through our eAudio Pay Per Use, with 12 Fountaindale patrons and 11 Lemont patrons

Overdrive

- In April, there were **3,929 unique users**, which is an **8.4% growth** from last April
- **eBooks** accounted for **63.6%** of April's checkouts, while **eAudio** accounted for **36.4%** of the month's usage.
- In April, **88.6%** of checkouts were for **Adult** titles, **6%** were for **Young Adult** titles, and **5.4** were for **Juvenile** titles.

RB Digital Magazines

- Top circulating titles in April were Drawing, Popular Photography, The Writer, Dr. Oz The Good Life, Garden Design, and Runner's World
- There were **37 unique users** in the past month

Physical Items Added and Withdrawn

Physical Items	Apr 2018 Added	Apr 2018 Withdrawn
Adult Audiobooks	60	3
Adult Bookmobile Collection	87	0
Adult Fiction	480	1700
Adult Non-Fiction	322	372
Foreign Language Adult	19	341
Foreign Language Juvenile	6	2
Foreign Language Young Adult	0	57
Graphic Novels	174	11
Juvenile Audiobooks	9	0
Juvenile Bookmobile Collection	80	2
Juvenile Fiction	179	32
Juvenile Non-Fiction	105	10
Large Print	71	4
Local Author Collection	0	0
Magazines	351	7
Movies	224	221
Movies - Juvenile	29	17
Music CDs	49	12
Picture Books	110	37
Reference	5	9
STEAMboxes	0	0
Studio 300 Collection	0	1
Technology & Equipment	56	13

Technology & Equipment - Juvenile	0	3
Toys	17	3
Videogames	29	5
Young Adult Audiobooks	10	1
Young Adult Bookmobile Collection	6	0
Young Adult Fiction	104	8
Young Adult Non-Fiction	5	3
TOTAL	2587	2874

Processing & Repair

- New cases: 238
- RFIDs/Stingrays: 39
- Repairs: 25
- New artwork: 32
- Stolen: 11
- Disc repairs: 356
 - DVDs: 188
 - Music CDs: 12
 - Audiobooks: 138
 - Video games: 17

Interlibrary Loan

- Unclaimed items: 18
- ILL Statistics:
 - **368 items requested by patrons**
 - 336 submitted in OCLC
 - 23 items were too new to request
 - 1 were available in Pinnacle
 - 8 were out of country only
 - 300 Items received
 - 247 Illinois libraries
 - 53 out of state libraries
 - **246 Items requested by other libraries**
 - 130 Illinois libraries
 - 116 out of state libraries
 - 0 out of country library
 - **168 Items sent to other libraries**
 - 82 Illinois libraries
 - 64 out of state libraries
 - 22 XYZ libraries

Displays & Promotion

NextReads Newsletters

- New Subscribers: 28
- Unsubscribed: 0
- Bounced Emails: 0
- Total Emails Sent: 1,222
- 75.47% were viewed on a desktop
- 24.53% were viewed on a mobile device
- 39.36% emails were opened
- 388 items were clicked open
- April 2018 issue of New Movies had the highest number of clicks (148 clicks)
- April 8 issue of New York Times Fiction Bestsellers had the highest unique opens (33 emails opened)
- New York Times Fiction Bestsellers has the highest subscribers (85)

Displays

Lobby Tree <ul style="list-style-type: none">○ Foreign Language (Sarah): 28○ Humor (Brian): 6 Lobby Display <ul style="list-style-type: none">○ Holocaust: 20○ Who's Your Hero (Marvel vs DC): 233! Popular Picks: 101	CSD Holiday Wall <ul style="list-style-type: none">○ Zoo: 61○ Rainy Day Books: 12○ Flowers: 63○ Birds: 27○ Perfect pairs: 9○ Bugs: 37○ Space: 35○ Marvel: 82○ Cinco de Mayo: 17○ Pirates: 22○ Easy as ABC: 57○ Weather: 49 Picture Book Bins <ul style="list-style-type: none">○ Library○ Flowers○ Horses○ Space○ Bugs○ Pirates○ Zoo CSD Yellow Wall <ul style="list-style-type: none">○ Animals: 48
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Communications (Melissa Bradley)

Communications General Updates



- We launched our new website on Monday, April 16! We've received good feedback from staff and patrons. A huge thank you to Steven, John, Sabrina and Juanita for all their help!

- Melissa, Sabrina and Steven attended the ILA Marketing Forum Mini Conference on Friday, April 20. We learned ways to help merchandise our collection to increase circulation. Melissa helped plan the event.

- Sabrina designed the My Library Rewards marketing collateral for all six Pinnacle libraries, our Summer Adventure: *Read to the Beat* collateral and our website launch collateral.



- Steven worked with Nancy and Randi to complete our Summer Adventure Beanstack build. They began training staff on how to use the new software.

- Melissa finalized Summer Adventure sponsorships. We finished with nine gold, two silver, three bronze and three in-kind sponsors.



- Melissa took part one of the *Doubling Your Circ on a Dime* course through Library Journal. Part two is in May.

Media Coverage

- [The Bugle](#) covered our National Library Week activities.
- [The Northwest Harold](#) and [The Bugle](#) mentioned us in their Soon to be Famous Illinois Author coverage.
- [The Bugle](#) mentioned us in their Week of the Young Child coverage.

Social Media Paid Ads

- The Maker Lab paid ad ended. The ad ran February 7–April 8. We spent \$60, which reached 4,708 people and 208 post engagements.
- The 15 Years of Outreach Services paid ad ended. The ad ran March 28–April 10. We spent \$13, which reached 1,706 people and 163 post engagements.
- The National Library Week paid event ended. The ad ran April 8–11. We spent \$5, which reached 1,140 people, and 19 people engaged with it.
- Our Dia de los Niños paid ad ended. The ad ran April 23–28. We spent \$5, which reached 691 people and had 17 event responses.

Strategic Planning

- Goal Team 2 added a new objective to our current strategic plan. We are planning and implementing a brand redesign campaign for 2020—the library's 50th anniversary.
- 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 (44.97%) and *The Fountain* newsletter (35.98%)

Social Media Metrics

- Facebook Metrics
 - 38 new people liked our page
 - 404 people viewed our page
 - 53,657 people saw our content
 - 26,149 people saw our content because a friend shared, liked or engaged with it
 - 3,153 people engaged with our content (clicked, liked, commented or shared)

- Twitter Metrics
 - 7 new followers
 - 441 page views
 - 12,400 tweet impressions
- Instagram Metrics
 - 16 new followers
 - 366 post likes

Email Marketing Metrics

- Number of emails sent: 7
- 38 new subscribers
- Average open rate: 41.34% (industry average is 19.85%)
- Average click rate: 19.66%

Finance (Jennie Nguyen)

- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations.
- **PMA Network Meeting** – Our PMA representative, Courtney Soesbe, met with our Finance Liaison Board Trustees, Kathy Spindel and Steve Prodehl, along with Paul and myself to discuss the current PMA account services and their other services.
- **Finance Liaison Meeting** – We had quarterly Finance Liaison meeting, 04/25/2018, for quarter ending 03/31/2018.
- **Laconi Library Survey** - Working with Lea to compile the data for our annual Laconi Library Survey for 2018.
- **Library Journal Training - Allyse** working along with Nancy to set up payment arrangements for 12 of our library staff team members.
- **Inventory Forecast Report** – Working with Allyse to create a forecast system to track the monthly supply usages in order to anticipate the District's monthly supply needs.
- **Summer Adventure Program Orders** – With the Summer Adventure program closely upon us, the Finance team has been working hard to ensure the orders and shipments are processed timely to ensure the summer program kick off starts on a great note.

New Finance Team Member:

- Brian Ultreras, Finance Specialist, 5/8/18

Welcome Brian to the library and to the Finance Team!!

Staff Development & Training:

- IGFOA Property Valuation & Data Collection, 04/06/2018; Jennie and Allyse
- Microsoft Office Specialist Certification – Excel, 04/07/2018; Allyse

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Circulation Services Aide
- Circulation Services Specialist
- Outreach Services Specialist

New Hires, with start dates:

- Kara Criss, Circulation Services Aide, 4/23/18
- Brent LaHa, Building Security Monitor (Seasonal), 4/29/18
- Brett Luminais, Children's Collection Development Librarian, 4/30/18
- Diana Schneidman, Adult Computer Aide, 5/7/18
- Elise Izumi, Circulation Services Aide, 5/7/18
- Brian Ultreras, Finance Specialist, 5/8/18
- Tanya Burton, Building Security Monitor, 5/11/18
- Devan McCammack, Building Security Monitor, 5/11/18

Change in Status:

- Vincent Pierce, part-time Building Security Monitor will change status to full-time Building Security Monitor, 5/20/18

Departures:

- Annalyn Hostert, Outreach Services Specialist, 4/5/18
- Angela Vasser, Adult Computer Aide, 4/21/18
- Dylon Collins, Circulation Services Specialist, 4/23/18
- Kat Hasse, Circulation Services Specialist, 5/31/18

Training and Development

- Management Association HR Roundtable; Lea
- Niche Academy: Onboarding webinar; Lea
- IMRF Workshop; Noey
- Google Certified Educator Level 1, Course and Exam; Lea

Meetings

- United Way Impact & Investment Council Healthy Lifestyles panel; Lea
- In-Service day planning meeting; Lea
- Paylocity Representative; Lea and Noey
- Strategic Liaison Meeting; Lea
- Goal Team 5- Staff Training platform; Lea

Policy Development

Continued work with the Executive Director to revise/edit employment policies.

Group Medical Insurance

Discussion with Paul Mills regarding benefit renewal and recommendation to the Board regarding the upcoming renewal and contributions.

Information Technology (John Matysek)

During the month of April 103 new help desk tickets were created by FPLD staff, and 98 new or existing tickets were solved by IT staff.

Along with Melissa Bradley and Steven Ford, met with the new website developer to discuss last minute details in preparation of launching the redesigned library website.

Along with Randall Hildebrandt, worked with vendor Netrix, LLC to replace the library firewall, FatPipe network routing appliance, and upgraded Internet data circuit offering significantly greater speed and capacity.

Along with Melissa Bradley and Steven Ford, launched the redesigned library website.

Worked with vendor Netrix, LLC on troubleshooting and resolving an issue with the public Wi-Fi connection.

Worked with vendor Netrix, LLC on troubleshooting and resolving an issue with connecting via VPN using Windows 7 to the library network through the new firewall.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began updating all of the paid online databases/resources with the new IP addresses resulting from the upgraded Internet data circuit.

Working with vendor Netrix, LLC to troubleshoot an issue with the VPN tunnel connection used by vendor Lyngsoe for remote technical support access to the Automated Material Handling System (AMHS).

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, met with vendor Netrix, LLC for system administrator training on the new library firewall.

Along with Paul Mills and the Fountaindale Board of Trustees, finalized the awarding of the Request for Proposal for new Public Computers to the lowest qualified bidder, new vendor ITsavvy.

Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, removed computers 36 through 40 in the second floor computer commons to provide a new area for patrons to use their own laptop or one borrowed from the library.

Along with Randall Hildebrandt and vendor HP, replaced a backup battery in one of the library's network storage units.

April 2018 District Statistics							Population Total	67683	
Total Circulation Statistics	78,998	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	64,585	Reading Clubs Offered	0	0	1	0	1	24,006	3,671
Bookmobile	6,292	Reading Clubs Members	0	0	217	0	217	Proctoring	Total Twitter Followers
Digital	8,121							12	738
		Collections Totals		Population Served	Building	Outreach	Total	Faxes Sent	Total Instagram Followers
								605	585
Interlibrary Loan Requests		New Items Available	9,800	Total Visits	34,441	2,696	37,137	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	300	Collections Total	373,656	New Cardholders	197	0	197	2,802	3,060
Items Sent to other Libraries	168	Items per Capita	5.52	Active Cardholders	25,912	179	26,091	Pages Printed	COHS Students Enrolled
Circulation Holds Processing		Materials Handling Return Totals		Total Served	63,228	% Served	38.55%	25,405	16
Share Illinois requests filled	27	Lobby	20,620	Computer and Internet Sessions					Monthly Wireless Sessions
Items loaned to Pinnacle libraries	5,029	Drive Through	8,567	Studio 300	Children's	Vortex	Lab/Commons	3rd Floor Lab	
Items borrowed from Pinnacle libraries	3,505	Staff	27,210	468	1,139	223	4,283	3	20,193
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, 3rd Floor Lab & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
Number of events/uses	170	50	25	42	466	Building Front	Building Rear	Church	Ashbury's
Attendance	234	104	61	609	798	4,028	3,825	1,292	488
	Programs and Tours for Adults				Programs and Tours for Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,118
Numbered offered	52	5	32	89	38	0	0	38	Android: 753
Attendance	665	272	170	1,107	624	0	0	624	
	Programs and Tours for Children				Passive Programs for Teens				Total Offered*
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	339
Numbered offered	58	143	1	202	12	0	0	12	Total Attendance*
Attendance	1,921	5,135	12	7068	407	0	0	407	9,022
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual*	Total	
Numbered offered	87	0	0	87	10	0	4	14	
Attendance	724	0	0	724	152	0	1,682	1,834	
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total	
Reference Total	834	57	598	110	850	1,269	900	4,618	
Library Information	107	1,485	694	123	812	122	1,843	5,186	
One on One Assistance (Scheduled)	33	0	11	0	27	0	0	71	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	* Virtual not included in programming totals	
Circulation	78,998	81,372	-2.92%	Reference Questions	4,618	4,874	-5.25%		
Visitors	37,137	36,567	1.56%	Computer Usage	6,116	6,693	-8.62%		
Card Holders	26,029	30,717	-15.26%	Wireless Sessions	20,193	15,224	32.64%		
Room Bookings	753	673	11.89%	Program Attendance*	9,022	8,927	1.06%		