

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
February 21, 2019 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – January 17, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Letter of Support for Extension of Romeoville Downtown TIF Term
 - b. Approval of Revised Permanent Polling Place Agreement
 - c. Approval of Employer Information and Property Section for the Employee Handbook
 - d. Approval of Telecommuting Policy Section for the Employee Handbook
 - e. Approval of Use of Integrated Library System Section for the Employee Handbook
 - f. Approval of Use of Staff Library Accounts Section for the Employee Handbook
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – January, 2019
 - b. Bills Paid Report – February, 2019
 - c. Bills Payable Report – February, 2019
12. Director's Report – February, 2019
13. Unfinished Business
 - a. Final Approval of Request to Travel for Trustees to 2019 Illinois Library Association Trustee Forum Workshop – March 16, 2019
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

February 2019 Agenda Background

Paul Mills

7. New Business – Action Items

- a. Approval of Letter of Support for extension of Romeoville Downtown TIF Term

This letter of support would affirm the District's support of the extension of the term for the Romeoville Downtown TIF from 23 years to 35 years. Unanimous support of all taxing bodies is required for the extension of a TIF. Per Will County the District does not currently receive any revenue from the property in this TIF.

Suggested Motion: Motion to approve letter of support for extension of Romeoville Downtown TIF term.

- b. Approval of Revised Permanent Polling Place Agreement

The Will County Clerk's Office has requested an expansion of hours at our site for early voting for the Consolidated Election this Spring. The proposed expansion adds evening hours and weekend hours. The dates would remain the same.

Suggested Motion: Motion to approve the revised permanent polling place agreement with the Will County Clerk's Office.

c. Approval of Employer Information and Property Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Added that violation of this policy may also lead to criminal prosecution.
2. Added references to District owned property, computers and/or mobile devices, assigned to an employee for the purpose of performing job related tasks.
3. Employees receiving District owned property are required to sign and agree to the terms of a Laptop Computer and Mobile Device Use Agreement.
4. When employees leave the District, all assigned equipment, including accessories, must be returned by their last day of employment. The employee is responsible for the original cost of all equipment not returned.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Employer Information and Property Section in the Employee Handbook and to approve the revised Employer Information and Property Section for the Employee Handbook.

d. Approval of Telecommuting Policy Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Added that signed Telecommuting Agreements will be reviewed annually and may be modified or cancelled by the District or telecommuter with seven calendar days written notice.
2. Added a section for Ad Hoc arrangements. Temporary telecommuting arrangements may be approved for exempt employees on an as needed basis by the Executive Director.
3. Under these temporary Ad Hoc arrangements, the terms and conditions of this policy apply but a signed Telecommuting Agreement is not required.

Our attorney has reviewed this draft and, at the suggestion of our attorney, by our insurance carrier as well. The insurance carrier is good with the liability part of this policy as well.

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

e. Approval of Use of Integrated Library System Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Removed examples of unacceptable actions, no longer applicable, found in our current policy.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Use of Integrated Library System Section in the Employee Handbook and to approve the revised Use of Integrated Library System Section for the Employee Handbook.

f. Approval of Use of Staff Library Accounts Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

1. Staff library accounts can be used at any library within the consortium or to acquire reciprocal borrowing privileges at other libraries.
2. Staff privileges only apply to items checked out at Fountaindale Public Library District.
3. Employees are expected to use their borrowing privileges responsibly and judiciously, and are responsible for any activity on their account. Examples of unacceptable behaviors was added.
4. Staff accounts are subject to review and governed by District policies.
5. When employment ends, all staff account privileges will be removed and any outstanding issues are subject to the District's Circulation policy.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Use of Staff Library Accounts Section in the Employee Handbook and to approve the revised Use of Staff Library Accounts Section for the Employee Handbook.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD JANUARY 17, 2019
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, January 17, 2019 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Castellanos, Lea Pottle, Randi Carreno, Maureen Garzaro and Christine Tucker.

PUBLIC PRESENT

The following public was present: Courtney Soesbe 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, Newell, Valencia, Bermejo, Danhof
NAYES:	None
ABSENT:	None

MINUTES OF THE BOARD MEETING – December 20, 2018

The minutes of the board meeting held December 20, 2018 were presented. A motion to approve the minutes was made by Prodehl, seconded by Spindel. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – December 20, 2018

The minutes of the Executive Session held December 20, 2018 were presented. A motion to approve the minutes was made by Kalnicky, seconded by Newell. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Danhof recognized Randi Carreno for her 15 years of service and presented her with a certificate and keychain. Danhof also recognized Christine Tucker for her five years of service and presented her with a certificate and keychain.

COMMENTS FROM THE PUBLIC

None.

FRIENDS OF THE LIBRARY

Jody Hargett had informed President Danhof that she unable to attend the Board Meeting.

The Friends have no report.

NEW BUSINESS

Approval of Ordinance 2019-1 – An ordinance abating a portion of the tax heretofore levied for the year 2018 to pay principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois

A motion to approve Ordinance 2019-1 – An ordinance abating a portion of the tax heretofore levied for the year 2018 to pay principal of and interest on \$10,000,000 General Obligation Library Building Bonds, Series 2008, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was made by Prodehl, seconded by Spindel.

Mills reported the ordinance will abate \$465,784 of the building levy for tax year 2018 making the levy essentially flat.

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

Approval of Resolution 2019-1 – A Resolution Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust

Courtney Soesbe from PMA Financial Network presented their new IPRIME Investment platform to the Board.

A motion to approve Resolution 2019-1 – A Resolution Approving and Authorizing (1) PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and (2) Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Trust was made by Prodehl, seconded by Kalnicky.

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

Approval of Revised Circulation Policy and revised Circulation Policy Appendix 1 and Appendix 2

Castellanos discussed the changes in the draft revision of the circulation policy and the two appendices.

A motion to repeal the existing Circulation Policy and Circulation Policy Appendix 1 and Appendix 2 and approve the revised Circulation Policy and Circulation Policy Appendix 1 and Appendix 2 was made by Valencia, seconded by Spindel.

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

Approval of Revisions to Strategic Plan

Kalnicky discussed the proposed revisions to the Strategic Plan. Most of the revisions include revised completion dates. This proposed revision also extends the Plan to July 2019.

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

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

Approval of Request to Travel for Trustees to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019

A motion to approve the request to travel for trustees to the 2019 American Library Association Annual Conference in Washington, D.C. from June 20-25, 2019 was made by Kalnicky, seconded by Valencia.

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

Approval of Request to Travel for Executive Director to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019

A motion to approve the request to travel for the Executive Director to the 2019 American Library Association Annual Conference in Washington, D.C. from June 20-25, 2019 was made by Prodehl, seconded by Valencia.

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

Approval of Discipline Action Policy Section for the Employee Handbook

A motion to repeal the existing Discipline Action Policy section in the Employee Handbook and approve the revised Discipline Action Policy section for the Employee Handbook was made by Bermejo, seconded by Kalnicky.

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

Approval of Internal Complaint Procedure Section for the Employee Handbook

A motion to repeal the existing Internal Complaint Procedure section in the Employee Handbook and approve the revised Internal Complaint Procedure section for the Employee Handbook was made by Spindel, seconded by Newell.

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

Approval of Open Door Policy Section for the Employee Handbook

A motion to repeal the existing Open Door Policy section in the Employee Handbook and approve the revised Open Door Policy section for the Employee Handbook was made by Spindel, seconded by Kalnicky.

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

Approval of Performance Improvement Plans Section for the Employee Handbook

A motion to repeal the existing Dismissals other than Immediate Termination section in the Employee Handbook and approve the new Performance Improvement Plans section for the Employee Handbook was made by Valencia, seconded by Spindel.

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

Approval of Written Warnings Section for the Employee Handbook

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

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

LIBRARY PROJECTS

Mills reported that work continues in Studio 300 and he hopes to bring proposed costs to convert the 2nd Floor Computer Lab into a meeting room to the Board in February.

CORRESPONDENCE

None.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – January, 2019

Bills paid for the month of January in the amount of \$83,616.24 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

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

Bills Payable Report – January, 2019

Bills payable for the month of January in the amount of \$2,294,168.60 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

DIRECTOR'S REPORT –January, 2019

Mills reported that he will be attending the Illinois Library Association Legislative Meet-Up on February 1 and that he has also been asked to attend the March 1 Meet-Up to represent RAILS, the Reaching Across Illinois Library System.

Mills also noted that he anticipates bringing multiple Requests for Proposals (RFPs) for the Board to consider this year.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – The liaisons met last week. Prodehl and Spindel discussed issues with the District's current primary bank.

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

Personnel – None.

ANNOUNCEMENTS

The Operation Christmas Garage Sale dates were moved to today (Thursday) and Friday, January 18 due to the anticipated inclement weather on Saturday.

The Bolingbrook Rotary Club will host their 4th Annual Mac & Cheese contest on March 9 at New Life Lutheran Church.

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:10 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President



FOUNTAINDALE

Public Library District

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

February 21, 2019

To Whom It May Concern:

We have been advised by the Village of Romeoville of the need for and proposal of the Village to extend the current Downtown Tax Increment Financing (TIF) District. We understand that the Downtown TIF was originally adopted by the corporate authorities of the Village on January 10, 2005 by Ordinance No. 05-0243 entitled "AN ORDINANCE OF THE VILLAGE OF ROMEOVILLE, WILL COUNTY, ILLINIOS ADOPTING TAX INCREMENT ALLOCATION FINANCING FOR THE DOWNTOWN AREA REDEVELOPMENT PROJECT AREA," and ORD 05-0241 APPROVING A TAX INCREMENT REDEVELOPMENT PLAN AND REDEVELOPMENT PROJECT FOR THE DOWNTOWN AREA REDEVELOPMENT PROJECT AREA. The Downtown TIF was created for the redevelopment and revitalization of designated property within the Village. We are one of the taxing districts covered and impacted by the creation of the TIF district and plan. We understand that the current, authorized term of the TIF district now in place is for 23 years.

On behalf of the Fountaindale Public Library District we hereby expressly state that we understand the proposal of the Village to extend the term of the TIF district from the current twenty-three (23) years to thirty-five (35) years and that such an extension requires legislative action of the Illinois General Assembly. We hereby represent and state that we have no objection to the extension Downtown TIF for an additional twelve (12) years.

BY:

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

ATTEST:

Steven J. Prodehl
Secretary, Board of Trustees

Board of Trustees

Peggy J. Danhof
President

Robert A. Kalnicky
Vice President

Steven J. Prodehl
Secretary

Kathryn J. Spindel
Treasurer

Celeste M. Bermejo
Trustee

Ruth Newell
Trustee

Marcelo Valencia
Trustee

December 11, 2018

Mr. Paul Mills
Executive Director
Fountaindale Public Library
300 W. Briarcliff
Bolingbrook, Illinois 60440

RE: Downtown TIF Extension

Dear Mr. Mills:

The Village of Romeoville is requesting your support in the extension of the Downtown TIF term by an additional 12 years. The TIF was originally established in 2005 and is set to expire January 9, 2028.

Thus far, the Downtown TIF has proved to be a very useful tool in completing numerous public and private improvement projects. Although many projects were completed, we feel the depression experienced in 2007-2012 greatly affected the timing of development progress.

Extending the TIF term will assist the Village in implementing additional projects in order to continue to increase property valuations and to attract and retain businesses. The opportunity to provide assistance to businesses and to undertake the infrastructure and other improvements would create a more sustainable area over the long term. Please note, as a result of the Downtown TIF we have seen nearly \$20M in private investment.

We understand that this is not an easy decision. It is the intent of the Village that all taxing bodies benefit from the continued redevelopment of the Downtown TIF. Therefore, if extended, the Village is committing to declare a 20 percent "surplus" which would be returned annually to the taxing bodies over the life of the proposed 12-year extension.

In addition, the Marquette TIF, which previously received support for an extension, will expire in 2023, which means your 2024 tax levy will include the increment assessed value for that expired TIF.

We have already received support for this extension from Will County and Valley View School District. We hope we can also count on your support in helping the Village of Romeoville to continue to grow and prosper. To formalize your support, we ask that you return the attached signed on your letterhead to my attention. If you have any questions, do not hesitate to call me at 815-886-5778.

Sincerely,

Steve Gulden
Village Manager

December ____, 2018

To Whom It May Concern:

We have been advised by the Village of Romeoville of the need for and proposal of the Village to extend the current Downtown Tax Increment Financing (TIF) District. We understand that the Downtown TIF was originally adopted by the corporate authorities of the Village on January 10, 2005 by Ordinance No. 05-0243 entitled "AN ORDINANCE OF THE VILLAGE OF ROMEOVILLE, WILL COUNTY, ILLINIOS ADOPTING TAX INCREMENT ALLOCATION FINANCING FOR THE DOWNTOWN AREA REDEVELOPMENT PROJECT AREA," and ORD 05-0241 APPROVING A TAX INCREMENT REDEVELOPMENT PLAN AND REDEVELOPMENT PROJECT FOR THE DOWNTOWN AREA REDEVELOPMENT PROJECT AREA. The Downtown TIF was created for the redevelopment and revitalization of designated property within the Village. We are one of the taxing districts covered and impacted by the creation of the TIF district and plan. We understand that the current, authorized term of the TIF district now in place is for 23 years.

On behalf of _____ we hereby expressly state that we understand the proposal of the Village to extend the term of the TIF district from the current twenty-three (23) years to thirty-five (35) years and that such an extension requires legislative action of the Illinois General Assembly. We hereby represent and state that we have no objection to the extension Downtown TIF for an additional twelve (12) years.

BY:



Lauren Staley Ferry

W I L L C O U N T Y C L E R K

Will County Clerk's Office • 302 N. Chicago Street • Joliet, Illinois 60432
815 • 740 • 4615 • Fax: 815 • 740 • 4699
Website: www.thewillcountyclerk.com • E-mail: coclrk@willcountyillinois.com

PERMANENT POLLING PLACE AGREEMENT Consolidated Election – April 2, 2019

Location: Fountaindale Public Library, 300 W. Briarcliff Rd., Bolingbrook, IL 60440

Current and Future Elections Room Reservation & Important Dates:

Year	Room Reservation	Dates	Election Name	Equipment Delivery	Equipment Pickup
2019	Meeting Room B	Mar 13, 2019 – Apr 1, 2019	Consolidated Election	3/13/2019	4/1/2019
2020	Meeting Room B	Feb 26, 2020 – Mar 17, 2020	General Primary	2/26/2020	3/17/2020
2020	Meeting Room A	Oct 14, 2020 – Nov 3, 2020	General Election	10/14/2020	11/3/2020
2021	Meeting Room B	Mar 22, 2021 – Apr 5, 2021	Consolidated Election	3/17/2021	4/5/2021

Fountaindale Public Library Early Voting Dates and Hours:

Dates of Operation	Hours of Operation
March 18, 2019 thru March 22, 2019	Monday thru Friday 9:00 AM to 4:30 PM
March 23, 2019	Saturday 9:00 AM to Noon
March 24, 2019	Sunday Noon to 4:00 PM
March 25, 2019 thru March 28, 2019	Monday thru Thursday 9:00 AM to 7:00 PM
March 29, 2019	Friday 9:00 AM to 5:00 PM
March 30, 2019	Saturday 9:00 AM to 2:00 PM
March 31, 2019	Sunday Noon to 4:00 PM

The Will County Clerk will be responsible for the following:

- Delivery of Election equipment and supplies on **Wednesday, March 13, 2019.**
- Set up of room, booths, signs by Will County Clerk Staff **Thursday, March 14, 2019 at 10:00 a.m.**
- Set up of Election equipment by ES&S on **Thursday, March, 14 at 1:00 p.m.**
- Provide personnel to manage Election equipment and conduct Early Voting.
- Pick up of Election equipment and supplies on **Monday, April 1, 2019**, in the morning.

Fountaindale Public Library will be responsible for the following:

- Have a representative available during Election equipment delivery to receive the equipment and have it placed in the designated room.
- Provide 4 tables and 7 chairs available to be used for conducting Early Voting.
- Have your IT staff available to work with your internet provider should issues arise on the date the ES&S tech sets up the Election equipment and during Early Voting.

IT Contact Name: ✓ _____

Email: ✓ _____ Cell Phone #: ✓ _____

Internet Provider: ✓ _____

Alert Message 1st Contact: ✓ _____

Email: ✓ _____ Cell Phone #: ✓ _____

Alert Message 2nd Contact: ✓ _____

Email: ✓ _____ Cell Phone #: ✓ _____

An agreement is hereby made between the Will County Clerk and Fountaindale Public Library to conduct Early Voting per the above guidelines.

Signature: _____ Date: _____
(Clerk or Deputy Clerk)

Signature: _____ Date: _____
(Lauren Staley Ferry, Will County Clerk)

Employer Information and Property- DRAFT

The protection of the District's business information, property and all other District assets are vital to the interests and success of the District. No District related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials may be removed from the District's premises except in the ordinary course of performing duties on behalf of the District.

In addition, when an employee leaves the District, the employee must return to the District all Library related information and property that the employee has in his or her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on electronic media and/or storage, supplies, and equipment or office supplies.

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

Exception

The District may provide a computer and/or a mobile device, and/or similar equipment to employees for the purpose of performing job related tasks specific to their position at the discretion of the Executive Director. Employees receiving any devices are required to sign a Laptop Computer and Mobile Device Use Agreement and agree to its terms.

When an employee leaves the District, the employee must return all assigned equipment, including accessories, no later than their last day of employment. The employee is responsible for the original cost of all equipment not returned, and is required to repay the District in full within 30 days of termination or resignation.

Fountaindale Public Library District Laptop Computer and Mobile Device Use Agreement

Fountaindale Public Library District (District) may provide a computer and/or a mobile device, and/or similar equipment to Employees for the purpose of performing job related tasks specific to their position at the discretion of the Executive Director. Each employee receiving any devices are required to read this Laptop Computer and Mobile Device Use Agreement and understand and agree to all of its provisions.

Responsibilities

1. Employees are assigned a laptop computer, mobile device and/or similar devices for the purpose of performing duties directly related to the business of the District. These devices shall not be used by non-employees and are not intended for any non-district business.
2. Employees are responsible for all data stored on the hard drive of the laptop in terms of security and backup.
3. Any use of District equipment or devices by employees shall strictly adhere to the District's Computer Use Policy.
4. Laptops and mobile devices will, in most circumstances, be loaded with a standard suite of approved software and security applications installed by the District. An employee shall not in any way modify or disable these software or security applications without written approval from the Information Technology Manager.
5. It is the employee's responsibility to deliver the laptop and mobile device to a designated location for updates upon notification from the Information Technology department staff.
6. District laptops and mobile devices are covered by standard, limited warranty, which may cover replacement of defective hardware parts. This warranty does not cover drops, falls, electrical surges, liquids spilled on the units, fire damage, intentional damage, normal wear and tear, lost parts (power units) or consumables (batteries). In the event of damage or malfunction, it is the employee's responsibility to report the matter within a timely manner and return the device to the Information Technology department for repair or replacement.
7. In the case of theft of District issued equipment, the employee shall immediately notify his or her supervisor and the Information Technology manager, and if requested by the District, the employee must file a police report and provide a copy of the report to the District.
8. Employees are responsible for taking reasonable precautions to protect and maintain District laptops and mobile devices. Evidence of misuse or abuse of a laptop or mobile device may result in the revocation of the employee's use of such equipment or device.
9. In the event that an employee's employment ends at Fountaindale Public Library District, the employee shall return the equipment, and all related accessories, no later than their last day of employment. The employee is responsible for the original cost of all equipment not returned, and is required to repay the District in full within 30 days of termination or resignation.

10. Laptops, mobile devices, and similar equipment are provided at the sole discretion of the Executive Director. Budget, costs, needs of the District, individual duties, etc. may determine which employees are provided such equipment.

I acknowledge receipt of the District owned equipment listed below and agree to its use for District business only in a manner consistent with the above policy.

Employee Name (Print)

Employee Signature

Employee Job Title

Date

Information Technology Department Use Only:

Type of equipment assigned: _____

Asset Tag # _____

Brand and Model # _____

Serial # _____

Type of equipment assigned: _____

Asset Tag # _____

Brand and Model # _____

Serial # _____

Type of equipment assigned: _____

Asset Tag # _____

Brand and Model # _____

Serial # _____

Type of equipment assigned: _____

Asset Tag # _____

Brand and Model # _____

Serial # _____

Accessories assigned (power cords, headphones, cases, etc.):

Equipment Assigned by: _____ Date: _____

Equipment Returned to: _____ Date: _____

Telecommuting Policy- DRAFT

Telecommuting is a work arrangement that allows exempt employees in certain positions to work at home or at some other off-site location for all or some of their work hours on a regular basis. The District has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time. Employees are not required to telecommute. Employees have the right to refuse to telecommute if the option is made available.

Telecommuting arrangements are approved on a case-by-case basis. Telecommuting may not be feasible for all departments or for certain positions within a department.

The District's policies for telecommuting are as follows:

Compensation and Work Hours

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the telecommuting program.

The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the telecommuting program.

Eligibility

Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful telecommuters, and an evaluation of their supervisor's ability to manage remote workers. Employees must complete one year of service before applying for telecommuting and must be in good standing.

All telecommuters are required to sign a Telecommuting Agreement and agree to its terms. This agreement will be reviewed annually and may be modified or cancelled by the District or telecommuter with seven (7) calendar days written notice.

Equipment/Tools

The District may provide specific tools and/or equipment for the employee to perform his or her current duties.

The use of District provided equipment, software, data, and supplies for use at the remote work location is limited for use solely by the telecommuting employee and for purposes relating to District business. The District will provide for repairs to District equipment. When the employee uses his or her own equipment, the employee is responsible for maintenance and repair of equipment.

Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while telecommuting. The employee shall maintain this

workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The District must approve the site chosen as the employee's remote workspace. Employee is expected to submit three photos of the home workspace prior to implementation.

Any District materials taken home should be kept in the designated work area and not be made accessible to others.

The District has the right to make on-site visits to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve District-owned equipment, software, data or supplies.

Office Supplies

Office supplies will be provided by the District as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's supervisor.

Worker's Compensation

During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by worker's compensation.

Liability

The employee's home workspace will be considered an extension of the District's workspace. Therefore, the library will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours only as required by law.

Where required by law the District will be liable for work related injuries or illnesses that occur during the employee's agreed-upon work hours. The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began telecommuting.

The District assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

The District is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

Dependent Care

Telecommuting is not a substitute for dependent care. Telecommuting will not be available during regular weekday hours to provide dependent care.

Income Tax

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The District will not provide tax guidance nor will the District assume any

additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Communication

Employees must be available by phone, email, and other communication methods during core hours as defined by the Executive Director. All in person client interactions will be conducted on a client or District site. Participants will still be available for staff meetings, and other meetings deemed necessary by management.

Evaluation

The employee shall agree to participate in all studies, inquiries, reports and analyses relating to this program.

The employee remains obligated to comply with all District rules, practices and instructions.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for exempt employees for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis, at the discretion of the Executive Director, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for exempt employees on family or medical leave to the extent practical for the employee and the District and with the consent of the employee's health care provider, if appropriate.

For purposes of temporary telecommuting, the terms and conditions of the Telecommuting Policy apply, except that the approval by the Executive Director is sufficient to authorize the temporary arrangement.

Fountaindale Public Library District

Telecommuting Agreement

I. General Work Arrangement

1. This is an agreement between the Fountaindale Public Library District (“the District”) and **[Employee’s Name]** (“Employee”) to establish the terms and conditions for performing work at an alternate work site on a regular basis (*e.g.*, on the same day every week, or on some routine basis).
2. This agreement begins on **[Date]** and continues until **[Date]**. This agreement will be reviewed at least annually. This agreement may be modified or cancelled with seven (7) calendar days written notice. The following conditions apply:
 - a. Employee’s telecommuting schedule is **[specify days and hours. If it varies, please include those details]**.
 - b. Employee’s regular telecommuting site location is **[location]**.
 - c. Employee’s regular telecommuting phone number is **[telephone number]**.
3. While telecommuting, Employee will:
 - a. remain accessible during the telecommute work schedule;
 - b. check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. be available to come into the office if a business need arises;
 - e. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
 - f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.
4. Employee’s duties, obligations, responsibilities, and conditions of employment with the District remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular District work site. The supervisor reserves the right to assign work as necessary at any work site. The abuse of telecommuting privileges may lead to disciplinary action up to and including termination.
5. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

II. Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity. Employee

is expected to submit three photos of the home workspace prior to implementation. Employee agrees to hold the District harmless for injury to others at the alternate work site. The District assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

- a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
 - b. Employee agrees to protect District-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - c. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - d. Employee understands that all equipment, records, and materials provided by the District shall remain the property of the District.
2. The District may make on-site visits to Employee's telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of District property, and to maintain, repair, inspect, or retrieve District property.
 3. Employee agrees to return District-owned equipment, records, and materials within ____ days of termination of this agreement. Within ____ days of written notice, Employee must return District-owned equipment for inspection, repair, replacement, or repossession.
 4. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions.

[Insert Employee's Name], Employee

Date

[Insert Supervisor's Name], Supervisor

Date

[Paul Mills], [Executive Director]

Date

Please send this signed agreement to HR for placement in Employee's personnel file. The employee and the supervisor should each keep a copy of this agreement for future reference.

Use of Integrated Library System- DRAFT

Employee use of the integrated library system is expected to adhere to the highest ethical standards and applicable laws. It is not acceptable for employees to abuse local, regional or statewide laws, policies, and procedures related to the use of the integrated library system and/or the data contained therein. Examples of unacceptable actions for personal use include, but are not limited to:

- Accessing or sharing patron information for non-library purposes.
- Using library use (i.e. departmental) accounts for personal benefit.

Employees who violate the Use of Integrated Library Systems Policy may face disciplinary action, up to and including termination. Criminal conduct of any type will be reported to the appropriate authorities.

Use of Staff Library Accounts- DRAFT

Employees who are residents of the District may request their personal library account be changed to a staff library account. Employees are limited to one account from the District. This account can be used at any library within the consortium or to acquire reciprocal borrowing privileges at other libraries. Any staff privileges will only apply to items checked out at Fountaindale Library District.

Employees who are not residents of the District are eligible for a staff library account. These accounts must be used only at the Fountaindale Public Library District and are not to be used at other libraries. These accounts may be used to place consortium-wide holds and interlibrary loan requests.

Employees are expected to use their borrowing privileges responsibly and judiciously and are responsible for any activity on their account. Examples of unacceptable behaviors are:

- Manipulating staff accounts for personal benefit including, but not limited to, extending the amount of time items are kept, using or changing account information, avoiding penalties, and manipulating holds.
- Removing materials from assigned areas without checking them out or following appropriate procedures.
- Removing materials from the library hold shelf without checking them out.
- Failing to notify appropriate staff about damaged items or items with missing pieces prior to or after checkout.
- Failing to pick up requested items on a regular basis.

Staff accounts are subject to review and governed by District policies. After employment ends, all staff account privileges will be removed and any outstanding issues with the account will be subject to the District's Circulation policy.

The District Circulation Policy applies to all staff accounts, with the exception that employees do not accumulate fines for overdue material.

Employees who violate the Use of Staff Library Accounts Policy may face disciplinary action, up to and including termination. Criminal conduct of any type will be reported to the appropriate authorities.

Fountaindale Public Library District

Cash and Investment

January 31, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$298,738.59	\$382,439.79
Cash Checking/Payroll	\$31,492.47	\$159,407.88	\$190,900.35
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$458,275.72	\$575,769.39
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$1,077,684.19)	\$7,031,635.37
Investment - General/IL Funds/MM	\$67,203.39	\$2,149.80	\$69,353.19
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$24,719.73	\$53,713.39
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$62,436.91	\$2,021,435.23
Investment - Working Cash/BMO Harris MM	\$878.27	\$28.01	\$906.28
Investments - Working Cash/Madison	\$629,365.30	(\$1,753.91)	\$627,611.39
Investment - Working Cash/MM	\$22,179.12	(\$7,014.14)	\$15,164.98
Investment - Morgan Stanley - CD/Bond	\$416,621.26	\$6,274.08	\$422,895.34
Investment - Special Reserve/PMA	\$11,258,640.05	\$2,350,074.25	\$13,608,714.30
Total Investments	\$22,492,198.93	\$1,359,230.54	\$23,851,429.47
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$1,102,166.13)	\$2,976.90
Total Bond Fund	\$1,105,143.03	(\$1,102,166.13)	\$2,976.90
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	\$32,929.61	\$39,065.43
Total Building Project Fund	\$553,719.45	(\$514,654.02)	\$39,065.43
Total Cash and Investments	\$24,268,555.08	\$200,686.11	\$24,469,241.19

Special Res. PMA - 2.201%
General - IL Fund - 2.422%
Money Market BMO Harris - 2.398%

Bonds:

Working Cash/Madison Bond Value/Rate: 01/2019 \$627,611@ 1.95%

Fountaindale Public Library District

Revenue Report

January 31, 2019

	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	\$0.00	\$4,022,918.73	99.73 %	\$4,033,911.00	\$10,992.27
Property Tax Dupage - 2017	\$0.00	\$79,582.45	96.67 %	\$82,325.00	\$2,742.55
Other Tax	\$964.34	\$45,737.13	13.69 %	\$334,070.00	\$288,332.87
Interest	\$44,221.44	\$350,315.16	202.34 %	\$173,131.00	(\$177,184.16)
Fines	\$6,325.91	\$39,994.68	159.98 %	\$25,000.00	(\$14,994.68)
Copy Machines	\$505.70	\$4,664.87	77.75 %	\$6,000.00	\$1,335.13
Fax Machine	\$457.79	\$4,102.97	82.06 %	\$5,000.00	\$897.03
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,525.26	\$13,555.92	84.72 %	\$16,000.00	\$2,444.08
Miscellaneous	\$201.55	\$11,853.06	94.82 %	\$12,500.00	\$646.94
Reimbursements	\$0.00	\$4,257.16	94.60 %	\$4,500.00	\$242.84
Board Reimbursements	\$0.00	\$48.80	9.76 %	\$500.00	\$451.20
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	\$54,201.99	\$4,577,030.93	51.05 %	\$8,965,211.00	\$4,388,180.07
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$80.30	\$588.33	0.00 %	\$0.00	(\$588.33)
Total Building Project Fund	\$80.30	\$588.33	0.00 %	\$0.00	(\$588.33)
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	\$0.00	\$1,291,702.84	99.71 %	\$1,295,466.00	\$3,763.16
Property Tax - Dupage 2017	\$0.00	\$25,795.03	97.57 %	\$26,438.00	\$642.97
Interest Bond Fund	\$1,976.90	\$16,519.45	165.19 %	\$10,000.00	(\$6,519.45)
Interest Rebate Payment - BAB	\$83,055.79	\$165,757.40	100.21 %	\$165,403.00	(\$354.40)
Total Bond Fund	\$85,032.69	\$1,499,774.72	51.35 %	\$2,920,735.00	\$1,420,960.28
Total Revenue	\$139,314.98	\$6,077,393.98	51.13 %	\$11,885,946.00	\$5,808,552.02

Fountaindale Public Library District

Expenditure Report

January 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$324,461.23	\$2,373,099.38	51.01 %	\$4,652,400.00	\$2,279,300.62
Contractual Services	\$39,462.02	\$945,809.73	68.05 %	\$1,389,815.00	\$444,005.27
Supplies & Utilities	\$37,309.32	\$263,295.05	44.51 %	\$591,500.00	\$328,204.95
Library Materials	\$47,158.33	\$448,250.58	38.57 %	\$1,162,285.00	\$714,034.42
Capital Expenditures	\$3,696.50	\$62,865.19	14.50 %	\$433,662.00	\$370,796.81
Miscellaneous	\$1,294.02	\$23,448.50	33.50 %	\$70,000.00	\$46,551.50
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$0.00	\$250.00	50.00 %	\$500.00	\$250.00
Total General Fund Expenditures	\$453,381.42	\$4,117,018.43	49.10 %	\$8,384,766.00	\$4,267,747.57
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$67,793.00	\$75,408.88	56.91 %	\$132,500.00	\$57,091.12
Soc Sec/IMRF Fund Expenditures	\$73,598.53	\$538,708.53	57.77 %	\$932,501.00	\$393,792.47
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$54,706.10	\$149,434.60	47.44 %	\$315,000.00	\$165,565.40
Total Other Fund Expenditures	\$196,097.63	\$772,202.01	55.55 %	\$1,390,041.00	\$617,838.99
Total Expenditures - Operating Funds	\$649,479.05	\$4,889,220.44	50.02 %	\$9,774,807.00	\$4,885,586.56
Building Project Fund Expenditures					
	\$1,027.42	\$1,027.42	0.00 %	\$0.00	(\$1,027.42)
Total Building Project Fund Expenditures	\$1,027.42	\$1,027.42	0.00 %	\$0.00	(\$1,027.42)
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$16,800.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009	\$1,475,000.00	\$1,475,000.00	100.00 %	\$1,475,000.00	\$0.00
Interest Payment - 2009	\$29,500.00	\$307,250.00	55.31 %	\$555,500.00	\$248,250.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - Bond 2009B	\$252,987.50	\$505,975.00	100.00 %	\$505,975.00	\$0.00
Principal Payment - 2016A	\$85,000.00	\$85,000.00	100.00 %	\$85,000.00	\$0.00
Interest Payment - 2016A	\$95,550.00	\$191,100.00	100.00 %	\$191,100.00	\$0.00
Escrow Expenditures	\$0.00	\$393,170.83	0.00 %	\$0.00	(\$393,170.83)
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2018	\$65,979.17	\$65,979.17	0.00 %	\$0.00	(\$65,979.17)
Total Bond Fund Expenditures	\$2,020,816.67	\$3,057,075.00	107.41 %	\$2,846,175.00	(\$210,900.00)
Total	\$2,021,844.09	\$3,058,102.42	107.45 %	\$2,846,175.00	(\$211,927.42)

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District

Expenditure Report

January 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Total Expenditures - All Funds	\$2,671,323.14	\$7,947,322.86	62.97 %	\$12,620,982.00	\$4,673,659.14

Fountaindale Public Library District
Bills Paid - Operating Account
JANUARY 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Christina Theobald	Per Diem - ALA Midwinter Conference	01/22/2019	51047	1-4173-10	\$418.00

\$418.00



Jennie Nguyen, Finance Manager

Fountaindale Public Library District

Bills Paid - Operating Account

FEBRUARY 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Aflac	Employer Insurance Contribution - January 2019	02/01/2019	746	1-4192-10	\$36.29
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - February 2019	02/01/2019	51051	1-4192-10	\$29,751.46
Dearborn National Life Insurance Company	Employer Insurance Contribution - February 2019	02/01/2019	51052	1-4192-10	\$403.51
DuPage Federation on Human Services Reform	"Influence on Culture on Service Day" Training - 02/08/2019	02/01/2019	51048	1-4151-10	\$450.00
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - February 2019	02/01/2019	51053	1-4192-10	\$167.49
Home Depot	Building Maintenance - Filter System Pipe Fittings	02/01/2019	51049	8-4211-30	\$185.50
Illinois Municipal Retirement Fund	Employer Insurance Contribution - December 2018	02/01/2019	745	5-4142-10	\$23,201.11
LIMRiCC Unemployment Compensation Group	Unemployment Insurance - 4th Quarter Ending 12/31/2018	2/1/2019	51050	3-4143-10	257.99
					<u>\$54,453.35</u>


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - December 2018

Gross Payroll	\$284,898.05
FICA	\$21,186.99
Total Gross Payroll & FICA	<u>\$306,085.04</u>

Fountaindale Public Library District
Bills Payable Report
February 21, 2019

<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.	Promo Giveaways - Flashlights & Koozies - PO5703-1819	7000166	1-4735-10	\$ 1,763.24
	Promotional Giveaways - Various - PO5715-1819	7006771	1-4735-10	3,487.25
	<i>Totals for 4imprint, Inc.</i>			<u>\$ 5,250.49</u>
Adam Quenano	Refund - Biology Made Simple - #30401525482398	AQ012319	1-3310-10	11.20
	<i>Totals for Adam Quenano</i>			<u>\$ 11.20</u>
Allan Salgado	Refund - 3DS: Kirby: Triple Deluxe - #30401528935061	AS011819	1-3310-10	34.99
	<i>Totals for Allan Salgado</i>			<u>\$ 34.99</u>
Allegra Print & Imaging	Bookmobile Preschool Roundup Sign - PO5741-1819	14455	1-4731-10	150.00
	<i>Totals for Allegra Print & Imaging</i>			<u>\$ 150.00</u>
Allyse Schiller	Reimburse - Bond Trust & Zions Bank Cert. Mail	AS012118	1-4381-10	8.11
	Mileage - 1/4/19-1/25/19	AS021319	1-4171-10	13.69
	<i>Totals for Allyse Schiller</i>			<u>\$ 21.80</u>

Fountaindale Public Library District
Bills Payable Report
February 21, 2019

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	District Supply Closet Restock - January 2019	A31-1819	1-4351-10	\$ 157.71
	ATSD - Table Covers	A26-1819	1-4353-24	78.08
	ATSD - Kingdom Hearts Program Supplies	A28-1819	1-4353-24	231.14
	ATSD - Vortex Gaming, Craft on the Go, Maker Cart, Crafts	A32-1819	1-4353-24	115.76
	IT - Plano Guide Series 1449 Polycarbonate Box	A27-1819	1-4354-14	74.95
	CD Music - Adult	0660346-FEB	1-4550-26	17.95
	Video Games - Juvenile	0660346-FEB	1-4564-26	59.88
	Video Games - Adult	0660346-FEB	1-4565-26	164.73
	IT - Apple iPad 32GB Silver - CSD Replacement	A29-1819	1-4348-14	249.00
	Studio - Needles, Power Supply, Gaffer Tape, PLA, Foam Stick	A30-1819	1-4353-27	17.99
	Studio - Needles, Power Supply, Gaffer Tape, PLA, Foam Stick	A30-1819	1-4371-27	39.98
	Studio - Needles, Power Supply, Gaffer Tape, PLA, Foam Stick	A30-1819	1-4568-27	61.05
	Studio - CiBest SCART + HDMI to HDMI Converter	A33-1819	1-4568-27	36.99
	Books - Adult World Languages	0660346-FEB	1-4525-26	32.43
	Electronic Devices	0660346-FEB	1-4527-26	224.55
	STEAM Boxes	0660346-FEB	1-4528-26	168.81
	Books - Young Adult/Fiction	0660346-FEB	1-4548-26	33.92
	Video Games - YA	0660346-FEB	1-4563-26	145.25
	Realia - Juvenile - Circulating Doll Items	0660346-FEB	1-4569-26	579.27
	Books - Juvenile Easy	0660346-FEB	1-4546-26	24.72
	<i>Totals for Amazon</i>			\$ 2,514.16
American Library Association				
	Membership - Dolley - 2/21/19-2/20/20	1111327	1-4161-10	205.00
	Membership - Degutis - 3/31/19-3/30/20	1147258	1-4161-10	287.00
	<i>Totals for American Library Association</i>			\$ 492.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - January 2019	INV210646	1-4253-10	193.05
	<i>Totals for AmeriFlex Business Solutions</i>			\$ 193.05
Andrew J Krause				
	Communico Coding - 1st Half Payment - PO5744-1819	AJK021119	1-4731-10	900.00
	<i>Totals for Andrew J Krause</i>			\$ 900.00
Arthur Sutton				
	Refund - The Lightning Thief - #30401527253771	AS011619	1-3310-10	8.00
	<i>Totals for Arthur Sutton</i>			\$ 8.00

Fountaindale Public Library District
Bills Payable Report
February 21, 2019

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AT & T				
	Internet - January 2019	5045665405	1-4314-14	\$ 1,361.88
		<i>Totals for AT & T</i>		<u>\$ 1,361.88</u>
AT & T Mobility - National Business Services				
	Telephone Service - 11/22/18-12/21/18	14421284	1-4311-14	308.70
		<i>Totals for AT & T Mobility - National Business Services</i>		<u>\$ 308.70</u>
Baker & Taylor - C009233				
	Adult Ref/NF Standing Order	5015315541	1-4531-26	277.88
	Adult Ref/NF Standing Order	5015336609	1-4531-26	16.81
	Adult Ref/NF Standing Order	5015357545	1-4531-26	67.49
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 362.18</u>
Baker & Taylor - L030107				
	ATSD - Great Reading Race Prizes	2034262575	1-4353-24	7.83
		<i>Totals for Baker & Taylor - L030107</i>		<u>\$ 7.83</u>
Baker & Taylor - L420685				
	Books - Adult Large Print	2034248577	1-4543-29	54.33
	Books - Adult Large Print	2034274883	1-4543-29	232.68
	Books - Juvenile Fiction	2034248577	1-4544-29	2.60
	Books - Juvenile Easy	2034248577	1-4546-29	108.98
	Books - Juvenile Easy	2034274883	1-4546-29	7.47
	Books - Adult Fiction	2034248577	1-4540-29	34.62
	Books - Adult Fiction	2034274883	1-4540-29	84.47
	Books - Adult Non-Fiction	2034248577	1-4541-29	31.63
	Books - Adult Non-Fiction	2034274883	1-4541-29	44.69
		<i>Totals for Baker & Taylor - L420685</i>		<u>\$ 601.47</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	Books - Adult Non-Fiction	2034254727	1-4541-29	\$ 38.86
	Books - Adult Non-Fiction	2034265102	1-4541-29	16.10
	Books - Adult World Languages	2034248505	1-4525-26	29.95
	Books - Adult World Languages	2034280351	1-4525-26	14.35
	Books - Adult World Languages	2034295821	1-4525-26	11.47
	Books - Adult Large Print	2034248505	1-4543-26	119.81
	Books - Adult Large Print	2034280351	1-4543-26	129.75
	Books - Adult Large Print	2034265102	1-4543-26	182.43
	Books - Adult Large Print	2034295821	1-4543-26	34.20
	Books - Juvenile Fiction	2034240700	1-4544-26	222.79
	Books - Juvenile Fiction	2034248505	1-4544-26	228.70
	Books - Juvenile Fiction	2034282621	1-4544-26	20.24
	Books - Juvenile Fiction	2034279679	1-4544-26	78.07
	Books - Juvenile Fiction	2034282299	1-4544-26	179.23
	Books - Juvenile Fiction	2034280351	1-4544-26	54.90
	Books - Juvenile Fiction	2034261665	1-4544-26	10.47
	Books - Juvenile Fiction	2034265102	1-4544-26	151.53
	Books - Juvenile Fiction	2034307628	1-4544-26	21.78
	Books - Juvenile Fiction	2034295821	1-4544-26	497.20
	Books - Juvenile Fiction	2034292201	1-4544-26	185.22
	Books - Juvenile Non-Fiction	2034276827	1-4545-26	151.21
	Books - Juvenile Non-Fiction	2034248505	1-4545-26	64.84
	Books - Juvenile Non-Fiction	2034276829	1-4545-26	128.85
	Books - Juvenile Non-Fiction	2034280351	1-4545-26	116.36
	Books - Juvenile Non-Fiction	2034265102	1-4545-26	64.93
	Books - Juvenile Non-Fiction	2034295821	1-4545-26	136.18
	Books - Young Adult/Fiction	2034248505	1-4548-26	204.70
	Books - Young Adult/Fiction	2034282301	1-4548-26	12.14
	Books - Young Adult/Fiction	2034280351	1-4548-26	32.75
	Books - Young Adult/Fiction	2034267021	1-4548-26	16.07
	Books - Young Adult/Fiction	2034265102	1-4548-26	56.94
	Books - Young Adult/Fiction	2034276870	1-4548-26	6.59
	Books - Young Adult/Fiction	2034272319	1-4548-26	107.05
	Books - Young Adult/Fiction	2034302989	1-4548-26	83.46
	Books - Young Adult/Fiction	2034295821	1-4548-26	103.86
	Books - Young Adult/Fiction	2034287693	1-4548-26	90.59
	Books - Young Adult/Fiction	2034287668	1-4548-26	10.42
	Books - Juvenile Easy	2034248505	1-4546-26	464.50

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Easy	2034280351	1-4546-26	\$ 175.18
	Books - Juvenile Easy	2034265102	1-4546-26	221.11
	Books - Juvenile Easy	2034295821	1-4546-26	289.60
	Books - Young Adult/Non-Fiction	2034248505	1-4549-26	20.11
	Books - Young Adult/Non-Fiction	2034261657	1-4549-26	334.34
	Books - Young Adult/Non-Fiction	2034265102	1-4549-26	11.49
	Books - Young Adult/Non-Fiction	2034295821	1-4549-26	16.80
	Books - Young Adult/Non-Fiction	2034287867	1-4549-26	24.19
	Books - Adult Fiction	2034240650	1-4540-26	141.45
	Books - Adult Fiction	2034248505	1-4540-26	623.14
	Books - Adult Fiction	2034257122	1-4540-26	35.17
	Books - Adult Fiction	2034254669	1-4540-26	8.99
	Books - Adult Fiction	2034282301	1-4540-26	49.87
	Books - Adult Fiction	2034280351	1-4540-26	845.50
	Books - Adult Fiction	2034267067	1-4540-26	16.23
	Books - Adult Fiction	2034269765	1-4540-26	57.12
	Books - Adult Fiction	2034265102	1-4540-26	850.67
	Books - Adult Fiction	2034276870	1-4540-26	17.09
	Books - Adult Fiction	2034272306	1-4540-26	14.38
	Books - Adult Fiction	2034302989	1-4540-26	29.30
	Books - Adult Fiction	2034295821	1-4540-26	1,023.48
	Books - Adult Fiction	2034292215	1-4540-26	21.58
	Books - Adult Fiction	2034292216	1-4540-26	4.76
	Books - Adult Fiction	2034287668	1-4540-26	109.08
	Books - Adult Fiction	2034292209	1-4540-26	297.06
	Books - Adult Non-Fiction	2034251758	1-4541-26	213.51
	Books - Adult Non-Fiction	2034251761	1-4541-26	486.14
	Books - Adult Non-Fiction	2034248505	1-4541-26	513.26
	Books - Adult Non-Fiction	2034257122	1-4541-26	101.54
	Books - Adult Non-Fiction	2034254669	1-4541-26	49.33
	Books - Adult Non-Fiction	2034282301	1-4541-26	142.32
	Books - Adult Non-Fiction	2034280351	1-4541-26	422.53
	Books - Adult Non-Fiction	2034267041	1-4541-26	284.27
	Books - Adult Non-Fiction	2034269765	1-4541-26	108.15
	Books - Adult Non-Fiction	2034265102	1-4541-26	485.39
	Books - Adult Non-Fiction	2034276870	1-4541-26	33.23
	Books - Adult Non-Fiction	2034272306	1-4541-26	95.14
	Books - Adult Non-Fiction	2034302989	1-4541-26	93.99

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2034295821	1-4541-26	\$ 558.01
	Books - Adult Non-Fiction	2034287714	1-4541-26	35.95
	Books - Adult Non-Fiction	2034287668	1-4541-26	108.79
	<i>Totals for Baker & Taylor - L420686</i>			\$ 13,047.73
Better Containers Mfg. Co., Inc.				
	I (Heart) My Library Bags - PO5676-1819	231368	1-4371-10	1,283.05
	<i>Totals for Better Containers Mfg. Co., Inc.</i>			\$ 1,283.05
Black History Month Awareness Club Inc.				
	Black Hist. Month Aware Club Gold Lvl Sponsor - 2/9/19	5705-1819	1-4731-10	500.00
	<i>Totals for Black History Month Awareness Club Inc.</i>			\$ 500.00
Blackstone Publishing				
	CD Audiobooks - Adult	1072530	1-4551-26	45.00
	CD Audiobooks - Adult	1074624	1-4551-26	41.24
	CD Audiobooks - Adult	1086378	1-4551-26	45.00
	CD Audiobooks - Adult	1084249	1-4551-26	254.96
	<i>Totals for Blackstone Publishing</i>			\$ 386.20
Bolingbrook Park District				
	Program - Yoga - 2/28/19	BPD022819	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			\$ 50.00
Bolingbrook Rotary Club				
	3rd Quarter Membership Dues	996-1319	1-4161-10	175.00
	<i>Totals for Bolingbrook Rotary Club</i>			\$ 175.00
Bolingbrook Signs + Apparel				
	Bedoya Business Cards - PO5673-1819	8019	1-4351-10	40.00
	Studio Business Cards - PO5593-1819	7458	1-4351-10	80.00
	<i>Totals for Bolingbrook Signs + Apparel</i>			\$ 120.00
Bond Trust Services Corporation				
	Rebate Calc., Prep, Filing IRS Form 8038-CP	48085	1-4253-10	150.00
	<i>Totals for Bond Trust Services Corporation</i>			\$ 150.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Brooks Cafe				
	1/3/19 Donuts w/Director - Coffee - PO5670-1819	13284	1-4715-10	\$ 12.00
	1/11/19 B'LONG - Coffee - PO5691-1819	13285	1-4715-10	48.00
	1/19/18 Donuts w/Director - Coffee - PO5613-1819	13282	1-4715-10	12.00
	1/22/19 Donuts w/Director - Coffee - PO5668-1819	13287	1-4715-10	12.00
	1/24/19 SAILS - Coffee - PO5723-1819	13288	1-4715-10	36.00
	12/20/18 Board Meeting - Sandwiches & Cookies - PO5612-1819	13283	1-4355-16	43.00
	1/17/19 Board - Salad Wraps & Cookies - PO5669-1819	13286	1-4355-16	44.00
	<i>Totals for Brooks Cafe</i>			\$ 207.00
Call One				
	Telephone & Internet Service - 1/15/19-2/14/19	1214291-1139282	1-4314-14	1,968.00
	Telephone & Internet Service - 2/15/19-3/14/19	1214291-1139282	1-4314-14	1,968.00
	Telephone & Internet Service - 1/15/19-2/14/19	1214291-1139282	1-4311-14	863.72
	Telephone & Internet Service - 2/15/19-3/14/19	1214291-1139282	1-4311-14	863.11
	<i>Totals for Call One</i>			\$ 5,662.83
Cassandra Grissom				
	Refund - Captain Underpants: Pwr Prof... - #30401529125514	CG011819	1-3310-10	44.99
	<i>Totals for Cassandra Grissom</i>			\$ 44.99
Cathryn Stanek-Whisler				
	Program - Faux Stained Glass - 3/14/19	CSW031419	1-4573-24	205.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 205.00
Center Point Large Print				
	Books - Adult Large Print	1655543	1-4543-26	23.37
	Books - Adult Large Print	1656956	1-4543-26	156.39
	Books - Adult Large Print	1652430	1-4543-26	318.78
	Books - Adult Large Print	1654961	1-4543-26	133.62
	<i>Totals for Center Point Large Print</i>			\$ 632.16

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	United Airlines - United Airlines Cookbook	T3680-FEB19	1-4541-26	\$ 71.23
	Walsworth - Bolingbrook High School Yearbooks	T3680-FEB19	1-4541-26	55.00
	Walsworth - Bolingbrook High School Yearbooks	T3680-FEB19	1-4538-26	55.00
	Will County Health Dept. - Med. Risk Program Food Permits	N3698-FEB19	1-4711-10	46.50
	Jewel - January Birthday Cake & Table Cloths	N3698-FEB19	1-4711-10	52.99
	Jewel - Gatz Retirement Cake	N3698-FEB19	1-4711-10	37.99
	Walsworth - Bolingbrook High School Yearbooks	T3680-FEB19	1-4549-26	55.00
	Mailchimp - Monthly Subscription	N3698-FEB19	1-4731-10	50.00
	Woobox - Monthly Subscription	N3698-FEB19	1-4731-10	29.00
	Meetup.org - 6 Month Subscription Fee	N3698-FEB19	1-4731-10	89.94
	Facebook - Promotional Ads	N3698-FEB19	1-4731-10	17.13
	Independent Bookstore - Zar & The Broken Spaceship	T3680-FEB19	1-4545-29	16.99
	Independent Bookstore - Zar & The Broken Spaceship	T3680-FEB19	1-4546-29	31.97
	Hobby Lobby - Maker Lab Fabric	N3698-FEB19	1-4371-27	20.93
	Robotis - Items for STEAM Kits	N3698-FEB19	1-4528-26	1,054.53
	Honey Jam - PLC Governing Board Meeting Lunch	M3664-FEB19	1-4715-10	135.67
	Independent Bookstore - Zar & The Broken Spaceship	T3680-FEB19	1-4353-28	16.99
	Walmart.com - Summer Adventure Folders	N3698-FEB19	1-4353-28	23.96
	Photopie - Summer Adventure Photo Backdrop	N3698-FEB19	1-4353-28	106.00
	ILA - Mills - 2019 ILA Legislative Meetups	M3664-FEB19	1-4151-10	25.00
	Fred Pryor - J. Nguyen, Schiller, Ultreras - Excel Webinar	N3698-FEB19	1-4151-10	99.00
	Anderson's - Consalvo - Children's Lit Breakfast - 2/23/19	N3698-FEB19	1-4151-10	59.00
	ILA - Castellanos - 2019 ILA Legislative Meetups	N3698-FEB19	1-4151-10	25.00
	Anderson's - Bauer & Dolley - Annual Breakfast - 2/23/19	N3698-FEB19	1-4151-10	118.00
	DuPage SHRM - Frias - Effective Com. Strategic Change	N3698-FEB19	1-4151-10	30.00
	ALA - Gillespie - Escape Room Learning	N3698-FEB19	1-4151-10	120.00
	GFOA - J. Nguyen - Sustainability Webinar - 2/7/19	N3698-FEB19	1-4151-10	85.00
	Webstaurant - 3rd Fl. Study Room Table Tents	N3698-FEB19	1-4353-24	24.09
	Walmart - ATSD Program Supplies	N3698-FEB19	1-4353-24	57.20
	Adafruit - Studio - Electronics for Teen Program	N3698-FEB19	1-4353-24	167.17
	Walmart - ATSD Winter Movie Night Snacks & Drinks	N3698-FEB19	1-4353-24	54.60
	Photopie - Summer Adventure Photo Backdrop	N3698-FEB19	1-4353-24	106.00
	BB Chamber - Mills - 2019 State of Village Lunch Gold Member	N3698-FEB19	1-4173-10	750.00
	Hyatt - Theobald - 2019 ALA Midwinter Conf. Hotel 1/25-29/19	N3698-FEB19	1-4173-10	928.16
	DuPage SHRM - Frias Membership	N3698-FEB19	1-4161-10	100.00
	Fred Pryor - J. Nguyen Membership Renewal	N3698-FEB19	1-4161-10	199.00
	Napa Auto Parts - Library Van Diesel Exhaust Fluid	N3698-FEB19	1-4235-29	31.98
	GoDaddy.com - 2 Yr SSL Cert. - Public WiFi	N3698-FEB19	1-4253-14	149.98

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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)			
	Microcenter - Malfunctioning MacBook Repair	N3698-FEB19	1-4253-14	\$ 749.98
	Microcenter - Malfunctioning MacBook Repair	N3698-FEB19	1-4253-14	619.98
	PDQ.com - Utility SW Update Management	N3698-FEB19	1-4631-14	160.20
	Zendesk - Annual Renewal	N3698-FEB19	1-4631-14	2,203.00
	Walmart.com - Summer Adventure Folders	N3698-FEB19	1-4371-24	143.76
	Sheraton - Danhof - 2019 ALA Midwinter Meeting Hotel	N3698-FEB19	1-4173-16	1,102.40
	Sheraton - Spindel - 2019 ALA Midwinter Meeting Hotel	N3698-FEB19	1-4173-16	1,102.40
	Renaissance - Newell - 2019 Midwinter Conf. Hotel 1/24-29/19	N3698-FEB19	1-4173-16	986.80
	Walmart - CSD Program Supplies	N3698-FEB19	1-4353-20	19.47
	Walmart.com - Summer Adventure Folders	N3698-FEB19	1-4353-20	167.72
	Party City - CSD Program Supplies	N3698-FEB19	1-4353-20	29.99
	Photopie - Summer Adventure Photo Backdrop	N3698-FEB19	1-4353-20	106.00
	ILA - Danhof - South Suburban Library Legislative Breakfast	N3698-FEB19	1-4151-16	25.00
	ALA - Spindel - 2019 ALA Annual Conference - 6/20-25/19	N3698-FEB19	1-4151-16	140.00
	ALA - Newell - 2019 Annual Conf, CSK Book Award - 6/20-25/19	N3698-FEB19	1-4151-16	205.00
	ILA - Spindel - 2019 South Suburb. Lib. Leg. Breakfast	N3698-FEB19	1-4151-16	25.00
	<i>Totals for Chase Card Services</i>			\$ 12,882.70
Christina Theobald				
	Reimburse - PinTech Refreshments - 1/8/19	CT012118	1-4715-10	37.44
	<i>Totals for Christina Theobald</i>			\$ 37.44
Comcast Cable				
	Cable - 2/3/19-3/2/19	8771 20 143 036749	1-4316-14	102.98
	<i>Totals for Comcast Cable</i>			\$ 102.98
Consolato Gattuso				
	Refund - Battle New Ninjago... - #30401600462307	CG011919	1-3310-10	14.19
	<i>Totals for Consolato Gattuso</i>			\$ 14.19
Cristina Petrosky				
	Refund - Dragonball Z V. 26 - #30401528415940	CP012719	1-3310-10	9.19
	<i>Totals for Cristina Petrosky</i>			\$ 9.19
D & Z House of Books				
	Books - Juvenile World Languages	2018/I092229	1-4526-26	22.92
	<i>Totals for D & Z House of Books</i>			\$ 22.92

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Demco, Inc.				
	Large & Small Flare Display Islands - PO5683-1819	6534642	1-4691-10	\$ 10,608.89
	CMTSD - Green Interlibrary Labels - PO5717-1819	6537362	1-4371-12	189.33
	<i>Totals for Demco, Inc.</i>			\$ 10,798.22
Diesel Service Center				
	1/14/19 Repair Bkm Coolant Leak - PO5704-1819	D064239	1-4235-29	390.66
	1/21/19 Review & Repair Windshield Fluid Tank - PO5719-1819	D064277	1-4235-29	290.70
	<i>Totals for Diesel Service Center</i>			\$ 681.36
Dynegy Energy Services				
	Electricity - 12/31/18-1/30/19	270493919021	1-4321-30	11,428.12
	<i>Totals for Dynegy Energy Services</i>			\$ 11,428.12
Elizabeth Portillo				
	Program - Conversational ESL for Adults - 2/25/19	EP022519	1-4571-24	80.00
	Program - Conversational ESL for Adults - 3/4/19	EP030419	1-4571-24	80.00
	Program - Conversational ESL for Adults - 3/11/19	EP031119	1-4571-24	80.00
	Program - Conversational ESL for Adults - 3/18/19	EP031819	1-4571-24	80.00
	Program - Conversational ESL for Adults - 2/26/19	EP022619	1-4571-24	40.00
	Program - Conversational ESL for Adults - 3/5/19	EP030519	1-4571-24	40.00
	Program - Conversational ESL for Adults - 3/12/19	EP031219	1-4571-24	40.00
	Program - Conversational ESL for Adults - 3/19/19	EP031919	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			\$ 480.00
Findaway World, LLC				
	Playaway - Juvenile	276101	1-4562-29	41.13
	Playaway - Juvenile	276287	1-4562-29	52.08
	Playaway - Juvenile	276804	1-4562-29	295.21
	Launchpads - Juvenile	277523	1-4566-26	739.95
	Playaway - Adult	276798	1-4560-26	521.19
	Playaway - Juvenile	277379	1-4562-26	332.69
	<i>Totals for Findaway World, LLC</i>			\$ 1,982.25
Forward Space				
	Studio Office Reconfiguration - PO5599-1819	766799	1-4691-10	7,021.45
	<i>Totals for Forward Space</i>			\$ 7,021.45
Fun Express LLC				
	CSD Program Supplies - PO5727-1819	694601554-01	1-4353-20	345.69
	<i>Totals for Fun Express LLC</i>			\$ 345.69

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning	Books - Adult Fiction	65778752	1-4540-26	\$ 19.46
	Books - Adult Large Print	65815192	1-4543-26	111.71
	Books - Adult Large Print	65815478	1-4543-26	80.22
	Books - Adult Large Print	65815897	1-4543-26	113.96
	Books - Adult Large Print	65780432	1-4543-26	48.73
	Books - Adult Large Print	65779703	1-4543-26	69.72
	Books - Adult Large Print	65779204	1-4543-26	98.21
	Books - Adult Large Print	66095183	1-4543-26	25.49
	Electronic Audiobooks & Books	65733251	1-4520-26	258.40
	Electronic Audiobooks & Books	66173491	1-4520-26	258.40
	<i>Totals for Gale/Cengage Learning</i>			\$ 1,084.30
Garden Gate	Periodicals	GDT 0132166141	1-4511-26	29.00
	<i>Totals for Garden Gate</i>			\$ 29.00
Government Finance Office Association	Membership - J. Nguyen - 3/1/19-2/29/19	0115345	1-4161-10	150.00
	<i>Totals for Government Finance Office Association</i>			\$ 150.00
Grasso Graphics, Inc.	Bkm Stickers, Meeting Brochures, Folder Labels - PO5709-1819	29934	1-4256-10	1,557.61
	<i>Totals for Grasso Graphics, Inc.</i>			\$ 1,557.61
Haines & Company, Inc.	Adult Ref/NF Standing Order	452506	1-4531-26	756.00
	<i>Totals for Haines & Company, Inc.</i>			\$ 756.00
Hooked On Phonics	Books - Juvenile Non-Fiction	INV122019	1-4545-26	12.90
	<i>Totals for Hooked On Phonics</i>			\$ 12.90
IHLS-OCLC	Catalog Management	18123	1-4272-12	718.90
	<i>Totals for IHLS-OCLC</i>			\$ 718.90
Illinois American Water	Fire Protection - 12/20/18-1/18/19	1025-210003089465	1-4331-30	42.44
	Irrigation - 12/19/18-1/18/19	1025-210003089915	1-4331-30	104.67
	<i>Totals for Illinois American Water</i>			\$ 147.11

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois American Water/Bolingbrook				
	Water & Sewer - 12/19/18-1/18/19	1025-21000308831E	1-4331-30	\$ 732.59
		<i>Totals for Illinois American Water/Bolingbrook</i>		\$ 732.59
Illinois Library Association				
	Membership - Thompson - 4/1/19-3/31/20	158154	1-4161-10	200.00
	Membership - Degutis - 4/1/19-3/31/20	158267	1-4161-10	150.00
	Membership - Dolley - 4/1/19-3/31/20	158239	1-4161-10	100.00
	Membership - Bermejo - 1/1/19-12/31/19	157984	1-4161-16	75.00
	Membership - Kalnicky - 3/1/19-2/28/20	158227	1-4161-16	75.00
		<i>Totals for Illinois Library Association</i>		\$ 600.00
Illinois State Library				
	Lost Item - Social Work ASWB Masters Exam Guide	284078	1-3310-30	100.00
		<i>Totals for Illinois State Library</i>		\$ 100.00
Ilya Kabirov				
	Program - Great Reads Book Club - 2/27/19	IK022719	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		\$ 75.00
Ingram Library Services				
	Video Games - Juvenile	38410244	1-4564-26	56.99
	Video Games - Juvenile	38105751	1-4564-26	94.98
	Video Games - Juvenile	38358297	1-4564-26	37.99
	Video Games - Adult	38105750	1-4565-26	28.49
	Video Games - Adult	38105748	1-4565-26	28.49
	Video Games - Adult	38105746	1-4565-26	170.95
	Video Games - Adult	38105745	1-4565-26	56.99
	Video Games - Adult	38319728	1-4565-26	113.97
	Video Games - YA	38410245	1-4563-26	47.49
	Video Games - YA	38410244	1-4563-26	56.99
	Video Games - YA	38105749	1-4563-26	56.99
	Video Games - YA	38105747	1-4563-26	56.98
	Video Games - YA	38319727	1-4563-26	113.98
	Video Games - YA	38319726	1-4563-26	56.99
	Books - Juvenile Easy	38401041	1-4546-26	6.76
	Books - Adult Fiction	38358296	1-4540-26	15.25
	Books - Adult Non-Fiction	38319729	1-4541-26	8.97
		<i>Totals for Ingram Library Services</i>		\$ 1,009.25

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ITsavvy LLC	Privacy Filters, Monitor Stands, Compress Air - PO5734-1819	01085805	1-4354-14	\$ 428.00
	175 Webroot SecureAnywhere Protection - 1 Yr - PO5700-1819	01080002	1-4631-14	2,450.00
	<i>Totals for ITsavvy LLC</i>			\$ 2,878.00
Jessica Ali	Refund - Book Bag - #30401528373149	JA011819	1-3310-10	6.00
	<i>Totals for Jessica Ali</i>			\$ 6.00
Joyce Arellano	Per Diem Per Night - IL Youth Services Inst. - 3/21-3/22/19	JA010819	1-4173-10	55.00
	75% Per Diem - IL Youth Services Instit. - 3/21-3/22/19	JA010819	1-4173-10	82.50
	<i>Totals for Joyce Arellano</i>			\$ 137.50
Juanita Lennon	CMTSD Distilled Water	JL020619	1-4371-12	2.67
	Board Packet Postage	JL020619	1-4381-10	43.50
	Food for Doughnuts/Pastries, Staff Develop Drinks/Tablecloth	JL020619	1-4715-10	68.44
	<i>Totals for Juanita Lennon</i>			\$ 114.61
Kanopy	Electronic Audio Visual	146116-PPU	1-4523-26	278.00
	Electronic Audio Visual	143179-PPU	1-4523-26	242.00
	<i>Totals for Kanopy</i>			\$ 520.00
Kathryn Spindel	Airfare Reimburse - 2019 ALA Midwinter - 1/24/19 & 1/29/19	KS021118	1-4171-16	324.11
	Mileage - South Sub. Lib. Leg. Breakfast - 1/2/19	KS021319	1-4171-16	34.40
	<i>Totals for Kathryn Spindel</i>			\$ 358.51
Kathy Welko	Mileage - 1/15/19-1/22/19	KW013119	1-4171-10	11.14
	<i>Totals for Kathy Welko</i>			\$ 11.14
kd Repair	Check & Repair BKM Gen. Coolant Leak - 2/1/19 - PO5740-1819	28725	1-4235-29	1,587.01
	<i>Totals for kd Repair</i>			\$ 1,587.01
Kimberly Vazquez	Refund - 2 Books - #30401527018240, #30401525516724	KV020819	1-3310-10	19.00
	<i>Totals for Kimberly Vazquez</i>			\$ 19.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Konica Minolta Business Solutions U.S.A., Inc.				
	Copy Overage - 12/15/18-1/14/19	9005324218	1-4234-14	\$ 981.31
	Maintenance - 1/15/19-2/14/19	9005327207	1-4234-14	323.84
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		\$ 1,305.15
Konica Minolta Premier Finance				
	Leased Equipment - February 2019	377085485	1-4234-14	1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		\$ 1,616.00
Krystal Rangel				
	Refund - Chronicles of Narnia - #30401600060317	KR011519	1-3310-10	19.80
		<i>Totals for Krystal Rangel</i>		\$ 19.80
Laura Didier				
	Mileage - 1/2/19-1/25/19	LD013119	1-4171-10	75.42
		<i>Totals for Laura Didier</i>		\$ 75.42
Leandra Pottle				
	Phonevite - Emergency Calling System Fees	LP020619	1-4311-14	9.80
		<i>Totals for Leandra Pottle</i>		\$ 9.80
Library Ideas LLC				
	Books - Juvenile Easy	66627	1-4546-26	409.45
		<i>Totals for Library Ideas LLC</i>		\$ 409.45
Lumel Cordero				
	Refund - Superman, the Golden Age - #30401528598646	LC012219	1-3310-10	28.09
		<i>Totals for Lumel Cordero</i>		\$ 28.09
Madhurima Grover				
	Program - Microsoft Word - 6 Sessions: 1/11/19-2/15/19	MG021519	1-4571-24	300.00
		<i>Totals for Madhurima Grover</i>		\$ 300.00
Marianne Thompson				
	Reimbursement - 1/10/19 B'LONG Snacks	MT011019	1-4715-10	29.15
	Mileage - 1/4/19-1/28/19	MT013119	1-4171-10	36.31
		<i>Totals for Marianne Thompson</i>		\$ 65.46
Maribel Angara				
	Refund - Monday w/Mad Genius - #30404000232338	MA021119	1-3310-10	5.00
		<i>Totals for Maribel Angara</i>		\$ 5.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Melissa Gray	Refund - Credit on Account	MG012419	1-3310-10	\$ 30.92
		<i>Totals for Melissa Gray</i>		<u>\$ 30.92</u>
Melissa Luce	Mileage - 11/2/18-12/13/18	ML013119	1-4171-10	29.21
		<i>Totals for Melissa Luce</i>		<u>\$ 29.21</u>
Michael McCann	Program - History of Superheroes - 3/21/19	MM032119	1-4571-24	150.00
		<i>Totals for Michael McCann</i>		<u>\$ 150.00</u>
Midwest Christian Montessori Academy	Reach for the Stars Gold Sponsorship - 3/2/19	5706-1819	1-4731-10	200.00
		<i>Totals for Midwest Christian Montessori Academy</i>		<u>\$ 200.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Playaway - YA	96941830	1-4561-26	\$ 55.49
	Playaway - YA	96915279	1-4561-26	178.47
	CD Music - Adult	96888946	1-4550-26	14.24
	CD Music - Adult	96888945	1-4550-26	14.84
	CD Music - Adult	96888933	1-4550-26	12.74
	CD Music - Adult	96863778	1-4550-26	16.49
	CD Music - Adult	96862818	1-4550-26	31.02
	CD Music - Adult	96862815	1-4550-26	59.76
	CD Music - Adult	96862812	1-4550-26	15.74
	CD Music - Adult	96862786	1-4550-26	52.02
	CD Music - Adult	96858078	1-4550-26	13.49
	CD Music - Adult	96858073	1-4550-26	57.56
	CD Music - Adult	96854364	1-4550-26	13.94
	CD Music - Adult	96854360	1-4550-26	12.74
	CD Music - Adult	96832735	1-4550-26	27.58
	CD Music - Adult	96831581	1-4550-26	12.74
	CD Music - Adult	96831572	1-4550-26	14.84
	CD Music - Adult	96828089	1-4550-26	54.96
	CD Music - Adult	96811214	1-4550-26	11.24
	CD Music - Adult	96806206	1-4550-26	21.73
	CD Music - Adult	96797083	1-4550-26	14.99
	CD Music - Adult	96796466	1-4550-26	85.49
	CD Music - Adult	96942525	1-4550-26	35.33
	CD Music - Adult	96942523	1-4550-26	24.73
	CD Music - Adult	96915328	1-4550-26	26.08
	CD Music - Adult	96915324	1-4550-26	27.58
	CD Music - Adult	96925384	1-4550-26	11.24
	CD Music - Adult	96925386	1-4550-26	27.28
	CD Music - Adult	96925389	1-4550-26	61.76
	CD Music - Adult	96911643	1-4550-26	110.93
	CD Music - Adult	96911641	1-4550-26	9.74
	CD Music - Adult	96892914	1-4550-26	11.99
	CD Music - Adult	96892912	1-4550-26	14.84
	CD Music - Adult	96892907	1-4550-26	65.66
	CD Music - Adult	96892905	1-4550-26	14.99
	CD Music - Adult	96892886	1-4550-26	43.62
	CD Audiobooks - Adult	96888939	1-4551-26	106.58
	CD Audiobooks - Adult	9688931	1-4551-26	50.29

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Audiobooks - Adult	96888899	1-4551-26	\$ 45.29
	CD Audiobooks - Adult	96862785	1-4551-26	176.16
	CD Audiobooks - Adult	96862784	1-4551-26	25.29
	CD Audiobooks - Adult	96858072	1-4551-26	90.58
	CD Audiobooks - Adult	96858054	1-4551-26	45.29
	CD Audiobooks - Adult	96858053	1-4551-26	35.29
	CD Audiobooks - Adult	96831597	1-4551-26	100.58
	CD Audiobooks - Adult	96892910	1-4551-26	193.16
	CD Audiobooks - Adult	96892889	1-4551-26	138.87
	CD Audiobooks - Adult	96862825	1-4551-29	45.29
	CD Audiobooks - Adult	96831592	1-4551-29	35.29
	DVD - Adult	96888947	1-4557-29	71.66
	DVD - Adult	96863809	1-4557-29	16.04
	DVD - Adult	96862826	1-4557-29	22.04
	DVD - Adult	96862824	1-4557-29	22.79
	DVD - Adult	96858083	1-4557-29	19.79
	DVD - Adult	96858082	1-4557-29	25.79
	DVD - Adult	96831594	1-4557-29	79.16
	DVD - Adult	96915332	1-4557-29	29.08
	DVD - Adult	96892915	1-4557-29	18.29
	DVD - Juvenile	96862827	1-4558-29	14.54
	DVD - Juvenile	96854365	1-4558-29	18.29
	DVD - Juvenile	96831591	1-4558-29	58.62
	DVD - Juvenile	96811215	1-4558-29	47.37
	DVD - Juvenile	96806646	1-4558-29	44.83
	DVD - Juvenile	96797091	1-4558-29	40.33
	CD Audiobooks - Adult	96942521	1-4551-26	35.29
	CD Audiobooks - Adult	96942520	1-4551-26	189.16
	CD Audiobooks - Adult	96797010	1-4551-26	35.29
	CD Audiobooks - Adult	96797011	1-4551-26	85.58
	CD Audiobooks - Adult	96797014	1-4551-26	90.58
	CD Audiobooks - Adult	96925382	1-4551-26	40.29
	CD Audiobooks - Adult	96924787	1-4551-26	45.29
	CD Audiobooks - Adult	96915278	1-4551-26	96.58
	CD Audiobooks - Adult	96915313	1-4551-26	95.58
	CD Audiobooks - Adult	96915320	1-4551-26	90.58
	CD Audiobooks - Adult	96915321	1-4551-26	31.29
	CD Audiobooks - Juvenile	96831590	1-4553-26	17.29

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Audiobooks - Juvenile	96942522	1-4553-26	\$ 13.94
	CD Audiobooks - Juvenile	96925388	1-4553-26	9.74
	CD Music - Juvenile	96810775	1-4554-26	19.49
	CD Audiobooks - Young Adult	96888898	1-4555-26	25.29
	CD Audiobooks - Young Adult	96797013	1-4555-26	25.29
	DVD - Adult	96888944	1-4557-26	16.04
	DVD - Adult	96888943	1-4557-26	52.53
	DVD - Adult	96888941	1-4557-26	36.59
	DVD - Adult	96888940	1-4557-26	77.37
	DVD - Adult	96888938	1-4557-26	22.04
	DVD - Adult	96888937	1-4557-26	38.08
	DVD - Adult	96888936	1-4557-26	40.33
	DVD - Adult	96888935	1-4557-26	44.08
	DVD - Adult	96888930	1-4557-26	19.79
	DVD - Adult	96888897	1-4557-26	14.54
	DVD - Adult	96888985	1-4557-26	45.03
	DVD - Adult	96888983	1-4557-26	71.28
	DVD - Adult	96863807	1-4557-26	106.92
	DVD - Adult	96863806	1-4557-26	31.14
	DVD - Adult	96863777	1-4557-26	8.54
	DVD - Adult	96863776	1-4557-26	23.54
	DVD - Adult	96863774	1-4557-26	19.29
	DVD - Adult	96861773	1-4557-26	27.39
	DVD - Adult	96861772	1-4557-26	62.28
	DVD - Adult	96864214	1-4557-26	15.29
	DVD - Adult	96864213	1-4557-26	56.93
	DVD - Adult	96864212	1-4557-26	33.29
	DVD - Adult	96864211	1-4557-26	88.45
	DVD - Adult	96864210	1-4557-26	106.26
	DVD - Adult	96862823	1-4557-26	36.58
	DVD - Adult	96862822	1-4557-26	14.54
	DVD - Adult	96862821	1-4557-26	54.87
	DVD - Adult	96862820	1-4557-26	29.09
	DVD - Adult	96862816	1-4557-26	22.04
	DVD - Adult	96862814	1-4557-26	50.68
	DVD - Adult	96862813	1-4557-26	50.68
	DVD - Adult	96862811	1-4557-26	22.04
	DVD - Adult	96862810	1-4557-26	53.08

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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	96862789	1-4557-26	\$ 113.95
	DVD - Adult	96862788	1-4557-26	59.08
	DVD - Adult	96862787	1-4557-26	77.37
	DVD - Adult	96862783	1-4557-26	16.89
	DVD - Adult	96858081	1-4557-26	16.79
	DVD - Adult	96858080	1-4557-26	18.29
	DVD - Adult	96858079	1-4557-26	25.79
	DVD - Adult	96858077	1-4557-26	18.29
	DVD - Adult	96858076	1-4557-26	65.68
	DVD - Adult	96858075	1-4557-26	77.37
	DVD - Adult	96858071	1-4557-26	22.04
	DVD - Adult	96858059	1-4557-26	32.83
	DVD - Adult	96858058	1-4557-26	98.52
	DVD - Adult	96858057	1-4557-26	77.37
	DVD - Adult	96858055	1-4557-26	36.58
	DVD - Adult	96854363	1-4557-26	22.04
	DVD - Adult	96832738	1-4557-26	27.29
	DVD - Adult	96832737	1-4557-26	25.04
	DVD - Adult	96832734	1-4557-26	18.29
	DVD - Adult	96832733	1-4557-26	65.68
	DVD - Adult	96832732	1-4557-26	77.37
	DVD - Adult	96832730	1-4557-26	44.08
	DVD - Adult	96832643	1-4557-26	23.64
	DVD - Adult	96831717	1-4557-26	34.89
	DVD - Adult	96831716	1-4557-26	42.39
	DVD - Adult	96831714	1-4557-26	64.53
	DVD - Adult	96831598	1-4557-26	40.33
	DVD - Adult	96831593	1-4557-26	17.54
	DVD - Adult	96831589	1-4557-26	18.29
	DVD - Adult	96831588	1-4557-26	30.59
	DVD - Adult	96831587	1-4557-26	20.54
	DVD - Adult	96831586	1-4557-26	32.84
	DVD - Adult	96831585	1-4557-26	51.58
	DVD - Adult	96831583	1-4557-26	98.52
	DVD - Adult	96831580	1-4557-26	52.62
	DVD - Adult	96831579	1-4557-26	33.29
	DVD - Adult	96831578	1-4557-26	18.29
	DVD - Adult	96831577	1-4557-26	54.87

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Midwest Tape	(Cont'd)			
	DVD - Adult	96831571	1-4557-26	\$ 39.58
	DVD - Adult	96831570	1-4557-26	90.76
	DVD - Adult	96828088	1-4557-26	122.18
	DVD - Adult	96828087	1-4557-26	32.08
	DVD - Adult	96824788	1-4557-26	22.04
	DVD - Adult	96811213	1-4557-26	19.29
	DVD - Adult	96811211	1-4557-26	15.29
	DVD - Adult	96810779	1-4557-26	17.54
	DVD - Adult	96810778	1-4557-26	18.29
	DVD - Adult	96810777	1-4557-26	22.04
	DVD - Adult	96810774	1-4557-26	15.29
	DVD - Adult	96806645	1-4557-26	35.08
	DVD - Adult	96806643	1-4557-26	51.58
	DVD - Adult	96806642	1-4557-26	17.54
	DVD - Adult	96806641	1-4557-26	22.04
	DVD - Adult	96806640	1-4557-26	25.79
	DVD - Adult	96806209	1-4557-26	25.79
	DVD - Adult	96806205	1-4557-26	22.04
	DVD - Adult	96797090	1-4557-26	18.29
	DVD - Adult	96797089	1-4557-26	18.29
	DVD - Adult	96797088	1-4557-26	62.38
	DVD - Adult	96797086	1-4557-26	121.74
	DVD - Adult	96797085	1-4557-26	367.83
	DVD - Adult	96797084	1-4557-26	82.91
	DVD - Adult	96797081	1-4557-26	77.66
	DVD - Adult	96797019	1-4557-26	49.89
	DVD - Adult	96797018	1-4557-26	31.14
	DVD - Adult	96797017	1-4557-26	34.89
	DVD - Adult	96796469	1-4557-26	92.66
	DVD - Adult	96796465	1-4557-26	16.04
	DVD - Adult	96796464	1-4557-26	70.62
	DVD - Adult	96941181	1-4557-26	42.39
	DVD - Adult	96941182	1-4557-26	62.28
	DVD - Adult	96941838	1-4557-26	65.68
	DVD - Adult	96941839	1-4557-26	131.36
	DVD - Adult	96941836	1-4557-26	171.70
	DVD - Adult	96941834	1-4557-26	190.44
	DVD - Adult	96941717	1-4557-26	77.37

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Midwest Tape	(Cont'd)			
	DVD - Adult	96941850	1-4557-26	\$ 29.08
	DVD - Adult	96941835	1-4557-26	190.57
	DVD - Adult	96941833	1-4557-26	18.29
	DVD - Adult	96941832	1-4557-26	91.45
	DVD - Adult	96941719	1-4557-26	36.58
	DVD - Adult	96931313	1-4557-26	119.08
	DVD - Adult	96931322	1-4557-26	16.79
	DVD - Adult	96931320	1-4557-26	29.08
	DVD - Adult	96931318	1-4557-26	54.83
	DVD - Adult	96931317	1-4557-26	194.96
	DVD - Adult	96931059	1-4557-26	22.94
	DVD - Adult	96931310	1-4557-26	35.83
	DVD - Adult	96931311	1-4557-26	18.29
	DVD - Adult	96931315	1-4557-26	18.64
	DVD - Adult	96931316	1-4557-26	7.79
	DVD - Adult	96925387	1-4557-26	38.08
	DVD - Adult	96925391	1-4557-26	41.83
	DVD - Adult	96925393	1-4557-26	256.12
	DVD - Adult	96915331	1-4557-26	14.54
	DVD - Adult	96915330	1-4557-26	23.54
	DVD - Adult	96915329	1-4557-26	36.58
	DVD - Adult	96915326	1-4557-26	23.54
	DVD - Adult	96915323	1-4557-26	197.04
	DVD - Adult	96915318	1-4557-26	65.68
	DVD - Adult	96915317	1-4557-26	77.37
	DVD - Adult	96915315	1-4557-26	79.62
	DVD - Adult	96915319	1-4557-26	72.42
	DVD - Adult	96915316	1-4557-26	65.68
	DVD - Adult	96925600	1-4557-26	42.39
	DVD - Adult	96915314	1-4557-26	32.84
	DVD - Adult	96915312	1-4557-26	52.62
	DVD - Adult	96915311	1-4557-26	134.32
	DVD - Adult	96915310	1-4557-26	32.84
	DVD - Adult	96915277	1-4557-26	104.78
	DVD - Adult	96925395	1-4557-26	87.27
	DVD - Adult	96925380	1-4557-26	53.08
	DVD - Adult	96925381	1-4557-26	29.54
	DVD - Adult	96931314	1-4557-26	172.42

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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>
Midwest Tape	(Cont'd)			
	DVD - Adult	96925392	1-4557-26	\$ 29.08
	DVD - Adult	96924789	1-4557-26	35.08
	DVD - Adult	96924788	1-4557-26	53.08
	DVD - Adult	96925383	1-4557-26	23.89
	DVD - Adult	96914757	1-4557-26	47.29
	DVD - Adult	96914755	1-4557-26	69.78
	DVD - Adult	96911734	1-4557-26	208.04
	DVD - Adult	96911646	1-4557-26	34.33
	DVD - Adult	96912202	1-4557-26	17.54
	DVD - Adult	96912201	1-4557-26	22.04
	DVD - Adult	96912200	1-4557-26	56.37
	DVD - Adult	96911648	1-4557-26	68.47
	DVD - Adult	96911647	1-4557-26	52.62
	DVD - Adult	96911645	1-4557-26	95.66
	DVD - Adult	96911736	1-4557-26	28.14
	DVD - Adult	96892913	1-4557-26	149.34
	DVD - Adult	96892911	1-4557-26	20.54
	DVD - Adult	96892909	1-4557-26	19.79
	DVD - Adult	96892904	1-4557-26	25.79
	DVD - Adult	96892903	1-4557-26	14.54
	DVD - Adult	96892901	1-4557-26	51.58
	DVD - Adult	96892900	1-4557-26	61.62
	DVD - Adult	96892888	1-4557-26	36.58
	DVD - Adult	96892887	1-4557-26	54.87
	DVD - Juvenile	96888942	1-4558-26	14.54
	DVD - Juvenile	96888932	1-4558-26	97.62
	DVD - Juvenile	96863775	1-4558-26	29.08
	DVD - Juvenile	96862817	1-4558-26	54.41
	DVD - Juvenile	96858070	1-4558-26	72.12
	DVD - Juvenile	96858056	1-4558-26	82.26
	DVD - Juvenile	96854362	1-4558-26	145.28
	DVD - Juvenile	96832731	1-4558-26	35.48
	DVD - Juvenile	96831599	1-4558-26	44.08
	DVD - Juvenile	96831584	1-4558-26	98.52
	DVD - Juvenile	96831582	1-4558-26	17.54
	DVD - Juvenile	96831576	1-4558-26	121.36
	DVD - Juvenile	96831574	1-4558-26	320.07
	DVD - Juvenile	96831573	1-4558-26	316.93

Fountaindale Public Library District
Bills Payable Report
February 21, 2019

General Fund

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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 - Juvenile	96811212	1-4558-26	\$ 27.39
	DVD - Juvenile	96811210	1-4558-26	38.83
	DVD - Juvenile	96806644	1-4558-26	53.08
	DVD - Juvenile	96806208	1-4558-26	36.58
	DVD - Juvenile	96797087	1-4558-26	77.37
	DVD - Juvenile	96797082	1-4558-26	33.64
	DVD - Juvenile	96797080	1-4558-26	40.04
	DVD - Juvenile	96796468	1-4558-26	32.54
	DVD - Juvenile	96941831	1-4558-26	69.41
	DVD - Juvenile	96941718	1-4558-26	76.62
	DVD - Juvenile	96931321	1-4558-26	22.04
	DVD - Juvenile	96931312	1-4558-26	44.08
	DVD - Juvenile	96925394	1-4558-26	18.29
	DVD - Juvenile	96915333	1-4558-26	29.08
	DVD - Juvenile	96915327	1-4558-26	90.24
	DVD - Juvenile	96915322	1-4558-26	36.58
	DVD - Juvenile	96915276	1-4558-26	44.08
	DVD - Juvenile	96925385	1-4558-26	67.91
	DVD - Juvenile	96911649	1-4558-26	10.79
	DVD - Juvenile	96911642	1-4558-26	22.04
	DVD - Juvenile	96892906	1-4558-26	29.09
	DVD - Juvenile	96892902	1-4558-26	128.95
	<i>Totals for Midwest Tape</i>			\$ 15,675.17
Naperville Sun	Periodicals	26701857	1-4511-26	78.00
	<i>Totals for Naperville Sun</i>			\$ 78.00
Netrix, LLC	1 Yr Web Premium, McAfee Malware, SmartNet - PO5714-1819	418034	1-4233-14	9,358.00
	<i>Totals for Netrix, LLC</i>			\$ 9,358.00
Paul Mills	Reimbursement - Donuts for 1/22/19 Donuts w/Director	PM012219	1-4715-10	10.50
	Reimbursement - Donuts for 1/24/19 SAILS	PM012419	1-4715-10	21.00
	<i>Totals for Paul Mills</i>			\$ 31.50

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>
Paul Milner	Program - Genealogy Club: British Isles - 3/13/19	PM031319	1-4571-24	\$ 225.00
	<i>Totals for Paul Milner</i>			\$ 225.00
PeopleFacts	New Hire Background Checks - January 2019	33754-012019	1-4253-10	104.60
	<i>Totals for PeopleFacts</i>			\$ 104.60
Petty Cash - District	Petty Cash - 1/31/19 Cake for Kathy Welko	NF012919	1-4711-10	41.99
	<i>Totals for Petty Cash - District</i>			\$ 41.99
POS Supply Solutions	Thermal Roll Paper Cases - PO5735-1819	161029	1-4351-10	352.60
	<i>Totals for POS Supply Solutions</i>			\$ 352.60
Recorded Books, Inc.	CD Audiobooks - Adult	76162659	1-4551-26	7.95
	CD Audiobooks - Adult	76165883	1-4551-26	188.12
	CD Audiobooks - Adult	76166140	1-4551-26	143.40
	CD Audiobooks - Adult	76165051	1-4551-26	65.70
	CD Audiobooks - Adult	76165883	1-4551-29	57.14
	Electronic Periodicals	76178481	1-4513-26	2,000.00
	Electronic Periodicals	76178482	1-4513-26	10,701.05
	Electronic Audiobooks & Books	76179278	1-4520-26	56.90
	Electronic Audiobooks & Books	76177524	1-4520-26	48.02
	Electronic Audiobooks & Books	76180725	1-4520-26	56.90
	Electronic Audiobooks & Books	76163018	1-4520-26	56.90
	Electronic Audiobooks & Books	76163850	1-4520-26	43.33
	Electronic Audiobooks & Books	76169281	1-4520-26	3,100.00
	Electronic Audiobooks & Books	76166577	1-4520-26	152.94
	<i>Totals for Recorded Books, Inc.</i>			\$ 16,678.35
Robert Pennor	Program - Drawing with Pencils and Charcoals - 2/26/19	RP022619	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 3/5/19	RP030519	1-4571-24	60.00
	Program - Drawing with Pencils and Charcoals - 3/19/19	RP031919	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			\$ 180.00

Fountaindale Public Library District
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General Fund				Page 25
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ronald Goldie	Program - Monthly Dungeons & Dragons Nights - 3/19/19	RG031919	1-4573-24	\$ 60.00
	<i>Totals for Ronald Goldie</i>			<u>\$ 60.00</u>
Rowman & Littlefield	Adult Ref/NF Standing Order	11018846	1-4531-26	202.42
	<i>Totals for Rowman & Littlefield</i>			<u>\$ 202.42</u>
Sabrina Smallwood	Mileage - 1/15/19 RAILS Workshop	SS011619	1-4171-10	46.63
	<i>Totals for Sabrina Smallwood</i>			<u>\$ 46.63</u>
Sameena Sultan	Refund - Wolf Brother - 30401526446046	SS012019	1-3310-10	6.00
	<i>Totals for Sameena Sultan</i>			<u>\$ 6.00</u>
Sarah Ann Saltzman	Mileage - 1/15/19-1/21/19	SS013119	1-4171-10	10.09
	<i>Totals for Sarah Ann Saltzman</i>			<u>\$ 10.09</u>
Scholastic Inc.	2018 Great Page Race Prize Books - PO5600-1819	18377044	1-4353-24	34.18
	Books - Juvenile Non-Fiction	18492565	1-4545-26	733.85
	Books - Juvenile Easy	18492565	1-4546-26	424.45
	2018 Great Page Race Prize Books - PO5600-1819	18377044	1-4575-10	97.04
	<i>Totals for Scholastic Inc.</i>			<u>\$ 1,289.52</u>
Scott Cummings	Program - The Wizard of Oz - A Chicago Connection - 2/26/19	SC022619	1-4571-24	150.00
	<i>Totals for Scott Cummings</i>			<u>\$ 150.00</u>
Sebert Landscaping Inc.	Snow Maintenance - January 2019	175071	1-4392-30	2,625.00
	Salt Buckets - PO5726-1819	S488935	1-4392-30	450.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 3,075.00</u>
Sharon Lucas	Refund - Patron Account Credit	SL011019	1-3310-10	34.99
	<i>Totals for Sharon Lucas</i>			<u>\$ 34.99</u>
Showcases	Black Single & Double DVD Cases	310137	1-4371-12	456.30
	<i>Totals for Showcases</i>			<u>\$ 456.30</u>

Fountaindale Public Library District
Bills Payable Report
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General Fund Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
SNI Companies				
	Salaries - Contracted Staff - Glade: 1/21/19-1/25/19	353206	1-4125-10	\$ 467.80
	Salaries - Contracted Staff - Glade: 1/14/19-1/18/19	352210	1-4125-10	467.80
	Salaries - Contracted Staff - Glade: 1/7/19-1/11/19	351754	1-4125-10	467.80
	Salaries - Contracted Staff - Glade: 1/28/19-2/3/19	354007	1-4125-10	327.46
	<i>Totals for SNI Companies</i>			\$ 1,730.86
Susan K. Maddox				
	Program - Cooking Demonstrations with Chef Maddox - 3/6/19	SKM030619	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			\$ 300.00
System Wide Automated Network (SWAN)				
	Reciprocal Borrowing & Inter-Library Loans - January 2019	6590	1-3310-30	110.91
	<i>Totals for System Wide Automated Network (SWAN)</i>			\$ 110.91
Team One Repair, Inc.				
	MAXStick Receipt Paper Dual Edge Adhesive - PO5708-1819	826155	1-4351-10	638.40
	<i>Totals for Team One Repair, Inc.</i>			\$ 638.40
Terryberry				
	Staff Recog. - Carreno 15 Yrs - PO5745-1819	F80773	1-4153-10	139.62
	<i>Totals for Terryberry</i>			\$ 139.62
The New York Times				
	Periodicals	088705314	1-4511-26	1,105.00
	<i>Totals for The New York Times</i>			\$ 1,105.00
Today's Business Solutions, Inc.				
	Fax Program - 4th Quarter - Oct-Dec 2018	011419-19	1-4234-14	260.16
	<i>Totals for Today's Business Solutions, Inc.</i>			\$ 260.16
Tracy Hanny				
	Refund - Little Country Town - #30401524654674	TH010919	1-3310-10	12.00
	<i>Totals for Tracy Hanny</i>			\$ 12.00
Tressler LLP				
	Legal Expense - Attorney - January 2019	400287	1-4241-10	1,919.00
	Legal Expense - Tax Objection & Tax Rate Objection	400288	1-4241-10	2,793.00
	<i>Totals for Tressler LLP</i>			\$ 4,712.00
Unique Management Services, Inc.				
	Collection Expense - January 2019	495072	1-4245-10	375.90
	<i>Totals for Unique Management Services, Inc.</i>			\$ 375.90

Fountaindale Public Library District
Bills Payable Report
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General Fund				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
UPS				
	Shipping - Account Refillment	0000603951059	1-4382-10	\$ 200.00
		<i>Totals for UPS</i>		\$ 200.00
US - Yellow Pages				
	Quarterly Yellow Pages Listing - 12/19/18-3/19/19	2489870-39-01	1-4731-10	259.00
		<i>Totals for US - Yellow Pages</i>		\$ 259.00
Valley View School District				
	Bkm & Van Fuel - 1/1/19-1/31/19	VVSD020619	1-4359-29	243.97
		<i>Totals for Valley View School District</i>		\$ 243.97
Vanguard Energy Services, LLC				
	Gas Service - Dates 1/1/19-1/31/19	G404408020619	1-4322-30	4,306.68
		<i>Totals for Vanguard Energy Services, LLC</i>		\$ 4,306.68
Verizon Wireless				
	Telephone Service - 1/17/19-2/16/19	9822426612	1-4311-14	546.54
		<i>Totals for Verizon Wireless</i>		\$ 546.54
Walter King				
	Program: Magic of the Spellbinder - 2/16/19	WK021619	1-4572-20	400.00
		<i>Totals for Walter King</i>		\$ 400.00
Warehouse Direct				
	New Circ Staff Calendars - PO5720-1819	4169828-0	1-4351-10	33.87
	CMTSD - Pens & Highlighters	4167532-0	1-4351-10	63.88
	Outreach - Batteries, Labels, Water	4163819-0	1-4351-10	44.06
	District Supply Closet Restock	4181627-0	1-4351-10	533.19
	HR - Indexes & Terra Green Paper	4178865-0	1-4351-10	80.65
	Outreach - Batteries, Labels, Water	4163819-0	1-4371-10	53.56
	District Supply Closet Restock	4181627-0	1-4371-10	113.24
		<i>Totals for Warehouse Direct</i>		\$ 922.45
Wood Dale Public Library				
	Lost Item - The Coaching Habit - 31687003559173	WDPL020419	1-3310-30	14.95
		<i>Totals for Wood Dale Public Library</i>		\$ 14.95
Zepole Restaurant Supplies				
	Refrigerator for Brooks - PO5707-1819	039097	1-4391-30	2,048.07
		<i>Totals for Zepole Restaurant Supplies</i>		\$ 2,048.07

**Fountaindale Public Library District
Bills Payable Report
February 21, 2019**

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Total for Fund 1				<u>\$ 163,719.62</u>

Fountaindale Public Library District
Bills Payable Report
February 21, 2019

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com				
	Compact Florescent & Satco 150W Halogen Bulbs - PO5711-1819	W01454180	8-4357-30	\$ 170.68
	Studio Light Bulbs - PO5713-1819	W01455115	8-4357-30	81.10
	<i>Totals for 1000Bulbs.com</i>			\$ 251.78
Amazon				
	District Supply Closet Restock - January 2019	A31-1819	8-4357-30	102.35
	<i>Totals for Amazon</i>			\$ 102.35
Best Quality Cleaning, Inc.				
	1st FI Boy's Washroom Special Clean - 1/4/19 - PO5712-1819	27520	8-4211-30	75.00
	1st FI Boy's Washroom Special Clean - 1/16/19- PO5717-1819	27519	8-4211-30	75.00
	Cleaning Service - February 2019	27741	8-4211-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,071.00
C. Acitelli Heating & Piping Contractors, Inc				
	Pot Feeder for Snow Melt System	0000033295	8-4211-30	4,339.66
	<i>Totals for C. Acitelli Heating & Piping Contractors, Inc</i>			\$ 4,339.66
Calumet Decorating Services, Inc.				
	Repair/Patch/Paint Various Areas - PO5690-1819	20618	8-4211-30	4,240.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			\$ 4,240.00
Chase Card Services				
	Midland - Two Way Radio Chargers	P3672-FEB19	8-4357-30	199.90
	Menards - Corner Brackets/Paint Roller	P3672-FEB19	8-4211-30	19.02
	<i>Totals for Chase Card Services</i>			\$ 218.92
Cintas Corporation				
	First Aid Restock - January 2019	8403986844	8-4215-30	271.57
	<i>Totals for Cintas Corporation</i>			\$ 271.57
Cintas Corporation #344				
	Weekly Mat Service - 1/17/19	344119475	8-4215-30	30.00
	Weekly Mat Service - 1/10/19	344116126	8-4215-30	30.00
	Weekly Mat Service - 1/24/19	344122875	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 90.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - 1/21/19	0089022	8-4211-30	138.59
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 138.59

**Fountaindale Public Library District
Bills Payable Report
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cutting Edge Document Destruction, LLC	Records Shred - 1/16/19	72444	8-4215-30	\$ 30.00
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		<u>\$ 30.00</u>
Gill Reprographics, Inc.	Copy Original Print & Bound - PO5718-1819	CHI 36004	8-4211-30	30.00
		<i>Totals for Gill Reprographics, Inc.</i>		<u>\$ 30.00</u>
Graybar	Hubbell CAT6 Jack, Bulbs - PO5710-1819	9308147802	8-4357-30	137.61
	Hubbell Abandonment Plate - PO5710-1819	9308281282	8-4357-30	55.92
		<i>Totals for Graybar</i>		<u>\$ 193.53</u>
Groot Industries, Inc.	Garbage & Recycle - 2/1/19-2/28/19	2965801	8-4215-30	357.70
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 357.70</u>
Hansen Services, Inc.	Monthly Pest Control	3902467	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		<u>\$ 103.00</u>
Lutron Services Co., Inc.	Platinum Service Plan - 1/2/19-1/1/20	17248150	8-4215-30	6,245.00
		<i>Totals for Lutron Services Co., Inc.</i>		<u>\$ 6,245.00</u>
Tee Jay Service Company, Inc.	Fixed Main Entrance Exterior Doors - PO5701-1819	158939	8-4211-30	360.00
		<i>Totals for Tee Jay Service Company, Inc.</i>		<u>\$ 360.00</u>
Warehouse Direct	District Supply Closet Restock	4181627-0	8-4357-30	234.80
	Building - Sanitizer & Stands - PO5658-1819	4126539-0	8-4357-30	510.25
		<i>Totals for Warehouse Direct</i>		<u>\$ 745.05</u>
		Total for Fund 8		<u>\$ 24,788.15</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC	Studio Power/Data Work - PO5622-1819	11492	9-4294-90	\$ 9,145.00
				<i>Totals for ABCO Electrical Construction & Design LLC</i>
				<u>\$ 9,145.00</u>
Graybar	Philips 6RR Frame - PO5648-1819	9307901044	9-4294-90	210.26
	C6RDLCCP Trim for Makerspace - PO5648-1819	9307998318	9-4294-90	476.22
				<u>\$ 686.48</u>
				<i>Totals for Graybar</i>
				<u>\$ 9,831.48</u>


Jennie Nguyen/Finance Manager

February 2019 Monthly Board Report
Paul Mills
February 21, 2019

Director

2nd Floor Room Conversion

We are still reviewing the plans with the architect and I anticipate bringing the complete proposal to the Board in March. We have obtained quotes for the furniture, IT equipment, and A/V equipment already. We should also have the complete amount of the two TIF Refunds (Beaconridge TIF and Weber Road TIF) by then as well.

RAILS Video

This month RAILS, our regional library system, created a video to help libraries of all types (public, school, academic, and special) tell the story of the impact a library has in the lives of all of our patrons. It's a great video that shows the power of offering resources and help to our patrons to explore their interests and their passions.

Here is a link to the English language version of the video

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

Here is a link to the Spanish language version of the video

<https://www.youtube.com/watch?v=vbfM2StkjAo>

Deputy Director (Nancy Castellanos)

The start of the year brought new partnerships to our library. This year we are partnering with our local chapter of SCORE, an organization that provides business mentoring, to offer a series of round table discussion where attendees can learn how to start and keep their small businesses going. Local business entrepreneurs, Toni Greathouse, Valante Grant and Michelle Smith will be leading the 12 month series. The first roundtable was on January 7th and we had 20 attendees.

During January we were also hit with several days of extreme weather. While the library did close for a day, our staff did a great job of serving our patrons during the times we were open. Everyone worked hard to be at work, answer our patrons' questions about our hours and extend loans so that patrons wouldn't have to worry about coming in to return material during the bad weather.

Studio Services

From Jeffrey Fisher's report

During January, Studio 300 accrued these stats:

- 815 patrons actively used our spaces.
- 3181 items were checked out.
 - 77 of that total circulated out of the lab.
- 23 patrons attended our 11 Orientations.
- 64 patrons came to our 16 other Adult/T(w)een programs.
 - Total programming hours came to 28.5.
- 20 Non-FPLD people used Studio 300.
- Maker-related: 16 people created 96 items plus an additional 48 3D prints.
- And there were about 2565 blog page views.



A local Brownie Troop visited Studio 300 (6 girls; 2 adults) to learn about animation and make their own short videos using the ever-popular Stykz animation software. H2O visited Studio 300 (2 adults; 12 teens) to explore maker technology and subsequently put their creative hats on to make custom-designed heat transfer vinyl garments and tote bags.

Maker one-on-one appointments continue to keep both **Joe P.** and **Anna G.** busy helping patrons learn the desktop fabrication machines and complete their projects. Electrical, networking, and painting completed during January moving us closer to the full integration of maker resources into the lab. And the enthusiastic response by our patrons to our maker programs/classes continues to remain high (with good attendance, too). **Joe/Anna** also helped ATSD-Teens with the *Contraptions* program.

Adriana A.'s *Light Painting* program resulted in several unique images (available [on the Flickr site](#)). **Justin C.**'s program about the popular *Audacity* software was well-received, too. Due to the unusual late-January weather, we cancelled our *Professional Headshots* program and rescheduled it for Wednesday, March 6th. Help us (re)spread the word!

Wil C. started his PIC training and will assume responsibilities in February. And most of the Studio 300 staff attended *Anti-Harassment Training* this month.

Jeffrey assisted ATSD with revisions to their game video entailing new video production, new inserts for the existing game production, and a whole lot of video editing to help make their program a success. And he helped CSD publish their [Fountaindale Corners Author Archive](#) to BiblioBoard.

Jeffrey met with Melissa B. to begin the process of developing a promotional calendar to better promote Studio 300 for the next 18-24 months. Jeffrey continues to refine this approach and will unveil the plan in a few weeks. He met with Paul M. and Nancy C. to discuss options for submissions by minors into our local author/music/other content collections.

Adult and Teen Services

From Debra Dudek's department

General Comments on the Month

As our department made the transition from the holiday season to the new year, January marked a flurry of snowy weather and library activity. January has long been a planning month for our department, a time to reflect on the previous year, discuss new ideas, and collaborate on a full schedule of activities and events for the future. One of the new and exciting goals we discussed took place during a meeting with CMTSD manager Christina Theobald on January 17. Christina has been tasked with improving patron access to our collection, which includes a possible overhaul of our current adult fiction collection on the 3rd floor. The ATSD librarians met with Christina to discuss introducing genre categories into our current layout for subjects such as romance, mystery, science fiction, fantasy, and inspirational fiction, as well as including stickers and notations for series fiction. These ideas were met with mutual agreement and discussion, as these changes would invite patrons to browse our collection with greater success.

The January 3 genealogy blog posting highlighting a PBS episode of "We'll Meet Again" met with great success, pulling in 179 views. Last month, I detailed our department's connection to the show and how one of the women featured on the episode currently resides in Bolingbrook. Before the show aired, I shared the blog post on the 'Bolingbrook Friends' Facebook page, which really contributed to the amount of views we fielded on the blog. The episode was fantastic and the feedback has been very positive.

One of my blog posts this month was heavily influenced by the new Peter Jackson WWI documentary "They Shall Not Grow Old." A friend and I went to a special screening of the film on January 21 and it was amazing. When I talked to the Studio 300 staff I learned our library has similar software Jackson his team used to add supplemental images to each moving frame, as well as tools to colorize film footage, and a seamless way to add interviews and a custom soundtrack. I would love to work on a project like this, as the difference between the original jerky movements in WWI footage is smoothed out for a more humanizing contrast to the enhanced version of restored and touched up film.



Programming (includes):

YA Programs:

Randi's Observations: January was hit or miss as far as programming. Weather played a role in the cancellation and/or low attendance of some of our programs/events. Both Paint on Pine: #art and our ACT vs. SAT programs soldiered on despite of bad weather conditions. Despite attendance being down, we still had several successful events, particularly Teen Karaoke & Lip Sync Night.

Teen Programming

- Teen Karaoke & Lip Sync Night was a lot of fun! Teens sang the night away with karaoke renditions of several popular Queen songs, Africa by Toto, One by Metallica, My Shot from the musical Hamilton, Billie Jean by Michael Jackson and much, much more. Everyone was really supportive and encouraging to the singers. Definitely a program that we will repeat.



- Despite the weather, ten teens attended our Paint on Pine art program presented by Marilyn Burt. Joyce had recommended Marilyn after having her present for CSD. Teens were able to sand, stain and then paint their very own signs with popular hashtags such as #dream, #nevergiveup and #smile. The results were #awesome!



- The Vortex recently acquired several sets of Keva Planks that will allow teens to build and engineer complex structures, ramps and more. We plan on using these during our upcoming Maker Faire and for other programs. Studio 300 and Teen Services decided to hold a test run with our Contraptions Engineering Challenge. Our teens and staff made several tall towers and ramps. Teens had to be thoughtful during construction.



Career Online High School:

Currently Enrolled: 7

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 3

Adult Programming:

Maureen's Observations: The weather this month has greatly impacted our programming attendance. Attendance numbers have been down. The library closed for one day and had delayed opening the following day. The following week, the library closed early. Some programs were either cancelled (ESL) or rescheduled (Organizing to reduce stress, Drawing with Pencils and Charcoals. I'm done with winter! I'm hoping we've seen the worst of it.

On a good note, Jenna DiSandro, our new ATSD Specialist started on January 21. Jenna works part time at Joliet Public Library and has customer service experience as well as teen programming. She is familiar with Polaris / LEAP as well as our digital books applications. She is enthusiastic and pleasant. I'm looking forward to her accomplishments at FPLD.

Programs

- **How To Begin A Healthier Lifestyle** - Wellness educator and Massage Therapist, Stefanie Rock of Your Healthier life presented how to get started the year right by getting healthy. She gave tips on healthy eating and the importance to being active even if you start out by walking! Every little bit helps! Unfortunately, only 5 people attended. She's a wonderful presenter but I do believe the cold weather kept people away. I'm hoping to bring her back for a senior health class.

- **Linterna China Decorado** - Jessica Granados came back to show our patrons how to make decorative Chinese lanterns. These cute lanterns are perfect for home decor or for a little girls bedroom. Patrons had lots of fun. There were 7 in attendance.



Here is an excerpt of Tony Nguyen's Report.

General Comments – Nothing seemed out of the ordinary until the threat of the polar vortex arrived. There was plenty of face-to-face patron activity on the 29th as they were stocking up on materials before the vortex arrived on the following 30th due to a great deal of businesses and public buildings were expected to be closed down for that day.

Cooking Demo - Winter Soups - Wednesday, January 16 2019, 7:00pm - 8:30pm

Chef Maddox's ever popular cooking demo kicks off the new year with some delicious soups to warm us up in this frigid weather with her lentil soup, gumbo, and chorizo chowder. 33 patrons joined us on that night and they were delighted with what Chef Maddox brought to the table. Chef Maddox will return in February for her Romantic Chocolate Desserts.



Samurai Warriors - Thursday, January 17 2019, 7:00pm - 8:00pm

This was Michael McCann's first program with us, where he presented the history and culture of East Asia's most famous warrior class, the Japanese samurai. 3 patrons joined the program that night to broaden their understanding of the samurai.

Specialist Highlight

Andre Burton

January was a productive month for me. I spent a lot of time helping patrons with various requests and one on ones. I helped patrons find information on topics ranging from ESL to iPhones for seniors. I spent some time teaching three different patrons how to use our e-resources to checkout material on their kindles and iPads.

I also completed my Speed Spanish I course this month. It wasn't as difficult as I thought it would be and I actually passed the final with a 78. Even though it was an open book exam I wanted to take it using strictly what I remembered from the lessons and was surprised that I even scored that high. I feel like the lessons helped except I feel like I'm going to be able to read Spanish and not speak it by the time I'm done with the rest. Being on a computer all the lessons are me reading and typing or writing out the answers, I don't really have the opportunity to speak or hear what it is I'm learning in the lessons. I liked the course though and have signed up for Speed Spanish II beginning in mid-February. Hopefully I can find some additional lessons or sources that help me practice speaking and hearing the language so that I can fully incorporate it.

Specialist Highlight

Jay Purrazzo

The Gale courses I completed this month were Speed Spanish III and Instant Italian. I have already posted my review of Speed Spanish III along with my thoughts of the course series as a whole on the X Meets Y blog and will soon follow up with a post on Instant Italian. I may take the rest of Gale's introductory language courses and show off other free online language services to give patrons a full view of the resources at their disposal for lifelong learning. On the Genealogy blog, I posted an article titled "Grandma's Clickbait", which details my work with Plainfield and some interesting scrapbook samples I thought readers would enjoy.

Children's Services

From Wendy Birkemeier's report

Monthly Overview of Children's Services: What an exciting month! Our second week of Disney Days was lots of fun. Storytime resumed the week after the Bolingbrook Park District Preschool classes came for storytimes with Miss Laura. But most exciting was the introduction of the new circulating doll collection that the Friends of Fountaindale funded for us.

Mother Nature dramatically reminded us that winter is here! Snow on Saturday, 1/19, affected attendance at Mini Movin' and Groovin' and the STEAM Family Workshop. We opened at 10 on 1/28 because of an overnight snowfall. We canceled all three All Together Storytimes. From 5 p.m. January 29 to noon on January 31, the library was closed because of brutally cold weather. Temperatures dipped to -24 F on Wednesday morning, and the wind chill was -49 F! Schools were closed Wednesday and Thursday. We had a flurry of activity Tuesday afternoon as families came in to stock up on movies, videogames, and books. We canceled a few programs: Minecraft, Family Storytime, Toddler Storytimes and the S'mores Book Club.

Programming

Program Highlights

Disney Days Winter Break Fun The second week was as much fun as the first. We showed a movie every day, offered crafts and puzzles, and sent the kids on a daily scavenger hunt. Special programs iced the cake!

Disney Royal Celebration (59) What an amazing event! Rosemary helped me by making samples and preparing the crafts. A lion puppet, a frozen wand & the Heart of Tafari from Moana. First I read "Beauty and the Beast" while the children sat and listened. I made a red crepe paper flower to be the enchanted rose. Halfway through the book when Belle was in the dining room, we stopped and sang "Be our Guest" with ribbons. After I finished and blew bubbles, we pulled out the crafts and got the crafts under way. It was an amazing program. *Kathy B.*



Michael Mucha: Racecar Driver (31) The Michael Mucha presentation was very exciting. Randy, Michael's dad talked about his son's experience as a race car driver...Randy showed us a short video of his son racing, which was pretty amazing... he was going very fast. Since they were not able to bring in any of the cars, Randy brought in the steering wheel, the tires and the windshield for the kids to see and touch. ... Randy invited kids to come up on stage and try to hit the windshields with a hammer to show them how heavy and sturdy it was, even though it didn't look like it. Michael brought in his racing outfit and put it on for everyone to see. He let the kids try on his helmet and gloves....Randy mentioned that he will be at the "Tons of Trucks" event in April and will be bringing in a few of Michael's cars to show....I found this presentation to be very fascinating and I think the patrons did too. A few of them stayed after to ask questions, and they even received a little gift in the form of a Hot Wheels car. *Marta M.*



Arts and Fables: Everything Disney– Mickey Mouse (2 programs, 97) This was one of the last days of our 'Disney Days' winter break. Kathy had a great Mickey/Fantasia story time. I prepared materials for everyone to put together and decorate Mickey ears. The kids were still on winter break so I prepared more materials than usual expecting a bigger crowd. We definitely had bigger crowds! I thought I was fine when I counted the kids in the second story time, but when I led the kids out of the story time room there were already kids sitting at the table! I had to scramble to get a few more sets together

but everyone was very happy with the result. We had a story from one mom who told us her daughter puts hers on every day! *Debbie S.*

Parent & Child DIY: Paint on Pine (31) 12 out of 15 registered families showed up for Paint on Pine on January 4. 8 of them brought at least one extra family member in addition to the two that were registered (There was also a waiting list.) Patrons enjoyed the program and many of the projects turned out really well. *Sarah D.*



American Girl and Barbie

Celebration (79) In addition to the signs in our department and the lobby, Cindy encouraged lots of interest during her school visits. Marta did a ton of prep work on crafts and signs, and Chris created special photo backdrops. We offered activity stations for coloring, hair styling, making a scrapbook, a game and photography. I ran the popcorn machine and gave a short introduction to the new collection. A

teen and her mom volunteered together, taking photos and supervising the craft. Marta co-hosted and Andreea provided additional help. We had some of the dolls at the party for photo props and hair styling, and ended up bringing in more dolls before the party was over. Several girls brought their own dolls from home. I heard one mom pointing out the Ibtihaj Muhammad doll to her daughter saying, "She's the one who wears the hijab." It was a very busy, full room with lots of conversations and Motown music in the background (to go with the character Melody). One special moment for me was when I got to teach someone how to braid hair. *Sarah D.*

STEAM and Learning Fun



TechnoKids (12) The class was based on the **Hour of Code** Scratch project...We preferred to stay in our department and use the Chromebooks for programming so our students will get familiarized with them. Before the class I created accounts for each student so their work will be saved. We are planning to continue to work on our projects in the next class that will be in February. *Andreea D.*

Far Away Places at Your Fingertips (2 programs, 102) After a whirlwind Christmas break, I turned my attention to New Zealand. We had a number of new Homeschool families join us which was fun. They seemed to enjoy it and joined our email list so we hope we will see them for South Africa. We had a big crowd for both sessions. Our group activity was creating the forest and sea of New Zealand with all of the country's unique wildlife. We had multiple materials for the kids to use but they loved the foam clay that they used to make the coral reefs. They created a native mask to take home. *Debbie S.*



STEAM Family Workshop (6) I put together the five stations for this program but the weather did not cooperate so we had very low attendance. I had 3 teen volunteers come and they were great with the patrons we did have and helped with some tasks that needed done in our department during the down time. For science, I had a science experiment that became a polymer ball. Technology was using the Cubelets in various formations. Engineering was building on the light table with the Magnatiles that just arrived. Art was our famous mitten Ellison that taught them how to stitch. Math was the magic triangle, they had to have each side add up to the same sum. *Debbie S.*



Roots: George Washington Carver & Katherine Johnson (14 = 7 kids, 1 tween, 1 teen, 5 adults) Judith and Ernie once again put together an informative, educational and accessible presentation... We learned that George Washington Carver is the first African American to have a National Park in his honor. A fun discussion followed when a dad who attended the program said he is originally from St. Louis, and the Carver Monument is a few hours from there. He spoke of his experience visiting the park.

After the presentation, I led the group in a mission to build our very own lunar landing touchdowns, using paper cups, index cards, duct tape, and straws. We also used marshmallows as our "astronauts." The kids then had fun testing out their projects by dropping them from a height of 12 inches. If the "astronauts" fell out of the paper cups, they needed to go back to the lab and redesign the touchdowns. *Joyce A.*

Arts & Crafts

Let's Create: Snowy Scenes (29) Glue, salt and watercolor paint were used to create a variety of wintry scenes as well as some very colorful abstract art. The salt was also used to create the snow or ice effect in some of the paintings. Some paintings had a bit more spring look than winter. The kids really enjoyed discovering how the watercolors blended in the salt and glue and how the salt pulled the color creating the icy scenes.

Chris Z.

Reading & Writing

Young Writers' Club (5) Today we read *Snowmen at Night* and then created our own stories with what snowmen might do at night. I had two new children and two that have only just started coming so we also talked a little bit about Writers Club and creative writing.

Storytime Everyone was happy when **Storytime** resumed on January 15. We canceled seven programs because of the weather, and snow and cold did keep our numbers down on a few occasions, but 655 people attended 28 programs.

January 16th, WE'RE BACK!!!!!!!!!!!!!! I miss Storytime when it is on hiatus; we started back with a great group and a visit to the beach, because everyone wants a little sunshine in this cold, dark winter. My books had us sneezing and practicing using our sneeze catchers, following (swallowing) the leader and visiting the beach with Sea (T) Rex. **We have a new friend for storytime. It is "Trenton the Tortoise" and he helps us settle down and listen to stories. So far so good. *Kathy B.*

January 17th – Lapsit is back and we had a great crowd, with four little babies in addition to our kids who are growing. We are also awaiting a brand new baby, due date of February 19, keep those families in Lapsit as long as we can! *Kathy B.*

The children were super excited for Storytime to start again. A few families came in during the break saying that their kids have been asking about Storytime and wanting to come to the library. One little girl came in during the break and ran to me with open arms, giving me a huge hug and saying "Storytime, Storytime". Mom said that it has become part of their morning routine that they come to Storytime every Monday after breakfast and her daughter really looks forward to it. *Marta M.*

Diez Deditos: The plan for this new session is to introduce kids to more educational games that will promote conversation and develop vocabulary. Some of the bilingual teachers gave me access to their resources and they have very interesting interactive classroom games that I would like to use. *Andreea D.*

Sensory Storytime (6) This month our theme was "Imagination". We read two stories that focused on using your imagination and being creative.... For the sensory component, I have put out different materials like paper plates, toilet paper rolls, cotton balls, stickers, glue and crayons to let the children use their imagination to make their own art.... There has been one boy with special needs that has been attending for the last three months. I noticed that the visual schedule has been helping him stay a little bit more content. Every time he gets a little restless, his dad points to the schedule and tells him "Ohhh, look there will be a song next or look there will be bubbles next" and I noticed that it helps the little boy stay on task. Dad says that he is very happy that the

library is offering a sensory storytime for those kids that need that extra sensory exposure. He says that his son seems to really enjoy coming to this program and he wants to expose his son to more interactions with other kids. I really do hope that this family keeps coming back. *Marta M.*



Romanian Storytime (17) Andreea based her program on Bears. After the stories and songs "...families moved to Creativity Park and created a teddy bear out of pom-poms and pipe cleaners...Moms thanked me for the program and said that they liked it because we combine traditional elements with new ones and the activities are fun. I have noticed 5-6 moms that started in Romanian Storytime now they attend Lapsit and All Together as well. I also told them about the conditions to check out the dolls. *Andreea D.*

Polish Storytime (7) Our theme this month was winter and snow. [After the first story] we did a little fun activity on the feltboard. I passed out pictures of clothing that we wear in the winter and had the children come up to the feltboard and put up their clothing while naming it in Polish. Some of the children had a hard time pronouncing the words, but it was a great way to practice the language. (Songs and a game, a craft and bubbles rounded out the session.) *Marta M.*



Public Service



NEW! American Girl and Barbie Doll Collection: The dolls started circulating the day after the party, January 14. All of the American Girl dolls were placed on hold and checked out pretty quickly. Each of the Barbies also circulated within the first week, although not all of the copies. A woman who volunteers at a local school returned one doll within a few days because the girl she wanted to share it with just wanted to play Go Fish! One girl told me she wanted to check out Logan because he was a boy and that was new and different for her. In general, patrons have been very excited; one little girl who came up to the desk to check out was bouncing up and down. *Sarah D.*



Additional feedback: Many parents say their children take better care of these dolls than their own. Two sisters put their dolls to bed in a tent in their room. In general, the dolls have been returned in very good condition. Some have been returned in their pajamas. We've had to brush some hair and remove some muddy stains from a carrying case. We have been tweaking our procedures. *Wendy B.*

New computers in the Think Park: IT installed these the week that school reopened. They are sleek! Kids love that we have shortcuts to Roblox and Minecraft.

New Experiment - Programs without Music: As a result of a conversation with a Muslim mother we decided to offer some of our programs without music in January and February. Muslim families did show up.

Sarah D. hosted a Family Storytime on 1/22 and commented, "I picked a fingerplay, action rhymes and a flannel board activity that I am used to doing without singing to go with some appealing new animal books. Instead of doing my usual opening and closing song, I brought the cat puppet Michu Michu around to everybody and invited people to pet him and say hello and goodbye. We had a good turnout (6 children and 6 adults) in spite of not very good weather. Two Muslim families and two families that did not appear to be Muslim attended. All the books and activities went over well. One snag was that I didn't feel that I had as clear a way to signal the end of storytime as I usually do, and so people seemed a little unsure about when it was over and when to leave. One little boy asked for bubbles and so I ran one of the bubble machines for a while, and while I think I prefer playing music to go with bubbles the children still enjoyed it just on its own.

Reference: I helped a patron today that was looking for books and videos on Disney Imagineering. I was able to find an adult book at another Pinnacle library and place a hold on, I then started to look up the videos for him. He mentioned that he remembered that we had a whole set of non-fiction DVDs from Disney. I was able to locate them in the catalog and wrote each one down. I then walked over to show him how to find a few of them on the shelf. I asked him how old the child was that was going to be using these and he mentioned that he had a 12-year-old girl in the honors program that is very interested in Disney engineering and wants to work there someday. He shared with me that he and his wife are artists and they felt it would be great if their daughter got into engineering. I told him that was so cool and if he needed any other help to just let us know. I also shared with him there may be some eResources through our website that may be of use. *Susan F.*

On January 8 a group of Cub Scouts came to the library and asked for help with a research project. They were supposed to find some information about a country that their family came from in preparation for a project where they would share a recipe from that country. I showed them the country books and the cookbooks. I checked on one boy and his mom a little later because I remembered a previous homework assignment similar to this that left an African American family without a clear path on how to proceed. I approached the mom and determined how she wanted to approach the project, which was to find something about the historical kingdoms in Africa where her ancestors might have lived. Most of the books we have on the topic are for older grades, but she ended up taking one of the Ancient Africa DVDs. *Sarah D.*

Story of the Month: This month my special interactions with patrons took place during the Doll Party. I had a chance to talk to many different families and they were telling me how wonderful our library is with all of the different programs that it offers. It offers programs for kids of all ages and abilities. One mom said that when her daughter found out that she would be able to take an American Girl Doll home she was so excited. She



keeps on asking every day when can they come and pick up the doll from the library. This mom told me that they cannot afford to buy their daughter one of these dolls because they are very expensive, she even got a little teary eyed during our conversation. Another mom at the Doll Party told me that its really nice of us to be lending out the dolls to the children. She also said that our library is wonderful and she has been bringing her kids to our programs for a long time, we always seem to come up with fun programs. I think it is so nice to hear from patrons how happy they are from the services that they obtain from our library and the impact our programs have on their kids.
Marta M.

Outreach Services

From Marianne Thompson's department

Adult Volunteers: 4 volunteers helped with 3 CSD programs for a total of 6 hours of time.

Annual Park District Preschool Visits to the Library:



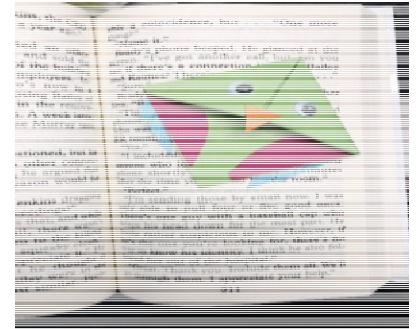
Laura presented 5 storytime sessions over 4 days during the week of January 7. Her theme was "bedtime" and she provided her usual great combination of stories, activities, music, and just "going with the flow" of what happens at storytime! At one of the sessions, (from Laura's report): "...I took the children on a super-secret, extra special tour of the Storytime Room closet to see all their puppets." Later during the visit... "a spontaneous snowball fight occurred along with the rest of storytime & shaker songs!" Marleigha assisted Laura with the visits, and provided a some of the tours. Of course the best part of any tour is the visit with "Bookzilla" where the children learned to how to feed it by returning their books!

Panera storytimes continue to be popular. The first one in January was at full capacity (33 registered), and very successful. Some older children attended since school was still on winter break on January 3. One older boy told Laura he did not want to be there, but she saw him jumping during an activity song! Melissa subbed for Laura on January 17, and Panera did not reserve any tables for the storytime. Melissa had to improvise and provide storytime in the first aisle as you walk in, which is not much room. Laura has since discovered a new manager has started working at the store. We'll see if February brings some improvement. IKEA story time on Jan 31 was cancelled due to the inclement weather.

B'LONG Quarterly Meeting: The B'LONG (Bookmobile & Library Outreach Networking Group) met at Fountaindale on January 11. 22 attended my first meeting as President of the group. We discussed National Bookmobile Day plans that libraries were going to do in April. This is also the year that the group plans the biennial Bookmobile Roundup. It will be held July 12, 2019 at the Warren-Newport Public Library in Gurnee, IL. A small committee of members is working on the event. Our next meeting will be April 12, 2019 at Arlington Heights Memorial Library.

Marleigha:

Marleigha completed the first part of a project to create a craft for our home delivery patrons. She made an "owl" corner bookmark. She filled a zip bag with all the supplies needed to complete the bookmark. She also provided a flyer with instructions and helpful tips on how to make this. The plan is to send these out with



February deliveries to our home delivery patrons. This is really a great craft for our seniors!

Dennis:



Dennis works with Rosemary in CSD to help provide the "Adventures in Homeschooling" program each month. The theme for January was New Zealand. Dennis spent time finding books by authors from New Zealand to read to the children. Both sessions had good attendance, and they received good feedback from parents. Dennis enjoys building relationships with the families that come to the program. At The Levy, Dennis had a long discussion with a patron who told him how both her husband and son had passed away. She brought photos for him to see and spent a lot of time talking with him. From Dennis' report: "Interactions like this remind me of why I'm in Outreach." Dennis did a solo storytime at Westbrook Church for their homeschool program and received great comments!



Sarah:

One of Sarah's goals for the year was to create a "Blind Date with a Book" program for Heritage Woods. She located large print books that were Valentine-themed, heart-themed, romance, or popular authors. Each person will fill out a ballot that rates their experience with the books. The ballots go into a drawing for a Connect 4 game. I think this will be great fun for our patrons at Heritage Woods. The photo on the right is what resulted from Sarah helping to reorganize the magazines on the Bookmobile. The adult magazines were moved to the stationary holders by the front & back doors.



The children's magazines were put into holders and interspersed in our nonfiction section. Sarah created signage and labels to help patrons find the magazines.

Sarah went to Atria to register a new resident for a library

card. The woman wanted the card as well as information about library services. Sarah demonstrated with an iPad how to place holds on the website and what to choose as the pickup point so we can deliver materials to her at Atria. The woman's son had contacted Marianne, which is why Sarah went out to Atria. The woman had been an active patron at her former library.

Cindy:

Cindy received a thank-you from Andreea (CSD) for promoting her Technokids program at school. A mother told her the reason they signed up was that her daughter heard about it from "Mrs. C". The daughter bugged her mother to sign her up for the program. The mother was very happy because she did not know about the program. Also in CSD, Cindy was nominated at their staff meeting for coming up with the idea for loaning the American Girl dolls and promoting the American Girl Doll party at the schools.



At Independence, Ms Hernandez (LMC) posted a thank you and appreciation for the library and the Rockin' Reading books they won. The photo in the center, is from Oak View's Ms. Caputo and Ms.Beckett's kindergarten classes, enjoying a reading of the "The Paper Bag Princess."

Melissa:

Melissa met with the new Activities Director for Heritage Woods, Michelle Silzer. Michelle has already come to the library to meet Marianne, and discuss when to set up a spring tour for some of the residents. Michelle seems to be more interested in finding out what the residents want and need and definitely is interested in promoting library service for the facility. Melissa subbed for Laura this month for several of her storytimes. Melissa received nice compliments from parents at Panera and the Bolingbrook Museum storytimes.



At Autumn Leaves, Melissa gave 2 coloring pages to a resident. He was pleased with the pages, and chose to only color one. Melissa worked on the other one and they had a nice conversation. Melissa met with the Life Guidance director for the Memory Care Unit at Atria, and explained what she does at Autumn Leaves. A visit will be set-up in February.

Kathy:

A farewell & congratulations time was held on Thursday, January 31. I provided a copy of the photo of both Outreach vehicles for the cake topper. Kathy worked at Fountaindale for 9 years, and in Outreach for 6 of those years. She brought a lot of energy to the department as well as her strong Circulation and customer service background. She enjoyed working with Studio 300 for Maker activities, and helped to bring several programs out for the public using our Library Express Van. She provided book talks at McGee Elementary and St. Dominic's schools. She completed her Master's degree for Library & Information Science, and has all the tools to move forward into her new role as the Head of Community Engagement for the Addison Public Library. We wish her well!

Repairs & Maintenance of Outreach Vehicles:

- The Bookmobile backup camera failed and was replaced at Rendel's in Joliet. We have a new COLOR camera! I had this demonstrated twice by Dennis and it is fantastic! Everyone loves the new camera; it is so clear as to where one needs to be turning as they back up.
- The Van was taken in for an oil change, and to repair a coolant leak.
- The windshield washer stopped working on the Bookmobile. A new pump had to be located and sent to Diesel Service Center for installation.
- A coolant leak was found coming from the Bookmobile generator. I decided it was close enough to have the 1000 hour maintenance done, so the vehicle was taken to KD Repair in Batavia. It seems that our generator develops leaks or won't start prior to having an oil change. This is not the first time I have had to request the maintenance earlier than normally scheduled.
- January's "polar vortex" weather was not kind to either vehicle. We had issues starting both vehicles due to the cold temps, wind chill temps, and wind. I requested extra salting to be done around and in-between the vehicles so staff didn't fall to unplug the block heater or to clean off windshields and other parts of the vehicles.
- Lost service time: 6.5 days Bookmobile; 1.5 days Van.

Circulation services

Circulation staff did a great job getting through our closing and delayed starts that we had during the month of January. Staff made sure to extend due dates, renew items and move items to the drive up so that our patrons wouldn't have to venture out into the bad weather. Our AMH machine could not handle the cold and during the coldest days the outside return stopped working, during this time staff made sure to keep the outside book return regularly empty to keep up with the higher return rates. Once the weather warmed up a bit, our AMH machine went back to normal.

Staff Updates:

Leigh Ann Voss started as Lead Specialist on Jan. 14th. She has been a fast learning and can easily work any of the desks on her own.

Amina Ali started her in her role of Circulation Manager on Feb. 4. She is spending her time meeting with staff and familiarizing herself with the department.

Drive up:

The cold weather had a positive impact on our drive up numbers. We had 932 visits which was a 25.6% increase from last month (732) and a 7.4% increase from last January (868).

RAILS count:

RAILS delivery was canceled a few days during January due to bad weather. Circulation received a total of 236 bins during the month, only a slight decrease from the 249 received in December.

Items pulled:

Patrons were busy placing holds during the cold weather, Circulation staff pulled a total of 8,185 items that is a significant increase from the 6,354 they pulled during December.

Building Operations (Tasos Priovolos)

Building Operations worked diligently to prepare for the Polar Vortex which impacted our area for several days. This included looking at our control system logic to assure the mechanical systems were capable of adjusting for the abnormal temps, manually overriding dampers to minimize outdoor weather impact, and inspecting the building when we were closed. The severe weather had no known impact to our building.

The electric/data, drywall repair and paint were completed in the lower level. This work was completed in preparation of millwork fabrication for the new maker-lab location in the Studio. We are currently working with our millwork vendor to finalize the design of the millwork in order to start manufacturing.

Discussed options for the final design of the proposed 2nd Floor computer lab conversion to a meeting space. This proposed room will allow patrons to reserve this additional room while keeping the existing programs in the same space.

Our RPZ (Reduced Pressure Zone) assemblies were inspected. This annual inspection is required by local water providers to assure no contaminants go into the community water supply by our mechanical systems.

A new refrigerator was purchased for the café. The cost to repair the old unit would exceed the cost of a new refrigerator.

Met with Trane to discuss our new service contract on our mechanical and building automation systems. Also discussed control system equipment that is becoming outdated and no longer supported by the manufacturer. With our new service contract, the client side will be moved to a hosted cloud system instead of a local server. This will eliminate the need to maintain a server in-house.

Office furniture was installed in the Studio workroom. This new furniture was to accommodate the new supervisor position. We also made some minor changes to the office furniture in the CMTSD workroom. This change was to accommodate personnel changes.



ZENDESK -

In January, 43 new maintenance tickets were created, and 41 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

CMTSD Staff Updates

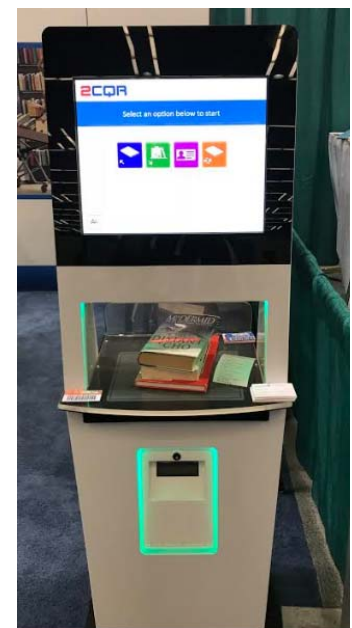
- Acquisitions Supervisor Danette Gatz retired on January 25th after seventeen years of dedicated service to the Fountaindale Public Library. We wish Danette the best as she enters a new chapter in her life. CMTSD and the Library will miss her tremendously!
- Jacob Luce started in his new role as Acquisitions Supervisor on January 2nd. Jake is off to a wonderful start!
- Several interviews were conducted in December and January for the newly created Acquisitions Aide position. Ruth Morales was hired and joined our team on February 4th.



ALA Midwinter in Seattle

Christina Theobald attended the ALA Midwinter Conference in Seattle, WA from January 25-28th. Christina scouted out a variety of technology vendors including Techlogic, Envisionware, D-Tech, Bibliotheca and Comprise to

see what new products are available that could replace our current self-check machines/software and cash register system. Christina also visited Brodart to see their furniture and shelving as well as numerous publisher booths.





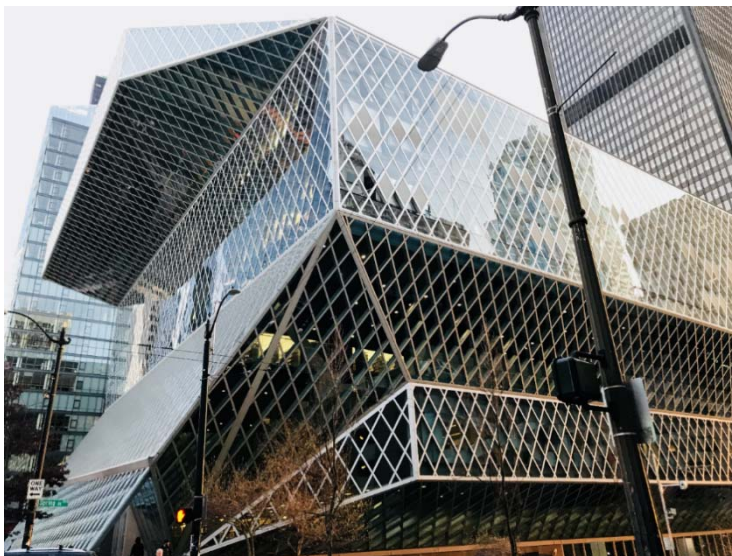
Christina also attended the following sessions/events:

- *Innovative Company and System Updates:* CEO James Tallman from Innovative Interfaces, Inc. held an intimate forum that focused on the future direction of the company and also personally addressed questions from participants. Tallman described the next generation ILS product; it is made up of new information architecture including a linked data framework enabling our rich bibliographic data to become discoverable on the web and in search engines. The bibliographic information will no longer be stored in the MARC format, but rather in BIBRFRAME. Furthermore, electronic resource management (ERM) and discovery are also being addressed on Innovative's roadmap. They are also working to replace Simply Reports with a real analytics package that combines outside demographics. Christina specifically asked about the future of Polaris Leap. Innovative reps said they do plan on adding functionality to Leap, but will have to make "strategic business decisions" in regards to technical services functions. VP of Product Strategy Kathryn Harnish then provided a demo of ILL's NexGen Discovery Solution. It readily utilizes linked data and authoritative information from bib records to provide a network of connections, relationships, and meaningful context to catalog searches.
- *OverDrive meeting with Account Manager Jim Monastra:* Christina had a one-on-one meeting with Account Manager Jim Monastra, where she received clarification on the Instant Digital Library Card feature and additional insight into Overdrive's plan for the Cost-Per-Circ lending model. Christina plans to share this information with the Pinnacle Digital Committee.
- *Library Advocacy and Community Engagement in the 2020 Census:* This session detailed the steps necessary for libraries to help facilitate the 2020 census. One key takeaway is to provide both library staff and the public with resources that help explain how to fill out the census. Examples include webinars, paper and video guides.
- *OCLC Research Update and Emerging Trends:* A panel of speakers discussed varying topics related to OCLC projects. One particularly interesting topic was on "Design Thinking", which is funded by a grant from IMLS and OCLC to discover what communities want in terms of design, services, interactions, and space and then create services and programs to meet changing needs.
- *Collection Management in Public Libraries Interest Group:* This was an informal roundtable discussion focusing on collection topics in public libraries. A key topic of discussion was the proliferation of streaming resources with a pay-per-circ lending model that may not be sustainable in the long run. One library discussed their big project to convert their Non-Fiction collections cataloged by Dewey into BISAC browsing categories. They partnered with BISG to leverage their data and help assign items to corresponding BISAC headings. The topic of series maintenance was also addressed; many lamented how difficult it is to retain a full series and how time consuming it can become when weeding.

- *The Public film screening*: Emilio Estevez's 10+ year movie project. The film centers on an urban public library's moral dilemma when a group of homeless people refuse to leave the library. Estevez did an hour long Q&A after the screening.
- *Seattle Public Library field trip*: Christina toured the downtown Seattle Public Library's Central branch and received several ideas for our own non-holdable marketplace collection.



Emilio Estevez answers questions after the screening of his new film, *The Public*
Seattle Public Library



"Seattle Room" containing local history materials and maps





Windowing & Weeding Project

We have finished windowing the Juvenile Fiction collection and the Adult Non-Fiction collections! Both collections were windowed within one month's time and could not have been done without the hard work and efforts of Lynnette, Brett and our Collection Development Aides Mary and Lauren. We hope to expand the windowing effect with other collections, including Adult Fiction and Picture Books.



Special Cataloging Work

Chris Castle has made notable contributions to our cataloging workflow and for PinTech. He is now the point person for questions related to the new video game subject vocabulary. Chris also discovered a conversion chart that maps GSAFD vocabulary to their equivalent headings in LCGFT. We have now added this chart to our official online PinTech Guide.

Chris worked to catalog 70 Chinese books that were donated to the library. Dawne worked to finish the cataloging of donated Hindi books. Additionally, Dawne re-cataloged over 100 books previously in the Studio and integrated them into the Adult Non-Fiction collection.

Continuing Education, Trainings & Orientations

- Jan 14-31 – Managing Children’s Collections eCourse (Brett)
- Jan 15 – Midwest Tape DVD Selecting Training (Jake, Lynnette, Brett, Christina)
- Jan 16 – cloudLibrary Training (Brett, Lynnette)
- Jan 17 – The Fix Is In: MARC Fixed Fields CMC webinar (Chris, Dawne)
- Jan 21 – CMTSD Orientation for Studio 300’s Patrick and William (Christina)
- Jan 23 – Finance Overview with Allyse (Jake)
- Jan 23 – Open Libraries Webinar (Christina)
- Jan 25-28 – ALA Midwinter Conference in Seattle (Christina)

Comparison of Physical Collection Circulation

January 2018 to January 2019

Collection Categories	Jan 2018 Circs	Jan 2019 Circs	Change	% Change
Adult Audiobooks	1175	1086	-89	-8%
Adult Bookmobile Collection	359	250	-109	-30%
Adult Fiction	5170	4786	-384	-7%
Adult Non-Fiction	5724	4794	-930	-16%
Foreign Language Adult	194	105	-89	-46%
Foreign Language Juvenile	818	602	-216	-26%
Foreign Language Young Adult	10	10	0	0%
Graphic Novels	2562	2275	-287	-11%
Interlibrary Loan	250	277	27	11%
Juvenile Audiobooks	414	473	59	14%
Juvenile Bookmobile Collection	2293	1456	-837	-37%
Juvenile Fiction	5074	4360	-714	-14%
Juvenile Non-Fiction	4770	3887	-883	-19%
Large Print	729	843	114	16%
Local Author Collection	3	12	9	300%
Magazines	986	952	-34	-3%
Movies	13448	12057	-1391	-10%
Movies - Juvenile	5757	4739	-1018	-18%
Music CDs	2358	1727	-631	-27%
On-The-Fly	8	15	7	88%
Picture Books	10436	9154	-1282	-12%
Reference	10	4	-6	-60%
STEAMboxes	28	33	5	18%
Studio 300 Collection	2995	3182	187	6%
Technology & Equipment	1022	1013	-9	-1%
Technology & Equipment - Juvenile	139	188	49	35%
Toys	100	74	-26	-26%
Videogames	2375	2097	-278	-12%

Young Adult Audiobooks	118	63	-55	-47%
Young Adult Bookmobile Collection	22	7	-15	-68%
Young Adult Fiction	1306	1074	-232	-18%
Young Adult Non-Fiction	323	276	-47	-15%
TOTALS	70976	61871	-9105	-12.8%

Battle of the AV Formats

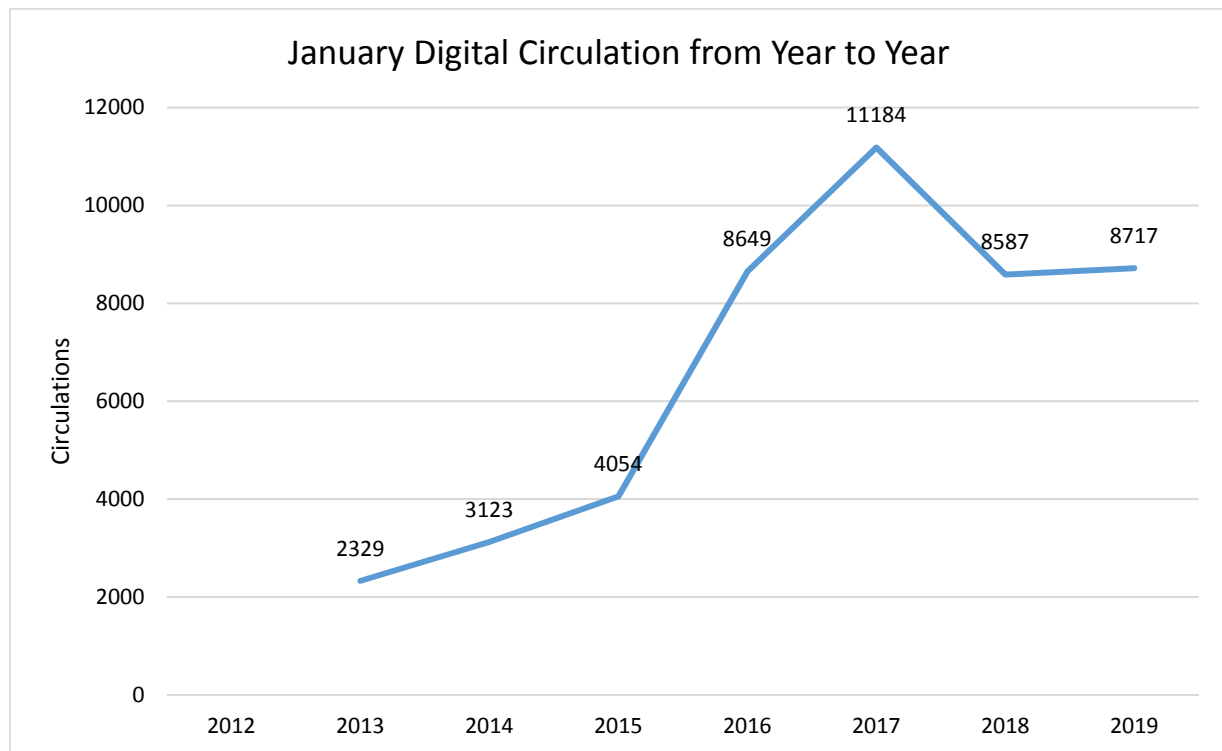
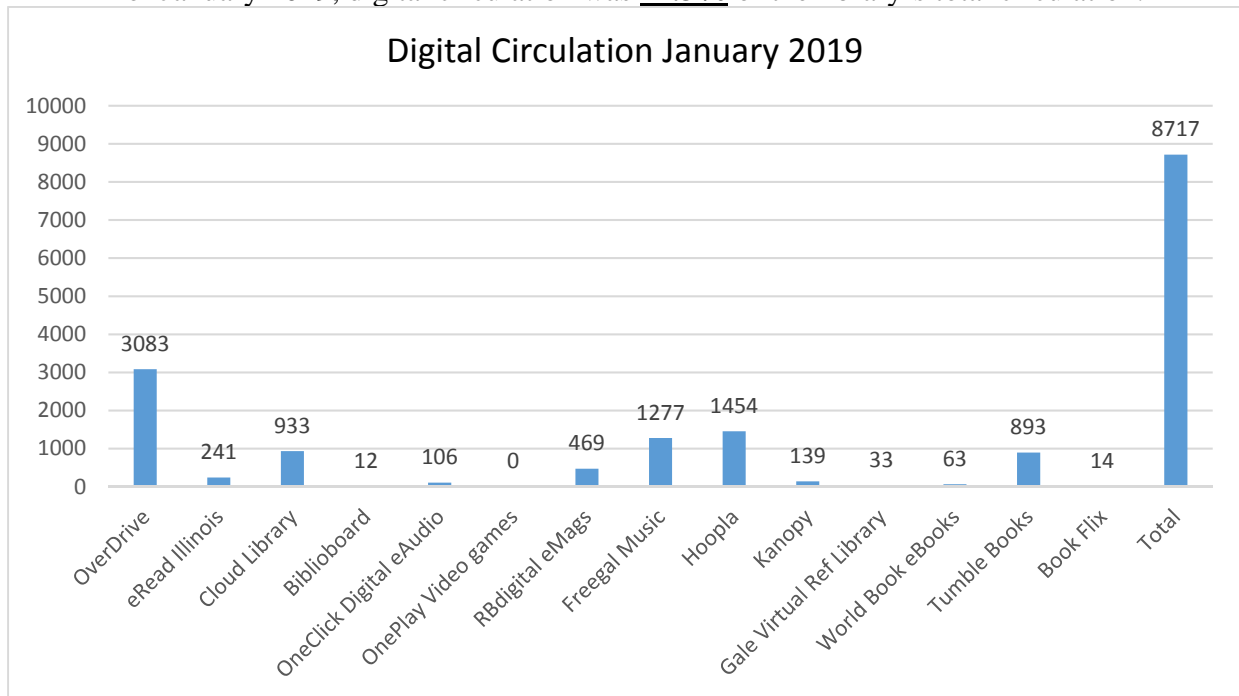
Format	Circs		Format	Circs
Blu-ray	3,611	vs.	DVD	13,637
CD Audiobook	1109	vs.	Playaway Audiobook	706

Comparison of Digital Collection Circulation

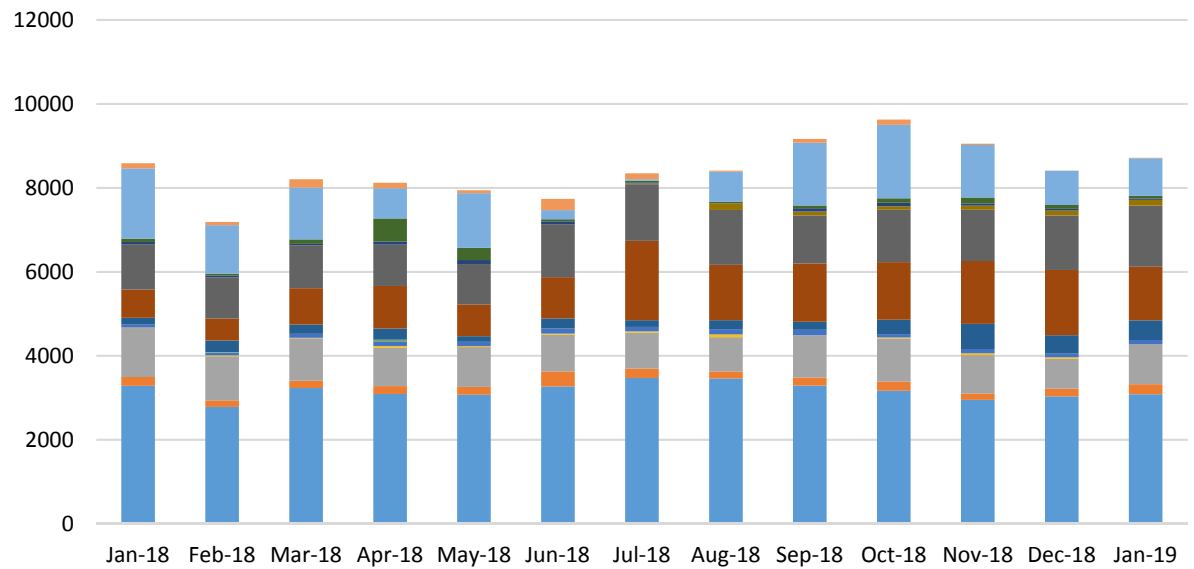
January 2018 to January 2019

Digital Platforms	2018	2019	Change	% Change
Biblioboards	13	12	-1	-7.69%
BookFlix	122	14	-108	-88.52%
cloudLibrary eAudio	54	118	64	118.52%
cloudLibrary eBooks	488	316	-172	-35.25%
cloudLibrary Shared	624	499	-125	-20.03%
eRead Illinois eAudio	68	87	19	27.94%
eRead Illinois eBooks	139	154	15	10.79%
Freegal Music Downloads	170	231	61	35.88%
Freegal Music Streaming	503	1046	543	107.95%
Gale Virtual Reference Library	51	33	-18	-35.29%
Hoopla	1080	1454	374	34.63%
Kanopy	0	139	139	
OnePlay Video Games	0	0	0	
OverDrive eAudio	1308	1019	-289	-22.09%
OverDrive eBooks	1979	2064	85	4.30%
RBdigital eAudio	81	106	25	30.86%
RBdigital eMagazines	152	469	317	208.55%
Tumblebooks	1672	893	-779	-46.59%
World Book	83	63	-20	-24.10%
TOTALS	8587	8717	130	1.51%

For January 2019, digital circulation was **12.3%** of the library's total circulation.



Digital Collection Circulation 2018-2019



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
Book Flix	122	76	197	129	66	270	141	27	91	128	31	2	14
Tumble Books	1672	1155	1233	719	1306	216	37	711	1494	1748	1251	813	893
World Book eBooks	83	47	110	555	289	51	36	34	64	108	140	94	63
Gale Virtual Ref Library	51	41	38	72	93	66	28	9	80	82	52	39	33
Kanopy							18	156	91	83	101	121	139
Hoopla	1080	978	1017	981	963	1261	1349	1307	1145	1248	1218	1296	1454
Freegal Music	673	526	865	1015	756	984	1893	1320	1389	1372	1500	1553	1277
RBdigital eMags	152	274	220	266	136	239	157	211	192	344	596	438	469
OnePlay Video games	0	13	2	41	0	0	0	0	0	0	0	0	0
OneClick Digital eAudio	81	70	95	109	101	125	109	125	131	78	105	89	106
Biblioboard	13	21	9	34	22	25	29	67	5	23	41	33	12
Cloud Library	1166	1049	1011	923	949	874	853	814	998	1024	916	713	933
eRead Illinois	207	154	175	186	189	357	225	170	196	223	152	184	241
OverDrive	3287	2784	3232	3091	3071	3270	3473	3459	3288	3167	2949	3033	3083

Digital Content Fast Facts January 2019

Overdrive

- There were **4,493 unique users**, which is a **11.4% growth** from last January
- **eBooks** accounted for **63.3%** of checkouts, while **eAudio** accounted for **36.7%** of the month's usage.
- **87.9%** of checkouts were for **Adult** titles, **7.0%** were for **Young Adult** titles, and **5.3 %** were for **Juvenile** titles.

cloudLibrary

- In January, there were **203 active users**. Of those, **23** are new patrons.

eRead Illinois/Axis 360

- In January, there were **111 active users**, **41** of which are **new users**.
- The top 4 best circulating subjects for January are **General Fiction, Juvenile Fiction, Biographies and History**.

Hoopla

- **Audiobooks** were the most borrowed format, accounting for **48%** of all circs.
- There were **1,454 total circs** borrowed by **350 patrons**. The average number of circs was 4.20 circs per patron, with **40** individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for **47%** of all circs, followed by **Adult Non-Fiction** with **30%** and **Juvenile Fiction** with **14%**.

Kanopy

- The **top 5 videos played** were *Kumiko the Treasure Hunter, Nobody Else But You, Loving Vincent, Miniscule: Valley of the Lost Ants, and What We Do in the Shadows*.
- Our patrons played **139 distinct video titles** and **214 video plays**.
- The site was **visited 1,174 times** and received **1,522 page hits**.
- In January, there were **40 active users**.

Freegal

- January yielded **231 music downloads** and **1,046 songs streamed**.
- January's top **streaming music genres**: Pop, Folk, Classical, Rock, Country and Jazz.
- January's top **downloaded music genres**: Classical, Country, Pop and Jazz.

Physical Items Added and Withdrawn

Physical Items	Jan 2019 Added	Jan 2019 Withdrawn
Adult Audiobooks	46	2
Adult Bookmobile Collection	92	1
Adult Fiction	343	3738
Adult Non-Fiction	279	459
Foreign Language Adult	43	40
Foreign Language Juvenile	17	79
Foreign Language Young Adult	3	0
Graphic Novels	83	57
Juvenile Audiobooks	3	88
Juvenile Bookmobile Collection	45	171
Juvenile Fiction	139	91
Juvenile Non-Fiction	170	126
Large Print	75	29
Local Author Collection	3	0
Magazines	290	1990

Movies	290	4
Movies - Juvenile	73	14
Music CDs	55	2
Picture Books	136	541
Reference	22	2
STEAMboxes	0	0
Studio 300 Collection	0	87
Technology & Equipment	14	83
Technology & Equipment - Juvenile	28	0
Toys	0	4
Videogames	66	161
Young Adult Audiobooks	2	209
Young Adult Bookmobile Collection	0	0
Young Adult Fiction	60	3
Young Adult Non-Fiction	43	23
TOTALS	2,420	8,004

Acquisitions

- Purchase Orders created and released: 189
- Invoices Paid: 326
- Periodicals Weeded: 2,075
- Purchase On Demand Titles Ordered: 2

Processing & Repair

- New cases: 248
- RFIDs/Stingrays: 53
- Repairs: 32
- New artwork: 29
- Stolen: 2 reports
- Disc repairs: 359
- Processed (spine & pocket): 1657
- New stickers: 953
- Discard & de-processing: 3413
- Playaway battery covers: 3

Total: 5825

Interlibrary Loan

293	Items Received for our patrons <ul style="list-style-type: none"> • 221 items from IL libraries • 72 items from out of state libraries
207	Items Sent out to other libraries <ul style="list-style-type: none"> • 120 to IL libraries • 81 to out of state libraries • 6 to XYZ libraries
396	Items requested by our patrons this month <ul style="list-style-type: none"> • 362 submitted in OCLC • 16 items were too new to request • 10 were available in Pinnacle • 8 were out of country only
343	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 188 from IL libraries • 155 from out of state libraries

CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in 2 years CHQ Recommendation: less than 10%	14,164 Down 1,257 12.08%	3,997 Down 26 items 14.03%	14,550 Down 281 items 13.22%	32,711 Down 1,564 items 13.23%
Collection Check - Anything that has not circulated in 4 years CHQ Recommendation: less than 10%	2,846 Down 396 items 20.09%	415 Up 11 items 10.38 %	1,081 Down 84 items 7.43%	4,342 Down 546 items 13.27%
Grubby - Items that have circulated 75 times or more CHQ Recommendation: less than 10%	10,881 Up 30 items 9.28%	849 Up 3 items 4.27%	13,458 Down 205 items 12.23%	25,188 Down 359 items 10.19%
DOA Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months.	1,909 Up 2 items 15.42%	502 Up 14 items 34.53%	1,364 Down 25 items 17.56%	3,775 Down 149 items 17.47%

<i>CHQ Recommendation: less than 10%</i>				
Turnover <i>January 23, 2018 to January 21, 2019</i>	2.23 Turnover	1.83 Turnover	2.86 Turnover	2.48 Turnover

Displays

Holiday CSD 12/16/18 - 1000 Books 1/1 - 11/31	103
Holiday CSD 12/27/18 - 1/21/19 Winter 1/1-1/21	113
Holiday CSD 1/14/ - 1/27/19 Art/Drawing 1/14-1/27	21
Holiday CSD 1/16- 1/27/19 E Graphics 1/16-1/27	18
Holiday CSD 1/21/19 Chinese New Year 1/21-1/31	14
Holiday CSD 12/27 - Arctic Animals 1/1-1/16	45
Holiday CSD 100th Day 1/23- Mixed w/ 1000 Books 1/23-1/31	18
Holiday CSD 1/27/19 Valentine's Day 1/27-1/31	15
CSD Yellow wall 12/26/18- American Girl and Barbie 1/1 - 1/17	61
Holiday CSD 1/27/2019- Black History Month 1/27-1/31	12

Communications (Melissa Bradley)

Communications General Updates

- Melissa met with Jeffrey to discuss a Studio 300 marketing plan for 2019.
- Steven continued to work with Susan from CSD on content for the new Ellison Die webpages that will launch soon.
- Melissa, Nancy, Lea and Christina finalized details for the February 2019 Staff In-Service Day.
- Melissa, Steven, Paul & Jeffery attended a Patron Point (email marketing) demo.

- Steven created a [welcome email](#) that is sent daily to new card holders.
- Communications met with Collection Management & Tech Services to discuss signage, the new hold slips and ways to promote the upcoming Lucky Day collection.
- Sabrina created the new hold slips which debuted at the end of January. Thus far, we've received nice feedback on them. She also designed the teaser ad for this year's Summer Adventure: Read to the Moon which was well received by the Programming Committee.

New Adult Releases

February 2019

- Mark off the titles you want.
- Complete your information at the bottom.
- Return to a service desk, and our staff will gladly place your holds! You can also place your own holds at fountaindale.org or with our mobile app.

- ☐ A Star Is Born (Movie) Circle: DVD or Blu-ray
- ☐ Bohemian Rhapsody (Movie) Circle: DVD or Blu-ray
- ☐ Never Tell by Lisa Gardner
- ☐ Blood Echo by Christopher Rice
- ☐ Connections in Death by J.D. Robb
- ☐ Good Riddance by Elinor Lipman
- ☐ I Owe You One by Sophie Kinsella
- ☐ House of Assassins by Larry Correia
- ☐ A Justified Murder by Jude Deveraux
- ☐ Chocolate Cream Pie Murder by Joanne Fluke

Name: _____
 Library Card #: _____
 Email: _____
 Phone: _____

New Children's Releases

February 2019

- Mark off the titles you want.
- Complete your information at the bottom.
- Return to a service desk, and our staff will gladly place your holds! You can also place your own holds at fountaindale.org or with our mobile app.

- ☐ The Grinch (2018) DVD/Blu-ray
- ☐ Goosebumps 2: Haunted Halloween DVD/Blu-ray
- ☐ Diary of a Wimpy Kid: The Meltdown by Jeff Kinney
- ☐ Molly Mischief Saves the World! by Adam Hargreaves
- ☐ Magic School Bus Rides Again: Deep-Sea Dive by Samantha Brooke
- ☐ Johnny Boo is King by James Kochalka
- ☐ Eventown by Cory Ann Haydu
- ☐ Watch Hollow by Gregory Funaro
- ☐ To Night Owl from Dogfish by Holly Goldberg Sloan
- ☐ Klawde: Evil Alien Warlord Cat by Johnny Marciano

Name: _____
 Library Card #: _____
 Email: _____
 Phone: _____



Media Coverage

- [The Herald-News](#) mentioned us in their coverage of last year's Pride Picnic.
- [The Herald- News](#) mentioned us in their Great Read coverage.
- We participated in the #10YearChallenge on Facebook and Instagram and received overwhelmingly positive memories and reviews from our community.
 - The post received 32 comments and 155 shares!
 - 3,269 people liked or reacted to the post.
 - Overall 16,091 people were reached.



Strategic Planning

- Goal Team 2 added a new objective to our current strategic plan. We are planning and implementing a campaign to increase the public's awareness of our services and to celebrate the library's 50th anniversary in 2020.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 2,905 completed surveys.
 - The most frequent way people hear about our programs is via the website (44.70%) and *The Fountain* newsletter (35.20%).

Social Media Paid Ads

- The SCORE Roundtable paid event ended. The ad ran January 2–7. We spent \$5, which reached 353 people and had 7 event responses.
- The American Girl Doll Celebration paid event ended. The ad ran January 4–13. We spent \$8, which reached 976 people and had 28 event responses.
- The Great Read Kickoff paid event ended. The ad ran January 24–29. We spent \$4, which reached 544 people and had 11 post engagements. *The event was canceled due to inclement weather.*

Social Media Metrics

- Facebook Metrics
 - 58 new people liked our page
 - 479 people viewed our page
 - 65,150 people saw our content
 - 30,412 people saw our content because a friend shared, liked or engaged with it
 - 5,159 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 10 new followers
 - 287 page views
 - 13,600 tweet impressions
- Instagram Metrics
 - 30 new followers
 - 370 post likes

Email Marketing Metrics

- 25 emails sent (18 of which were one-time welcome emails to new patrons)
- 48 new subscribers
- Average open rate: 57.66% (industry average is 19.85%)
- Average click rate: 16.82%

Finance (Jennie Nguyen)

Highlights

- The Finance team worked together to process and mail the 1099 forms. The 1099s were mailed out prior to the January 31, 2019 deadline. The instructions for the mail formatting for the forms were updated. The original instructions were with the older version of Financial Edge accounting system which required more steps.
- Redeemed credit card points for several gift cards as prizes for upcoming programs in various departments. Rewards to the patrons without expense to the budget.
- Notified staff of the new 2019 Standard Mileage Rate for the use of a personal vehicle for business travel. The appropriate forms were updated to reflect the new rate change.
- Zion Bank interest payment for the 2018 bond series was somehow delayed due to the recent severe weather condition. The original check was voided and a stop payment was issued. I went ahead and processed a wire transfer in order to ensure payment was received by the February 1st deadline. Otherwise the library would have incurred late fee charge(s).
- Finance Liaison Committee – Met with our Board Trustees Kathy Spindel and Steve Prodehl along with the Executive Director. The financial reports as of December 31, 2019 were audited by our Board Liaison members. I was asked to contact the BMO Harris Bank for their authorization procedure(s) for Cashier Check issuance.

- Product damages – An item from Outreach Department's S&S Worldwide order was received damaged plastic caddy. Allyse contacted the vendor for replacement. A picture of the damage item was emailed, as requested by vendor. Allyse was able to get a replacement for the plastic caddy.
- Product Damage – A damaged tambourine was brought to Finance by the Outreach Department. The item was original received in December. Brian reached out to S&S asking for a replacement.
- BMO Harris Bank Team Representative Phone Conference – The Executive Director and I conducted a phone conference with several of BMO Harris Bank key team members to discuss the level of services we have been receiving. We had expressed our concerns regarding the problems we had encountered in the past few months with their online and in person services.
- Chase Bank Team Representative Phone Conference – The Executive Director and I conducted a phone conference with Chase Relationship Advisor to discuss the current services the library has been receiving. The account was upgraded to the Platinum Business account with better service options. One of which would be 4 free wires per month which ensures the library will not be charged for our monthly payroll wires. That is a \$30-\$45 dollar savings for the library each month.

Special Projects

- I have been working on drafting an RFP for bank services. I have contacted with several of my colleagues from IGFOA regarding their bank services RFP and was able to review their documents. A preliminary draft of the RFP was forwarded to the Executive Director for review and comments.

Training

- 01/09/2019 Disclosure Changes: Be Prepare for New SEC Requirements – Jennie Nguyen
- 01/17/2019 Introduction to Government Accounting for Non-Accountants – Allyse Schiller
- 01/31/2019 OPEB Webinar – Jennie Nguyen

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Building Security Monitor
- Finance Specialist
- Outreach Services Assistant Manager

New Employees:

- Jenna DiSandro, Adult and Teen Services Specialist, 1/21/19
- Amina Ali, Circulation Services Manager, 2/4/19
- Ruth Morales, Acquisitions Aide, 2/4/19

Departures:

- Kathy Welko, Outreach Services Assistant Manager, 2/1/19

Training and Development;

- Veterans at Work Certification; SHRM Foundation, Lea
- SHRM Live- State of the Workplace 2019, Lea
- Present and Future of CDHC Plans; Ameriflex, Lea
- HR Source Roundtable for Libraries, Lea
- DuPage SHRM meeting, Noey

Meetings; Lea

- S.T.E.P. Program Meeting; Michele Phelan, Nancy C., Danny B., Carol H.
- Manager's Meeting
- Board Meeting; attended meeting to present employment policy changes for Board approval
- Participated in Building Security Monitor interviews

Anti-Harassment and Anti-Discrimination Training; Lea

- Held training session; 6 Staff members trained

COD LTA Practicum Student

- Orientation and Administration Overview with practicum student; Lea

Strategic Plan- Goal Team 5; Lea

- Work on a Staffing Analysis and Staffing Plan is continuing.

Policy Revisions

- The project of reviewing the Employee Handbook is continuing. Policies were reviewed and edited for presentation to the Board, Lea

Information Technology (John Matysek)

- During the month of January, 88 new help desk tickets were created by FPLD staff, and 79 new or existing tickets were solved by IT staff.
- Met with vendor ITsavvy to discuss goals and requirements of phase 2 of network assessment and long-term replacement budgetary planning project.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed 18 new Windows 10 based patron computers in the first floor Children's Think Park. Special thanks to Tasos Privolos and John Hodur for coordinating the installation of needed additional electrical outlets.
- Met with vendor FatPipe to review current equipment and usage along with demonstrations of unused software features.
- Met with vendor ITsavvy to discuss the requirements for adding intercom-paging capabilities to the existing library phone system.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed 2 new Windows 10 based computers to the second floor Computer Commons aide stations so staff can become familiar with the new hardware/software in advance of deployment of new patron computers in the Commons.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began work on creating a software image for the 30 new Windows 10 based patron computers that will be used in the second floor Computer Commons.

January 2019 District Statistics						Population Total		67683	
Total Circulation Statistics	70,588	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	57,369	Reading Clubs Offered	0	0	1	0	1	22,303	4,067
Bookmobile	4,502	Reading Clubs Members	0	0	309	0	309	Proctoring	Total Twitter Followers
Digital	8,717	Summer Reading Clubs	0	0	0	0	0	9	780
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	527	789
Interlibrary Loan Requests		New Physical Items	2,420	Total Visits	28,499	1,106	29,605	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	293	New Digital Items	1,323	New Cardholders	194	0	194	3,014	71
Items Sent to other Libraries	207	Collection Total	424,101	Active Cardholders	24,926	177	25,103	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	49,765	Drive through visits	932	19,969	7
		Active cardholders	37.09%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	73.53%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				176	1,016	325	3,442	4,959	
Public Use of Meeting Rooms	S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B & Board Room	Study Rooms	Free Standing Book Drop Return Totals			
	Number of events/uses	205	29	27	50	326	Building Front	Building Rear	Church
Attendance	355	86	67	696	564	2,786	3,037	1,045	409
	Programs and Tours for Adults				Programs and Tours for Teens				Mobile App Downloads
Programs	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,440
Numbered offered	36	3	27	66	38	0	1	39	Android: 744
Attendance	383	12	79	474	439	0	9	448	
Programming hours	62	4	27.5	93.5	56	0	1	57	
	Programs and Tours for Children				Passive Programs for Teens				Total Offered
Programs	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	292
Numbered offered	47	132	0	179	11	0	0	11	Total Attendance
Attendance	1,284	4,134	0	5418	162	0	0	162	7,357
Programming Hours	34.5	109	0	143.5	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				294
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	101	0	0	101	7	0	1	8	
Attendance	476	0	0	476	61	0	956	1,017	
Programming hours	X	X	X	X	11	0	22		
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total	
Reference Total	201	63	523	134	730	1,056	901	3,608	
Library Information	31	617	544	158	542	39	1,739	3,670	
One on One Assistance (Scheduled)	25	0	27	0	23	0	1	76	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older	
Circulation	70,588	79,562	-11.28%	Reference Questions	3,608	4,704	-23.30%		
Visitors	29,605	32,452	-8.77%	Computer Usage	4,959	6,003	-17.39%		
Card Holders	25,103	27,192	-7.68%	Wireless Sessions	16,849	18,905	-10.88%		
Room Bookings	637	1,004	-36.55%	Program Attendance*	7,357	9,475	-22.35%		

Conference / Event Report Form

Name

Kathryn J Spindel

Position

Trustee

Conference / Event Attended

2019 ALA Midwinter Meeting

Date

January 25 – 29, 2019

Location

Seattle, WA

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

Friday Jan 25 4:00Pm Opening Session, featured speaker-Melinda Gates, Opening of Exhibits

Saturday Jan 26 8-10 AM The E's of Libraries Task Force work session 1

Saturday Jan 26 10:30-11:30 AM United For Libraries Committee Task Force Work Session 2

Saturday Jan 26 11:00AM-4 PM United for Libraries Institute : Trustees, Friends, Foundations

Sunday Jan 27 8-10:30AM United for Libraries Board Meeting

Sunday Jan 27 11:30 AM -1:00PM Board of Trustees, Friends, Library Foundation Brown bag Lunch with an expert

Sunday Jan 27 2:00-4:00PM Gala Author Tea

Monday Jan 28 – Exhibits, Exhibit Hall- special meetings with Penguin Random House and HarperCollins Publishers –sponsors of united for Libraries.

Highlights of Conference / Event

Friday 1-25 8:00-10:00 PM Random House Reception hosted by United President Skip Dye

Saturday Jan 26 4:30-5:30 United President's Reception@ Seattle Public Library-5:30-7:00 "Conversations" hosted by Penguin Random House Marketing and United President

Sunday Jan 27 5:00-6:00PM Drinks and snacks to meet President's Program speaker, following ALA President's Program hosted by United and Beacon Press/Penguin Random House

Conference / Event Report Form

Name

Kathryn Spindel

Position

Trustee

Conference / Event Attended

South Suburban Library Legislative Breakfast

Date

Friday, February 1, 2019

Location

Tinley Park Public Library

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

Presentation on our 101st Illinois General Assembly and the 116th U.S. Congress

Highlights of Conference / Event

Informative updates from our State Senator Pat McGuire, State Senator Bertino-Tarrant's office and from other state legislators.

It is an honor and privilege to be able to attend this informative event.