

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
August 16, 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 – July 19, 2018
 - b. Executive Session – July 19, 2018
5. Employee Recognition
 - a. Noelia Frias – 10 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Resolution 2018-1 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2018/2019
 - b. Approval of Resolution 2018-2 – Resolution Designating Open Meetings Act Officers
 - c. Approval of Resolution 2018-3 – Resolution Designating Freedom of Information Act Officers
 - d. Approval of Resolution 2018-4 – Resolution Authorizing Intervention In Certain Tax Appeal Cases
 - e. Approval of 2018 Illinois Public Library Annual Report (IPLAR)
 - f. Approval of Appointment of Chief Election Officer and Deputy Election Officer
 - g. Approval of Revised Computer Use Policy
 - h. Approval of Absence Due to Illness/Sick Section for the Employee Handbook
 - i. Approval of Bereavement Leave Section for the Employee Handbook
 - j. Approval of Child Bereavement Leave Act Section for the Employee Handbook
 - k. Approval of Leave of Absence without Pay Section for the Employee Handbook
 - l. Approval of Agreements with Sheehan Nagle Hartray for Architectural and Related Services
 - m. Approval of Agreement with CCS International for Cost Estimating Services
 - n. Approval to Seek Requests for Proposals for Services for an Infrastructure Plan and Schedule
9. Library Projects
 - a. Approval of Studio 300 Modification Proposal for Maker Lab Functions
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – August, 2018
 - b. Bills Payable Report – August, 2018
13. Director's Report – July, 2018
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

August 2018 Agenda Background

Paul Mills

8. New Business – Action Items

- a. Approval of Resolution 2018-1 – Resolution To Determine Estimate of Funds Needed for Fiscal Year 2018/2019

This resolution represents the next step in our budget cycle and restates the levy amount identified in our Tentative Budget and Appropriation passed last month.

Suggested Motion: Motion to approve Resolution 2018-1 – Resolution to determine the amount needed to be levied in taxes for fiscal year 2018/2019 is \$8,722,647.

- b. Approval of Resolution 2018-2 – Resolution Designating Open Meetings Act Officers

Our attorney has recommended that we use a resolution process to name our Open Meetings Act Officers. My recommendation is that we name Juanita Lennon and Paul Mills as officers for the Fountaindale Public Library District.

Suggested Motion: Motion to approve Resolution 2018-2 – Resolution Designating Open Meetings Act Officers.

- c. Approval of Resolution 2018-3 – Resolution Designating Freedom of Information Act Officers

Our attorney has recommended that we use a resolution process to name our Freedom of Information Act Officer and this is a continuation of that practice. My recommendation is that we name Paul Mills and Jennie Nguyen as our officers for the Fountaindale Public Library District.

Suggested Motion: Motion to approve Resolution 2018-3 – Resolution Designating Freedom of Information Act Officers.

- d. Approval of Resolution 2018-4 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

In order for our attorneys, Tressler LLP, to continue to represent us in tax appeal cases, Resolution 2018-4 needs to be approved by the Board.

Suggested Motion: Motion to approve Resolution 2018-4 – Resolution Authorizing Intervention in Certain Tax Appeal Cases.

- e. Approval of 2018 IPLAR (Illinois Public Library Annual Report)

The Submission of the Illinois Public Library Annual Report (IPLAR) is a statutory requirement of every public library in Illinois. Our staff begins works on it upon completion of our fiscal year (June 30). It is due to the Illinois State Library on September 1.

Suggested Motion: Motion to approve the 2018 Illinois Public Library Annual Report.

- f. Approval of appointment of Chief Election Officer and Deputy Election Officer

We will have four seats up for election in the Spring of 2019, and we need to appoint a Chief Election Officer and a Deputy Election Officer so that the election process goes smoothly and correctly. The Secretary of the Board usually serves as the Chief Election Officer unless the Secretary is up for election.

Suggested Motion: Motion to appoint Steven Prodehl as Chief Election Officer and Juanita Lennon as Deputy Election Officer.

- g. Approval of Revised Computer Use Policy

This draft revision of our Computer Use Policy features the following changes:

- Incorporation of our portable computers available for use;
- Incorporation of Studio 300 computers, which are currently included in the Studio 300 policy;
- Removal of total limit on guest passes.

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

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

h. Approval of Absence Due to Illness/Sick Section for the Employee Handbook

This draft revision of the section of the employee handbook includes:

- Revisions that will enable the Human Resources staff to automate sick leave accruals using our outside payroll provider, Paylocity, and thus increase efficiency.
- Modifications to clarify the current procedures for accruing paid sick time benefits for full-time staff. Full-time staff shall earn 90 hours of sick leave annually.
- Changes for part-time staff who have worked at the library for four continuous years to earn one week of regularly scheduled hours of paid sick time annually. The part-time staff member shall begin to receive those benefits on their four year anniversary date.
- Clarifications that staff who change job status from part-time to full-time or full-time to part-time shall have their sick leave prorated from the date of the change in status to his or her anniversary date. At that time, they will accrue benefits according to their new employment status.
- Addition of Step-Child to the acceptable list of immediate family members staff may use sick leave in order to care for.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing Absence Due to Illness/Sick Section in the Employee Handbook and to approve the revised Absence Due to Illness/Sick Section for the Employee Handbook.

i. Approval of Bereavement Leave Section for the Employee Handbook

This draft revision of the section of the employee handbook includes:

- Removal of the restriction to use bereavement leave as three consecutive days. Staff may use leave within two weeks of the day of the death or day of the funeral.
- Addition of Civil Union Partner as an immediate family member as defined in this policy.
- Addition of a reference that additional leave may be available to a staff member under the Child Bereavement Leave Act.

Our attorney has reviewed this draft.

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

j. Approval of Child Bereavement Leave Act Section for the Employee Handbook

This policy was adopted by the Board in January 2017. No changes were made to this section.

Our attorney has reviewed this draft.

Suggested Motion: Motion to approve the Child Bereavement Leave Act Section for the Employee Handbook.

k. Approval of Leave of Absence without Pay Section for the Employee Handbook

This policy was adopted by the Board in April 2016. No changes were made to this section.

Our attorney has reviewed this draft.

Suggested Motion: Motion to approve the Leave of Absence without Pay Section for the Employee Handbook.

I. Approval of Agreements with Sheehan Nagle Hartray for Architectural and Related Services

These agreements with Sheehan Nagle Hartray, the architect who designed our library, specify the services they will provide as we change the 2nd Floor Computer Lab into a meeting room. Sheehan Nagle Hartray's service will include design work, bidding work as needed, and construction oversight. The cost for their services is \$15,600.

Our attorney has reviewed this draft.

Suggested Motion: Motion to approve Agreements with Sheehan Nagle Hartray for Architectural and Related Services.

m. Approval of Agreement with CCS International for Cost Estimating Services

This agreement with CCS International will provide cost estimating services for changing the 2nd Floor Computer Lab into a meeting room. The cost for their services is \$2,560.

Our attorney has reviewed this draft.

Suggested Motion: Motion to approve Agreement with CCS International for Cost Estimating Services.

n. Approval to Seek Requests for Proposals for Services for an Infrastructure Plan and Schedule

In order to complete our Strategic Plan objective to update our facility, fixture, and equipment replacement plan, I am recommending that we seek proposals to complete this task.

Suggested Motion: Motion to approve to seek requests for proposals for services for infrastructure plan and schedule.

August 2018 Agenda Background
Library Projects
Paul Mills

9. Library Projects

a. Approval of Studio 300 Modification Proposal for Maker Lab Functions

This Spring our Studio 300 Staff created a temporary Maker Lab in Video Suite A that was popular with our patrons. The included report includes a recommendation to make modifications to our Studio to accommodate the equipment and supplies needed for Maker Lab activities.

Suggested Motion: Approval of Studio 300 Modification Proposal for Maker Lab with a not to exceed cost of \$38,000 to be paid from the Building Fund.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD JULY 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, July 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, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustees Ruth Newell and Marcelo Valencia

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett, Ryan Harter and Otis Gatlin.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – June 18, 2018

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

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett from the Friends reported that the Friends are getting ready for the Ice Cream Social on Monday, July 30 from 5-8 p.m.

Hargett also happily reported that the BMO Harris banking issue has been resolved and all the lost money was returned. The Friends thanked Director Mills for his help in resolving the issue.

NEW BUSINESS

Approval of Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2018 through June 30, 2019

Mills provided an overview of the fiscal year working budget comparison and the tentative budget and appropriation ordinance.

A motion to approve the tentative Budget and Appropriation Ordinance for Fiscal Year July 1, 2018 through June 30, 2019 was made by Kalnicky, seconded by Spindel.

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

Approval of Notice of Public Hearing for Budget and Appropriation Ordinance – September 20, 2018 at 6:30 p.m.

A motion to approve the Notice of Public Hearing for the Budget and Appropriation Ordinance on September 20, 2018 at 6:30 p.m. was made by Kalnicky, seconded by Spindel.

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

Approval of Updated Salary Structure

A motion to approve the updated 2018/2019 salary structure for 2018/2019 effective as of August 1, 2018 was made by Spindel, seconded by Bermejo.

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

Approval of Hotspot Policy

A motion to approve the Hotspot Policy was made by Kalnicky, seconded by Bermejo.

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

Approval of Certified List of Trustees

A motion to approve the certified list of Trustees and staff to Will and DuPage Counties was made by Kalnicky, seconded by Prodehl.

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

Approval of Library Closing for Pathways Parade on Sunday, September 9, 2018

A motion to approve the library closing for the Pathways Parade on Sunday, September 9, 2018 was made by Prodehl, seconded by Bermejo.

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

LIBRARY PROJECTS

None.

CORRESPONDENCE

Rise & Shine Illinois posted an article spotlighting Valley View School District summer meals and the partnership with the library.

Illinois State Senator Pat McGuire sent President Danhof a thank you letter for the Town Hall Meeting on June 12 at the library.

The patch.com posted an article about the Lawyers in the Library event on Saturday, June 30.

WJOL 1340 posted an article about the Valley View School District summer meals program.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – July, 2018

Bills paid for the month of July in the amount of \$147,381.57 was presented for approval. Motion to approve was made by Kalnicky, seconded by Prodehl.

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

Bills Payable Report – July, 2018

Bills payable for the month of July in the amount of \$1,081,129.75 was presented for approval. Motion to approve was made by Prodehl, seconded by Spindel.

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

DIRECTOR'S REPORT – June, 2018

Mills reported that the Career Online High School Graduation on will be held on Sunday, August 5. State Senator Pat McGuire will be the keynote speaker.

Mills reported that both the library's insurance cooperative and the library have been reimbursed for the elevator fire from July 2017.

Mills noted that he will be on Family Medical Leave beginning August 27 until September 7.

The Ice Cream Social will be held on Monday, July 30 from 5-8 p.m. State Representatives Natalie Manley and John Connor along with State Senator Jennifer Bertino-Tarrant will be serving ice cream in the ice cream truck.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – The liaisons will be meeting to discuss the evaluation form for the Executive Director.

ANNOUNCEMENTS

Trustee Prodehl thanked Director Mills and Deputy Director Castellanos for their help with the Lawyers in the Library event last month.

EXECUTIVE SESSION

A motion was made by Kalnicky, seconded by Prodehl, to enter Executive Session at 7:35 p.m. for 5 ILCS 120/2 (c) (21).

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

A motion was made by Spindel, seconded by Bermejo, to return to Open Session at 7:40 p.m.

OPEN SESSION

Approval of Report on Review of Closed Meeting Minutes

The Board reported that they will keep all closed meeting minutes closed.

A motion to approve the report on review of closed meeting minutes was made by Kalnicky, seconded by Spindel.

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

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:41 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

RESOLUTION 2018-1
RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR 2018 - 2019 FISCAL YEAR

WHEREAS, the Fountaindale Public Library District must file on or before December 24, 2018 its Levy Ordinance for the 2018/2019 fiscal year; and

WHEREAS, pursuant to the "Truth in Taxation Act" (35 ILCS 200/18-55 et.seq.), the Fountaindale Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money to be raised by taxation for the 2018/2019 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Fountaindale Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2018/2019 fiscal year upon the taxable property in said Library District is \$8,722,647.

FURTHER RESOLVED that a public hearing pursuant to the Truth in Taxation Act shall be held on the 15th day of November, 2018 at 6:30 p.m. at the Fountaindale Public Library, 300 W. Briarcliff Road, Bolingbrook, IL 60440.

FURTHER RESOLVED that notice of said public hearing in compliance with said ACT shall be given in a newspaper with circulation in the District not more than 14 days nor less than 7 days prior to the date of the public hearing.

Adopted this 16th day of August, 2018.

Margaret J. (Peggy) Danhof
President

Attest:

Steven J. Prodehl
Secretary

RESOLUTION NO. 2018-2

RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS

WHEREAS, the Open Meetings Act requires a public body to designate one or more employees, officers or members to receive electronic training on compliance with the Act, and said persons are to complete said training on an annual basis; and

WHEREAS, the Board of Trustees of the Fountaindale Library District hereby finds and declares that it is in best interests of the Library District to designate such persons;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: Paul Mills and Juanita Lennon are hereby designated to receive training on compliance with the Open Meetings Act officers for the Fountaindale Public Library District.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 16th day of August, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 16th day of August, 2018.

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

RESOLUTION NO. 2018-3

RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS

WHEREAS, the Freedom of Information Act (5 ILCS 140/3.5) requires a public body to designate one or more Freedom of Information officer or officers; and

WHEREAS, the Board of Trustees of the Fountaindale Library District hereby finds and declares that it is in best interests of the Library District to designate Freedom of Information officers as set forth herein below;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: Paul Mills and Jennie Nguyen are hereby designated Freedom of Information officers for the Fountaindale Public Library District. The names, titles and contact information for the FOIA Officer(s) shall be posted on the District's website and the District administrative office.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 16th day of August, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 16th day of August, 2018.

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

RESOLUTION NO. 2018-4
RESOLUTION AUTHORIZING INTERVENTION IN CERTAIN TAX APPEAL CASES

WHEREAS, the Fountaindale Public Library District, Will County, Illinois, is a public body created and existing under the laws of the State of Illinois; and

WHEREAS, the Fountaindale Public Library District is acutely aware of the need to provide high-quality governmental services and to have sufficient monies available through taxation in order to fund these services; and

WHEREAS, the major source of revenue for funding these governmental services is the Illinois real property tax; and

WHEREAS, certain taxpayers have sought to have the equalized assessed valuation of their properties reduced by appealing their assessments to the Board of Review and/or the State of Illinois Property Tax Appeal Board; and

WHEREAS, any reduction in equalized assessed valuation can adversely affect Fountaindale Public Library District's revenues; and

WHEREAS, the Board of Fountaindale Public Library District believes, and hereby declares, that it is in the best interest of Fountaindale Public Library District and its residents to intervene in certain tax assessment proceedings where the revenues to be received could be jeopardized or adversely affected;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: The law firm of Tressler LLP ("Library Attorney") is hereby authorized to file interventions in real property tax assessment proceedings on behalf of Fountaindale Public Library

District. Fountaindale Public Library District shall only authorize intervention if (1) the taxpayer is seeking a reduction in the assessment of property equal to or greater than \$100,000 and (2) Fountaindale Public Library District, after consultation with the Library Attorney, determines that intervention is warranted in a particular case.

SECTION THREE: Tressler LLP shall report to Fountaindale Public Library District on the status of all tax assessment cases in which the Fountaindale Public Library District has intervened at such intervals as Fountaindale Public Library District may request.

SECTION FOUR: Any policy or resolution of Fountaindale Public Library District which conflicts with the provisions of this resolution shall be and is hereby repealed to the extent of such conflict.

SECTION FIVE: This resolution shall take effect upon its passage and approval in the manner provided by law.

PASSED THIS 16th day of August, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 16th day of August, 2018.

ATTEST:

Margaret J. (Peggy) Danhof
President, Board of Library Trustees

Steven J. Prodehl
Secretary, Board of Library Trustees

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2018

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30285
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0189
1.3b FSCS_SEQ [PLSC 700]	005
1.4a Legal Name of Library [PLSC 152]	Fountaindale Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	300 West Briarcliff Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Bolingbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60440
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	300 West Briarcliff Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Bolingbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60440
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 759-2102
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 759-6180
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.fountaindale.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Paul Mills
1.15 Title	Executive Director
1.16 Library Director's E-mail	pmills@fountaindale.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Will
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	67,683
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	1
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
FOUNTAINDALE P.L.D. BOOKMOBILE	Fountaindale Public Library District Bookmobile		
FOUNTAINDALE P.L.D.	FOUNTAINDALE PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
FOUNTAINDALE P.L.D. BOOKMOBILE	30285	3028501
FOUNTAINDALE P.L.D.	30285	3028500

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
FOUNTAINDALE P.L.D. BOOKMOBILE	300 West Braircliff Road		
FOUNTAINDALE P.L.D.	300 WEST BRIARCLIFF ROAD		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
FOUNTAINDALE P.L.D. BOOKMOBILE	Bollingbrook		60440	
FOUNTAINDALE P.L.D.	BOLINGBROOK		60440	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
FOUNTAINDALE P.L.D. BOOKMOBILE	Will		630-759-2102	
FOUNTAINDALE P.L.D.	Will		6307592102	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
FOUNTAINDALE P.L.D. BOOKMOBILE	176		
FOUNTAINDALE P.L.D.	111,000		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
FOUNTAINDALE P.L.D. BOOKMOBILE	1,868	50	20,668
FOUNTAINDALE P.L.D.	3,640	52	414,535

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	7/1/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	6/30/2018
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Nancy Castellanos
3.5 Telephone Number of Person Preparing Report	630-685-4216
3.6 FAX Number	630-759-6180
3.7 E-Mail Address	ncastellanos@fountaindale.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters,

residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Margaret J. (Peggy) Danhof
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2019
5.8 Telephone Number	630-972-1533
5.9 E-mail Address	pjdanhof@fountaindale.org
5.10 Home Address	699 Chesapeake Drive
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Second member

5.5 Name	Robert A. Kalnicky
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-234-0427
5.9 E-mail Address	rkalnicky@fountaindale.org
5.10 Home Address	402 Lakeview Circle
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Third member

5.5 Name	Steven J. Prodehl
5.6 Trustee Position	Secretary

5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	630-739-7761
5.9 E-mail Address	sprodehl@fountaindale.org
5.10 Home Address	
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Fourth member

5.5 Name	Kathryn J. Spindel
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2019
5.8 Telephone Number	630-739-1014
5.9 E-mail Address	kspindel@fountaindale.org
5.10 Home Address	445 N. Ashbury Avenue
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Fifth member

5.5 Name	Celeste M. Bermejo
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2019
5.8 Telephone Number	630-370-2705
5.9 E-mail Address	cbermejo@fountaindale.org
5.10 Home Address	631 Derbyshire Lane
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Sixth member

5.5 Name	Ruth M. Newell
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	630-759-7682
5.9 E-mail Address	rnewell@fountaindale.org
5.10 Home Address	380 Ingleside Drive
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60490

Seventh member

5.5 Name	Marcelo Valencia
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2019
5.8 Telephone Number	619-253-6718
5.9 E-mail Address	mvalencia@fountaindale.org

5.10 Home Address	345 Windsong Ct.
5.11 City	Bolingbrook
5.12 State	IL
5.13 Zip Code	60440

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	111,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	7
6.3b Total number of times meeting room(s) used by the public during the fiscal year	1,076
6.4a Total Number of Study Rooms	16
6.4b Total number of times study room(s) used by the public during the fiscal year	8,284

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings	\$33,427,972
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including garages, sheds, etc.)?	
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No
IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)	
7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Fountaindale Pubic Library District accumulates funds in a Special Reserve Fund created in 1981 for the purpose of improving the facilities, furniture, and equipment of the District. Unexpended funds not needed for fund balance purposes at the end of the fiscal year are transferred to the Special Reserve. The fund totals \$14,416,281 as of June 30, 2018 and has supported major projects including roof replacement, landscaping, building improvements, and building repairs.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$31,130,000
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	The outstanding liability is bonds. The outstanding amount for bonds is \$32,130,000.00

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community,	\$11,038,923
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district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$10,828,768

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$52,522
8.3 Equalization aid grant	
8.4 Personal property replacement tax	\$120,520
8.5 Other State Government funds received	
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$173,042

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$9,745
8.14 Other receipts intended to be used for operating expenditures	\$454,160
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$463,905
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$11,675,870
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$6,200,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,572,437
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,304,827
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$4,877,264

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$306,428
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$207,579
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$181,131
10.3b Please provide an explanation of the other types of material expenditures.	Audiovisual material and software
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$695,138

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$4,693,634
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$10,266,036

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$0
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	16	16	\$553.62	600.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Adult Services Librarian	Adult Services	\$24.92	37.50	
Adult Services Programming Librarian	Adult Services	\$27.75	37.50	
Teen Services Librarian	Young Adult Services	\$28.57	37.50	
Adult Services Librarian	Reference	\$30.94	37.50	
Adult and Teen Services Assistant Manager	Adult Services	\$31.79	37.50	
Adult and Teen Services Manager	Adult Services	\$36.05	37.50	
Deputy Director	Assistant Library Director	\$46.15	37.50	
Executive Director	Library Director	\$67.87	37.50	
Adult Collection Development Librarian	Collection Development Acquisitions	\$28.95	37.50	
Children's Collection Development Librarian	Collection Development Acquisitions	\$23.00	37.50	
Collection Management and Technical Services Manager	Collection Development Acquisitions	\$31.79	37.50	
Children's Services Librarian	Children's Services	\$27.82	37.50	
Children's Services Assistant Manager	Children's Services	\$29.43	37.50	
Children's Services Manager	Children's Services	\$44.37	37.50	
Circulation Services Manager	Circulation	\$28.21	37.50	
Outreach Services Manager	Bookmobile	\$46.01	37.50	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

15.00

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	15.00

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	2,163.00
13.14 Minimum hourly rate actually paid	\$11.34
13.15 Maximum hourly rate actually paid	\$39.76
13.16 Total FTE Group C employees (13.13 / 40)	54.08

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	272.00
13.18 Minimum hourly rate actually paid	\$10.00
13.19 Maximum hourly rate actually paid	\$14.83
13.20 Total FTE Group D employees (13.17 / 40)	6.80

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	231.50
13.22 Minimum hourly rate actually paid	\$12.50
13.23 Maximum hourly rate actually paid	\$33.70
13.24 Total FTE Group E employees (13.21 / 40)	5.79
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	66.66
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	81.66

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	1	1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Children's Collection Development Librarian | Collection Development Acquisitions | Master's Degree (ALA accredited)

37.50

Filled

04/2018

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,640
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	1,868
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	5,508
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	414,535

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	2,227	74,268	844	4,228
Young Adult	540	14,233	145	4,211
Other	1,068	47,714	0	0
Total	3,835	136,215	989	8,439
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Sensory story time.			

ADULT LITERACY QUESTIONS

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	No
Provide space for one-to-one adult volunteer tutoring	Yes
Recruit low literate/ESL adult learners	Yes
Refer low literate/ESL adult learners	No
Train adult volunteer tutors	No
Provide ESL conversation groups	Yes
House a high interest/low reading level collection	No
House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes
Employ bilingual or multilingual staff	Yes
Provide bilingual or multilingual services	Yes
Provide low literate adult learner programming	No
Provide family literacy programming, i.e. parent and child together literacy activities	No
Other (please specify)	
Would you like more information about the Illinois Secretary of State Literacy Program?	Yes

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	25,420
16.2a Total Number of Unexpired Non-resident Users Cards	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	25,420
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	213,364
17.2 Current Print Serial Subscriptions [PLSC 460]	413
17.3 Total Print Materials (17.1+17.2)	213,777
17.4 E-books Held at end of the fiscal year [PLSC 451] ¹	57,582
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	28,572
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] ²	25,650
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] ³	42,643
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,292

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	60
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	73

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	468,712
18.2 Number of young adult materials loaned	44,328
18.3 Number of children's materials loaned [PLSC 551]	400,723
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	913,763

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	459,787
18.6 Videos/DVDs- Physical	272,341
18.7 Audios (include music)- Physical	53,453
18.8 Magazines/Periodicals- Physical	11,223
18.9 Other Items- Physical ⁴	51,912
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	848,716
18.11 Use of Electronic Materials [PLSC 552] ⁵	65,047
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	913,763
18.13 Successful Retrieval of Electronic Information [PLSC 554] ⁶	47,157
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	112,204
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	960,920
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	77,592
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	73,825

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	53,161
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	987
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	266
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	132
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.8)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1gbps
21.3 What is the monthly cost of the library's internet access?	\$3,373
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	128
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	81,543
21.6 Wireless Sessions Per Year [PLSC 652]	207,235
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We do not wish to apply filters

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$17,690
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,708.75
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	No
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Started offering a Romanian and a Polish Story time. Added a delivery van to our Outreach department to help with home delivery and lobby stops. We partnered with the school district to provide a daily lunch program during the summer which has been very successful and has very high attendance. Continue to enroll new students in our Career Online High School program.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	Would love to have the option of printing a side by side comparison of this year and last year.

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Margaret J. (Peggy) Danho
25.4 Second board member completing the audit	Celeste Bermejo
25.5 Date the Secretary's Audit was completed	07/27/2018

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 17.4 Did not include bookflix or Biblioboard (0-2018-07-19)

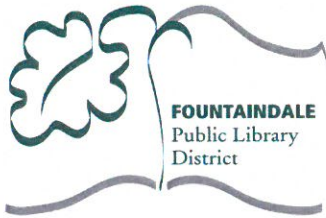
², 17.5b Hoopla usage has increased significantly and we added audio books to 3M (0-2018-07-19)

³, 17.6a This year we included numbers for video games held (0-2018-07-19)

⁴, 18.9 Did not include video games this year. They are listed under DVDs. (0-2018-07-19)

⁵, 18.11 Excluded usage from One Play, Biblioboard, Freegal, RB Digital Magazines and Bookflix which were included in this section last year. (0-2018-07-17)

⁶, 18.13 This years included usage from One Play, Biblioboards, Freegal, RB Digital Magazines and Bookflix which were not included in this section last year. (0-2018-07-17)



FOUNTAINDALE

Public Library District

300 W. Briarcliff Road
Bolingbrook, IL 60440
Phone: 630.759.2102
Fax: 630.759.6180
help@fountaindale.org
fountaindale.org

July 27, 2018

This is to testify that we have examined the Secretary's minutes and other records for the past year and find that there are no errors or discrepancies for Fiscal Year 2017/2018.

Margaret (Peggy) J. Danhof
President

Celeste M. Bermejo
Trustee

Date: _____

July 27, 2018

Fountaindale Public Library District Computer Use Policy

The Fountaindale Public Library District provides public access computers and portable computers to serve the needs of the Library and the Fountaindale community for the purposes of education, enrichment and discovery. Use of the public computers is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the public access computers and portable computers by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

PRIORITY FOR USE

To use the Library’s public access computers or portable computers, acceptance of this Computer Use Policy is required and will immediately appear on the computer. Declining the Computer Use Policy will prohibit access to the computer. Use of computers with internet access is available for all library cardholders in good standing, non-library cardholders and short term visitors. Privileges vary based on the library account status of the patron and whether the patron has a library card.

The Children’s Services Department welcomes all computer patrons under the age of 12, or younger than 6th grade, to the Computer Park. All computer patrons falling within these age ranges are strongly encouraged to use the Computer Park.

Children younger than the age of 8 must be accompanied by a parent, guardian or caregiver who is 14 years or older and comply with the Library’s Unaccompanied Child Policy. As such, adults and teens who are 14 years or older may use the computers in the Computer Park if they are directly observing a child. Efforts will be made, space permitting, to enable additional family members, regardless of age to use the computers in the Computer Park.

The Vortex welcomes all computer patrons ages 12 through 18, or 6th grade through 12th grade. All computer patrons falling within these age ranges are encouraged to use the Vortex computers.

The Computer Commons welcomes computer patrons of all ages. Children younger than the age of 8 must be accompanied by a parent, guardian or caregiver who is 14 years or older in order to comply with the Library's Unaccompanied Child Policy.

Portable computers are available for in library use and may be checked out at multiple service desks.

Studio 300 welcomes computer patrons of all ages. Children younger than the age of 8 must be accompanied by a parent, guardian or caregiver who is 14 years or older in order to comply with the Library's Unaccompanied Child Policy. Patrons must check in at the desk for a computer session. A person's own valid library card or access card is required to use Studio 300 media computers. Guest passes are not accepted for Studio 300 computer use and will not be issued. Studio 300 computers are available for patrons working on digital media projects. General computing activities such as word processing, web browsing, email, social networking or gaming are not priorities in Studio 300. Additional time on computers is not guaranteed if a media project is rendering or is in the process of finalizing. As such, Studio 300 computers will be logged out if another patron is waiting.

LIMITS OF USE

A patron may not permit others to use his/her library account information or library card to use the public access computers or portable computers.

Public access computers or portable computers may be used only for designated and legal purposes. Illegal or prohibited acts may include but are not limited to: unauthorized copyright use; viewing obscene or sexually explicit material or material harmful to minors; falsification of documents; violating software licenses; damaging or attempting to damage Library equipment/software/software configurations; compromising system security; impacting network performance; libel or slander; misrepresentation; solicitation; harassment or cyber-bullying.

Patrons should be aware that they are working in a public environment shared by people of all ages and sensibilities. Patrons should be considerate of internet sounds and visuals which might disrupt the ability of other library customers to use the library and its resources. When using any of the library's computers headphones should be worn when listening to sounds and the volume should be kept an appropriate level as set forth in the Library's Conduct Policy.

Patrons should not tamper with existing equipment and connections without authorization from staff.

Access to the library's public access computers, portable computers, networks, and internet service is open and provided for convenience and at a user's own risk. It is available to the general public and is not inherently secure. The Library cannot and does not guarantee the privacy of data and communication while using the library's computers.

The Library's Conduct Policy and Library's Computer Use Policy applies to all areas of the library, including, but not limited to, the Computer Commons, Computer Park, Studio 300, Teen Vortex and the Library's portable computers, as well as the Online Public Access Catalogs (OPACs/PACs)

GUIDELINES FOR COMPUTER ACCESS

A person's own library card is required in order to take full advantage of the Library's public computers or portable computers. Library cards must be valid (current) and in good standing.

All library cardholders will receive an initial 2 hour session on a first-come, first-served basis. Extra time on public computers or portable computers may be accommodated to library cardholders in one or more one hour increments if no one is waiting for a computer.

If a patron's library account is not in good standing, patrons ages 18 and older may receive no more than one guest pass per day. Extra time in one one hour increment per guest pass may be allowed. In the event that a patron needs to end a guest pass session early, computer staff can issue a second guest pass for the remainder of the time.

Guest passes may also be made for non-library cardholders. No more than one one hour guest pass may be allowed per day for non-library cardholders. Extra time in one one hour increment may be allowed for non-library cardholders. In the event that a non-library cardholder needs to end a guest pass session early, computer staff can issue a second guest pass for the remainder of the time.

Guest passes are not accepted for Studio 300 computer use and will not be issued.

Reservations will be made for patrons when the computer areas are full. All open computer sessions will end five minutes before the library closes.

Accommodations may be made for library patrons who are taking an online exam or an online class to allow for extended hours of continuous use. Please ask staff for assistance in advance.

Ten minute quick print sessions are available. An extension of time on the quick print session is not permitted.

Computers may be reserved by Studio 300 staff for training purposes.

RESTRICTIONS ON COMPUTER ACCESS

If a patron 12 years old or older does not have a library account or their library card is not in good standing, he/she may sign up for a shortened computer session with library staff by using a valid ID. If a patron 11 years old or younger does not have a library account or their library card is not in good standing, he/she may sign up for a shortened computer session with library staff without an ID. A shortened computer session is defined as a guest pass.

A Valid ID includes: Drivers License; State ID; School ID; Work ID; Military ID; Passport; Traffic ticket.

Patrons may not combine cards in order to receive longer or additional computer sessions.

There is a limit of one patron per computer in the Computer Commons, and Vortex and two patrons per computer in the Computer Park. Staff may authorize more than one person to a computer in the Computer Commons, and Vortex.

A parent or guardian of a child under the age of 18 may request that computer privileges be turned off by visiting the library and making changes to the child's account.

The parent or guardian must present a valid photo ID in order for the changes to be made.

ASSISTANCE WITH COMPUTER INSTRUCTION

Library staff members may provide assistance to patrons in the use of computers as time and staff knowledge permits. Patrons needing in-depth instruction or help are encouraged to set up an appointment with a staff member.

STORAGE

The Library does not provide physical or virtual storage for patrons.

Once a computer or other station has been vacated for more than 10 minutes, the Library reserves the right to remove the patron's belongings without assuming responsibility or liability thereof and to reassign the computer or other station to an available status.

FAILURE TO COMPLY

Fountaindale Public Library District staff reserves the right to end a computer session at any time and to grant extensions of time in appropriate situations.

Failure to comply with Library policies, rules and regulations (including this policy) will be grounds for suspension of computer use and/or library privileges.

DAMAGES AND LIABILITY

The Library is not responsible for possessions left in the Computer areas or moved by staff to another location.

Any individual using the computer areas shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual in accordance with the Library Conduct Policy.

APPEAL AND REVIEW

The Board of Trustees of the Fountaindale Public Library District will review the Computer Use policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the public computers.

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

DRAFT JULY 25, 2018

Absence Due to Illness/Sick - DRAFT

Each full-time employee shall be entitled to 90 hours of sick leave per year, which will be credited to the employee starting on his or her hire date and annually thereafter on his or her anniversary date. Sick leave may accrue to a maximum of 1,350 hours. Any sick leave earned over 1,350 hours may only be used for IMRF service credit purposes, up to the maximum of 1,800 hours, as regulated by IMRF.

Each part-time employee upon completion of four (4) years of service with the District shall be entitled to one week's total hours of sick leave per year. Total hours are equal to the number of weekly hours hired for and regularly scheduled; such as 19 or 25 hours. Sick leave shall be credited to eligible employees annually starting on their four (4) year anniversary date. Part-time sick leave may be accumulated to a maximum of 900 hours. Any sick leave earned over 900 hours may only be used for IMRF service credit purposes, up to the maximum of 1,200 hours, as regulated by IMRF.

When an employee changes status from full-time to part-time or from part-time to full-time, accrued sick leave shall be prorated from the date of the change in status to his or her anniversary date. Upon his or her anniversary date, an employee will receive the accrual amount that reflects his or her new status.

Unused sick leave will not be paid to employees upon termination of employment.

Sick leave is intended to be used when an employee is sick. However, sick leave may be used by an employee for absences due to illness, injury, or medical appointment of the employee's spouse, child, step-child, sibling, parent, civil union partner, mother-in-law, father-in-law, grandchild, grandparent or stepparent. This does not, however, extend the maximum period of leave to which an eligible employee is entitled under the Family and Medical Leave Act (FMLA), regardless of whether the employee receives sick leave compensation during that leave.

If sick leave has been exhausted, the absences shall be charged against vacation hours, and other available paid time off benefits. Time off without pay shall not be granted to any employee who has a balance of paid time off benefits.

A doctor's certificate may be requested at the discretion of the manager at any time during an employee's absence on sick leave or prior to return to work.

Bereavement Leave- DRAFT

In the unfortunate event of a death in the immediate family, a leave of absence of up to 3 regularly scheduled days with pay will be granted. These days are to be taken within two weeks of the day of the death or day of the funeral.

For this purpose, immediate family is defined as:

- Spouse or Civil Union Partner
- Child
- Step-child
- Parents (including in-laws), step-parents
- Siblings
- Grandparents
- Grandchildren

Additional leave for the death of a Child may be available under the Child Bereavement Leave Act. See Employee Handbook for further details.

Employees should make their supervisor aware of their situation. In turn, the supervisor should notify Human Resources of the reason and length of the employee's absence.

Upon returning to work, the employee must record his/her absence as a Bereavement Leave on his/her attendance record. Proof of death and relationship to the deceased may be required.

Child Bereavement Leave Act- DRAFT

Employees eligible to take leave under the federal Family and Medical Leave Act (FMLA) are entitled to take up to two weeks (10 work days) of unpaid leave for the loss of a child.

The Child Bereavement Leave Act (Act) defines “child” as an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Leave provided under this Act must be used within 60 days after the employee receives notice of the death of his or her child.

Employees may use unpaid bereavement leave:

1. to attend the funeral, or an alternative to a funeral, of a child;
2. to make arrangements necessitated by the death of the child; or
3. to grieve the death of the child.

If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period. However, an employee who has used all of his or her allotted 12 weeks of FMLA leave may not take additional leave under the Act for reasons related to the death of a child.

Employees must provide the Fountaindale Public Library with at least 48 hours’ advance notice of the intention to take leave under the Act, unless it is not reasonable or practicable.

Additionally, the Fountaindale Public Library may require eligible employees to provide reasonable documentation of the need for leave under the Act. Such documentation may include a death certificate, published obituary, or written documentation of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Instead of using unpaid leave under the Act, employees may elect to substitute applicable paid leave. The Fountaindale Public Library will not require employees to substitute available paid leave for unpaid leave provided under the Act.

Employees not eligible for this leave under the FMLA may submit a Request for Leave of Absence Without Pay to the Executive Director, following the above guidelines.

Leave of Absence without Pay - DRAFT

Occasionally, for personal or other reasons, you may need to apply for an unpaid general leave of absence when you do not qualify for a leave under another of the Library's policies and/or pursuant to law. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Executive Director.

Any request for a leave of absence without pay shall be submitted in writing to the Executive Director via the employee's direct supervisor. The request shall state the reason for the leave and the beginning and end date of the leave. If exact dates are unknown, the request shall state anticipated dates when the leave shall begin and end. The request shall be submitted as soon as it is known such leave of absence is needed. If the reason for the leave of absence is reasonably foreseeable, the employee should request the leave at least 30 days in advance.

Conditions

All paid leave time must be exhausted before an unpaid leave of absence will be considered.

Employees must be employed for at least 6 months prior to the requested leave.

The employee's current attendance record will be taken into consideration when reviewing the request.

A maximum of two leaves of absence without pay may be requested in a 12-month period. The total of two leaves of absences without pay may not exceed 40 calendar days combined.

Failure to return from a leave of absence at the time agreed upon is regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to the Executive Director via the employee's direct supervisor prior to the agreed upon return date.

Benefits While on Leave

Any leave of absence granted after paid time off is exhausted shall be without pay or accrual of paid time off.

While on an unpaid leave of absence, a health benefit-eligible employee is responsible for paying for the continuation of health benefits and must make prior arrangements for payment with the Human Resources Manager.

For employees enrolled in IMRF, please refer to the IMRF Benefit Protection Leave Policy listed under Benefits in the Employee Handbook.

Return to work

While the Library will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

For medical leaves not covered under the Family Medical Leave Act, an employee returning to work must present to the Human Resources Manager a doctor's statement that the employee is able to resume activities on a regular basis with or without accommodations before the employee returns to work.

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AIA[®] Document B252[™] – 2007

Standard Form of Architect's Services: Architectural Interior Design

for the following PROJECT:
(Name and location or address)

«Fountaindale Library Renovations 2018»
«Fountaindale Public Library»

THE OWNER:
(Name, legal status and address)

«Fountaindale Public Library District»« »
«300 West Braircliff Road
Bolingbrook, IL 60440-2894»

THE ARCHITECT:
(Name, legal status and address)

«Sheehan Nagle Hartray Architects»«, Subchapter S Corporation»
«30 West Monroe Street, Suite 900
Chicago, IL 60603»

THE AGREEMENT

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement AIA B104-2017 (hereinafter, the Agreement) as amended by the Owner and the Architect.
(In words, indicate day, month and year.)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECTURAL INTERIOR DESIGN SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COST OF THE WORK
- 6 COMPENSATION
- 7 SPECIAL TERMS AND CONDITIONS

ARTICLE 1 INITIAL INFORMATION

The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

DRAFT

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with G802[™]-2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

ELECTRONIC COPYING of any portion of this AIA[®] Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

(List below information that will affect the Architect's performance, including the Owner's Budget for the Cost of the Work, and the Owner's anticipated dates for commencement of construction and Substantial Completion.)

«The project consists of the interior remodeling of the second floor Computer Lab (about 860 s.f.), which shall be remodeled into a public meeting room with amenities like those in existing meeting rooms A and B, and in the Board Room.

No structural modifications are anticipated. Services related to the selection, procurement and installation of furniture, fixtures and equipment will be furnished by Owner. Cost estimating services are excluded. Audio/visual systems will be specified, furnished and installed by Owner's A/V vendor, which shall furnish Architect with related infrastructure requirements.»

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ARTICLE 2 ARCHITECTURAL INTERIOR DESIGN SERVICES

§ 2.1 The Architect shall manage and administer the Architectural Interior Design Services. The Architect shall consult with the Owner, research applicable criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

§ 2.2 The Architect shall prepare, and periodically update, a schedule of Architectural Interior Design Services that identifies milestone dates for decisions required by the Owner, services furnished by the Architect and completion of documentation to be provided by the Architect. The Architect shall coordinate the Architectural Interior Design Services schedule with the Owner's Project schedule.

§ 2.3 The Architect shall submit documents to the Owner at intervals appropriate to the process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely upon approvals received from the Owner to complete the Architectural Interior Design Services.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not (1) accept trade discounts; (2) have a significant financial interest; or (3) undertake any activity or employment or accept any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise the Architect's professional judgment.

§ 2.5 PROGRAMMING PHASE SERVICES

§ 2.5.1 The Architect shall consult with representatives of the Owner to review the applicable requirements of the Project in order to understand the goals and objectives of the Owner with respect to their impact on the Owner's space requirements.

§ 2.5.2 The Architect shall review the requirements necessary for the various Project functions, relationships or operations, such as those for existing and projected personnel, space, furniture, furnishings and equipment, operating procedures and communications.

§ 2.5.3 The Architect shall assist the Owner in the preparation of a Project schedule.

§ 2.5.4 The Architect shall gather information to be furnished by the Owner's representatives to aid the Architect in understanding the Owner's present, short-term and long-term personnel and space requirements, including special equipment needs, organizational structure, adjacencies and workflow.

§ 2.5.5 The Architect shall conduct interviews with the Owner's representatives and shall observe existing conditions at the Owner's facilities.

§ 2.5.7 The Architect shall develop a general understanding of the Owner's equipment requirements, including data and telecommunications equipment, reproduction equipment and the corresponding environmental conditions required to maintain such equipment.

§ 2.8 DESIGN DEVELOPMENT PHASE SERVICES

§ 2.8.1 The Architect shall prepare and present, for approval by the Owner, Design Development Documents, which shall consist of drawings and other documents describing the size and character of the interior construction of the Project.

§ 2.8.3 The Architect shall illustrate the architectural and decorative character of the Project. Such illustrations may include drawings, plans, elevations, sections, renderings, photographs, and samples of actual materials, colors and finishes.

§ 2.9 CONTRACT DOCUMENTS PHASE SERVICES

§ 2.9.1 Based on the approved Design Development Documents, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings, Specifications and other documents required to describe the interior construction necessary for the Project.

§ 2.9.2 The Contract Documents shall include plans, elevations, sections, schedules, details and specifications required to describe the interior construction work.

§ 2.9.5 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 2.10 BIDDING PHASE SERVICES

§ 2.10.1 Following the Owner's approval of the Contract Documents, the Architect shall assist the Owner in establishing a list of prospective contractors for construction.

§ 2.10.2 The Architect shall assist the Owner in obtaining competitive bids or negotiated proposals for construction.

§ 2.10.3 Bidding Documents shall consist of bidding requirements and the proposed Contract Documents. The Contract Documents shall include AIA A201-2017 General Conditions of the Contract for Construction as amended by the Owner, and the Architect shall obtain a copy of the amended AIA A201-2017 prior to submitting for bids.

§ 2.10.5 The Architect shall prepare written responses to questions from prospective contractors and provide written clarifications and interpretations of the Bidding in the form of addenda.

§ 2.10.6 The Architect shall assist the Owner in reviewing bids. The Architect shall assist the Owner in awarding and preparing agreements for the Project.

§ 2.11 CONSTRUCTION PHASE SERVICES

§ 2.11.1 GENERAL

§ 2.11.1.1 The Architect shall provide administration of the Contract between the Owner and Contractor as set forth below and in the AIA Document A201-2007, General Conditions of the Contract for Construction. If the Owner and the Contractor modify AIA Document A201-2007, those modifications shall not affect the Architect's services under the Agreement unless the Owner and the Architect amend the Agreement.

§ 2.11.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in the Agreement unless otherwise modified by written amendment. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, fabrication, procurement, shipment, delivery or installation, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 2.11.1.3 Subject to Section 3.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 2.11.1.4 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.11.1.5 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both the Owner and Contractor, shall not show partiality to either, and shall not be liable for the results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.11.1.6 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in A201–2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 2.11.2 EVALUATIONS OF THE WORK

§ 2.11.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 3.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 2.11.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 2.11.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 2.11.3.1 The Architect shall timely review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.11.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion; (2) the results of subsequent tests and inspections; (3) the correction of minor deviations from the Contract Documents prior to final completion; and (4) specific qualifications expressed by the Architect.

§ 2.11.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences or procedures of construction, fabrication, procurement, shipment, delivery or installation; (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.11.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 2.11.4 SUBMITTALS

§ 2.11.4.1 The Architect's action in reviewing submittals shall be taken with reasonable promptness, while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 2.11.4.2 The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures of construction, fabrication, transportation or installation. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.11.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 2.11.4.4 Subject to Section 3.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 2.11.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 2.11.5 CHANGES IN THE WORK

§ 2.11.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in Contract Sum or an extension of the Contract Time. Subject to Section 3.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 2.11.5.2 The Architect shall maintain records relative to Changes in the Work.

§ 2.11.6 CONSTRUCTION COMPLETION

§ 2.11.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 2.11.6.2 The Architect's inspection shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 2.11.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 2.11.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 In addition to the Architectural Interior Design Services described above, the Architect shall provide Additional Services only if specifically designated below as the Architect's responsibility. The Architect shall perform such Additional Services in accordance with a service description provided in Section 3.2 or attached as an exhibit to this services document.

(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 3.2 or in an exhibit attached to this services document. If in an exhibit, identify the exhibit.)

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 3.2 below or an exhibit attached to this document and identified below)
§ 3.1.1 Measured Drawings	«Architect »	
§ 3.1.2 Existing FF&E Inventory	Not Provided	
§ 3.1.3 Valuations/Appraisals of Existing FF&E	Not Provided	
§ 3.1.4 Special Studies and Surveys	Not Provided	
§ 3.1.5 Graphics & Signage Design	Not Provided	
§ 3.1.6 Art Selection and/or Procurement	Not Provided	
§ 3.1.7 Special Consultants	Not Provided	
§ 3.1.8 Studies Related to Future FF&E	Not Provided	
§ 3.1.9 Detailed Cost Estimates	Not Provided	
§ 3.1.10 Detailed Quotation Review	Not Provided	
§ 3.1.11 Receive/Inspect/Accept/Reject Furniture	Not Provided	
§ 3.1.12 Post-Occupancy Evaluations	Not Provided	
§ 3.1.13 Operating Cost Analysis	Not Provided	
§ 3.1.14 Extending Services after Project Completion	Not Provided	
§ 3.1.15 Reviewing Extensive Number of Claims	Not Provided	
§ 3.1.16 Vendor Default Services	Not Provided	
§ 3.1.17 Damage Replacement Consulting	Not Provided	
§ 3.1.18 Public or Legal Proceedings Activities	Not Provided	
§ 3.1.19 On-site Project Representation (B207™–2008)	Not Provided	
§ 3.1.20 Equipment Testing and Training	Not Provided	

§ 3.2 Insert a description of each designated Additional Service the Architect shall provide if not further described in an exhibit attached to this document.

«Measured Drawings based on Construction Documents previously prepared by Architect. »

§ 3.3 Additional Services may be provided after execution of the Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 3.3 shall entitle the Architect to compensation pursuant to Section 6.3, and an appropriate adjustment in the Architect's schedule.

§ 3.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;

- .2 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .3 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .4 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .5 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .6 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .7 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .8 Evaluation of the qualifications of bidders or persons providing proposals;
- .9 Consultation concerning replacement of Work resulting from fire or other cause during construction, or
- .10 Assistance to the Initial Decision Maker, if other than the Architect.
- .11 Preparation for and participation in Library Board meetings.

§ 3.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.

§ 3.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 « Two » (« 2 ») reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 « Two » (« 2 ») visits to the site by the Architect over the duration of the Project during construction
- .3 « One » (« 1 ») inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 « One » (« 1 ») inspections for any portion of the Work to determine final completion

§ 3.3.4 If the services covered by the Agreement have not been completed within « twelve » (« 12 ») months of the date of the Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.2 The Owner shall be responsible for the relocation or removal of existing furniture, furnishings and equipment, and the contents from the facility, unless specifically designated otherwise in Article 7.

§ 4.3 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 4.4 Except as otherwise provided in the Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 4.5 Unless otherwise provided for under the Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project.

§ 4.6 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 5.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 4.7 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 4.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. The Owner shall require that its consultants maintain professional liability insurance appropriate to the services provided.

§ 4.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 4.12 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 4.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth herein. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

ARTICLE 5 COST OF THE WORK

§ 5.1 For purposes of the Agreement, the Cost of the Work shall be the total cost to the Owner to construct, purchase and install all elements of the Project designed or specified by the Architect and shall include contractors' and vendors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 5.3 The Cost of the Work shall include contingencies for design, bidding and price escalation.

§ 5.4 If bidding has not commenced within 90 days after the Architect submits the Contract Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable market.

ARTICLE 6 COMPENSATION

§ 6.1 For the Architect's Services described under Article 2, the Owner shall compensate the Architect as follows:

«Stipulated sum in the amount of \$15,600, which breaks down as follows:

Architect: \$12,000

Mechanical, Electrical Engineer: \$3,600

»

§ 6.2 For Additional Services designated in Section 3.1, the Owner shall compensate the Architect hourly at Architect's normal billing rates, which may be adjusted in accordance with Architect's normal business practices as set forth in Section 6.7 herein. »

§ 6.3 For Additional Services that may arise during the course of the Project, including those under Section 3.3, the Owner shall compensate the Architect hourly at Architect's normal billing rates, which may be adjusted in accordance with Architect's normal business practices as set forth in Section 6.7 herein. »

§ 6.4 Compensation for Additional Services of the Architect's consultants when not included in Section 6.2 or 6.3, shall be the amount invoiced to the Architect plus « fifteen » percent (« 15 » %).

« »

§ 6.5 Where compensation for the Architect's Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

(Insert additional phases as appropriate.)

Programming Phase	five	percent (5	%)
Design Development Phase	«twenty-five»	percent (25	%)
Contract Documents Phase	forty-five	percent (45	%)
Bidding and Quotation Phase	« five »	percent (5	%)
Construction Contract	« twenty »	percent (20	%)
Administration Phase				
« »				
Total Compensation	one hundred	percent (100	%)

The Owner shall pay for each Phase, as listed above, after the Phase has been completed and after Architect has submitted an invoice to the Owner for the same.

§ 6.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below.

« »

Employee or Category	Rate
«Principal »	235
Associate Principal	190
Senior Architect/Designer	170
Architect/Designer	140
Intern Architect/Designer	115

ARTICLE 7 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Architectural Interior Design, if any, are as follows:

«Architect shall attend Library Board meetings if requested by Owner. Preparation for and participation in Library Board meetings shall be billed as an Additional Service per article 3.3.1.11.

Structural modifications are excluded because none are anticipated. If during the course of work, it is determined that structural modifications are required, then Architect will furnish related professional services as an Additional Service. »

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AIA[®] Document B104[™] – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the «16th » day of «August» in the year « 2018 »
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

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

and the Architect:
(Name, legal status, address and other information)

«Sheehan Nagle Hartray Architects, Ltd.»«», »
«30 West Monroe Street, Suite 900
Chicago, IL 60603»
«Telephone Number: 312.633.2900»
«»

for the following Project:
(Name, location and detailed description)

«Fountaindale Library Renovations 2018»
«Fountaindale Public Library»
«The project consists of the interior remodeling of the second floor Computer Lab (about 860 s.f.), which shall be remodeled into a public meeting room with amenities like those in existing meeting rooms A and B, and in the Board Room.
»

The Owner and Architect agree as follows.

DRAFT

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

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TABLE OF ARTICLES

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DRAFT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

«Architect's services and other provisions of the Agreement are accompanying AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design dated November 16, 2017.»

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

§ 3.2 Design Phase Services

§ 3.2.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

§ 3.3 Construction Documents Phase Services

§ 3.3.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

§ 3.4 Construction Phase Services

§ 3.4.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

ARTICLE 6 COST OF THE WORK

§ 6.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 Architect is required to notify Owner of any claim failed against Architect or Architect's insurance company arising from services performed under this Agreement within thirty (30) days of such filing, and failure to do so shall constitute a material breach of this Agreement. Architect acknowledges that Owner is a local government and agrees that any claim made by the Architect arising out of any act or omission of any director, officer or employee of Owner, in execution of performance of this Agreement, shall be made against the Owner and not against such director, officer or employee.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability breach of contract and breach of warranty.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to:

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: *(Specify)*

<< >>

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction. The prevailing party to any litigation, as determined by the court in such matter, shall be owed attorneys' fees and court costs from the non-prevailing party.

§ 8.3.

Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of

services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses reasonably incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses reasonably incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice. For the avoidance of any doubt, the Owner will not be deemed to have suspended the project if the Owner is waiting for the Contractor to get on site in accordance with the Project schedule.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other which may be withheld at the discretion of the other party.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect. This Agreement is for the benefit of the Owner and Architect only and there are no third-party beneficiaries.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall

survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.9 Nothing in this Agreement shall create an employee-employer relationship between the Architect and the Owner.

ARTICLE 11 COMPENSATION

§ 11.1 Per AIA Document B252-2007, Standard Form of Architect's Services for Architectural Interior Design

ARTICLE 12 TERMS AND CONDITIONS OF THE OWNER AS A UNIT OF LOCAL GOVERNMENT

§ 12.1 The Owner is a unit of local government and the Architect agrees, covenants and warrants that it will comply with all laws, rules, ordinances and regulations regarding working for a unit of local government including, but not limited, to those laws, rules, ordinances and regulations set forth in this Article 12.

§ 12.2 **Illinois Prompt Payment Act** – All payments under this Agreement and under the Contract Documents are subject to the Local Government Prompt Payment Act, 50 ILCS 505 et seq. To that extent, Owner shall have forty-five (45) days from receipt of a bill or invoice to pay the same before it be considered late under the Contract Documents and be subject to interest. All interest paid for late payments will be subject to the interest rate caps specified in the Prompt Payment Act.

§ 12.3 **Illinois Public Works Discrimination Act** – To the extent applicable, Architect shall comply with the Illinois Public Works Discrimination Act, 775 ILCS 10/0.01 et seq.

§ 12.4 **Illinois Human Rights Act** – Architect shall comply with all laws regarding equal employment opportunity and nondiscrimination in employment, including but not limited to those contained in the Illinois Human Rights Act (775 ILCS 5/2-105), the Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008, and the Public Works Employment Discrimination Act (775 ILCS 10/01 et seq.) as now and hereafter amended. More, Architect has not and shall not violate any provision of Article 33E of the Illinois Criminal Code of 2012, as amended, nor has Architect violated any other laws governing abuse of process in the letting of public contracts, including, but not limited to the following:

- a. Architect, nor any officer or employee of Architect, has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor shall any officer or employee have made an admission of guilt of such conduct which is a matter of record; and
- b. Architect has not been barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code (720 ILCS 5/33E-3,33E-4); and
- c. This Agreement has been made by Architect without any collusion with a third-party bidder.

§ 12.5 **Substance Abuse Prevention on Public Works Act** - Architect knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act (820 ILCS 265/1 et seq.).

§ 12.6 **Freedom of Information.** Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/7(2)) ("FOIA"), any record of the Architect arising out of this Agreement and the Work described herein is considered a public record of the Owner and subjected to FOIA. Architect shall immediately comply with an FOIA request sent to the Owner and shall indemnify, save, defend and hold harmless Owner from its failure to comply immediately with a FOIA request.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™-2017, Standard Abbreviated Form of Agreement Between Owner and Architect
- .2 AIA Document B252-2007, Standard Form of Architect's Services: Architectural Interior Design dated November 16, 2017.

This Agreement entered into as of the day and year first written above.



OWNER (Signature)

« »« »

(Printed name and title)

ARCHITECT (Signature)

«Donald McKay»«, Principal»

(Printed name, title, and license number, if required)



July 20, 2018

Mr. Paul Mills
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, IL 60440

Via Electronic Transmission – pmills@fountaindale.org

RE: Fountaindale Public Library - Computer Lab Adaptive re-use

Project Scope:

Conversion of an existing computer laboratory into a meeting room

Dear Mr. Mills:

I am pleased to confirm our proposal for the referenced project to provide the following services:

- Prepare one (1) detailed Design Development estimate for architectural, structural, mechanical, plumbing and electrical trades presented in Unifomat systems format..... \$ 2,560.00
- Total Fee \$2,560.00**

CCS will not be responsible for costs incurred in the event that the Project needs to be redesigned due to budget issues prior to bid. If after bidding the Project comes in over the estimate, CCS will provide whatever cost estimating support is needed to assist the owner in whatever is necessary to bring the Project back within budget.

Fees include the following:

- Draft estimate submittal for review and submittal of a final estimate incorporating Design team review comments.

Meetings:

- **No meetings are included in this proposal** - If required; meetings will be billed at \$160.00 per hour. Full day minimum charge for meetings held outside the Chicago metropolitan area.

Reimbursables will be billed at cost and include the following: (none anticipated)

Fees exclude the following:

- Estimates other than as listed above
- Meetings other than as listed above

1815 South Meyers Road
Suite 1070
Oakbrook Terrace, IL 60181
630.678.0808
www.CCSdifference.com



If any/all of these services are requested, they will be proposed as additional services to the current contract.

Informational needs at each estimate stage are as follows:

- **Design Development Phase** – (one (1) electronic PDF version of drawings)
 - Floor Plans
 - Elevations
 - Wall Sections
 - Finish Schedules
 - Partition Types
 - Door Types
 - Single Line Drawings for Plumbing, HVAC, Fire Protection and Electrical Systems indicating sizes, equipment selection, etc. with written description of each system
 - One set of Outline Specifications for all divisions
- **Generally-** full disclosure by design team and Owner of all issues that may affect construction cost.

Estimate Schedule

- Receipt of all information relating to the Project
- **Seven (7)** business days to prepare the draft estimate
- Draft estimate issue to Client
- **Three (3)** business days to incorporate Design Team changes and/or comments into the estimate
- **Final Estimate** (*in electronic format*)

These fees are fixed for the period of six (6) months from the date of this proposal to the beginning of the first phase of estimating services requested of CCS. In the event that the Project is put on-hold, either before or during the course of the contract for more than six (6) months, these fees will be adjusted according to annual published inflation rates.

Work will be scheduled once all documentation and signed written notice-to-proceed has been received from Fountaindale Public Library District, in order to ensure we meet all deadlines and requirements.

Client may accept this Agreement either by signature, oral assent, authorizing CCS to commence providing services or making any payments to CCS in consideration of its services, and any of the above modes of acceptance shall be deemed to incorporate all of the terms and conditions of this Agreement, including this Rider, into the contract between the parties thereby formed.

CCS shall perform its services to the standard of professional skill and care ordinarily provided by cost estimators practicing in the same or similar locality under the same or similar circumstances. CCS has no control over the cost of labor, materials or equipment, or over market conditions or



factors that affect contractor bidding or negotiations. CCS makes no warranty, guarantee, or representation that CCS' cost estimates or contractor bids will come in under the budget for the work.

Work will be delivered upon receipt of an executed copy of this fee proposal, a Purchase Order, or a fully executed Agreement between Fountaindale Public Library District and CCS.

Thank you for your consideration and for the opportunity to propose service on this Project.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Clive Bransby', is written over a light blue horizontal line.

Clive Bransby
Principal

CCS INTERNATIONAL, INC.

CB/kj

2018 IL: Fountaindale Public Library - Computer Lab Adaptive re-use 7-20-18

ACCEPTED BY: **Fountaindale Public Library District**

Authorized Representative as Guarantor's Signature

Printed Name:

Title:

Date:

Studio 300 Maker Lab Report

Starting in February and continuing through the end of May, Studio 300 setup our Maker equipment in a temporary home inside our Video/Photography Studio "A." This included the following machines:

- Embroidery
- Vinyl Cutter
- Carvey CNC Router
- 3-D Printer
- Heat Press
- Computers borrowed from IT.

Patrons visited the lab on certain days and also scheduled one-on-one sessions. Contrasting our Studio 300 DIY aesthetic, the Maker Lab Experiment featured dedicated staff who were on-hand to assist patrons during all open hours. The response was encouraging. A snapshot of statistical totals for the Maker Lab Experiment (February - May):

- 244 patrons created 624 items
 - Items made: Embroidery, 3-D prints/cuts, vinyl cuts/heat press, etc.
 - Completed project pictures available on FPLD's Facebook page.
- Also, 146 patrons (teens and adults) attended 23 maker-related classes during the same time period.

We plan to continue offering our Maker technology for our patrons to use by merging the equipment into the Studio 300 lab and transitioning into full DIY functionality. Our plans to accommodate this include:

- Return Studio 300 "A" back to its original multi-purpose video, audio, photography space. The room, with tables, can then be used to support Maker classes.
- Construct a counter with upper and lower millwork (for machines and storage) outside ABCD (North wall) where we currently house bookshelves and a display case.
 - Relocate the display case and rolling sign to elsewhere in the Studio space.
 - Move books to the 3rd floor; return shelving to CMTSD.
- Relocate existing Studio equipment from nearby table to free space for additional maker functions and/or equipment.

- Construct an additional counter with upper and lower storage in back room where large format printer currently resides.

Estimated cost for proposed redesign:

- Millwork Design Fees - \$3,000
- NE Corner Millwork - \$10,000
- NE Corner Carpeting/Base Rework for New Millwork - \$1,000
- Workroom Millwork - \$12,000
- Workroom Carpeting/Base Rework for New Millwork - \$1,000
- Workroom MISC Electrical/Data Relocate/Add - \$4,000
- MISC Paint/Patch After Construction - \$1000
 - **Total Project = Approximately \$32,000**

Jeffrey P. Fisher
June 2018

July 9, 2018

Tasos Priovolos, Building Operations Manager
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, IL 60440

Re: FOUNTAINDALE LIBRARY MEDIA CENTER MILLWORK

Dear Tasos,

We appreciate the opportunity to submit this proposal for professional design services.

Understanding

We understand that the Library proposes to add millwork in two areas at the lower level media center. The first location is the Copy Area (room 033), where the library would like to add additional upper and lower cabinets that will be similar to existing millwork in that location. The second location is in the main space (room 001), where the library would like to add new upper and lower cabinets.

Professional Services

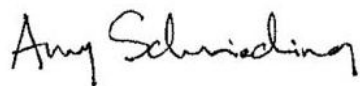
We propose to furnish customary architectural services consisting of design, construction documents and shop drawing review. We will have one design meeting with the library to review functional and aesthetic requirements for the new millwork prior to completion of documents that the library will use for bidding and construction of the millwork. We understand that the library will hire a millworker to fabricate and install the millwork and that any necessary changes to the existing electrical, lighting or mechanical systems will be handled by the library maintenance staff. It is also our understanding that a permit will not be required for this work.

Compensation and Agreement

For professional services identified above, we propose compensation as a stipulated sum in the amount of \$3,000. If the terms of this proposal are acceptable, then we will prepare either an Amendment to our earlier Owner-Architect Agreement or a new AIA Standard Form of Agreement Between Owner and Architect for execution.

Please contact me if we have misunderstood anything or if you find the terms of this proposal unacceptable. We look forward to improving a project we are already very proud of.

Sincerely,



Amy Schmieding, AIA
Architect

Fountaindale Public Library District

Cash and Investment

July 31, 2018

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$233,321.31	\$317,022.51
Cash Checking/Payroll	\$31,492.47	\$9,666.13	\$41,158.60
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$243,116.69	\$360,610.36
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	\$482,575.94	\$8,591,895.50
Investment - General/IL Funds/MM	\$67,203.39	\$1,389.40	\$68,592.79
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$19,526.90	\$48,520.56
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$40,454.81	\$1,999,453.13
Investment - Working Cash/BMO Harris MM	\$878.27	\$18.15	\$896.42
Investments - Working Cash/Madison	\$629,365.30	(\$21,570.42)	\$607,794.88
Investment - Working Cash/MM	\$22,179.12	\$29,918.64	\$52,097.76
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$5,831.70	\$422,452.96
Investment - Special Reserve/PMA	\$11,258,640.05	\$1,190,732.86	\$12,449,372.91
Total Investments	\$22,492,198.93	\$1,748,877.98	\$24,241,076.91
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$485,289.05)	\$619,853.98
Total Bond Fund	\$1,105,143.03	(\$485,289.05)	\$619,853.98
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	\$33,521.97	\$39,657.79
Total Building Project Fund	\$553,719.45	(\$514,061.66)	\$39,657.79
Total Cash and Investments	\$24,268,555.08	\$992,643.96	\$25,261,199.04

Special Res. PMA - 1.583%
General - IL Fund - 1.921%
Money Market BMO Harris - 1.817%

Bonds:
Treas&Agencies 06-12; \$610,369; 4.71%; C/V 07/18; \$607,795; 2.11%

Fountaindale Public Library District

Revenue Report

July 31, 2018

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	\$0.00	\$0.00	0.00 %	\$4,103,133.00	\$4,103,133.00
Property Tax Dupage 2018 - Est.	\$0.00	\$0.00	0.00 %	\$83,737.00	\$83,737.00
Property Tax Will - 2017	\$119,739.36	\$119,739.36	2.97 %	\$4,033,911.00	\$3,914,171.64
Property Tax Dupage - 2017	\$2,287.23	\$2,287.23	2.78 %	\$82,325.00	\$80,037.77
Other Tax	\$20,101.55	\$20,101.55	6.02 %	\$334,070.00	\$313,968.45
Interest	\$65,921.62	\$65,921.62	38.08 %	\$173,131.00	\$107,209.38
Fines	\$6,354.96	\$6,354.96	25.42 %	\$25,000.00	\$18,645.04
Copy Machines	\$837.20	\$837.20	13.95 %	\$6,000.00	\$5,162.80
Fax Machine	\$784.08	\$784.08	15.68 %	\$5,000.00	\$4,215.92
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,184.08	\$2,184.08	13.65 %	\$16,000.00	\$13,815.92
Miscellaneous	\$254.98	\$254.98	2.04 %	\$12,500.00	\$12,245.02
Reimbursements	\$1,139.80	\$1,139.80	25.33 %	\$4,500.00	\$3,360.20
Board Reimbursements	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$0.00	0.00 %	\$85,104.00	\$85,104.00
Total Operating Funds	\$219,604.86	\$219,604.86	2.45 %	\$8,965,211.00	\$8,745,606.14
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$153.27	\$153.27	0.00 %	\$0.00	(\$153.27)
Total Building Project Fund	\$153.27	\$153.27	0.00 %	\$0.00	(\$153.27)
Bond Fund					
Property Tax - Will 2018 - Est.	\$0.00	\$0.00	0.00 %	\$1,394,959.00	\$1,394,959.00
Property Tax - Dupage 2018 - Est.	\$0.00	\$0.00	0.00 %	\$28,469.00	\$28,469.00
Property Tax - Will 2017	\$38,446.63	\$38,446.63	2.97 %	\$1,295,466.00	\$1,257,019.37
Property Tax - Dupage 2017	\$741.36	\$741.36	2.80 %	\$26,438.00	\$25,696.64
Interest Bond Fund	\$1,642.71	\$1,642.71	16.43 %	\$10,000.00	\$8,357.29
Interest Rebate Payment - BAB	\$82,701.61	\$82,701.61	50.00 %	\$165,403.00	\$82,701.39
Total Bond Fund	\$123,532.31	\$123,532.31	4.23 %	\$2,920,735.00	\$2,797,202.69
Total Revenue	\$343,290.44	\$343,290.44	2.89 %	\$11,885,946.00	\$11,542,655.56

Fountaindale Public Library District Expenditure Report

July 31, 2018

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$314,253.92	\$314,253.92	6.75 %	\$4,652,400.00	\$4,338,146.08
Contractual Services	\$77,549.79	\$77,549.79	13.20 %	\$587,500.00	\$509,950.21
Supplies & Utilities	\$23,316.79	\$23,316.79	3.94 %	\$591,500.00	\$568,183.21
Library Materials	\$62,092.40	\$62,092.40	5.44 %	\$1,140,600.00	\$1,078,507.60
Capital Expenditures	\$856.31	\$856.31	0.20 %	\$433,662.00	\$432,805.69
Miscellaneous	\$1,874.11	\$1,874.11	2.68 %	\$70,000.00	\$68,125.89
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$250.00	\$250.00	50.00 %	\$500.00	\$250.00
Total General Fund Expenditures	\$480,193.32	\$480,193.32	6.35 %	\$7,560,766.00	\$7,080,572.68
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$0.00	0.00 %	\$10,000.00	\$10,000.00
Liability Insurance Fund Expenditures	\$0.00	\$0.00	0.00 %	\$132,500.00	\$132,500.00
Soc Sec/IMRF Fund Expenditures	\$70,896.46	\$70,896.46	7.60 %	\$932,501.00	\$861,604.54
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$10,029.65	\$10,029.65	3.18 %	\$315,000.00	\$304,970.35
Total Other Fund Expenditures	\$80,926.11	\$80,926.11	5.82 %	\$1,390,041.00	\$1,309,114.89
Total Expenditures - Operating Funds	\$561,119.43	\$561,119.43	6.27 %	\$8,950,807.00	\$8,389,687.57
Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Total Building Project Fund Expenditures	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$16,800.00	\$16,800.00	50.00 %	\$33,600.00	\$16,800.00
Principal Payment - 2009	\$0.00	\$0.00	0.00 %	\$1,475,000.00	\$1,475,000.00
Interest Payment - 2009	\$277,750.00	\$277,750.00	50.00 %	\$555,500.00	\$277,750.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - Bond 2009B	\$252,987.50	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$85,000.00	\$85,000.00
Interest Payment - 2016A	\$95,550.00	\$95,550.00	50.00 %	\$191,100.00	\$95,550.00
Total Bond Fund Expenditures	\$643,087.50	\$643,087.50	22.59 %	\$2,846,175.00	\$2,203,087.50
Total	\$643,087.50	\$643,087.50	22.59 %	\$2,846,175.00	\$2,203,087.50
Total Expenditures - All Funds	\$1,204,206.93	\$1,204,206.93	10.21 %	\$11,796,982.00	\$10,592,775.07

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District
Bills Paid - Operating Account
August - 2018

Payee Name	Description	Payment Date	Check /Draft Number	Account Number	Payments
AFLAC	Employer Contribution - July 2018	08/01/2018	722	1-4192-10	\$128.33
Blue Cross Blue Shield of Illinois	Employer Contribution - August 2018	08/01/2018	50119	1-4192-10	\$30,020.43
Dearborn National Life Insurance Company	Employer Contribution - August 2018	08/01/2018	50120	1-4192-10	\$498.65
Fidelity Security Life Insurance/EYEMED	Employer Contributions - August 2018	08/01/2018	50121	1-4192-10	\$181.61
Illinois Municipal Retirement Fund	Employer Contribution - July 2018	08/01/2018	724	5-4142-10	\$50,212.90
LIMRiCC Unemployment Compensation	Unemployment Insurance - 2nd Quarter Ending 06/30/2018	08/01/2018	50122	3-4143-10	\$856.43
					<u>\$81,898.35</u>


 Jennie Nguyen/Finance Manager

Gross Payroll & FICA Expense - July 2018

Gross Payroll	\$280,148.57
FICA	\$20,823.86
Total Gross Payroll & FICA	<u>\$300,972.43</u>

Fountaindale Public Library District
Bills Paid - Operating Account
July - 2018

Payee Name	Description	Payment Date	Check /Draft Number	Account Number	Payments
Airstream of Chicago	A/C Repair for Bookmobile - 07/17/2018	07/19/2018	50118	1-4235-29	\$1,393.89

\$1,393.89



Jennie Nguyen/Finance Manager

Fountaindale Public Library District
Bills Payable Report
August 16, 2018

<u>General Fund</u>				Page 1
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.	Black Shadow Mood Pencils - PO 5441-1819	6477438	1-4735-10	\$ 1,322.24
	<i>Totals for 4imprint, Inc.</i>			<u>\$ 1,322.24</u>
Allegra Print & Imaging	Bookmobile Sign - 2018 Ice Cream Social - PO5466-1819	13955	1-4731-10	129.00
	<i>Totals for Allegra Print & Imaging</i>			<u>\$ 129.00</u>
Allyse Schiller	Reimburse - Certified Mail - Bibliotheca & Bond Checks	AS072318	1-4381-10	7.90
	Mileage - Dates 7/6/18 - 7/31/18	AS073118	1-4171-10	14.17
	<i>Totals for Allyse Schiller</i>			<u>\$ 22.07</u>
Amazon	Buildings - Privacy Panels For 2nd Floor Computer Lab	6045787810108122	1-4391-30	2,080.00
	Program Supplies - CSD	6045787810108122	1-4353-20	84.85
	Computer Supplies - Hard Phone Cases	6045787810108122	1-4354-14	29.97
	Professional Books	6045787810108122	1-4538-26	50.00
	Video Games - YA	6045787810108122	1-4563-26	15.90
	Video Games - Adult	6045787810108122	1-4565-26	19.90
	Program Supplies - Studio 300	6045787810108122	1-4353-27	11.98
	<i>Totals for Amazon</i>			<u>\$ 2,292.60</u>
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - August 2018	INV170463	1-4253-10	193.05
	<i>Totals for AmeriFlex Business Solutions</i>			<u>\$ 193.05</u>
Antioch Public Library District	Lost Item - Bright Edge of the World - Worldshare 187591819	187591819	1-3310-30	32.50
	<i>Totals for Antioch Public Library District</i>			<u>\$ 32.50</u>
ArchiveSocial, Inc.	ArchiveSocial Annual Renewal - 8/11/18-8/11/19 - PO5469-1819	5212	1-4631-14	2,388.00
	<i>Totals for ArchiveSocial, Inc.</i>			<u>\$ 2,388.00</u>
AT & T	Internet Service - July 2018	7224342400	1-4314-14	1,355.87
	<i>Totals for AT & T</i>			<u>\$ 1,355.87</u>
AT & T Mobility - National Business Services	Telephone Service - Dates 6/10/18 - 7/9/18	13892410	1-4311-14	315.15
	<i>Totals for AT & T Mobility - National Business Services</i>			<u>\$ 315.15</u>

Fountaindale Public Library District
Bills Payable Report
August 16, 2018

General Fund Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Backupify, Inc.				
	Google Apps Renewal - Dates 6/30/18-6/30/19 - PO5465-1819	INV00420502	1-4631-14	\$ 1,920.00
	<i>Totals for Backupify, Inc.</i>			\$ 1,920.00
Baker & Taylor - C009233				
	Adult Ref/NF Standing Order	C0092333	1-4531-26	913.30
	<i>Totals for Baker & Taylor - C009233</i>			\$ 913.30
Baker & Taylor - L030107				
	ATSD Program Supplies - Young Adult Summer Reading Prizes	L0301072	1-4353-24	1,008.25
	<i>Totals for Baker & Taylor - L030107</i>			\$ 1,008.25
Baker & Taylor - L4140592				
	Books - Juvenile Fiction	L4140592	1-4544-26	268.89
	Books - Juvenile Non-Fiction	L4140592	1-4545-26	186.88
	Books - Juvenile Easy	L4140592	1-4546-26	105.01
	Books - Juvenile Fiction	L4140592	1-4544-29	9.77
	Books - Juvenile Easy	L4140592	1-4546-29	53.01
	<i>Totals for Baker & Taylor - L4140592</i>			\$ 623.56
Baker & Taylor - L4176102				
	Books - Adult Non-Fiction	L4176102	1-4541-26	178.58
	<i>Totals for Baker & Taylor - L4176102</i>			\$ 178.58
Baker & Taylor - L420685				
	Books - Juvenile Easy	L4206852	1-4546-29	866.19
	Books - Young Adult/Fiction	L420685	1-4548-29	22.03
	Books - Juvenile Fiction	L4206852	1-4544-29	571.03
	Books - Juvenile Non-Fiction	L420685	1-4545-29	368.28
	Books - Adult Large Print	L4206852	1-4543-29	296.89
	Books - Adult Fiction	L4206852	1-4540-29	29.84
	Books - Adult Non-Fiction	L4206852	1-4541-29	234.66
	<i>Totals for Baker & Taylor - L420685</i>			\$ 2,388.92

Fountaindale Public Library District
Bills Payable Report
August 16, 2018

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult World Languages	L4206862	1-4525-26	\$ 51.69
	Books - Juvenile World Languages	L420686	1-4526-26	75.17
	Books - Adult Non-Fiction	L4206862	1-4541-26	6,132.46
	Professional Books	L4206862	1-4538-26	57.29
	Books - Adult Fiction	L4206862	1-4540-26	7,338.79
	Books - Juvenile Non-Fiction	L4206862	1-4545-26	240.98
	Books - Juvenile Easy	L4206862	1-4546-26	1,300.70
	Books - Young Adult/Fiction	L4206862	1-4548-26	1,018.69
	Books - Adult Large Print	L4206862	1-4543-26	90.48
	Books - Juvenile Fiction	L4206862	1-4544-26	2,141.38
	Books - Young Adult/Non-Fiction	L4206862	1-4549-26	63.84
	<i>Totals for Baker & Taylor - L420686</i>			\$ 18,511.47
Baker & Taylor - L420691				
	Books - Adult Fiction	L4206912	1-4540-26	1,616.16
	Books - Juvenile Fiction	L4206912	1-4544-26	862.34
	Books - Young Adult/Fiction	L4206912	1-4548-26	65.43
	Books - Juvenile Easy	L4206912	1-4546-26	96.82
	<i>Totals for Baker & Taylor - L420691</i>			\$ 2,640.75
Baker & Taylor - L420692				
	Books - Adult Fiction	L4206922	1-4540-29	396.18
	<i>Totals for Baker & Taylor - L420692</i>			\$ 396.18
Belynda Head				
	Program - R&B Line Dancing - Date 09/16/18	BH091618	1-4571-24	125.00
	Program - R&B Line Dancing - Date 8/19/18	BH081918	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 250.00
Bibliotheca, LLC				
	Cloud Library - eContent - Prepaid Cloud Acct 0000054C	SIPREXX73-US	1-4520-26	9,000.00
	<i>Totals for Bibliotheca, LLC</i>			\$ 9,000.00
Blackbaud Forms				
	Re-Order A/P Double Stub Checks - PO5299-1718	5722	1-4351-10	378.00
	<i>Totals for Blackbaud Forms</i>			\$ 378.00

Fountaindale Public Library District

Bills Payable Report

August 16, 2018

General Fund Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	CD Audiobooks - Adult	1015521	1-4551-26	\$ 89.99
	CD Audiobooks - Adult	1015616	1-4551-26	134.97
	CD Audiobooks - Adult	1011533	1-4551-26	45.00
	<i>Totals for Blackstone Publishing</i>			\$ 269.96
Bolingbrook Park District				
	Program - Yoga - Date 09/06/18	BPD090618	1-4571-24	50.00
	Program - Zumba - Date 09/08/18	BPD090818	1-4571-24	75.00
	Program - Conquer Your Core - Date 09/05/18	BPD090518	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			\$ 175.00
Bolingbrook Rotary Club				
	Membership Dues	996-1156	1-4161-10	175.00
	<i>Totals for Bolingbrook Rotary Club</i>			\$ 175.00
Bond Trust Services Corporation				
	Rebate Calc/Prep/Filing IRS 8038-CP - Bond Series 2009B	43226	1-4253-10	150.00
	<i>Totals for Bond Trust Services Corporation</i>			\$ 150.00
BookPage				
	Periodicals	S36864	1-4511-26	1,800.00
	<i>Totals for BookPage</i>			\$ 1,800.00
Brooks Cafe				
	July Board Meeting Cookies - PO5429-1819	13272	1-4355-16	44.00
	July Donuts With Director Coffee - PO5430-1819	13273	1-4715-10	11.00
	<i>Totals for Brooks Cafe</i>			\$ 55.00
Caroline Guntur				
	Program - Genealogy Club - Date 09/12/18	CG091218	1-4571-24	175.00
	<i>Totals for Caroline Guntur</i>			\$ 175.00
Cathryn Stanek-Whisler				
	Program - DIY: Hanging Paper Lanterns - Date 09/12/18	CSW091218	1-4571-24	200.00
	Program - Music Rocks - Date 09/06/18	CSW090618	1-4571-24	200.00
	Program - Paper Rings - Date 09/13/18	CSW091318	1-4573-24	201.25
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 601.25
Center Point Large Print				
	Books - Adult Large Print	1601522	1-4543-26	44.94
	Books - Adult Large Print	1598891	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			\$ 363.72

Fountaindale Public Library District

Bills Payable Report

August 16, 2018

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	Michaels - ATSD Program Supplies	N3698-AUG18	1-4353-24	\$ 48.00
	Meijer - ATSD Program Supplies	N3698-AUG18	1-4353-24	118.09
	Magnolia Journal - Yearly Subscription	T3680-AUG18	1-4511-26	20.00
	ALA - Luminais - Make Your Library Work Home School Webinar	N3698-AUG18	1-4151-10	71.66
	Management Association - Pottle - Compensate Develop. Wrksp	N3698-AUG18	1-4151-10	315.00
	Amigos Library Services - Bradley - LMCC Conf. Reg.	N3698-AUG18	1-4151-10	375.00
	Amigos Library Services - Steven Ford LMCC Conf. Reg.	N3698-AUG18	1-4151-10	375.00
	Amigos Library Services - S. Smallwood LMCC Conf. Reg.	N3698-AUG18	1-4151-10	375.00
	DuPage SHRM - Frias - Discover Your Motivation Meeting	N3698-AUG18	1-4151-10	30.00
	ALA - Castellanos - Annual Conf. Reg.	N3698-AUG18	1-4151-10	225.00
	ILA - Cuevas - Annual Conf. Reg.	N3698-AUG18	1-4151-10	225.00
	ABOS - Thompson - Conf. Reg.	N3698-AUG18	1-4151-10	175.00
	ABOS - Welko - Conf. Reg.	N3698-AUG18	1-4151-10	175.00
	IGFOA - J. Nguyen - Conf. Reg.	N3698-AUG18	1-4151-10	350.00
	Full Compass - Outreach Sound System	N3698-AUG18	1-4353-28	26.11
	ALA - Hopwood RUSA & ALCTS Membership	N3698-AUG18	1-4161-10	142.00
	ILA - Cuevas Membership	N3698-AUG18	1-4161-10	150.00
	ABOS - Thompson - Conf. Author Lunch - 10/17/18	N3698-AUG18	1-4173-10	35.00
	ABOS - Welko - Conf. Author Lunch - 10/17/18	N3698-AUG18	1-4173-10	35.00
	FabulaTech - MyLibrary Rewards On Self Checkouts	N3698-AUG18	1-4522-14	1,214.94
	Basecamp - Monthly Charge	N3698-AUG18	1-4522-14	65.00
	Paeteria La Micho BB - Ice Cream Social Ice Cream - 7/30/18	M3664-AUG18	1-4575-10	1,999.80
	Shutterstock - 5 Promotional Images	N3698-AUG18	1-4731-10	49.00
	Mailchimp - Monthly Charge	N3698-AUG18	1-4731-10	50.00
	Woobox - Monthly Charge	N3698-AUG18	1-4731-10	29.00
	Iconosquare - Monthly Charge	N3698-AUG18	1-4731-10	149.00
	Meetup.org - Yearly Auto Renewal	N3698-AUG18	1-4731-10	89.94
	Facebook - Promotional Ads - July & August	N3698-AUG18	1-4731-10	113.08
	Brooks - \$25 Gift Card - BB Senior Club Bunco Fund.	N3698-AUG18	1-4731-10	25.00
	DesignCuts - New Fonts & Graphics	N3698-AUG18	1-4731-10	2.00
	Jewel - July Birthday Cake	N3698-AUG18	1-4711-10	35.99
	Will County Health Dept - Ice Cream Social Permits	N3698-AUG18	1-4711-10	172.00
	Cap&Gown Direct - COHS Graduation	N3698-AUG18	1-4711-10	139.18
	Beggars Pizza - Staff Dinner For Ice Cream Social	N3698-AUG18	1-4711-10	349.59
	Bucho's Restaurant - Pinnacle Meeting Lunch	M3664-AUG18	1-4715-10	125.23
	MobileBeacon - 8 Month Renewal Patron Hotspots	N3698-AUG18	1-4348-14	80.00
	Techsoup - 11 Patron Usage Hotspots	N3698-AUG18	1-4348-14	126.00
	MobileBeacon - 11 Patron Usage Hotspots	N3698-AUG18	1-4348-14	1,320.00

Fountaindale Public Library District
Bills Payable Report
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services	(Cont'd)			
	Inventables - Studio 300 Clear Acrylic	N3698-AUG18	1-4353-27	\$ 25.06
	Lulu - The Nemo Journal Printing	N3698-AUG18	1-4571-27	54.54
	AudioBlocks - Stock Music For Patron Usage	N3698-AUG18	1-4568-27	99.00
	<i>Totals for Chase Card Services</i>			\$ 9,579.21
Christina Theobald				
	Reimburse - Staff Day Drawing Prizes	CT080318	1-4711-10	36.00
	<i>Totals for Christina Theobald</i>			\$ 36.00
Christine Thornton				
	Program - Chicago Team Logos - Date 08/30/18	CT083018-Teen	1-4573-24	275.00
	Program - Create a Quote of Art - Date 08/30/18	CT083018-Adult	1-4571-24	275.00
	Program - Fall Birch Trees - Date 09/13/18	CT091318	1-4571-24	300.00
	<i>Totals for Christine Thornton</i>			\$ 850.00
Comcast				
	Cable TV - Dates 8/3/18 - 9/2/18	8771201430367494	1-4316-14	103.36
	<i>Totals for Comcast</i>			\$ 103.36
Demco, Inc.				
	CMTSD - Library Supplies	6411373	1-4371-12	2,210.81
	CMTSD - Graphic Novels Yellow Labels	6415787	1-4371-12	19.54
	CMTSD - 2" Book Tape	6415792	1-4371-12	228.49
	CMTSD - 7 Day Loan Circulation Labels	6413252	1-4371-12	72.89
	<i>Totals for Demco, Inc.</i>			\$ 2,531.73
Diane Soto				
	Refund Lost Items - My Visit To The Doctor & Ballet Dreams	DS071218	1-3310-10	16.19
	<i>Totals for Diane Soto</i>			\$ 16.19
Diesel Service Center				
	Bookmobile Prevent Mainten. - 8/7/18 - PO5474-1819	D063428	1-4235-29	679.97
	Performance Formula Fuel - PO5459-1819	D063439	1-4235-29	374.38
	<i>Totals for Diesel Service Center</i>			\$ 1,054.35
Drop Zone Portable Services, Inc.				
	Ice Cream Social Port-A-Johns & Wash Stations - PO5286-1718	A-74646	1-4231-10	990.00
	<i>Totals for Drop Zone Portable Services, Inc.</i>			\$ 990.00
Dynegy Energy Services				
	Electricity - Dates 7/2/18 - 8/1/18	270493918081	1-4321-30	19,637.61
	<i>Totals for Dynegy Energy Services</i>			\$ 19,637.61

Fountaindale Public Library District

Bills Payable Report

August 16, 2018

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
EBSCO Subscription Services				
	Online Databases - MyHeritage Library Edition	1000085439-1	1-4521-26	\$ 1,680.00
		<i>Totals for EBSCO Subscription Services</i>		\$ 1,680.00
Elite Detailing Services, Inc.				
	Bookmobile & Van Cleaning - 7/26/18 - PO5462-1819	1VY1NI12C	1-4235-29	195.00
		<i>Totals for Elite Detailing Services, Inc.</i>		\$ 195.00
Elizabeth Portillo				
	Program - Conversational ESL for Adults - Date 9/11/2018	EP091118	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 9/18/2018	EP091818	1-4571-24	40.00
	Program - Conversational ESL for Adults - Date 9/10/2018	EP091018	1-4571-24	80.00
	Program - Conversational ESL for Adults - Date 9/17/2018	EP091718	1-4571-24	80.00
		<i>Totals for Elizabeth Portillo</i>		\$ 240.00
Elk Grove Village Public Library				
	Lost Item - Bright Edge of the World - ILL 187589578	187589578	1-3310-30	95.00
		<i>Totals for Elk Grove Village Public Library</i>		\$ 95.00
ELM USA				
	CMTSD - Yellow Pad & Compound	13153	1-4371-12	100.50
		<i>Totals for ELM USA</i>		\$ 100.50
Elva Ambriz				
	Program - Club de Tejido - Date 09/05/18	EA090518	1-4571-24	50.00
	Program - Club de Tejido - Date 09/12/18	EA091218	1-4571-24	50.00
	Program - Club de Tejido - Date 09/19/18	EA091918	1-4571-24	50.00
	Program - Club de Tejido - Date 08/22/18	EA082218	1-4571-24	40.00
	Program - Club de Tejido - Date 08/29/18	EA082918	1-4571-24	40.00
		<i>Totals for Elva Ambriz</i>		\$ 230.00
Findaway World, LLC				
	Launchpads - Juvenile	263327	1-4566-26	239.98
	Launchpads - Juvenile	260996	1-4566-26	139.98
	Playaway - Adult	262679	1-4560-26	478.69
	Playaway - Adult	260996	1-4560-26	19.99
	Playaway - Juvenile	263504	1-4562-26	89.56
	Playaway - Juvenile	263394	1-4562-26	82.26
	Playaway - Juvenile	262672	1-4562-26	67.93
	Playaway - Juvenile	260996	1-4562-26	39.98
		<i>Totals for Findaway World, LLC</i>		\$ 1,158.37

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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning				
	Career Online 1 Month Extension	63969670	1-4691-10	\$ 500.00
	Books - Adult Fiction	64012356	1-4540-26	19.46
	Books - Adult Large Print	64050710	1-4543-26	27.74
	Books - Adult Large Print	64032830	1-4543-26	74.97
	Books - Adult Large Print	64032092	1-4543-26	93.71
	Books - Adult Large Print	64031536	1-4543-26	74.22
	Books - Adult Large Print	64022169	1-4543-26	113.21
	Books - Adult Large Print	64021845	1-4543-26	132.70
	Books - Adult Large Print	64021419	1-4543-26	56.98
	Electronic Audiobooks & Books	64121064	1-4520-26	516.80
	Books - Adult Large Print	64030725	1-4543-29	121.56
	<i>Totals for Gale/Cengage Learning</i>			\$ 1,731.35
Grasso Graphics, Inc.				
	MyLibrary Rewards Bookmarks - PO5431-1819	29518	1-4256-10	877.13
	<i>Totals for Grasso Graphics, Inc.</i>			\$ 877.13
Guitar Player				
	Periodicals	000009622	1-4511-26	18.99
	<i>Totals for Guitar Player</i>			\$ 18.99
IHLS-OCLC				
	Catalog Management - FY19 OCLC Annual Service Fee	16727	1-4272-12	4,986.26
	<i>Totals for IHLS-OCLC</i>			\$ 4,986.26
Illinois American Water				
	Fire Protection - 6/20/18-8/17/18	1025-210003089465	1-4331-30	42.00
	Irrigation - 6/20/18-7/19/18	1025-210003089915	1-4331-30	3,649.10
	<i>Totals for Illinois American Water</i>			\$ 3,691.10
Illinois American Water/Bolingbrook				
	Water & Sewer - 6/20/18-7/19/18	1025-210003088315	1-4331-30	858.55
	<i>Totals for Illinois American Water/Bolingbrook</i>			\$ 858.55

Fountaindale Public Library District
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois Library Association				
	Mills - ILA Annual Conf. - PO5484-1819	151596	1-4151-10	\$ 225.00
	R. Ford - ILA Annual Conf. - PO5491-1819	151850	1-4151-10	225.00
	Dolley - ILA Annual Conf. - PO5491-1819	151851	1-4151-10	225.00
	Membership Dues - Prodehl - 2018-2019	146363	1-4161-10	75.00
	Membership Dues - Castellanos - 8/1/18-8/1/19	151092	1-4161-10	200.00
	Membership Dues - Mills - 7/31/18-7/31/19	151118	1-4161-10	250.00
	Membership Dues - R. Ford - 8/2/18-8/2/19 - PO5491-1819	151849	1-4161-10	75.00
	Danhof - ILA Annual Conf. - PO5484-1819	151597	1-4151-16	255.00
	Membership Dues - Newell - 2018-2019	146333	1-4161-16	75.00
	<i>Totals for Illinois Library Association</i>			\$ 1,605.00
Illinois State Genealogical Society (ISGS)				
	Vendor Table Reg. Fall Conf. - Dates 10/26/18 - 10/27/18	5445-1819	1-4151-10	45.00
	<i>Totals for Illinois State Genealogical Society (ISGS)</i>			\$ 45.00
Ilya Kabirov				
	Program - Great Reads Book Club - Date 08/22/18	IK082218	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			\$ 75.00
Ingram Library Services				
	Video Games - Juvenile	35440060	1-4564-26	56.99
	Video Games - Juvenile	35356969	1-4564-26	284.95
	Video Games - Juvenile	35356968	1-4564-26	37.99
	Video Games - Juvenile	35356967	1-4564-26	56.99
	Video Games - Adult	35494568	1-4565-26	56.99
	Books - Adult Non-Fiction	35440058	1-4541-26	35.98
	Books - Adult Non-Fiction	35233563	1-4541-26	17.96
	Books - Adult Non-Fiction	35194556	1-4541-26	13.17
	Books - Adult Fiction	35440058	1-4540-26	9.89
	Books - Adult Fiction	35233563	1-4540-26	14.39
	Books - Young Adult Non-Fiction	35233563	1-4549-26	26.91
	Video Games - YA	35463874	1-4563-26	199.45
	Video Games - YA	35440059	1-4563-26	151.96
	Video Games - YA	35356967	1-4563-26	56.99
	<i>Totals for Ingram Library Services</i>			\$ 1,020.61
Interview Magazine				
	Periodicals	0021109301	1-4511-26	24.97
	<i>Totals for Interview Magazine</i>			\$ 24.97

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
J. W. Kramer Co., Inc	Recaulk Various Areas - PO5456-1819	280	1-4392-30	\$ 5,575.00
	<i>Totals for J. W. Kramer Co., Inc</i>			\$ 5,575.00
Jeffrey DiOrio	Program - Chess Club for Adults and Teens - Date 08/21/18	JD082118	1-4571-24	90.00
	Program - Chess Club for Adults and Teens - Date 09/11/18	JD091118	1-4571-24	90.00
	<i>Totals for Jeffrey DiOrio</i>			\$ 180.00
Jeffrey P. Fisher	Mileage - Soon to be Famous Meeting - Date 7/25/18	JF072718	1-4171-10	37.79
	<i>Totals for Jeffrey P. Fisher</i>			\$ 37.79
Jennie Nguyen	Per Diem - 2018 IGFOA Annual Conf. - Dates 9/16/18 - 9/18/18	JN073018	1-4173-10	291.50
	<i>Totals for Jennie Nguyen</i>			\$ 291.50
Juanita Lennon	Reimburse - Distilled Water for CMTSD	JL080218	1-4371-12	1.78
	Reimburse - Juice, Pastries, Tablecloths for Staff Meetings	JL080218	1-4715-10	42.18
	<i>Totals for Juanita Lennon</i>			\$ 43.96
Kathryn Spindel	Reimburse - Airfare & Transport. - 2018 ALA Annual Confer.	KS071618	1-4171-16	398.91
	<i>Totals for Kathryn Spindel</i>			\$ 398.91
Kellie Chase	Program - 4 Sewing Classes - Date 08/20/18	KC082018	1-4571-24	175.00
	Program - 4 Sewing Classes - Date 09/05/18	KC090518	1-4571-24	175.00
	Program - 4 Sewing Classes - Date 09/17/18	KC091718	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 525.00
Konica Minolta Business Solutions U.S.A., Inc.	Copy Overage - 6/15/18-7/14/18	9004774769	1-4234-14	1,017.85
	Maintenance - 7/15/18-8/14/18	9004777112	1-4234-14	391.82
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,409.67
Konica Minolta Premier Finance	Leased Equipment - August 2018	363651191	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,616.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lands' End Business Outfitters				
	Staff Polo Order - PO5439-1819	SIN6456357	1-4711-10	\$ 1,049.51
		<i>Totals for Lands' End Business Outfitters</i>		<u>\$ 1,049.51</u>
Laura Didier				
	Mileage - Dates 7/3/18 - 7/26/18	LD080318	1-4171-10	35.69
		<i>Totals for Laura Didier</i>		<u>\$ 35.69</u>
Leandra Pottle				
	Tuition Reimburse - Directing Retirement Plans	LP072718	1-4151-10	450.00
		<i>Totals for Leandra Pottle</i>		<u>\$ 450.00</u>
Margaret J. Danhof				
	Mileage - ILA 2018 Trustee Forum Orient. - 7/18/18 - 7/19/18	MD072718	1-4171-10	113.42
		<i>Totals for Margaret J. Danhof</i>		<u>\$ 113.42</u>
Marianne Thompson				
	Mileage - Dates 7/16/18 - 7/18/18	MT080318	1-4171-10	26.81
		<i>Totals for Marianne Thompson</i>		<u>\$ 26.81</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 - Adult	96300325	1-4551-26	\$ 762.93
	CD Audiobooks - Adult	96300049	1-4551-26	35.29
	Playaway - Adult	96248422	1-4560-26	59.49
	Playaway - Juvenile	96301590	1-4562-26	39.49
	CD Music - Adult	96301596	1-4550-26	13.94
	CD Music - Adult	96301595	1-4550-26	14.84
	CD Music - Adult	96300055	1-4550-26	144.71
	CD Music - Adult	96300053	1-4550-26	107.78
	CD Music - Adult	96300052	1-4550-26	11.24
	CD Music - Adult	96299714	1-4550-26	35.33
	CD Music - Adult	96299712	1-4550-26	80.29
	CD Music - Adult	96299711	1-4550-26	48.07
	CD Music - Adult	96299689	1-4550-26	14.99
	CD Music - Adult	96299687	1-4550-26	15.74
	CD Music - Adult	96299684	1-4550-26	39.72
	CD Music - Adult	96281996	1-4550-26	66.70
	CD Music - Adult	96281990	1-4550-26	49.46
	CD Music - Adult	96281986	1-4550-26	12.74
	CD Music - Adult	96279411	1-4550-26	15.24
	CD Music - Adult	96260122	1-4550-26	11.99
	CD Music - Adult	96248420	1-4550-26	11.24
	CD Music - Adult	96231940	1-4550-26	21.24
	CD Audiobooks - Adult	96279462	1-4551-26	190.87
	Compact Discs - Juvenile	96300051	1-4553-26	123.87
	Compact Discs - Juvenile	96281992	1-4553-26	110.87
	CD Music - Juvenile	96300050	1-4554-26	59.21
	CD Music - Juvenile	96299683	1-4554-26	13.94
	CD Music - Juvenile	96281989	1-4554-26	11.24
	Compact Discs - Young Adult	96281983	1-4555-26	165.87
	Compact Discs - Young Adult	96279419	1-4555-26	80.58
	Compact Discs - Young Adult	96263957	1-4555-26	40.29
	Adult DVD	96301599	1-4557-26	17.54
	Adult DVD	96301594	1-4557-26	15.29
	Adult DVD	96301593	1-4557-26	26.14
	Adult DVD	96301592	1-4557-26	25.79
	Adult DVD	96301591	1-4557-26	301.08
	Adult DVD	96301259	1-4557-26	173.75
	Adult DVD	96300829	1-4557-26	21.39

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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	96300327	1-4557-26	\$ 38.08
	Adult DVD	96300164	1-4557-26	42.39
	Adult DVD	96300163	1-4557-26	54.87
	Adult DVD	96300162	1-4557-26	106.45
	Adult DVD	96300161	1-4557-26	73.18
	Adult DVD	96300160	1-4557-26	25.79
	Adult DVD	96300158	1-4557-26	19.79
	Adult DVD	96300157	1-4557-26	36.58
	Adult DVD	96300156	1-4557-26	132.26
	Adult DVD	96300155	1-4557-26	154.74
	Adult DVD	96300154	1-4557-26	36.58
	Adult DVD	96300153	1-4557-26	51.58
	Adult DVD	96300152	1-4557-26	126.69
	Adult DVD	96300151	1-4557-26	86.95
	Adult DVD	96300024	1-4557-26	60.89
	Adult DVD	96300022	1-4557-26	59.28
	Adult DVD	96299716	1-4557-26	42.39
	Adult DVD	96299715	1-4557-26	34.89
	Adult DVD	96299713	1-4557-26	29.08
	Adult DVD	96299710	1-4557-26	41.08
	Adult DVD	96299688	1-4557-26	18.29
	Adult DVD	96299686	1-4557-26	66.12
	Adult DVD	96299685	1-4557-26	102.70
	Adult DVD	96299682	1-4557-26	14.54
	Adult DVD	96299439	1-4557-26	25.04
	Adult DVD	96285073	1-4557-26	18.29
	Adult DVD	96285072	1-4557-26	57.87
	Adult DVD	96285070	1-4557-26	19.79
	Adult DVD	96285059	1-4557-26	117.70
	Adult DVD	96285058	1-4557-26	34.89
	Adult DVD	96285057	1-4557-26	18.29
	Adult DVD	96285056	1-4557-26	54.87
	Adult DVD	96284745	1-4557-26	236.34
	Adult DVD	96300150	1-4557-26	117.24
	DVD - Adult	96282000	1-4557-26	33.39
	DVD - Adult	96281994	1-4557-26	399.61
	DVD - Adult	96281993	1-4557-26	367.93
	DVD - Adult	96281988	1-4557-26	115.80

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	96281987	1-4557-26	\$ 32.83
	DVD - Adult	96281985	1-4557-26	26.54
	DVD - Adult	96281984	1-4557-26	23.54
	DVD - Adult	96279480	1-4557-26	33.39
	DVD - Adult	96279461	1-4557-26	22.04
	DVD - Adult	96279460	1-4557-26	150.07
	DVD - Adult	96279417	1-4557-26	119.20
	DVD - Adult	96279416	1-4557-26	44.08
	DVD - Adult	96279415	1-4557-26	66.12
	DVD - Adult	96279414	1-4557-26	102.70
	DVD - Adult	96279413	1-4557-26	112.45
	DVD - Adult	96268690	1-4557-26	98.33
	DVD - Adult	96268628	1-4557-26	14.54
	DVD - Adult	96264112	1-4557-26	200.79
	DVD - Adult	96264111	1-4557-26	147.53
	DVD - Adult	96263956	1-4557-26	66.12
	DVD - Adult	96263955	1-4557-26	102.70
	DVD - Adult	96263848	1-4557-26	189.84
	DVD - Adult	96263847	1-4557-26	42.39
	DVD - Adult	96260124	1-4557-26	18.29
	DVD - Adult	96260120	1-4557-26	193.74
	DVD - Adult	96260099	1-4557-26	32.84
	DVD - Adult	96260098	1-4557-26	22.04
	DVD - Adult	96260097	1-4557-26	65.68
	DVD - Adult	96260096	1-4557-26	77.37
	DVD - Adult	96260095	1-4557-26	154.74
	DVD - Adult	96260094	1-4557-26	25.79
	DVD - Adult	96248392	1-4557-26	38.64
	DVD - Adult	96248391	1-4557-26	54.03
	DVD - Adult	96248390	1-4557-26	34.89
	DVD - Adult	96247178	1-4557-26	25.79
	DVD - Adult	96247177	1-4557-26	41.08
	DVD - Adult	96231947	1-4557-26	54.41
	DVD - Adult	96231946	1-4557-26	25.39
	DVD - Adult	96231945	1-4557-26	51.58
	DVD - Adult	96231944	1-4557-26	36.59
	DVD - Adult	96231943	1-4557-26	51.58
	DVD - Adult	96281995	1-4557-26	69.41

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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	96301598	1-4558-26	\$ 42.87
	Juvenile DVD	96301258	1-4558-26	42.68
	Juvenile DVD	96300328	1-4558-26	81.38
	Juvenile DVD	96299706	1-4558-26	80.08
	Juvenile DVD	96299705	1-4558-26	74.99
	Juvenile DVD	96285055	1-4558-26	28.19
	DVD - Juvenile	96279418	1-4558-26	14.54
	DVD - Juvenile	96268626	1-4558-26	29.09
	DVD - Juvenile	96264110	1-4558-26	51.58
	DVD - Juvenile	96263959	1-4558-26	36.59
	DVD - Juvenile	96260121	1-4558-26	14.54
	DVD - Juvenile	96247179	1-4558-26	29.08
	DVD - Juvenile	96231942	1-4558-26	22.04
	CD Audiobooks - Adult	96300325	1-4551-29	40.29
	CD Audiobooks - Adult	96299143	1-4551-29	45.29
	Adult DVD	96300165	1-4557-29	25.79
	DVD - Adult	96279463	1-4557-29	20.54
	DVD - Adult	96260125	1-4557-29	25.79
	Juvenile DVD	96301600	1-4558-29	51.58
	DVD - Juvenile	96279464	1-4558-29	14.54
	<i>Totals for Midwest Tape</i>			\$ 9,502.97
MyBinding.com	Maroon SpineVue Binders - PO5479-1819	156431	1-4355-16	320.35
	<i>Totals for MyBinding.com</i>			\$ 320.35
Netrix, LLC	Cisco VoIP System 1 Yr Renew - PO5461-1819	406459	1-4233-14	7,321.54
	<i>Totals for Netrix, LLC</i>			\$ 7,321.54
Otaku USA	Periodicals	73578895	1-4511-26	16.95
	<i>Totals for Otaku USA</i>			\$ 16.95
Pace Systems, Inc.	DeepFreeze Annual Renewal - PO5460-1819	IN00021278	1-4631-14	1,485.00
	Cisco SMARTnet Extended Agreement - PO5361-1718	IN00021048	1-4641-14	10.00
	Acronis Advantage Premier 1 Yr Support - PO5464-1819	IN00021178	1-4631-14	297.50
	<i>Totals for Pace Systems, Inc.</i>			\$ 1,792.50

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Paul Mills	Reimburse - Donuts for Donuts w/Director	PM072418	1-4715-10	\$ 16.77
	<i>Totals for Paul Mills</i>			<u>\$ 16.77</u>
PeopleFacts	Background Check For New Employees - July 2018	33754-JULY18	1-4253-10	39.28
	<i>Totals for PeopleFacts</i>			<u>\$ 39.28</u>
Petty Cash - District	Friends Reimbursement - Overpaid For Ice Cream	FL080318	1-4575-10	0.20
	<i>Totals for Petty Cash - District</i>			<u>\$ 0.20</u>
Promevo, LLC	gPanel Licenses - Annual, Non-Profit - PO5475-1819	98807	1-4631-14	350.00
	<i>Totals for Promevo, LLC</i>			<u>\$ 350.00</u>
ProQuest LLC	Online Databases	70519212	1-4521-26	2,663.00
	<i>Totals for ProQuest LLC</i>			<u>\$ 2,663.00</u>
Recorded Books, Inc.	Online Databases	75796532	1-4521-26	5,400.00
	CD Audiobooks - Adult	75929118	1-4551-26	293.25
	CD Audiobooks - Adult	75926615	1-4551-26	573.40
	CD Audiobooks - Adult	75926178	1-4551-26	329.54
	CD Audiobooks - Adult	75918150	1-4551-26	159.77
	Electronic Audiobooks & Books	75926898	1-4520-26	36.54
	Electronic Audiobooks & Books	75925243	1-4520-26	157.13
	Electronic Audiobooks & Books	75925244	1-4520-26	48.02
	Electronic Audiobooks & Books	75922015	1-4520-26	104.92
	Electronic Audiobooks & Books	75920149	1-4520-26	56.90
	CD Audiobooks - Adult	75918150	1-4551-29	44.00
	<i>Totals for Recorded Books, Inc.</i>			<u>\$ 7,203.47</u>
Rentals Unlimited	Rentals for 7/30/18 Ice Cream Social - PO5433-1819	01-117547-05	1-4573-24	448.00
	Rentals for 7/30/18 Ice Cream Social - PO5433-1819	01-117547-05	1-4571-24	448.00
	Rentals for 7/30/18 Ice Cream Social - PO5433-1819	01-117547-05	1-4572-28	448.00
	Rentals for 7/30/18 Ice Cream Social - PO5433-1819	01-117547-05	1-4572-20	448.00
	<i>Totals for Rentals Unlimited</i>			<u>\$ 1,792.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Robert Pennor	Program - Drawing with Pencils and Charcoals - Date 08/28/18	RP082818	1-4571-24	\$ 60.00
	<i>Totals for Robert Pennor</i>			<u>\$ 60.00</u>
Ronald Goldie	Program - Monthly Dungeons & Dragons Nights - Date 08/21/18	RG082118	1-4573-24	60.00
	Program - Monthly Dungeons & Dragons Nights - Date 09/18/18	RG091818	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			<u>\$ 120.00</u>
S & S Worldwide, Inc.	Outreach Program Supplies - PO5454-1819	10359666	1-4353-28	52.97
	<i>Totals for S & S Worldwide, Inc.</i>			<u>\$ 52.97</u>
Sebert Landscaping Inc.	Lawn Maintenance - August 2018	168394	1-4392-30	1,436.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 1,436.00</u>
Shirley Williams	Financial Consult Service - Installment #1	S070118	1-4253-10	675.00
	<i>Totals for Shirley Williams</i>			<u>\$ 675.00</u>
Showcases	CMTSD - Clear DVD Cases	307414	1-4371-12	204.12
	<i>Totals for Showcases</i>			<u>\$ 204.12</u>
Susan K. Maddox	Program - Cooking Demo w/ Chef Maddox - Date 09/20/18	SKM092018	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<u>\$ 300.00</u>
Team One Repair, Inc.	White MAXstick Hold Labels - PO5446-1819	779211	1-4351-10	638.40
	<i>Totals for Team One Repair, Inc.</i>			<u>\$ 638.40</u>
The Bugle Newspapers	Ice Cream Social Ad - 7/25/18 - PO5467-1819	122241	1-4731-10	217.47
	Legal Ad - Tentative B&A - 7/26/18 - PO5493-1819	122311	1-4243-10	66.50
	<i>Totals for The Bugle Newspapers</i>			<u>\$ 283.97</u>
Theatre-on-the-Hill	Little Mermaid & Hairspray Playbill Ads - PO5437-1819	0018227	1-4731-10	500.00
	<i>Totals for Theatre-on-the-Hill</i>			<u>\$ 500.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Today's Business Solutions, Inc.	Fax Program - 2nd Quarter - April-June 2018	070918-22	1-4234-14	\$ 272.80
		<i>Totals for Today's Business Solutions, Inc.</i>		\$ 272.80
Toni Greathouse	Program - Tuesdays With Toni - Date 8/21/18	TG082118	1-4571-24	75.00
	Program - Tuesdays With Toni - Date 09/18/18	TG091818	1-4571-24	75.00
		<i>Totals for Toni Greathouse</i>		\$ 150.00
Top Secret Studios	MyLibrary Rewards Staff T-Shirts - PO5468-1819	1069	1-4735-10	788.15
		<i>Totals for Top Secret Studios</i>		\$ 788.15
Tressler LLP	Legal Expense - Attorney - Dates 7/13/18 - 7/30/18	394348	1-4241-10	627.00
		<i>Totals for Tressler LLP</i>		\$ 627.00
ULINE	Outreach - Traffic Cones - PO5480-1819	99707512	1-4235-29	194.65
		<i>Totals for ULINE</i>		\$ 194.65
Unique Management Services, Inc.	Collection Placements - July 2018	466003	1-4245-10	411.70
		<i>Totals for Unique Management Services, Inc.</i>		\$ 411.70
UPS Freight	Shipping - Light Fixture Replacement Clip	1259934352	1-4382-10	19.41
		<i>Totals for UPS Freight</i>		\$ 19.41
USCutter	Studio 300 - Vinyl - PO5485-1819	1157736	1-4371-27	477.90
	Studio 300 - Vinyl - PO5485-1819	1157736	1-4353-24	16.99
		<i>Totals for USCutter</i>		\$ 494.89
Valley View School District 365U	BKM Fuel - June 2018	VVSD073018	1-4359-29	193.57
		<i>Totals for Valley View School District 365U</i>		\$ 193.57
Vanguard Energy Services, LLC	Gas Service - Dates 7/1/18 - 7/31/18	G404408080318	1-4322-30	597.48
		<i>Totals for Vanguard Energy Services, LLC</i>		\$ 597.48

Fountaindale Public Library District
Bills Payable Report
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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Verizon Wireless	Telephone Service - Dates 6/17/18 - 7/16/18	9811102021	1-4311-14	\$ 512.50
	<i>Totals for Verizon Wireless</i>			<u>\$ 512.50</u>
Warehouse Direct	July Admin Supply Closet Order	3955543-0	1-4371-10	20.50
	July Admin Supply Closet Order	3955543-0	1-4371-10	62.98
	Screen Wipes & Adhesive Remover - PO5476-1819	3978052-0	1-4371-10	40.00
	Admin Supply Closet - Large Binder Clips	3956853-0	1-4351-10	4.10
	HR - Binders & File Jackets	3955582-0	1-4351-10	254.08
	Admin Supply Closet - Yellow Legal Pads	3963316-0	1-4351-10	7.16
	Outreach - Water & Sheet Protectors	3963320-0	1-4351-10	37.34
	July Admin Supply Closet Order	3955543-0	1-4351-10	1,224.08
	CMTSD - Avery Labels & Address Labels	3966511-0	1-4371-12	139.54
	Staff Sweaters - PO5477-1819	3952476-0	1-4711-10	1,067.90
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,857.68</u>
Weston Woods Studios	Books - Juvenile Easy	17365274	1-4546-26	20.66
	<i>Totals for Weston Woods Studios</i>			<u>\$ 20.66</u>
Windy City Ice Cream, LLC	Revised Ice Cream For Ice Cream Social - PO5358-1718	1600905	1-4575-10	1,247.76
	<i>Totals for Windy City Ice Cream, LLC</i>			<u>\$ 1,247.76</u>
	Total for Fund 1			<u>\$ 158,886.70</u>

Fountaindale Public Library District

Bills Payable Report

August 16, 2018

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Best Quality Cleaning, Inc.				
	Additional Clean - Ice Cream Social - PO5478-1819	25604	8-4211-30	\$ 75.00
	Special Clean CSD Boys & 1st FI Mens - 7/13/18 - PO5455-1819	25300	8-4211-30	150.00
	Cleaning Service - August 2018	25517	8-4215-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,146.00
C. Acitelli Heating & Piping Contractors, Inc				
	Install Heat Element In Cafe Water Heater - PO5383-1718	0000032837	8-4211-30	3,845.99
	<i>Totals for C. Acitelli Heating & Piping Contractors, Inc</i>			\$ 3,845.99
Calumet Decorating Services, Inc.				
	Repair, Patch, Paint 2nd Floor Public Area - PO5457-1819	20148	8-4211-30	2,000.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			\$ 2,000.00
Chase Card Services				
	EEMax - Hot Water Heater Control Board	P3672-AUG18	8-4211-30	87.86
	EMDGlobal - Filter Housing Parts - Closed Loop System	P3672-AUG18	8-4211-30	423.80
	EEMax - Filter Housing Parts - Closed Loop System	P3672-AUG18	8-4211-30	361.95
	EEMax - Water Heater Parts & Inventory	P3672-AUG18	8-4211-30	452.23
	<i>Totals for Chase Card Services</i>			\$ 1,325.84
Cintas Corporation				
	First Aid Rooms Restocked - August 2018	8403762957	8-4215-30	423.11
	<i>Totals for Cintas Corporation</i>			\$ 423.11
Cintas Corporation #344				
	Weekly Mat Service - 7/19/18	344777328	8-4215-30	30.00
	Weekly Mat Service - 7/12/18	344773793	8-4215-30	30.00
	Weekly Mat Service - 7/26/18	344780828	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 90.00
CMG Precision Machining Co. Inc.				
	Caster Mount Stainless Steel - PO5348-1718	2955	8-4211-30	390.00
	<i>Totals for CMG Precision Machining Co. Inc.</i>			\$ 390.00
Combined Roofing Service				
	Remove Fail Sealant & Apply New - 6/4/18 - PO5336-1718	6316	8-4211-30	1,195.00
	<i>Totals for Combined Roofing Service</i>			\$ 1,195.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - 7/31/18	0082667	8-4211-30	155.29
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 155.29

**Fountaindale Public Library District
Bills Payable Report
August 16, 2018**

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gill Reprographics, Inc.	Building Plumbing Prints & Analysis Prints - PO5488-1819	CHI 34230	8-4211-30	\$ 50.00
	<i>Totals for Gill Reprographics, Inc.</i>			<u>\$ 50.00</u>
Graybar	Bulbs For Building Lights - PO5470-1819	9305183192	8-4357-30	146.68
	<i>Totals for Graybar</i>			<u>\$ 146.68</u>
Hansen Services, Inc.	Monthly Pest Control - July 2018	3894335	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 103.00</u>
Trane U.S. Inc.	Freight Charge Circ Mgr VAV Board Replacement - PO5366-1718	4438642	8-4211-30	8.00
	<i>Totals for Trane U.S. Inc.</i>			<u>\$ 8.00</u>
Village of Bolingbrook	Semi-Annual Elevator Inspection - Date 7/23/2018	61192	8-4211-30	225.00
	<i>Totals for Village of Bolingbrook</i>			<u>\$ 225.00</u>
Warehouse Direct	July Admin Supply Closet Order	3955543-0	8-4357-30	320.68
	Building Supplies - Monthly Order	3971720-0	8-4357-30	1,748.51
	Building Supplies - Gloves	3978054-0	8-4357-30	155.30
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,224.49</u>
	Total for Fund 8			<u>\$ 19,328.40</u>
	Grand Total			<u>\$ 178,215.10</u>


Jennie Nguyen/Finance Manager

August 2018 Monthly Board Report
Paul Mills
August 16, 2018

Director

Kanopy

I'm excited to announce that we have added a new video streaming service to our digital collections called [Kanopy](#) (pronounced Can-o-pee).

Kanopy is branded as "Thoughtful Entertainment" and includes a plethora of classic cinema, indie films, top documentaries, foreign films, videos distributed by The Criterion Collection, The Great Courses, PBS and more.

The service also features a separate [Kanopy Kids](#) portal that offers popular TV Shows, movies, educational videos, animated storybooks, and learning language programs. All content on Kanopy Kids is appropriate for ages preschool and up. Patrons can also choose to implement parental controls for additional security.

How it works:

- First you can [Sign Up](#) by entering in your name, email address, and a password.
- A confirmation email will be sent to you; once you confirm and click the link in the email, you will be sent back to Kanopy to enter your library card number and pin.
- This service does authenticate against our database. To access via our library, you must have a Fountaindale library card in good standing.
- Each patron account receives up to 8 play credits per month.
- Once you press play, you have 3 days to watch a film as many times as you like.
- Play credits reset on the 1st of each month.
- You can access Kanopy from virtually any device, including iOS (iPhones and iPads), Kindle Fire tablets, Android, Apple TV, Roku, and Chromecast.
- Kanopy can be accessed from our [website](#) by clicking the main navigation menu Books & More -- Digital Collection -- Video, Music and Games.

My Library Rewards

We will be launching our new patron rewards program, My Library Rewards, for September, which is National Library Card Sign-Up Month.

My Library Rewards encourages patrons to visit our library and check out materials. For each item checked out, patrons receive points, which can be redeemed for discounts and offers from businesses in our area. My Library Rewards has worked with businesses in each of our Pinnacle Library Cooperative communities to provide access to over 150 offers to our patrons - and that list continues to grow. We are the first libraries in Illinois to implement this program, and the first consortium to implement it as well.

Illinois Veterans History Project

The Illinois State Library has asked that the Board and Staff of all Illinois public libraries learn about the Illinois Veterans History Project as part of the Per Capita Grant requirements this year. This project aims to create a permanent record of the names and stories of Illinois war veterans and civilians who served our state and country during war so that their efforts will not be forgotten.

Please take some time to learn more about the program here

<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Veterans or their family members can complete a form found on the site mentioned above and share their remembrances. Those who participate will receive an Official Certificate of Appreciation for their participation in this project.

You can also find interviews here on the project's YouTube channel

<https://www.youtube.com/user/ilveteransproject>

Deputy Director (Nancy Castellanos)

At the end of July we saw the conclusion of our Summer Adventure program. We had great response this year, and our enrollment went up by 11% from last year. We also had a 1% increase in people completing the program. Staff also noticed that patrons adapted well to our new Summer Adventure software and logged more points online themselves. Summer Adventure is always successful thanks to the hard work of all our staff who promote it, sign patrons up and are very enthusiastic about it. A big thank to all staff for all the hard work.

2018	# Registered	# points Logged	Completed Halfway 25 Points	Completed Program 50 Points		% of Growth in Enrollment since 2017	% of Growth in Completion since 2017
Adult	654	18144	296	240	Adult	+22%	+8%
Adult Outreach	29	587	8	7	Adult Outreach	-38%	-56%
Teen	449	13483	239	193	Teen	+13%	+4%
Teen Outreach	17	276	5	3	Teen Outreach	-26%	-40%
Children	971	26488	482	393	Children	+11%	+2%
Children Outreach	34	383	7	6	Children Outreach	-51%	-73%
TOTALS	2154	62361	1037	842		+11%	+1%

On August 3rd we had an all Staff In-Service Day. The library closed from 9am-1pm and staff were able to attend training sessions. We had a session on learning about Public Services for non-public service staff, a refresher on Google Drive taught by Google Certified trainer, Steve Wick and and LEAP training taught by our ILS manger Matt Hammermeister. Staff had an opportunity to attend 2 of the 3 sessions. This was a great opportunity for staff to learn more about the library, get to socialize with staff from other departments and overall come together to enjoy the day. It was a great success!

From Wendy Birkemeier's Report

Children's Services

Monthly Overview of Children's Services: What a month! From the Fireworks Let's Create on July 2 to the final day of the Summer Adventure on the 31st we were non-stop busy with programming, rewarding prizes, and preparing for fall programs.

Programming 2876 people attended a total of 197 programs in July.

SPECIAL EVENTS

Ben's Bubble Show (396) A Really Really Big Show! Such a huge crowd for this one. The kids were so excited. So many of the kids got to participate which is always great. Such a big crowd got a little rowdy but he was so fun he kept them interested in the show. We did have a little issue near the end of the show when the air conditioning came back on (not good for the bubbles) but they were able to turn it back off pretty quickly. *Chris Z.*



... Ben always draws a big crowd and the kids loved all the different ways that he can manipulate the bubbles and the different size and shapes he creates. He calls kids up to participate and they love to be involved in the show. The big finale was a huge hit! He encased several of our patrons in a giant bubble. I was surprised to learn that moving air can affect his show. He asked the park district to turn off the air conditioning during his show so the moving air would not collapse the bubbles before he was done with his demonstrations. *Debbie S.*

Morris the Magic Man (289) At the end of the show, Morris said to me, "I will never forget this day!" A number of "hiccups" occurred that made us wonder if there would be a full moon that evening ... Despite the challenges, Morris still presented a fun and interactive show. The kids enjoyed the illusions and several audience volunteers had the chance to be part of the magic! *Joyce A.*

Jim Gill's Nationwide Campaign for Play (140) Sarah and I hosted Jim Gill at Central Park. I had never been to a concert of

his but I have used his songs all the time in storytimes. Everyone on staff told me how much fun his concerts were and Jim did not disappoint those that attended! He engaged the adults and the children for 45 minutes of singing, dancing and finger plays. ... People came into the library later in the afternoon and stopped at the desk to tell us how much they enjoyed his concert. I would be very happy to have this assignment again if we book him next summer! *Debbie S.*





We saw lots of happy faces as the kids played and danced to the music. One family mentioned that they had missed a Jim Gill concert in their native California when a child was sick, so they looked up shows that would be nearby while they were on vacation and found this one! *Sarah D.*

Popeye and Sailor Dog (217) This was a very fun show, Sailor is an extremely well trained dog. There was a good amount of audience participation and all the children wanted to be the ones who helped... At the end of the program the children could take pictures with Popeye and

Sailor. I was able to feed sailor some treats (granola bars) and both Joyce and I had fun petting Sailor while they packed up their materials. *Rosemary B.*

Improv Playhouse: The Ugly Duckling (56) A really great show. A shame we had such a small audience. They did a great job keeping the audience involved and entertained. *Chris Z.*

The show itself was very cute and funny and the children seemed very interested and engaged...What I personally liked about the show was that the actors used their own unique dialogue and added some

funny jokes along the way to keep the kids entertained. It wasn't just your typical ugly duckling story, it was formed in a more modern way that the kids could really relate to it. *Marta M.*



ARTS & CRAFTS

Let's Create Summer Artist: Fireworks (67 = 38C + 29A)

Pointillism Firework paintings. With various parade music and a collection of marches the kid made some amazing acrylic

firework paintings! It was a huge group. I'm so glad that Marta was there with me. She saw how busy we were getting and asked for more tables. The kids really got into the music. I really feel that the kids that have been coming are learning so much about different artists, different paintings and techniques and bringing out the artist in themselves. *Chris Z.*

The children demonstrated much creativity by the colors they chose and the brushes they used. Some children even used their fingertips to add special effects. Each picture came out special and very unique and the children were very proud of their work. *Marta M.*

Sounds of Music: Mary Poppins (19 = 12C+7A) Kathy and I presented Mary Poppins in a story and music format. Kathy and I created a power point that told the story... I

told the story, showed the pictures and let the music and dance help advance the story. We had some great props. We danced with some handmade brooms for "Step in Time" and we used the umbrellas for "It's a Jolly Holiday". We had the kids play spoons to "A Spoonful of Sugar", and we had tambourines for



“Supercalifragilisticexpialidocious”. We did a stained glass kite for the craft because the story ends with the Banks family going off together to fly a kite together.

A special thank you to Jeffrey and Studio 300 for bringing the lights for our “Tuppence” song. The kids enjoyed creating birds with glow sticks and scarves and flying them into the shadows the lights provided. A special thank you to Joyce for getting a great camera from the studio and coming in to take pictures. I have always loved this musical and I am looking forward to see what Disney does with *Mary Poppins Returns*! Debbie S.

Rovin’ Robots (3 sessions, 33 attendance) For this camp the goal was to teach older kids (grades 3-5) how to code the robots using the Blockly language (a programming language similar with Scratch). ..Ant-Man and the Wasp movie was released that weekend and I thought the kids will enjoy making the robots act like the movie characters. The challenge for the day was to create a computer program that will make the robots act like an ant or another animal...Kids worked in teams and each team picked a different animal: Ant, Wasp, Dinosaur, Dog, and Red Ant. ...Then every team created their own program and I helped them debug and gave them more ideas how to incorporate more commands. Once they had the code ready for the final presentation then they were able to decorate their robots to look like the animals. Kids used pom-poms, pipe cleaners, construction paper etc. At the end each team presented their code and robot in front of the class. This was a nice class and kids enjoyed it.

Day 2 was dedicated to expand on the coding skills learned the day before. The plan was to make our robots act like Curiosity rover and imitate the mission to Mars. The robots had to record a video “on Mars” and transmit it to Mission Control Station (aka Storytime Room). There it was broadcasted on the screens.

“Scientists” from the Mission Control Center (MCC) had to program and guide the robots using iPads connected via Bluetooth. In order to obtain images from Mars we made a video-call. We used two phones that we mounted on robots’ heads using Legos. Joyce was very nice and volunteered her phone for the risky mission. She was also very helpful in supervising the kids and the robots outside the ST room who were pretending to be on Mars.

Day 3, The Robots Games,...involved programming skills, math and good dexterity. Kids calculated, recorded their scores on a board and decided a winner. Games included Maze, Square Sweeper, Shuffle Board, and Obstacle Course.

Kids loved the game format. I observed the teams made progress and worked very well together compared with the first day. At the end of the program we had like a circle time and discussed about safety on the internet and what information not to share with others. “Share with Care” is the first lesson from the Digital Safety and Citizenship Curriculum from Google that Nancy and Paul brought from ALA. Andreea D.





GAMING & PLAY

Preschool Activity Time: Teddy Bear Party (43 = 27C+16A) The kids could make a jointed teddy bear, a cotton ball polar bear, color and cut a bear puzzle, make a honeycomb shaped pasta necklace, and there were teddy bear themed coloring pages. We had a limited number of toys to play with, some of the more favorite ones and we ended with parachute, as always. I had many compliments on what a great program it was and many thanks for a fun time! *Rosemary B.*

Board Game Blast (3 programs, 31 attendance) On July 18 five children and one patient grandfather actively participated. They enjoyed Star Wars chess, 2 LEGO games (Magikus and Minotaurus), Connect 4 and Chutes and Ladders... The grandfather and his granddaughter put together the Minotaurus game and used it for the first time. It turned out to be a tough choice for intergenerational play, since the tiny LEGO dots are counted as game spaces and this is hard on adult eyes. Magikus was partially assembled and easier to play. We substituted a small LEGO wrench for one of the tiny magic wands that had gone missing. *Sarah D.*



PUBLIC SERVICE

Summer Adventure: Read to the Beat. 68 children joined Adventure in July for a grand total of 971 in the building, about 100 more than last year. With the 34 children who signed up on the Bookmobile, a total of 1005 young people participated.

536 logged – about 53% of those who registered. Of those who logged, 76% (409) completed the adventure and 92% (462) earned their halfway prize. I look forward to learning more about the summer statistics from working with Steven F. and the Beanstack reports. We think that more families logged online than in the past. When we logged, we tended to count everything as minutes for the sake of keeping the process simple and short.

	<i>Members (Bldg and BKM)</i>	<i>Halfway Prize</i>	<i>Completion Prize</i>
2018	1005	492	409
2017	946	493	387

The children really liked getting stickers for the points they earned. Adding them to the mosaic posters was a highlight for many of them. Everyone wanted to see the finished images, which we hung in the Creativity Park. Late on the Friday before the end of the Summer Adventure, Debbie S. put up the fourth poster. By the end of July 31 about half the stickers had been added to it (each poster has about 4000 stickers!).

Ice Cream Social: I really had a lot of fun helping with the Ice Cream Social. I have been attending the Ice Cream Social for the last 6 years as a patron, and this year for the first time, I attended it as a staff person. I never realized how much planning and prep it took to put such a great event together. My dad brought Simon to the Social this year and he was surprised in all of the things we had planned for the families and that it was all free. He even commented how

come the Niles library does not do something like this. Simon had lots of fun too, he said that his favorite thing from the event was the inflatable sides, he absolutely loved those and “the movie under the stars was so cool”.

Working the Ice Cream Social I had a chance to interact and get to know some of the other staff members that I never get to work with. It was most fun seeing all my kids from storytime. I had a few kids come up to me giving me hugs and saying that they cannot wait until storytime starts again. *Marta M.*

***Stories of the Month:* This month's stories reflect our community and the role the library serves**

A grandma came in asking for help in teaching her 5th grade grandson English. She said that he was born here, but went back to China for a few years and now is back in the US and is struggling with his English. She asked if we could suggest some books for him that can help him with his reading. I asked the grandmother what her grandson was interested in and she said Legos and Star Wars. We visited the ESeries section and she pulled some Lego books, Star Wars Books and Pete the Cat books. I also suggested to her some books on tape. I told the grandma that if her grandson listens to the words and follows along that can help him learn new words by both seeing and hearing them. The grandmother was very thankful for all of my help, she even had tears in her eyes and told me that she really appreciated all of my help and it meant a lot to her that I took this time to help her... *Marta M.*

On a Tuesday morning after Lapsit a young dad approached me and asked me if we had a section on Polish books at the library. I told him that we do have some Polish books at the library and walked him over to our World Languages section. I asked him if he spoke Polish and he said no...He told me that his son's babysitter is a wonderful lady and she teaches his son how to speak Polish by reading him books, telling him stories and singing him songs. And he wants to surprise her by getting some books that they can read together. He is very happy that his son is learning a new language, because it's never too early. I just think that what this dad is doing is so sweet, by wanting to form this special connection with his son's sitter. I also recommended my Polish Storytime to this family, dad told me that he will try bringing his son in so he can come listen to some Polish stories and songs. *Marta M.*

I introduced a woman to our juvenile World Languages Collection last month, and this month I found out she was doing some word of mouth advertising for us. A second woman brought me the Arabic materials I remembered from last month, told me her friend had told her about them, and asked to check them out.

A woman asked for information on two African American architects. While we didn't have any books, we were able to find some information in our databases. She was pleased that I also suggested *With Books and Bricks: How Booker T. Washington Built a School* after one of the articles mentioned that one architect had designed buildings for Tuskegee University. *Sarah D.*

Collections

Sarah D. updated the poster listing newer movies twice and Mary started to help keep the display shelf full of movies.

From Marianne Thompson's report

Outreach Services

Adult Volunteers: Four volunteers provided 12 hours of time for the VVSD lunch program during July. Three volunteers provided 7.5 hours of time at the Ice Cream Social. Two helped to monitor the games and one took photos. I have twelve more people who have filled out the volunteer interest form on the library website.



Story Stroll #3: The last story stroll of the summer took place on July 2 in Bulldog Park with 38 attendees. The book title was "Rattletrap Car" by Phyllis Root. Props included a "wearable car" made from cardboard, a surfboard, marshmallows and many other fun items.

Trip to Skokie Public Library: Paul, Nancy, Marianne, & Kathy toured Skokie's two-year old Bookmobile. It is a 42' vehicle, larger than ours. It was nice to see some of the new additions to outreach vehicles that I have heard about over the past few years, being involved with ABOS. LED lights inside the vehicle are very bright without adding the heat from fluorescent lights. We also liked the monitor on the side of the



vehicle as well as external outlets. We really liked the seating for patrons, as well as the Acore shelving units and how to use them to display materials on the vehicle.



MOPs & Visit Your Local Parks Fridays: This is a wonderfully successful partnership with the Park District. For July, we presented 4 shows for 361 attendees. Add to that the special show at Head Start (28) and the Ice Cream Social (250) for a total of 6 shows and 639 attendees! At Wipfler Park, Ana Wilson, principal of Tibbott, asked the MOPs players to stage the puppets before the event started so she could promote it on her Face

Book & Twitter pages!

Thank you to the MOPs troupe (Laura, Cindy, Melissa), who work well together to create puppet shows that are fun, enjoyable, and funny for people of all ages! My thanks to the rest of the Outreach staff who do set up, sound, participate in musical activities, participate in the games & other activities after the show, and more! It is intensive work, but well worth the effort of all the staff! They even had to improvise by using the Van on a day the Bookmobile was out of service. It worked, including a puppet show done by a tree. I do feel the





shows are much better when we use the Bookmobile. Definitely easier on the knees for staff! I was very pleased to attend the all-bilingual show on July 27 at Central Park – very entertaining & well done!

Wednesdays at Winston Woods: This was a new adventure for us, and Studio 300 joined us a few times. We enjoyed the collaboration, and we plan to do more next summer. The Lego Robotics program allowed children to

work together to build with Legos and program what they built. The following week, we brought the 3D pens funded by Friends of Fountaindale. Felix Soto, LMC director at Wood View, brought his students over to use the pens. He specifically asked Kathy if we plan to do “Wednesdays at Winston Woods” again, as he wants to bring his students over again to participate.



Ice Cream Social & Friends: Despite the late arrival of ice cream for the event, most of the attendees had so many other choices of activities, that my staff really didn’t encounter any upset people. The MOPs show was the largest attendance ever: 250. I was stationed at the Friends tent and they were extremely pleased with what they sold for candy & books: \$171.70. The games & inflatables were full, vendors did well, and the weather was excellent!

New Hope Baptist Church Picnic: Melissa & Cindy took the Bookmobile to New Hope for their picnic. They provided coloring sheets and giveaways to the children. Many children checked out books. More came on to read books in the air conditioning. The adults asked questions about the library, and Pastor Ron was very happy we came and asked us to come again next year!



Repairs & Maintenance of Outreach Vehicles:

- July 5 – Prior to our scheduled maintenance, the Bookmobile developed a coolant leak from the generator. The vehicle was taken to KD Repair.
- July 17 – Rear AC unit was replaced at US Adventure RV in Naperville
- July 25 – Front AC unit now does not work and the vehicle will go back to US Adventure RV in August.
- July 31 – Bookmobile taken to Diesel Service Center for an oil leak. This turned out to be a fuel leak near the fuel filter. The vehicle will be repaired and also give the preventative maintenance for the fall.
- **Lost service days due to repairs: 4**

From Jeffrey Fisher's Report

Studio 300

In July 2018, Studio 300 had these basic stats:

- 981 patrons actively used our spaces.
- 3431 items were checked out.
 - 127 of that total circulated out of the lab.
- 39 patrons attended our 7 Orientations.
- 204 patrons came to our 14 other Adult/T(w)een programs.
- We led 2 formal tour with 24 kids/adults attending.
- 16 Non-FPLD people used Studio 300.
- We made 24 3-D prints (see other Maker stats below).
- And there were about 1666 blog page views.



Our *Maker* initiative spent much of the month on the road with Outreach (showcasing vinyl cutting and robotics), in front of the building during lunch, and at the Ice Cream Social. **Joe P.** and **Anna G.** continue to promote these exciting technologies available to our patrons at every opportunity. We had about 100 people stop by these maker events (not counting our Outreach team up nor the *ICS*) and they made about 30 items because much of our focus was on promotion and small giveaways this month.

Family Pet Photo Day brought in 11 adult humans, 7 kid humans, and 11 non-humans (dogs). **Adriana A.** took the snapshots and we posted them [on the Flickr page](#).

July saw the conclusion of the 8-week *Game Design Coding Camp* that turned out to be quite the success with our young patrons, and five students had perfect attendance. **Adriana A.** lent a hand to the ATSD-Teens *K-Pop* program. Due to demand from patrons, **Jeremy L.** added a separate workshop alongside his monthly *Indie Filmmaker's* club this month. Jeffrey assisted Debra D. with her July *WWI Music Genealogy* program video and posted it to [YouTube](#).

And we capped off the month with the *Ice Cream Social* that had **Joe P.** and **Anna G.** demonstrating a bevy of Maker functions outside alongside **Steve B.** and **Jeremy L.** who took pictures of our patrons using the *CoCo* backdrop. Find these pictures on Flickr soon. We had 94 entries for the 4 *Coco*-themed 3D carvings we gave away, too, and patrons were called and they picked up their prizes later.

Jeffrey published the first issue of ***The Nemo Journal*** comprised of essays, poems, nonfiction, and fiction submissions from our patron community. Two physical copies were added to our local author collection and the e-book version is [available on our BiblioBoard platform](#).



Related to publishing, Jeffrey attended a *Soon to be Famous* meeting to help plan the new manuscript contest launching in the Fall and prepare for the 2019 main contest starting in April. Seven other states are currently running their own contest, and the winners of these states will join our Illinois winner, Heather Bentley, in a nationwide contest for the new national top spot to be announced in April, too. Stay tuned for more on these exciting developments.

From Debra Dudek's Report

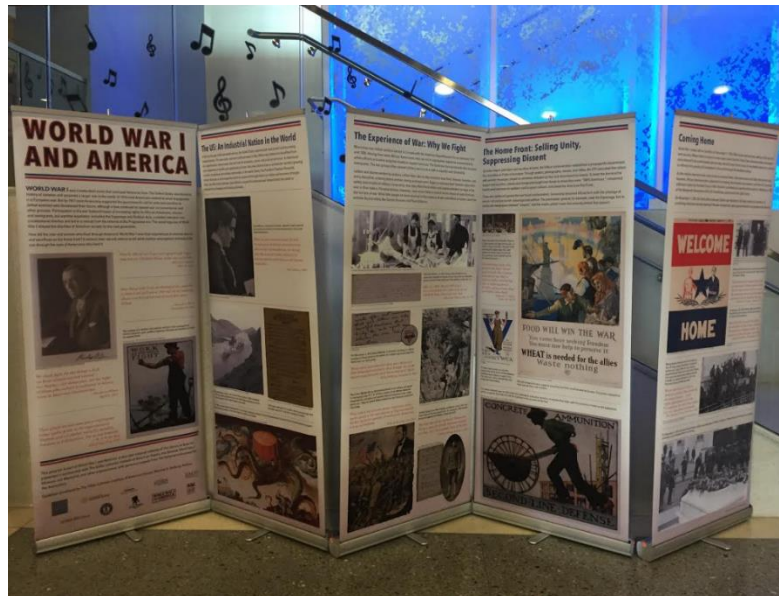
Adult and Teen Services

General Comments on the Month

July marked the end of our Summer Reading Program, which garnered an excellent turnout amongst adults, teens, and children alike. The only prize we ran out of during the course of the program were the coffee tumblers. The rest of the items we can store and use again next year. Among our popular prize picks were the umbrellas, tablet holders, and the teen drawstring backpack prize. Randi Carreno was the chairperson of the Ice Cream Social this year, and it was a well-planned and executed event.

Our library hosted a month-long traveling 'World War I and America' exhibit in the lobby of our building. This was a free exhibit we obtained from the Gilder Lerhman Institute of American History. This organization provided our Civil War and Alexander Hamilton exhibits offered us the opportunity to host a free summer exhibit in our library.

I selected this exhibit as it coincided with our two remaining World War I and America summer grant-funded programs. July featured lecturer Andrew Bullen and his program 'Music in World War I,' which highlighted the impact of popular sheet music of the era and its effects on morale, social issues, and the Great War experience. This program was the first time I manned the Studio 300 equipment and recorded the lecture on my own. I really enjoyed using the equipment, and I felt I made good transitions between the screenshots and the speaker.



Maureen and I attended a Program Contract meeting on July 11, which provided an opportunity to discuss the program contract process, how it might be adjusted, and some new improvements we could try to ensure a faster and more convenient signing process available for use. Maureen suggested a autosign software called DocuSign which realtors use for selling, houses, which was a pretty great idea! In this vein, I concentrated on completing contracts and schedules for all of next year's Genealogy Club events, including our annual Genealogy Day which was moved from May to March 30, 2019. Due to early voting next year, the program will be rearranged to offer tours of Studio 300 and the Local History Room to replace the society and vendor room in Meeting Room B.

Programming (includes):

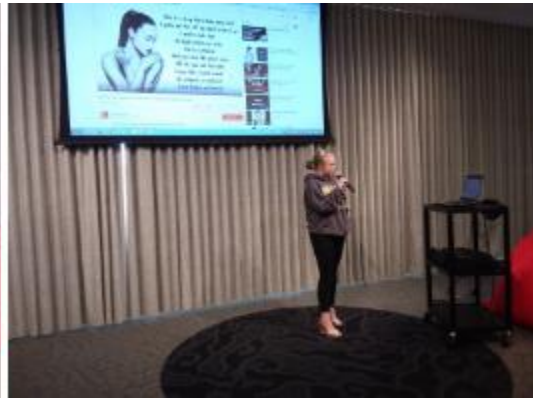
Randi's Observations: The Ice Cream Social was one of my major focus areas this month. I've been an organizer of the event for seven years, and it takes a lot of time and energy to make the day successful. I had a lot of help from Chris and Joyce from CSD during the day, and their assistance was greatly appreciated.

Teen Programming

- Tara writes, "We had thirty teens enter into this summer's Totally Rocking Coloring Contest with many, many more using the provided guitar templates to create just for fun. Teens used tools and materials from the Maker Cart like washi tape, markers, duct tape, tulle and more as well as their own supplies from home like oil pastels and micron pens. All this variety made for a super hard decision when choosing a winner. Ultimately, however, we chose an artist who had drawn complex, intricate designs within her guitar shape. It was kind of reminiscent of henna and clearly took a lot of time and attention to detail. Our winner, Tia, was thrilled with her \$25 Target gift card."



- Adriana and I collaborated in planning our KPOP Dance Party as we are both big KPOP music fans. Teens made buttons, had their hands or faces painted with band logos, played popular games featured in Korean variety shows and danced to some of their favorite KPOP songs from BTS, Blackpink, Twice and more. Participants were able to win drawing tickets for participating in the different activities. Winners received a custom t-shirt made in Studio 300. It was a great program with several teens commenting that they would love to have another dance party soon.
- From Tara: For Dreamtime: Australian Dot Paintings, artist Christine Thornton gave some background and history on the traditional artwork of indigenous Australians. She then showed them how to use cotton swabs to make dots of varying sizes to enhance and accent the critters in the middle of their artwork. (If you remove the cotton fluff off of one end of a swab, you can making smaller dots with that end and larger dots with the fluffy end. What a great idea! Mind blown.) I saw a lot of lizards and snakes and a few hybrid kangoalas as well! Why limit your imagination and creativity to color choice?
- For Teen Karaoke and Lip Sync Night, teens were given entry slips to let staff know what they'd like to perform and whether they'd like to lip sync or actually sing. We started off with three brave souls who had clearly all sang karaoke before. Once they starting doing their thing, more and more teens joined us in the Vortex and asked to join the program. Some were shy at first. A few had to back out and try it again in a few turns. But, eventually, we had ten people singing or lip syncing with more onlookers there for moral support. It was such a fun time that Tara let the program run until 8:00 p.m. (an hour after it was supposed to end) because nobody wanted to leave!



- Our Teen Makers made their own acrylic signs for July's Teen DIY Makers program. Anna had premade the base of the signs using the 3D printer. The teens used Illustrator to design their own custom signs. Once the design was finished, we headed into the Maker Lab to watch the CNC machine carve their signs. The teens then assembled their signs using hot glue. They also added an LED strip to really make their signs shine.



Here are some photos from our other teen programs in July.

Babysitting Class & Dungeons & Dragons



Career Online High School:

Currently Enrolled: 12

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 3

Graduate: 17

Maureen's Observations: Summer Adventure ended this month. Participants have until August 13 to pick up their level prizes. Grand prize winner have been drawn and are listed below. Patrons have been notified. This month was very busy for prize pickup. The last week of July we ran out of the coffee tumblers. But it seems umbrellas and water bottles were very popular, followed by the tablet cases. We still have plenty of pop sockets and sunglasses. Though a little less popular this year, we have few earbuds left.

Programs

Cooking Demo - Packing for a Picnic - 7/12/18 - It's always a pleasure with Chef Susan Maddox is here for a cooking demo. She handed out recipes of homemade salad dressings and showed patrons how to use them in pasta and green salads. She also recommended using mason jars for salads, they keep better and they are easily stackable in a cooler basket. 20 patrons attended this event.



Paint to the Rhythm 7/18/18 - This is the first time artist, Christine Thornton was here to teach an art class for adults. Since summer adventure theme is music, she played music while our patrons painted. I expected this class would fill up but despite the fact that it didn't, 18 patrons attended.

DIY Wind Chimes - 7/26/18 - Cathryn Stanek Whisler showed patrons how to make these cute outdoor windchimes using branches, keys and chimes! It was a lot of work but a lot of fun too. 17 patrons attended.



From Jessica Granados' Report:

Arte con Puntos de Color - Dot Painted Canvas

Tuesday, July 17, 6:30pm— 8:30pm

With a total of 13 patrons that attended, we had a successful painting program. Studio 300 was able to provide vinyl cuts that could be used as stencils by our patrons. We had four different designs available for them. The guitars and music notes were the most popular. I introduced dot painting to our patrons and made a sample that was easy to follow or get inspiration from. Our patrons used the back of their brushes, glue sticks and Q-tips to make dots on their canvas and create beautiful pieces of art.

Jardín de Hadas Miniatura- Miniature Fairy Garden

Tuesday, July 31, 7pm— 8:30pm

This program is now considered my favorite. We had a total of fifteen patrons that attended. Our patrons were given all the materials and tools necessary to create a very cute and simple miniature fairy garden. With Agnes assistance we used up some of our pinecones to cut up and use as shingles for the fairy houses. I always love to see everyone's creativity. By the end of the program, I was able to surprise our patrons by telling them that the blue rocks could glow in the dark. We had a fun demonstration and everyone seemed happy with their project. This program will be offered again in September.

From Tony Nguyen's Report:

General Comments

Unlike in June where I've seen a huge amount of people signing up for the summer reading adventure prizes, July was all about prize redemption. So there was a fair amount of looking up patrons' accounts, putting in their points if they haven't already, and then distributing the prizes. And now that I've been here for three months, I feel comfortable with the duties and responsibilities associated with my position. Especially now having taken part as a staff member at the Ice Cream Social. I'm looking forward to what lies ahead.

Ice Cream Social - Monday, July 30 2018, 5:00pm - 8:00pm

This is easily the largest and most important event of the month. I was chosen to work in Zone 2 along with Jessica Granados. Despite the ice cream truck not arriving until 6:30pm or so, the event went well. I walked the grounds to help out anywhere I could and saw that all of the patrons and members of the community were enjoying themselves with all the activities and mingling with each other. Once the ice cream truck arrived, I helped manage and organize the lines furthest away from the truck where I followed its length until it got right up to the truck. It was a great event to be a part of.

From the Reference Desk of Tom Degutis

While I was working at the 3rd Floor Desk, shortly before 6 p.m., on the third Monday of the month, I had a customer stop at the desk and ask where the resume books were located. Since the shifting project was still going on in our Adult Non Fiction collection, I simply walked the customer over to the Career section. I explained to her that this section had materials on cover letters and interviews, as well as on resumes. While the customer was starting to browse the shelves in the resume area, I told her about some of the eResources that we had in our Lifelong Learning category, such as Gale Courses, which I knew had a Resume Writing Workshop. It was accessible remotely with a Fountaindale Public Library card. The customer did have a FPLD card. I suggested that she stop back at the desk, once she had selected her resume books.

A few minutes later, the customer arrived back at the 3rd Floor Desk. I showed her how to access the eResources in the Lifelong Learning category and we looked at a "Resume Writing Workshop" in Gale. She thought it would be really helpful to her. She was excited that the next session was starting on July 18. We jotted down a few notes to help her remember how to find the resources on one of the database postcards.

We next explored both Lynda.com and Universal Class. They both also had resume courses. Lynda.com had a course titled "Resume Makeover" than ran 1h 55m and Universal Class has "Resume Writing 101" which took users an average time of 9 hours to complete.



At about that point, the customer said “Let me be frank. I was just laid off from my job. I never imagined this would happen to me.” She also asked “where else could I look for job listings, besides online.” I told her about the Mobile Workforce Center from Will County, which comes to the library each Monday. Some of the services that are offered for job seekers on this mobile center include “computers with internet access for online applications and job searches, assistance from a Certified Professional Résumé

Writer to create/revise a résumé and an online job board with listings from Will County businesses.” The customer was very interested in using this mobile center and I printed the location calendars for her for July and August, so she could utilize it here at our library or at the other locations where the mobile unit travels to.

Once the customer saw that there were more options available to her besides the resume books that she originally came in for, she felt more hopeful about looking for a new job. Before she left the desk, she told me “You’ve been a great help. I really appreciate it.”

This customer interaction is yet another example of how, if we are prepared and the situation presents itself, we can have success with helping a customer. How did I know that our library had such help tucked away in these resources? The answer is that I make it a point to explore the resources, so I can see what the possibilities are to assist our customers.

Knowing what types of materials and resources our library has available is key to helping our customers. It adds another item in our tool kit so that we can add to the customer’s experience when they come to our library.

Specialist Highlight

Jay Purrazzo

After receiving my performance evaluation, I was motivated to be more active with the blogs of the library. This month I submitted posts to both the Teen and X Meets Y blogs. Due to Andre’s extensive posting on horror films, I chose to compliment his work with entries on new sci-fi. I plan to do a post on Kanopy to promote the new resource. While many of the films provided by the service may not have the circulation potential of the more popular works in the catalog (especially since we already have several Crichton Collection works in system), it has a similar pricing model to Hoopla and offers a lot of value to patrons.

I was able to help a few patrons in Spanish to use the fax machine and find a film. While these interactions were not perfect, Ivette had previously coached me on both tasks we were able to manage without additional staff assistance. While I am hesitant to use regular patron interactions as practice, it has proven to be one of the best ways to gain fluency.

Specialist Highlight

Jessica Granados

I was part of our Ice Cream Social committee and was given the opportunity to assist with the preparation of the event. With my supervisors assistance I was able to book and confirm the DJ as well as helping with the preparation for the participating staff’s lunch. I had to do two different shopping trips to buy soda, water and ice. The day of the event I was given the task to assist by the Ice cream truck and help maintain the lines as well as handing out some delicious Michoacana’s ice cream. All in all with all the fun and not so fun surprises we had a great outcome. The line was endless! I also loved that we had a food truck in site, and that I was able to try their tacos. They were amazing!

From Jenny Cuevas' Report

Circulation

Staff Updates

- Congratulations to Cheryl McCaig (Circulation Services Specialist) on her 10th Year Anniversary at Fountaindale Public Library District!
- Jenny Cuevas (Circulation Services Manager), Kate Thurston (Circulation Services Assistant Manager), and Mary Sincic (Circulation Services Lead Specialist) took part in interviews for three open Circulation Services Specialist positions. One candidate has been selected and submitted to HR. Two positions remain open and will start interviews again in August.
- A huge thanks to all of our Specialists and Supervisors, who took on extra hours and adjusted their schedules to accommodate coverage within the department, due to three open positions. With Summer Adventure and Summer Lunches going on, staff have been working hard each day in providing great customer service.

Shelving Cart Totals in June and July

- For the month of June a total of 150.25 carts were shelved. Congrats to Julie Walker (Circulation Services Aide) and Carol Henderson (Circulation Services Aide), on shelving 18.25 and 17.75 carts, respectively for a total high!
- For July, a total of 189.75 carts were shelved, which is an increase from June. Congrats to Kara Criss (Circulation Services Aide) and Eric Fuller (Circulation Services Aide), on shelving 24.25 and 22.25 carts, respectively for a total high!

LEAP Updates

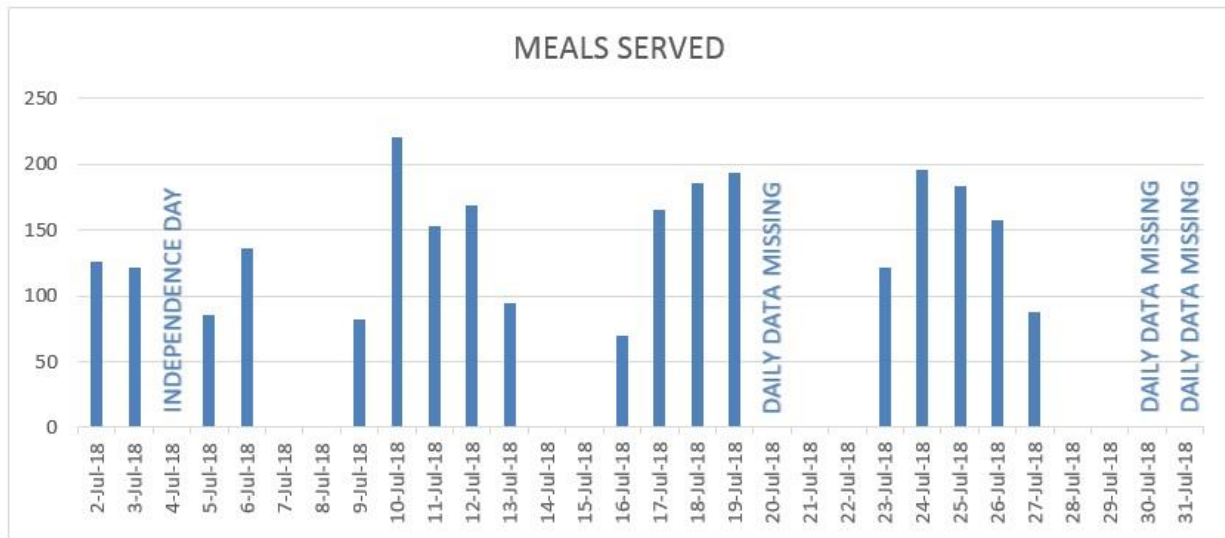
- Circulation has been busy with the transition of Leap over the past few months. Finally, Leap has been implemented throughout the whole department, which includes the drive-up window. Staff have been exposed to Leap by some means, and will continue to train with Leap in the upcoming months.
- IT set up a browser only for Leap at the Information Desk. This browser only works for Leap and does not allow you to open up multiple tabs within the same window. The purpose for this Leap browser is so that staff can print anything from the web page on Google Chrome. In the past, if staff had Leap open in Google Chrome and wanted to print something from a different tab or window, it would print to the receipt printer used for Leap. Therefore, IT was able to create this Leap browser.

Automated Materials Handling Machine (AMH) Repair

The AMH was repaired 3 times in July. The first on Tuesday, July 3rd. The actuator, which helps push and move the items into the bins, was replaced on sorter 1. The timing when items are lifted and pushed into the bins was also adjusted. On Wednesday July 25th, the actuator was replaced on sorter 2, since items were not dropping into the bins. Two days later, the same problem occurred, where items were not dropping into the bins. On Friday, July 27th, the technician came out again and adjusted the actuator and timing. Since then, no problems have been reported.

Building Operations (Tasos Priovolos)

We are continuing to host the extremely successful VVSD Summer Mobile Meal Program. This program allows children of our community to have a free lunch. Over 2,500 lunches were served in July. Below is a summary of the number of lunches served in July:



The rubber membrane on the 2nd floor roof was repaired. Along with this repair, the drywall was installed, new base was installed, and the area was painted.

Devan McCammack has resigned from his Building Security Monitor position. We wish him well in his future endeavors.

Exterior caulking along with building/curbs was removed and replaced with new caulking. This was to repair aged caulk which started to fail.

The water heater in the café was recently repaired. In order to properly access this water heater, a water pipe was rerouted in the ceiling and isolation valves were installed in the pipes leading to the café.

We recently had our chillers serviced. This maintenance includes cleaning the coils from the excessive cottonwood found during the summer months.

Met with the Ice Cream Social committee to discuss the needs of the Building Operations department during this event.



ZENDESK -

In July, 29 new maintenance tickets were created, and 32 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

CMTSD Staff Updates

Mary Anderson has rejoined the CMTSD team, returning to her position as a Collection Development Aide. Welcome back, Mary!

Mobile Hotspots

This month, the library released a new kind of circulating equipment called mobile hotspots. A mobile Wi-Fi hotspot is a device that allows you to connect your mobile enabled devices to the Internet. We have introduced 11 mobile hotspots and plan to add more in the coming year. Currently, 9 out of the 11 hotspot devices are checked out or on hold and have yielded 16 circs.

New Movie Display Cart

A mobile display cart stocked with new movies was debuted on the second floor media area. We hope to get a larger shelving structure and expand by showcasing new AV in other formats, including video games and music CDs.



Kanopy Streaming Service

We have added a new video streaming service to our digital offerings called Kanopy. Kanopy is branded as "Thoughtful Entertainment" and includes a plethora of classic cinema, indie films, top documentaries, foreign films, videos distributed by The Criterion Collection, The Great Courses, PBS and more. The service also features a separate Kanopy Kids portal that offers popular TV Shows, movies, educational videos, animated storybooks, and learning language programs. Kanopy boasts 30,000 videos and is equivalent to about 17,000 titles—all of which Fountaindale patrons now have access to. Approximately 150-200 new titles are being added to Kanopy every month.

Kanopy went live at the end of July, and as of August 7, the Kanopy website has been visited **645** times, with patrons visiting **892** pages and have engaged in **81** video plays.

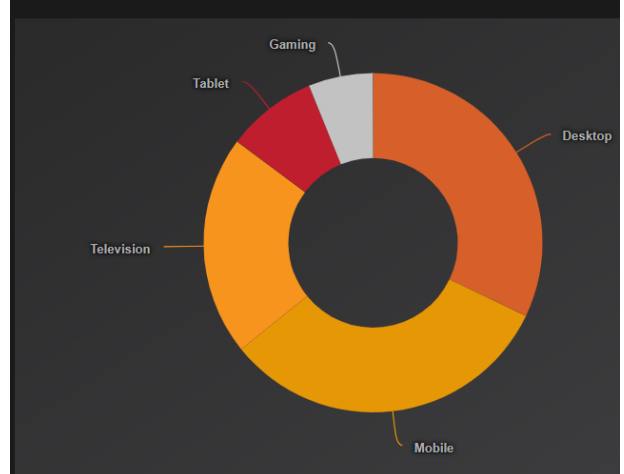
Top 10 Suppliers

Supplier	Pages	Plays	Mins
Paramount Pictures	88	17	611.67
PBS	45	9	212.82
Weston Woods	24	8	39.68
Samuel Goldwyn Films	42	6	371.87
The Great Courses	22	5	4.17
Shout Factory	14	4	161.03
MUZZY BBC	4	3	19.33
Oscilloscope Pictures	48	2	39.58
Bond Educator	6	2	99.45
Janus Films (The Criterion Collection)	29	2	89.82

Top 10 Videos

Video Title	Supplier	Pages	Plays	Mins
Summer and Smoke	Paramount Pictures	9	6	264.30
Indiscreet	Paramount Pictures	8	3	5.38
The Grass is Greener	Paramount Pictures	13	3	107.83
Maya The Bee Movie	Shout Factory	3	2	66.52
Harry The Dirty Dog	Weston Woods	4	2	16.90
Aguirre, the Wrath of God	Shout Factory	3	2	94.52
Beyond The Lights	Samuel Goldwyn Films	3	2	104.38
Spanish (Latin American) for Kids - Unit 1	MUZZY BBC	2	2	14.33
Fancy Pants	Paramount Pictures	5	2	97.03
Lured	Cohen Film Collection	5	2	26.22

Plays by Device

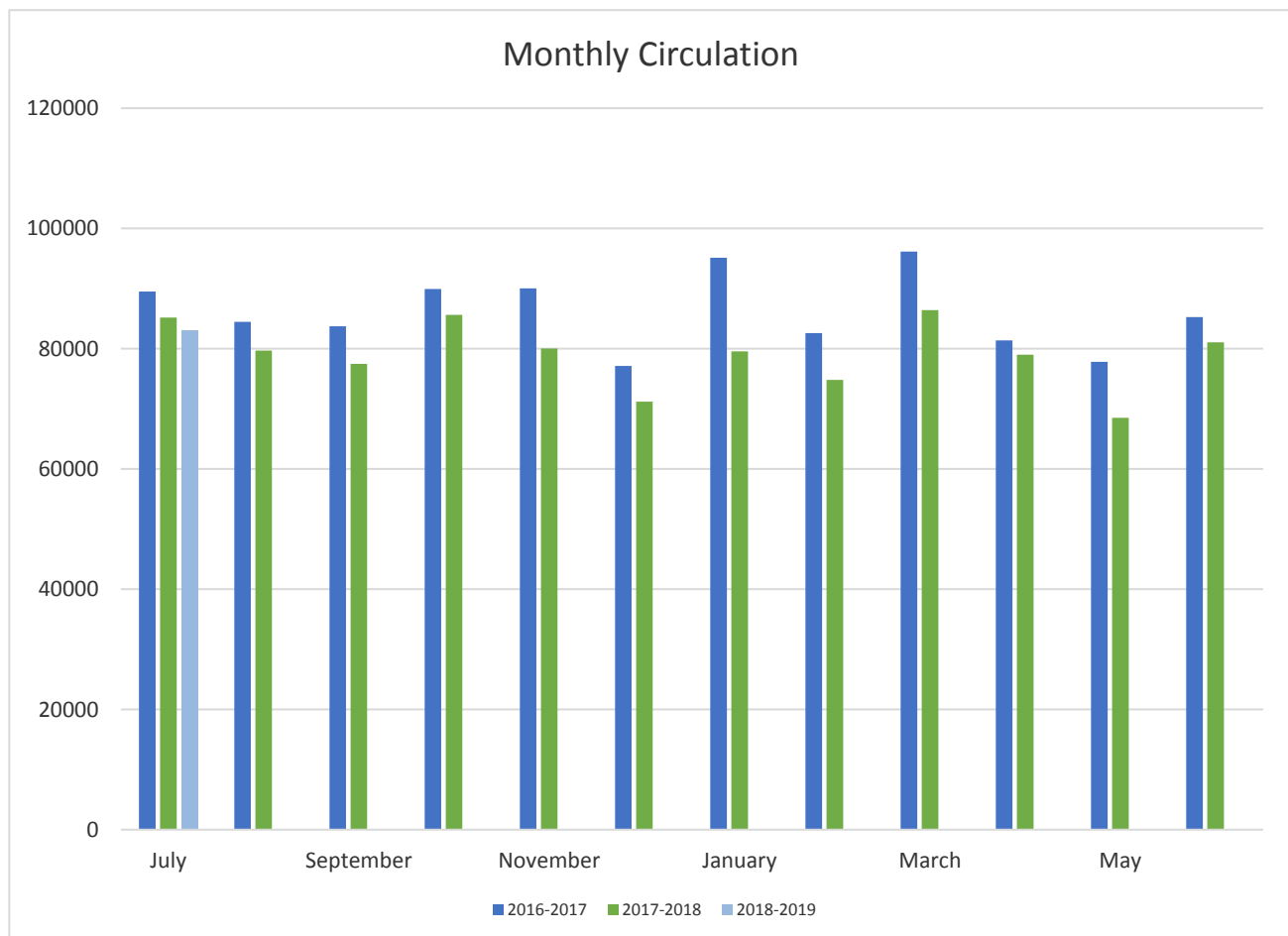


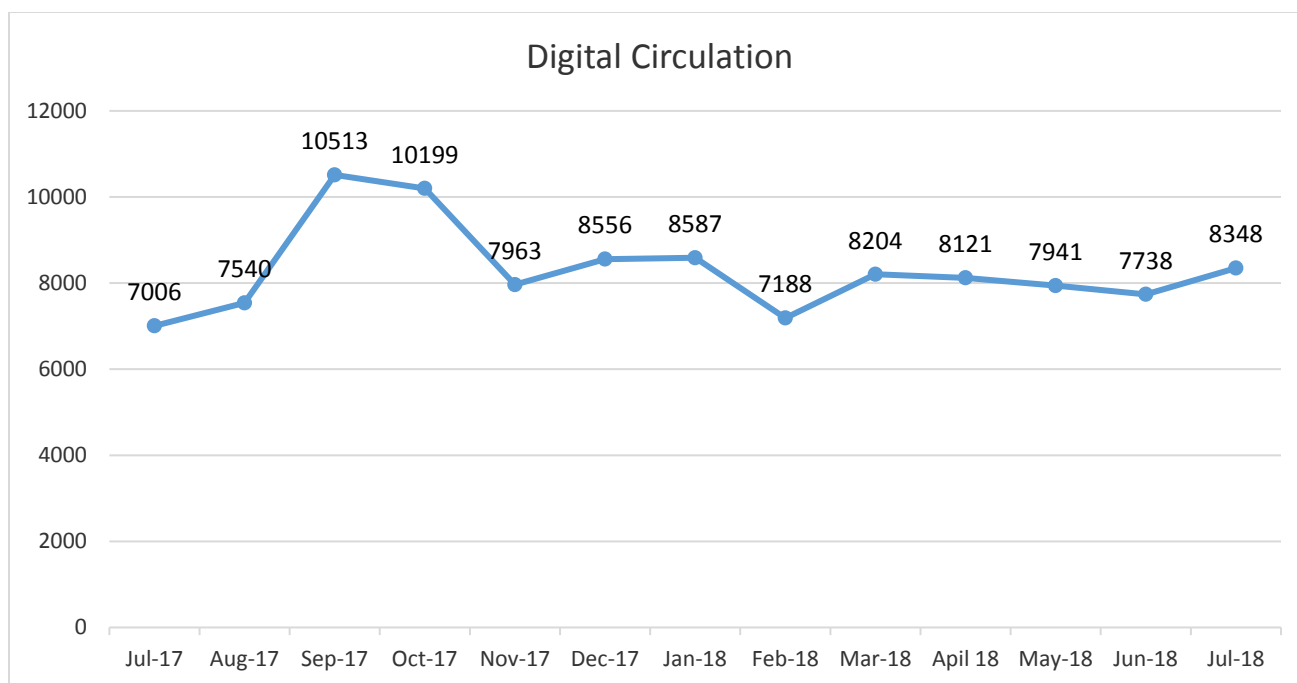
Desktop: 32.1%
 Mobile: 32.1%
 TV: 21%
 Tablet: 8.6%
 Gaming: 6.2%

Comparison of Physical Collection Circulation July 2017 to July 2018

Collection Categories	Jul 2017 Cirs	Jul 2018 Cirs	Change	% Change
Adult Audiobooks	1265	1239	-26	-2%
Adult Bookmobile Collection	419	365	-54	-13%
Adult Fiction	5490	5408	-82	-1%
Adult Non-Fiction	5498	5411	-87	-2%
Foreign Language Adult	227	167	-60	-26%
Foreign Language Juvenile	632	532	-100	-16%
Foreign Language Young Adult	19	24	5	26%
Graphic Novels	3373	3512	139	4%
Interlibrary Loan	249	289	40	16%

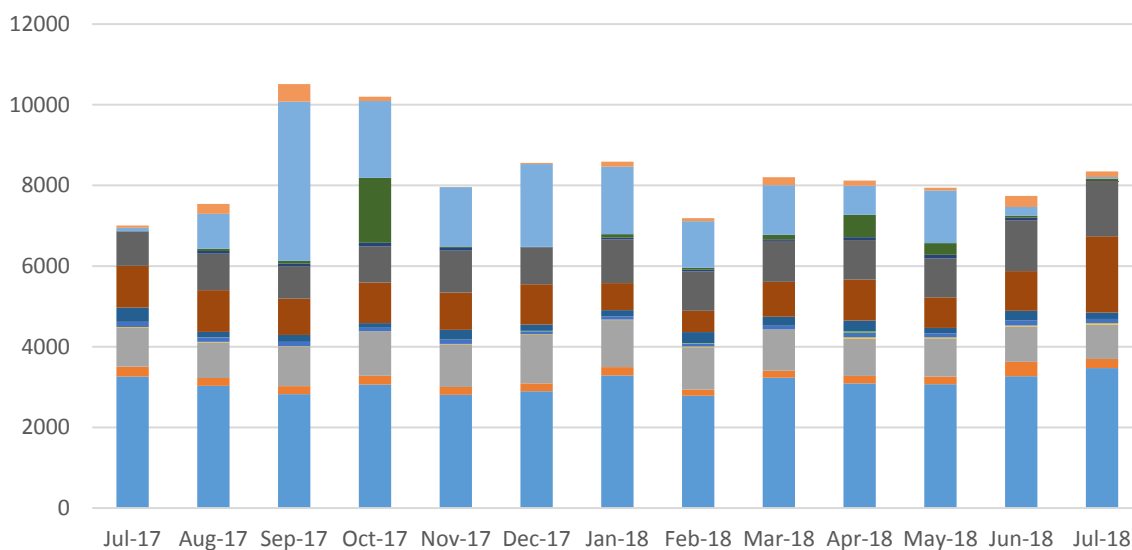
Juvenile Audiobooks	565	570	5	1%
Juvenile Bookmobile Collection	1088	842	-246	-23%
Juvenile Fiction	6749	6250	-499	-7%
Juvenile Non-Fiction	4420	3947	-473	-11%
Large Print	734	878	144	20%
Local Author Collection	4	9	5	125%
Magazines	801	828	27	3%
Movies	14487	13569	-918	-6%
Movies - Juvenile	8115	6996	-1119	-14%
Music CDs	2925	2331	-594	-20%
On-The-Fly	4	10	6	150%
Picture Books	10245	10951	706	7%
Reference	8	24	16	200%
STEAMboxes	87	68	-19	-22%
Studio 300 Collection	3473	3452	-21	-1%
Technology & Equipment	1254	1272	18	1%
Technology & Equipment - Juvenile	147	293	146	99%
Toys	165	129	-36	-22%
Videogames	2840	2654	-186	-7%
Young Adult Audiobooks	210	126	-84	-40%
Young Adult Bookmobile Collection	20	18	-2	-10%
Young Adult Fiction	2095	2057	-38	-2%
Young Adult Non-Fiction	561	459	-102	-18%
TOTALS	78169	74680	-3489	-4.5%





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

Digital Collection Circulation



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	June-18	July-18
Book Flix	57	246	437	105	4	28	122	76	197	129	66	270	141
Tumble Books	85	865	3948	1904	1484	2049	1672	1155	1233	719	1306	216	37
World Book eBooks	2	53	61	1611	23	8	83	47	110	555	289	51	36
Gale Virtual Ref Library	8	69	67	90	68	11	51	41	38	72	93	66	28
Kanopy													18
Hoopla	847	905	807	894	1039	912	1080	978	1017	981	963	1261	1349
Freegal Music	1037	1033	901	1010	924	996	673	526	865	1015	756	984	1893
RBdigital eMags	354	136	172	115	238	155	152	274	220	266	136	239	157
OnePlay Video games	2	3	0	0	3	12	0	13	2	41	0	0	0
OneClick Digital eAudio	129	110	102	90	108	77	81	70	95	109	101	125	109
Biblioboard	17	12	2	8	8	17	13	21	9	34	22	25	29
Cloud Library	961	883	994	1093	1061	1200	1166	1049	1011	923	949	874	853
eRead Illinois	245	195	199	218	196	195	207	154	175	186	189	357	225
OverDrive	3262	3030	2823	3061	2807	2896	3287	2784	3232	3091	3071	3270	3473

Physical Items Added and Withdrawn

Physical Items	July 2018 Added	July 2018 Withdrawn
Adult Audiobooks	29	0
Adult Bookmobile Collection	69	109
Adult Fiction	637	491
Adult Non-Fiction	387	547
Foreign Language Adult	8	11
Foreign Language Juvenile	38	1
Foreign Language Young Adult	13	0
Interlibrary Loan	319	0
Graphic Novels	142	24
Juvenile Audiobooks	9	2
Juvenile Bookmobile Collection	194	3
Juvenile Fiction	178	34
Juvenile Non-Fiction	58	24
Large Print	59	3
Local Author Collection	5	0
Magazines	316	99
Movies	262	502
Movies - Juvenile	14	9
On-the-Fly	4	0
Music CDs	57	57
Picture Books	159	34
Reference	10	1
STEAMboxes	0	0
Studio 300 Collection	7	2
Technology & Equipment	16	13
Technology & Equipment - Juvenile	0	2
Toys	23	0
Videogames	20	14
Young Adult Audiobooks	1	2
Young Adult Bookmobile Collection	2	0
Young Adult Fiction	59	7
Young Adult Non-Fiction	7	4
TOTALS	3102	1995

Processing & Repair

- New cases: 178
- RFIDs/Stingrays: 42
- Repairs: 66
- New artwork: 15
- Stolen: 10
- DVDs/CDs: 130

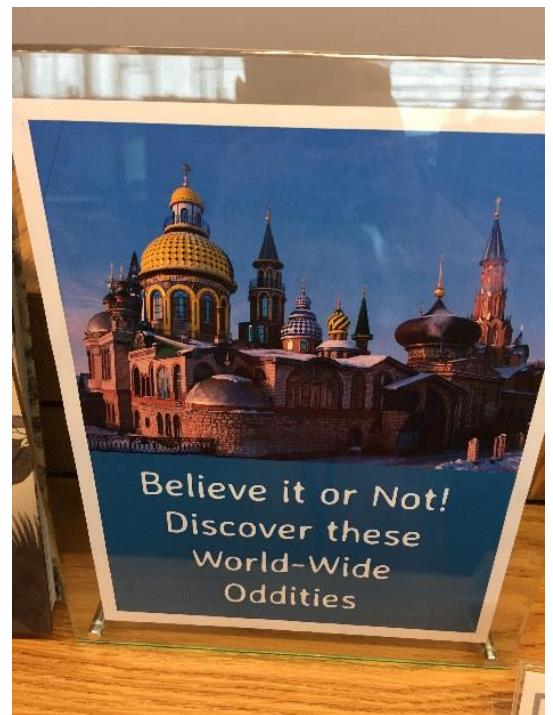
Total: 441

Interlibrary Loan

311	Items Received for our patrons <ul style="list-style-type: none"> • 247 items from IL libraries • 64 items from out of state libraries
210	Items Sent out to other libraries <ul style="list-style-type: none"> • 117 to IL libraries • 81 to out of state libraries • 12 to XYZ libraries
471	Items requested by our patrons this month <ul style="list-style-type: none"> • 417 submitted in OCLC • 23 items were too new to request • 9 were available in Pinnacle • 20 were out of country only • 2 eBook request
372	Items requested from OCLC libraries this month <ul style="list-style-type: none"> • 208 from IL libraries • 164 from out of state libraries • 0 out of country libraries

Displays

<p>Lobby Tree</p> <ul style="list-style-type: none"> • BBQ (Brian): 14 • Comics and Comicons (Sarah): 76 • Dogs (Brian): 31 <p>Lobby Display</p> <ul style="list-style-type: none"> • Shark Week: 102 • America the Beautiful: 31 <p>Popular Picks:</p> <p>3rd floor self-check</p> <ul style="list-style-type: none"> • Country Music: 4 • Jazz/Blues Music: 3 • Superstars of Music: 19 <p>Programming Cart:</p> <ul style="list-style-type: none"> • LGBTQ: 2 	<p>CSD Holiday Wall</p> <ul style="list-style-type: none"> • Dogs: 28 • Cats: 32 • Games: 14 • Fish: 21 • Swimming: 9 • Oceans: 16 • Sharks: 48 • Hot Dogs: 25 <p>Picture Book Bins</p> <ul style="list-style-type: none"> • Kindergarten • Music • Soccer • Clifford • Curious George <p>CSD Yellow Wall</p> <ul style="list-style-type: none"> • Vacation: 39 • Happy Birthday Harry Potter: 15
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Communications (Melissa Bradley)

Communications General Updates

- The Communications Team, along with IT, Paul and Nancy have been working hard to launch My Library Rewards. My Library Rewards encourages patrons to check out library materials. For each item checked out, patrons receive points, which can be redeemed for discounts and freebies from local businesses. We hope to go live by September 1.
 - Sabrina created the artwork for this program, which all Pinnacle libraries are using. We have staff T-shirts, bookmarks, posters and cell phone wallets ready for our launch.



- Communications helped launch Kanopy, our new streaming service.
- Melissa and Sabrina worked with Children's Services to develop a brand identity for their new math programs.
- Steven worked with Outreach and Randi Carreno to set up the Rockin' Reading Race and Great Page Race programs on Beanstack.
- Melissa helped plan and manage the Ice Cream Social, which had 3,000 attendees.
- Melissa worked with Nancy, Christina, Lea and Juanita to plan the Staff In-Service Day on August 3.

Social Media Paid Ads

- The Bolingbrook STEM Camp Scholarship Giveaway paid ad ended. The ad ran June 19–July 1. We spent \$12, which reached 1,563 people and had 59 post engagements.
- The Peter Pan at Navy Pier Tickets Giveaway paid ad ended. The ad ran June 26–July 1. We spent \$5, which reached 695 people and had 4 post engagements.
- The Summer Adventure paid ad ended. The ad ran June 1–July 27. We spent \$65, which reached 4,221 people and had 100 post engagements.
- The Ice Cream Social & Movie Night paid ad ended. The ad ran July 20–30. We spent \$15, which reached 1,880 people and had 158 post engagements.

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. Melissa hopes to consult with David Vinjamuri from ThirdWay Branders on this project.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,583 completed surveys.
 - The most frequent way people hear about our programs is via the website (44.9%) and *The Fountain* newsletter (35.3%).

Social Media Metrics

- Facebook Metrics
 - 50 new people liked our page
 - 342 people viewed our page
 - 64,467 people saw our content
 - 20,487 people saw our content because a friend shared, liked or engaged with it
 - 3,842 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 7 new followers
 - 231 page views
 - 19,700 tweet impressions
- Instagram Metrics
 - 23 new followers
 - 334 post likes

Email Marketing Metrics

- 11 emails sent
- 110 new subscribers
- Average open rate: 35.88% (industry average is 19.85%)
- Average click rate: 13.55%

Finance (Jennie Nguyen)

- **Audit:** Spent much time making preparations for the August annual audit. I drafted the accrued schedules, prepared bank and legal confirmations, and prepared final financial reports and other documents for the fiscal year end. Having this information ready, helps to improve the efficiency of the actual audit.
- **Budget:** Compiled the final departmental budgets. Completed the Tentative Budget for fiscal year 2018/2019 to be approved at the July Board meeting.
- **IPLAR:** Completed the financial section of the Illinois Public Library Annual Report (IPLAR)
- **Insurance:** Completed the annual liability insurance renewal questionnaire with LIRA
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Circulation Services Specialist (3)
- Building Security Monitor

Departures:

- Paul DeLeon, Circulation Services Specialist, 7/18/18

Training and Development

- Courageous Leadership Webinar Series; Lea, Noey
- DuPage SHRM; Noey
- HR Source Roundtable for Libraries; Lea
- Compensation Development through Market Benchmarking; Lea
- RPA2 exam- 4th of 5 exams to earn CEBS, Certified Employee Benefit Specialist; Lea
- IMRF- Workshop; Lea

Meetings

- In-Service day planning meeting; Lea
- Strategic Goal Owner's Meeting; Lea
- Manager's Meeting; Lea

Finance Department-Annual Audit

- Worked with the Finance Department to provide information requested by the Auditors; Lea and Noey

Group Medical Insurance

- Continued processing group insurance renewal; verifying invoices to make sure all changes are accounted for; Noey

Employee Handbook Updates

- Revised/edited employment policies to be brought to the Board. Reviewed documents with Executive Director, including suggestions made our lawyer; Lea

Information Technology (John Matysek)

- During the month of July, 77 new help desk tickets were created by FPLD staff, and 73 new or existing tickets were solved by IT staff.
- Along with multiple staff, attended a launch meeting/webinar for new vendor Kanopy.
- Met with Paul Mills and Tasos Priovolos to discuss options for obtaining outside sources for budget forecasting future hardware replacement costs.
- Along with Paul Mills, Nancy Castellanos, and Melissa Bradley, met with new vendor My Library Rewards to discuss current implementation status and open issues.
- Along with Randall Hildebrandt, continued working with new vendor My Library Rewards on troubleshooting operational issues with the My Library Rewards software and the library self-check and staff computers.
- Was interviewed by an LTA student regarding IT operations in a library.
- Applied for and obtained an Apple Developer Program account for the library, with the annual \$99 fee waived, for usage in distributing the Fountaindale mobile app through the Apple App Store.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, setup and configure Polaris LEAP on all staff public desk computers
- Attended a webinar by vendor Apple regarding options for managing Apple products in a library environment.
- Attended a webinar by vendor Malwarebytes regarding new and enhanced ransomware protection options offered in their software.
- Along with multiple staff, met to discuss Polaris issues and topics as they pertain to Pinnacle and specifically Fountaindale.

July 2018 District Statistics							Population Total	67683	
Total Circulation Statistics	83,028	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	72,107	Reading Clubs Offered	0	0	1	0	1	26,739	3,820
Bookmobile	2,573	Reading Clubs Members	0	0	249	0	249	Proctoring	Total Twitter Followers
Digital	8,348	Summer Reading Clubs	1	1	1	1	4	31	759
		Summer Reading Members	650	446	971	79	2146	Faxes Sent	Total Instagram Followers
		Collections Totals	Population Served		Building	Outreach	Total	692	640
Interlibrary Loan Requests		New Physical Items	3,102	Total Visits	40,640	893	41,533	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	311	New Digital Items	1,263 [1]	New Cardholders	319	0	319	3,427	
Items Sent to other Libraries	210	Collection Total	373,145	Active Cardholders	25,181	177	25,358	Pages Printed	COHS Students Enrolled
Circulation Holds Processing		Drive Through		Total Served	66,891	% Served	37.47%	25,853	12
Share Illinois requests filled	10	Visits	769	Computer and Internet Sessions					Monthly Wireless Sessions
Items loaned to Pinnacle libraries	5,466			Studio 300	Children's	Vortex	Lab/Commons	3rd Floor Lab	
Items borrowed from Pinnacle libraries	3,442			500	1,949	449	4,833	10	16,730
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	218	36	21	37	363	Building Front	Building Rear	Church	Ashbury's
Attendance	256	81	47	355	529	5,149	4,389	420	1,377
Programs	Programs and Tours for Adults				Programs and Tours for Teens				Mobile App Downloads
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,287
Numbered offered	32	33	20	85	35	0	0	35	Android: 642 (active devices only)
Attendance	428	1376	246	2,050	546	0	0	546	
Programming hours	32	33	20	85	35	0	0	35	
Programs	Programs and Tours for Children				Passive Programs for Teens				Total Offered
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	215
Numbered offered	54	5	3	62	11	0	0	11	Total Attendance
Attendance	2,352	138	21	2511	309	0	0	309	13,288
Programming Hours	35.5	5	3	43.5	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				194
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	143	1	0	144	28	0	5	33	
Attendance	524	6	0	530	5,683	0	2,498	8,181	
Programming hours	X	X	X	X	30	0	X	30	
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total	
Reference Total	458	49	687	259	774	154	656	3,037	
Library Information	65	1,170	710	367	931	51	1,203	4,497	
One on One Assistance (Scheduled)	24	0	14	0	16	0	1	55	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs	
Circulation	83,028	85,175	-2.52%	Reference Questions	3,037	4,838	-37.23%		
Visitors	41,533	40,457	2.66%	Computer Usage	7,741	7,400	4.61%		
Card Holders	25,358	29,976	-15.41%	Wireless Sessions	16,730	12,352	35.44%		
Room Bookings	675	692	-2.46%	Program Attendance*	13,288	7,119	86.66%		

Conference / Event Report Form

Name

Kathryn Spindel

Position

Trustee / Finance Liaison

Conference / Event Attended

2018 American Library Association Annual Conference

Date

06/21/2018 to 06/26/2018

Location

New Orleans, LA

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

Thursday – Library Advocacy meeting and reception – “Every Library” ALA/UFL Task Force Meeting (I am on this task force)

Friday – 1. Opening General Session with guest speaker Michelle Obama
2. United for Libraries/Penguin Random House reception at the
National WWII Museum

Saturday – 1. United for Libraries Presidents Program: Engaging Elected Officials with Your Library presented by Legislation, Advocacy and Intellectual Freedom Committee (I am on this committee)
2. Public Library Trustee Discussion Group
3. Engaging Millennials on Library Boards (Trustees, Friends, Foundations)
4. United for Libraries Strategic Planning Session (I am part of this committee)

Sunday – United for Libraries Board Meeting (I serve on the board as a Trustee at Large)

Monday – United for Libraries program “Leveraging Your Community Ambassadors”

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USA

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Conference Services Department
Paul Graller
conf@ala.org

ALA American Library Association

July 25, 2018

209615
Kathryn Spindel
Trustee
Fountaindale Public Library
300 W. Briarcliff Road
Bolingbrook, IL 60440

Dear Kathryn,

Thank you for your recent registration and attendance at the American Library Association (ALA) Annual Conference. This letter confirms your attendance at the ALA Annual Conference in New Orleans, LA June 21 - 26, 2018.

Cordially,

A handwritten signature in black ink, appearing to read 'Paul Graller', with a stylized, flowing script.

Paul Graller
Conference Services

ILA TRUSTEE FORUM REPORT FOR 2018 ORIENTATION
ISU ALUMNI BUILDING – BLOOMINGTON/NORMAL, ILLINOIS

JULY 19, 2018

The members of the ILA Trustee Forum have many plans for the year ahead. The meeting dates and locations are listed below:

August 18, 2018 – Fountaindale Public Library, Bolingbrook, IL

November 10, 2018 – Homewood Public Library, Homewood, IL

January 19, 2019 – Maywood Public Library, Maywood, IL

ILA Trustee Winter/Spring Training Workshop – Oak Brook Marriott – March 2 or 9, 2019 – date, TBD

May 18, 2019 – Fox River Valley Public Library – East Dundee, IL

August 17, 2019 – Bridgeview Public Library – Bridgeview, IL

Officers of the ILA Trustee Forum Executive Board are as follows: Peggy Danhof, Forum Manager; Jay Kasten, Chair-Elect; Kathy Caudill, Secretary. Members are: Richard Corbett, Lynn DeSmidt, Percy Harris, Carol Kissane, Lila Marek, Rose Mosley and Don Roalkvam.

Election of new officers will be held at the May meeting. These officers will take office at the end of the ILA Annual Conference in Peoria, October 9 – 11, 2018. Trustee Day will be Thursday, October 11. The ILA Advocacy Committee is also planning on having a workshop that day with local legislators discussing how library personnel including trustees can reach out to legislators with their library agenda.

The Trustee of the Year was selected from three highly qualified candidates by the members of the Trustee Forum Executive Committee at their May meeting. Katrina Arnold from the Broadview Public Library was chosen and will be honored at the Awards Luncheon during the ILA Annual Conference.

FUTURE PLANS: A committee has been selected to review the bylaws of the ILA Trustee Forum and provide suggested revisions to the Executive Committee. The members are: Peggy Danhof, Jay Kasten, Kathy Caudill, Richard Corbett and Percy Harris.

Additional programming for the ILA Trustee Forum for Trustee Day includes Nancy Sylvester as the Keynote speaker with an emphasis on Board/Staff relationships and their roles in the library. We will also have sessions on Effective Parliamentary Procedures for Dynamic Boards, Public Liability, Trustees Guide to Municipal Bonds, Board Relationships and Budget Requirements/Disasters. We encourage all trustees to attend the conference and especially Trustee Day.

Sarah Armstrong, ILA Board Liaison, continues to update the Trustee Forum on activities of the ILA Executive Board and especially the current Strategic Planning Process.

REQUESTS: The members of the Trustee Forum Executive Board continue to request Library Directors and their Board of Trustees to budget for Trustee Training throughout the Year.

Submitted by: Peggy Danhof, ILA Trustee Forum Manager