

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
March 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 – February 21, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Brooks Café Agreement Addendum (April 2019 – March 2020)
 - b. Approval of Appointment of Executive Director Evaluation Liaisons
 - c. Approval of Appointment of Secretary Audit Liaisons
 - d. Approval to Seek Bids for Conversion of 2nd Floor Computer Lab to Meeting Room
 - e. Approval of ITSavvy Quote for Laptops and Laptop Cart for 2nd Floor Meeting Room
 - f. Approval of BOS Quote for Tables and Chairs for 2nd Floor Meeting Room
 - g. Approval of Pace Systems Quotation for 2nd Floor Meeting Room Audio/Visual Upgrades
 - h. Approval of Electronic Communication and Information Systems Policy Section for the Employee Handbook
 - i. Approval of Social Media Use Policy Section for the Employee Handbook
 - j. Approval of Use of District Equipment Section for the Employee Handbook
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – March, 2019
 - b. Bills Payable Report – March, 2019
12. Director's Report – March, 2019
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

March 2019 Agenda Background

Paul Mills

7. New Business – Action Items

a. Approval of Brooks Café Agreement Addendum (April 2019 – March 2020)

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

Suggested Motion: Motion to approve the Brooks Café Agreement Addendum (April 2019 – March 2020) with Ms. Jan Peterson.

b. Approval of Appointment of Executive Director Evaluation Liaisons

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

With approval by the Board, President Danhof has named Marcelo Valencia and Kathryn Spindel to be the 2019 Executive Director Evaluation Liaisons.

Suggested Motion: Motion to appoint Marcelo Valencia and Kathryn Spindel as the 2019 Executive Director Evaluation Liaisons.

c. Approval of Appointment of Secretary Audit Liaisons

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

The review must be completed by August 1, 2019.

With approval by the Board, President Danhof has named Robert Kalnicky and Steven Prodehl as the 2019 Secretary Audit Liaisons.

Suggested Motion: Motion to name Robert Kalnicky and Steven Prodehl as the 2019 Secretary Audit Liaisons.

d. Approval to Seek Bids for Conversion of 2nd Floor Computer Lab to Meeting Room

We are ready to proceed with seeking bids for the conversion of the 2nd Floor Computer Lab into a meeting room. Don McKay from Sheehan Nagle Hartray will be present at the meeting to discuss the work and the bidding process.

Suggested Motion: Motion to approve seeking bids for conversion of 2nd Floor Computer Lab to Meeting Room.

e. Approval of ITSavvy Quote for Laptops and Laptop Cart for 2nd Floor Meeting Room

With the conversion of the 2nd Floor Computer Lab to a modular meeting room we will no longer have desktop PCs permanently setup in a room. Our recommendation is to replace them with laptops and a laptop cart that we will be able to move from room to room as needed.

We solicited three quotes for the laptops and laptop cart and the ITSavvy quote came in with the best price at \$18,239.80.

Suggested Motion: Motion to approve ITSavvy Quote for laptops and laptop cart for 2nd Floor Meeting Room.

f. Approval of BOS Quote for Tables and Chairs for 2nd Floor Meeting Room

BOS is the vendor that can supply tables that match our existing tables in other meeting rooms. This will make it easier for us to move tables from room to room as needed. The chairs will be the same as the chairs in Meeting Rooms A and B as well, though the original color is no longer available. The BOS quote also includes chair carts, delivery, and labor.

We are a member of the US Communities cooperative pricing structure, and this quote reflects that price. US Communities is a cooperative purchasing organization for state and local government, K-12 education, colleges and universities. Their use of cooperative contracts reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide.

The total cost of the BOS Quote is \$17,559.43.

Suggested Motion: Motion to approve BOS Quote for tables and chairs.

g. Approval of Pace Systems Quotation for 2nd Floor Meeting Room Audio/Visual Upgrades

This quotation from Pace Systems, Inc. would provide several upgrades to our audiovisual setup in the new meeting room on the 2nd Floor. It would provide an HD video experience, provide better sound quality for our microphone system, provide better connectivity options for our patrons and staff who use the room, and add an assistive listening system for our patrons who may have hearing difficulties.

The cost of the Pace Systems, Inc. quote is \$42,998.80.

Suggested Motion: Approval of Pace Systems Quote for the 2nd Floor Meeting Room.

h. Approval of Electronic Communication and Information Systems Policy for the Employee Handbook

1. Due to the outdated content in the current Computer Use Policy, Cellular Phone Policy, and Voice Mail Policy, the Electronic Communication and Information Systems policy was developed. This policy governs employee use of the District's electronic communication and information systems and ensures that these systems are protected, properly managed, used for appropriate and acceptable purposes, and utilized in cost effective ways.
2. Areas addressed in the policy are: Equipment and Resources, File Sharing, Software License Abuse, and Unacceptable Practices.
3. Employees should not have an expectation of privacy in anything they create, store, send, or receive on library equipment, network, or software.

Our attorney has reviewed this draft and it was edited based on his recommendations.

Suggested Motion: Motion to repeal the existing Computer Use Policy, Cellular Phone Policy, and Voice Mail Policy and to approve the Electronic Communication and Information Systems Policy for the Employee Handbook.

i. Approval of Social Media Use Policy Section for the Employee Handbook

1. Changed the definition of Social Media to make it more relevant to the District.
2. General Rules and Guidelines were amended to clarify work hours and work purposes, and personal use during nonwork time.
3. Added that posts that violate this policy will be removed from District owned social media accounts.

Our attorney has reviewed this draft and it was edited based on his recommendations.

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

j. Approval of Use of District Equipment Section for the Employee Handbook

1. Removed references to the District's telephone systems. These are covered by the Electronic Communication and Information Systems Policy.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing Use of District Equipment and Telephone Systems Section in the Employee Handbook and to approve the revised Use of District Equipment 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 FEBRUARY 21, 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, February 21, 2019 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

President Margaret (Peggy) Danhof.

Danhof was out of state this month.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

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

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – January 17, 2019

The minutes of the board meeting held January 17, 2019 were presented. A motion to approve the minutes was made by Spindel, seconded by Newell. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends are receiving many donations. The Book Cellar had to close a few days due to the inclement weather. The re-organization of the store has been postponed and will be completed after the Spring Book Sale. The Spring Book Sale will take place on April 5-7. The Annual Friends Meeting and Dinner will be held on Wednesday, April 24.

NEW BUSINESS

Approval of Letter of Support for Extension of Romeoville Downtown TIF Term

A motion to approve the letter of support for extension of the Romeoville Downtown TIF Term was made by Valencia, seconded by Newell.

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

Approval of Revised Permanent Polling Place Agreement

A motion to approve the revised Permanent Polling Place Agreement with the Will County Clerk's Office was made by Spindel, seconded by Prodehl.

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

Approval of Employer Information and Property Section for the Employee Handbook

A 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 was made by Spindel, seconded by Bermejo.

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

Approval of Telecommuting Policy Section for the Employee Handbook

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

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

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

A 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 was made by Newell, seconded by Valencia.

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

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

A 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 was made by Valencia, seconded by Spindel.

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

LIBRARY PROJECTS

The architects from Sheehan Nagle Hartray and Owners Services representative Graham Harwood will be present at the March board meeting to discuss the 2nd Floor Computer Lab remodel.

The mill work in Studio 300 is still pending.

CORRESPONDENCE

The Board received an invitation to the Best of Bolingbrook Business Awards & Gala which will be held on March 7 at the Bolingbrook Golf Club.

The Board also received an invitation to the Valley View Educational Enrichment Foundation “Derby Days” Event on March 29 at 6 p.m. at the Bolingbrook Golf Club.

TREASURER'S REPORT

The Treasurer's Report for January, 2019 was presented by Treasurer Spindel and will be filed for audit. Mills noted that Morgan Stanley has informed the District that they are no longer servicing government accounts and the working cash funds that Morgan Stanley currently holds will be transferred to BMO Harris.

BILLS FOR APPROVAL

Bills Paid Report – January, 2019

Bills paid for the month of January in the amount of \$418 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

Bills Paid Report – February, 2019

Bills paid for the month of February in the amount of \$54,453.35 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

Bills Payable Report – February, 2019

Bills payable for the month of February in the amount of \$198,339.25 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

DIRECTOR'S REPORT – February, 2019

Mills reported that about the new Illinois minimum wage increase to \$15 by the year 2025. A proposal to begin to incorporate this change into next year's budget will be included as part of the budget process this year.

Trustee Prodehl asked about the decline of physical checkouts versus digital items.

Prodehl also asked about what happens to withdrawn items. Mills discussed that they go to the Friends and the Better World Books service. Mills also discussed a possible Pinnacle Library Cooperative initiative to partner with local prisons and Senator Pat McGuire.

Trustee Valencia asked about the SCORE program at the library. Deputy Director Castellanos replied that the SCORE Roundtable program is doing very well. The library is partnering with Fox Valley SCORE to host a series of roundtables.

UNFINISHED BUSINESS

Final Approval of Request to Travel for Trustees to 2019 Illinois Library Association Trustee Forum Workshop – March 16, 2019

A motion for final approval of the request to travel for trustees to the 2019 Illinois Library Association Trustee Forum Workshop was made by Spindel, seconded by Prodehl.

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

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

The Community Service Council is working with Operation Christmas to collect formal wear. Donation boxes can found throughout Bolingbrook, including the library.

The Lions Club will be hosting their annual St. Patty's Day Dance on March 8 at the Levy Center.

The Rotary Club is hosting their 4th annual Mac & Cheese Cook-off on Saturday, March 9 at New Life Lutheran Church. Tickets are available.

Valencia Boxing will be participating in the Golden Glove Tournament which begins on March 6.

National Day of Prayer is on Thursday, May 2 at the Bolingbrook Golf Club.

Will County has emailed the Statement of Economic Interest to Trustees and staff last week. If Trustees did not receive the email, Director Mills can contact Will County.

ADJOURNMENT

A consensus was taken and the Board adjourned at 7:40 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

Robert A. Kalnicky, Vice President

Addendum to Agreement between
Fountaindale Public Library District and Brooks Café

dated _____ This ADDENDUM is attached to and forms part of the Agreement between Fountaindale Public Library District and Brooks Cafe as of April 1, 2019. To the extent that any of the terms or conditions contained in this ADDENDUM may contradict or conflict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this ADDENDUM shall take precedence and supersede the attached Agreement.

The Licensee's monthly fee payment will be \$25 effective April 1, 2019. Fee payment is due on or before the first day of each month, a \$50 late fee will be imposed if the payment is not made by the 10th.

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

Signed

Licensee

Date

Licensor

Date

FOUNTAINDALE PUBLIC LIBRARY: INTERIORS - SECOND FLOOR RENOVATION

300 WEST BRIARCLIFF ROAD, BOLINGBROOK, ILLINOIS 60440-2894

ISSUE FOR: PRICING ADDENDUM

ISSUE DATE: 03.04.2019

DESCRIPTION OF WORK: THIS IS AN INTERIOR RENOVATION PROJECT TO CONVERT AN EXISTING SECOND FLOOR COMPUTER LAB INTO A MEETING ROOM. WORK INCLUDES ADDING STORAGE AND AV CLOSETS, ADDED LIGHT FIXTURES, SPRINKLER HEADS AND DIFFUSERS. NEW FINISHES ARE BEING PROVIDED FOR THE MEETING ROOM, STORAGE AND AV CLOSETS.

OWNER/CLIENT

FOUNTAINDALE PUBLIC LIBRARY
300 WEST BRIARCLIFF ROAD
BOLINGBROOK, ILLINOIS 60440-2894

ARCHITECT

SHEEHAN NAGLE HARTRAY
30 WEST MONROE, SUITE 900
CHICAGO, ILLINOIS 60603

MEP ENGINEER

WT GROUP
2675 PRATUM AVE
HOFFMAN ESTATES, ILLINOIS 60192

OWNER



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

ARCHITECT

**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603

MEP ENGINEER



WT Group
2675 Pratum Ave
Hoffman Estates, IL 60192

AFF ABOVE FINISH FLOOR
ACP ACOUSTICAL CEILING PANEL
AWP ACOUSTICAL WALL PANEL
A/C AIR CONDITIONING
ALT ALTERNATE
ALUM ALUMINUM
AD AREA DRAIN

BSMT BASEMENT
BND BEYOND
B/ BOTTOM (OF)
BR BOARD
BD BRICK
BLDG BUILDING
CAB CABINET
CPT CARPET
CLG CEILING
CL CLOSET
C CENTER LINE
CT CERAMIC TILE
COL COLUMN
CONC CONCRETE
CMU CONCRETE MASONRY UNIT
CONT CONTINUOUS COURSE(S)

DF DRINKING FOUNTAIN
DL DEAD LOAD
DTL DETAIL
DIM DIMENSION
DN DINING ROOM
DIV DIVISION
DR DOOR
DN DOWN
DS DOWNSPOUT
DWR DRAWER
DWG DRAWING

EA EACH
ELEC ELECTRICAL
ELEV ELEVATION
EVTR ELEVATOR
EQ EQUAL
EXP EXPOSED
EJ EXPANSION JOINT
EXIST EXISTING
EXT EXTERIOR
EFS EXTERIOR INSULD FINISH SYSTEM
ENC ELECTRIC WATER COOLER

FF FINISHED FLOOR
FEC FIRE EXTINGUISHER CABINET
FGP FIBERGLASS WALL PANEL
FIN FINISHED
FL FLUSH
FLR FLOOR (ING)
FD FLOOR DRAIN
FTG FOOTING
FDTN FOUNDATION
F TRTD FIRE TREATED
FUR FURRED (ING)

GC GENERAL CONTRACT (OR)
GL GLASS, GLAZING
GYP GYPSUM
GB GYPSUM BOARD
GFRG GRAPHITE FIBER REINFORCED CONCRETE
GFRG GRAPHITE FIBER REINFORCED GYPSUM

HDW HARDWARE
HVAC HEATING / VENTILATION/ AIR CONDITIONING
HT HEIGHT
HP HIGH POINT
HC HOLLOW CORE
HM HOLLOW METAL
HORIZ HORIZONTAL
HB HOSE BIB
HR HOUR

INCL INCLUDING
INT INTERIOR
ID INTERIOR DIAMETER
IWB INTERACTIVE WHITE BOARD

JT JOINT

KIT KITCHEN

LAM LAMINATE
LAV LAVATORY
L LEFT HAND
L LENGTH
LL LIVE LOAD
LIV/LR LIVING ROOM
LP LOW POINT

MFR MANUFACTURER (S)
MO MASONRY OPENING
MBR MASTER BEDROOM
MATL MATERIAL (S)
MAX MAXIMUM
MECH MECHANICAL
MDF MEDIUM DENSITY FIBERBOARD
MTL METAL
MIN MINIMUM
MISC MISCELLANEOUS

NOM NOMINAL
NFBH NON-FREEZE HOSE BIB
NIC NOT IN CONTRACT
NTS NOT TO SCALE
NO NUMBER

OC ON CENTER
OPNG OPENING
OPP OPPOSITE
OH OPPOSITE HAND
OD OUTSIDE DIAMETER

PT PAINT
PNL PANEL
PBD PARTICLE BOARD
PTN PARTITION
PLAM PLASTIC LAMINATE
PLAS PLASTER
PL PLATE
P TRTD PRESSURE TREATED
PLYWD PLYWOOD

QT QUARRY TILE
RAD RADIUS
REG REGISTER
REQD REQUIRED
REV REVISION(S), REVISED
RH RIGHT HAND
R RISER
RM ROOM
RO ROUGH OPENING
RBR RUBBER
RB RUBBER BASE
RT RUBBER TILE

SCH SCHEDULE
SECT SECTION
SHT SHEET
SIM SIMILAR
SC SOLID CORE
SAFB SOUND ATTENUATING FIBERGLASS BATT
SPEC SPECIFICATION(S)
SPRP SPRAY APPLIED FIRE PROOFING
STD STANDARD
STL STEEL
STRUCT STRUCTURAL STRUCTURE

THK THICKNESS
T & G TONGUE & GROOVE
TSLAB TOP OF SLAB
TISTEEL TOP OF STEEL
T TREAD
TRTD TREATED
TD TRENCH DRAIN
T/ TOP OF
TYP TYPICAL
TR TRANSPARENT
TRZ TERRAZZO

UNO UNLESS NOTED OTHERWISE
VERT VERTICAL
VIN VINYL
VT VINYL TILE
VIF VERIFY IN FIELD
VC VALVE CABINET
VCT VINYL COMPOSITION TILE
VB VINYL BASE

WC WATER CLOSET
WWF WELDED WIRE FABRIC
W WIDTH, WIDE
W WINDOW
W/ WITH
W/O WITHOUT
WD WOOD

GENERAL:

A200 COVER

ARCHITECTURAL:

A201 SECOND FLOOR OVERALL PLAN
A202 SECOND FLOOR PLAN, DEMO PLAN, RCP AND DEMO RCP

A203 FINISH PLAN AND SCHEDULE

A204 INTERIOR ELEVATIONS

A205 PARTITION TYPES AND INTERIOR DETAILS

MECHANICAL:

MD200 SECOND FLOOR MECHANICAL DEMOLITION PLAN

M200 SECOND FLOOR MECHANICAL PLAN

M401 MECHANICAL SPECIFICATIONS, LEGENDS AND NOTES

ELECTRICAL:

ED200 SECOND FLOOR ELECTRICAL DEMOLITION PLAN

E300 SECOND FLOOR POWER AND LIGHTING PLANS

E301 ELECTRICAL SPECIFICATIONS, LEGENDS AND NOTES

E400 ELECTRICAL RISER DIAGRAM

E401 ELECTRICAL PANEL SCHEDULES

FIRE PROTECTION:

FPD200 SECOND FLOOR FIRE PROTECTION DEMOLITION PLAN

FP200 SECOND FLOOR FIRE PROTECTION PLAN

BUILDING CODES: COMPLY WITH ALL APPLICABLE CURRENT BUILDING CODES

2006 INTERNATIONAL BUILDING CODE
2006 INTERNATIONAL PLUMBING CODE
MOST RECENT ILLINOIS STATE PLUMBING CODE
2006 INTERNATIONAL MECHANICAL CODE
2006 INTERNATIONAL FUEL GAS CODE
2015 INTERNATIONAL ENERGY CONSERVATION CODE
2005 NATIONAL ELECTRIC CODE
ILLINOIS ACCESSIBILITY CODE, EFFECTIVE APRIL 24, 1997
CHAPTER 25 OF THE BOLINGBROOK MUNICIPAL CODE

KEYNOTES: ARCHITECTURAL DRAWINGS ARE NOTED WITH KEYNOTES THAT REFERENCE ASSOCIATED SPECIFICATIONS BY SECTION NUMBER. IF AN ITEM IS DRAWN BUT NOT NOTED, THEN CONTRACTOR SHALL BE OBLIGATED TO FURNISH AND INSTALL ITEM AS CAN BE REASONABLY INFERRED FROM OTHER DRAWINGS OR FROM THE CONTENT OF THE UNNOTED ITEM. IF CONTRACTOR AND ARCHITECT DISAGREE AS TO WHAT ITEM MAY BE REASONABLY INFERRED, THEN IT WILL BE CONSIDERED A DISCREPANCY IN THE DOCUMENTS.

DISCREPANCIES IN THE DOCUMENTS: REPORT DISCREPANCIES IN THE CONTRACT DOCUMENTS TO THE ARCHITECT AS SOON AS THEY ARE KNOWN. IF A DISCREPANCY IS REPORTED AFTER THE BID PERIOD, THE CONTRACTOR SHALL BE OBLIGATED TO FURNISH AND INSTALL THE MOST COSTLY ITEM.

DELEGATED DESIGN: CONTRACTOR SHALL DESIGN THE FOLLOWING ITEMS: BACKING REQUIRED FOR THE SUPPORT OF WALL-MOUNTED ITEMS; INDIRECT SUSPENSION SYSTEMS; PENETRATION FIRESTOPPING AND FIRE-RESISTIVE JOINT SYSTEMS; EQUIPMENT SUPPORTS; AND OTHER ITEMS INDICATED DELEGATED DESIGN.

CONTINUITY OF FIRE-RESISTIVE CONSTRUCTION: FURNISH AND INSTALL PENETRATION FIRESTOPPING AND FIRE-RESISTIVE JOINT SYSTEMS AT ALL PENETRATIONS OF FIRE-RESISTIVE CONSTRUCTION. IN JOINTS AND OPENINGS BETWEEN FIRE-RESISTIVE CONSTRUCTED ASSEMBLIES, CONTINUE MATERIALS CONTRIBUTING TO FIRE-RESISTIVE CONSTRUCTION THROUGH CONCEALED AREAS AND ADD FIRE-RESISTIVE CONSTRUCTION SUCH AS SHAFT BOTTOMS AS REQUIRED FOR ENCLOSURE AND CONTINUITY OF FIRE-RESISTIVE CONSTRUCTION. FURNISH AND INSTALL FIRE DAMPERS IN MECHANICAL DUCTWORK WHEREVER IT PENETRATES FIRE-RESISTIVE CONSTRUCTION.

CONTINUITY OF ACOUSTICAL SEPARATIONS: FOR PARTITIONS WITH A SOUND TRANSMISSION COEFFICIENT (STC) GREATER THAN 40, EXTEND PARTITIONS TO UNDERSIDE OF STRUCTURE ABOVE. INSTALL CONTINUOUS BEAD OF ACOUSTIC SEALANT TOP AND BOTTOM, BOTH SIDES OF PARTITION AND AROUND PENETRATIONS IN PARTITION MEMBRANES. STAGGER ELECTRICAL BOXES ON OPPOSING SIDES OF WALL; MAINTAIN CONTINUITY OF SOUND ATTENUATING FIBERGLASS BATTS; AND MAINTAIN CONTINUITY OF DRYWALL LAYERS THROUGH PARTITION INTERSECTIONS.

CONSTRUCTION JOINTS: FURNISH AND INSTALL CONSTRUCTION JOINTS INCLUDING EXPANSION, CONTRACTION AND ISOLATION JOINTS IN ACCORDANCE WITH INDUSTRY STANDARDS FOR ASSOCIATED MATERIALS. COORDINATE LOCATIONS OF EXPOSED CONSTRUCTION JOINTS NOT INDICATED ON DRAWINGS AND OF CONCEALED CONSTRUCTION JOINTS THAT WILL AFFECT THE LOCATIONS OF JOINTS IN FINISH MATERIALS WITH ARCHITECT BEFORE COMMENCING WITH WORK.

BRACING: FURNISH AND INSTALL BRACING INCLUDING KICKERS, ATTACHMENTS AND OTHER SUPPLEMENTARY ITEMS AS REQUIRED FOR TEMPORARY OR PERMANENT SUPPORT OF CONSTRUCTION. COORDINATE LOCATION OF CONCEALED BRACING WITH STRUCTURAL, MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION SYSTEMS. COORDINATE LOCATION OF EXPOSED BRACING WITH ARCHITECT BEFORE COMMENCING WITH WORK.

INTERIOR EXPOSED FERROUS METAL FINISH: UNLESS NOTED OTHERWISE, FINISH ALL INTERIOR EXPOSED METAL WITH HIGH PERFORMANCE ORGANIC FINISH, COLOR(S) TO BE SELECTED BY ARCHITECT.

ACCESS DOORS/PANELS: FURNISH AND INSTALL ACCESS DOORS/PANELS WHEREVER ACCESS TO CONCEALED CONTROLS AND EQUIPMENT WILL BE REQUIRED FOR MAINTENANCE OR SERVICING. ACCESS PANELS SHALL HAVE FIRE-RESISTIVE RATING EQUAL TO THAT OF ASSEMBLY THAT IT PENETRATES. UNLESS OTHERWISE NOTED, INSTALL FLUSH ACCESS DOORS AND FRAMES WITH EXPOSED TRIM IN MASONRY AND TILE WALLS, AND FLUSH ACCESS DOORS WITH TRIMLESS FRAMES IN DRYWALL AND PLASTER FINISHES. PAINT DOORS AND FRAMES, COLOR(S) TO BE SELECTED BY ARCHITECT. COORDINATE LOCATION OF ACCESS DOORS WITH ARCHITECT BEFORE COMMENCING WITH WORK.

MECHANICAL GRILLES/OVER FINISH: PAINT MECHANICAL GRILLES/OVERLAYS TO MATCH ADJACENT FINISHES.

DISSIMILAR METALS: PROVIDE SEPARATION OF DISSIMILAR METALS AT POINTS OF CONTACT AS REQUIRED TO PREVENT GALVANIC ACTION.

EXISTING UTILITIES: CONTRACTOR TO CONFIRM LOCATION OF AND PROVIDE PROTECTION FOR EXISTING UTILITIES AS REQUIRED FOR PHASING AND/OR RE-USE. PROVIDE TEMPORARY RETENTION, BRACING AND SHORING AS REQUIRED FOR DEMOLITION AND CONSTRUCTION ACTIVITIES.

VIBRATION ISOLATION: CONTRACTOR TO PROVIDE VIBRATION ISOLATION AT ALL MECHANICAL EQUIPMENT.

METAL STUDS: METAL STUD FRAMING SHALL NOT HAVE PENETRATIONS LARGER THAN 50 PERCENT OF THE WIDTH OF THE STUD.

COORDINATION: MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION AND TECHNOLOGY SHOWN ON ARCHITECTURAL DRAWINGS TO INDICATE INTENT ARE FOR REFERENCE ONLY. THE FINAL PLACEMENT AND COORDINATION OF MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION EQUIPMENT SHALL REMAIN THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL SUBMIT DRAWINGS, INCLUDING NEW AND EXISTING CONDITIONS, TO ARCHITECT PRIOR TO INSTALLATION OF MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION EQUIPMENT.

SUBMITTALS: CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND PRODUCT DATA FOR REVIEW AND APPROVAL BY ARCHITECT INCLUDING BUT NOT LIMITED TO THE FOLLOWING ITEMS:

- MECHANICAL DIFFUSERS
- ELECTRICAL DEVICES
- LIGHT FIXTURES
- CONTROLS SYSTEMS
- ARCHITECTURAL FINISHES
- DOORS AND DOOR HARDWARE
- FIRE PROTECTION SYSTEM

F4

SCALE: N.T.S.

SHEET INDEX

ARCHITECTURAL METALS (SMALL SCALE)

EARTH

GRAVEL FILL (POROUS)

BITUMINOUS PAVING

CAST-IN-PLACE CONCRETE AND NON-STRUCTURAL LIGHT-WEIGHT TOPPING

CONCRETE MASONRY UNIT

PRE-CAST CONCRETE

BRICK

CUT STONE

CAST STONE

STEEL, METAL

ALUMINUM

SEALANT AND BACKER ROD

BATT, LOOSE OR POURED INSULATION; SOUND ATTENUATION BLANKET

RIGID INSULATION

GYPSUM BOARD

SUBSTRATE: PLYWOOD

GLASS-MAT GYPSUM SHEATHING

PLASTER

MARBLE, GRANITE

FINISH WOOD

CONTINUOUS WOOD BLOCKING

DISCONTINUOUS WOOD BLOCKING

SAND, GROUT, MORTAR

GLASS, MIRROR (IN SECTION)

GLAZING (IN ELEVATION)

SPANDREL/TRANSLUCENT GLAZING (IN ELEVATION)

PROPERTY LINE W/ DIMENSIONS

EXISTING TREE TO BE PROTECTED

EXISTING TREE TO BE REMOVED

NEW TREE

FENCE

EXISTING STRUCTURE TO REMAIN

NORTH

NORTH ARROW

2

A

COLUMN LINES

LEVEL 0
0'-0"

ROOM IDENTIFICATION

DOOR IDENTIFICATION

PARTITION TYPES

STAIR OR RAMP DIRECTION

REFERENCE: PLAN TO ELEVATION

REFERENCE: PLAN OR ELEVATION TO SECTION

REFERENCE: PLAN TO INTERIOR ELEVATION

REVISION CLOUD & TAG

WINDOW TYPE

BREAK LINE

CHANGES IN LEVEL

REFERENCE: TO ENLARGED PLAN, SECTION OR DETAIL

REFERENCE: PLAN TO INTERIOR ELEVATION

C10

SCALE: N.T.S.

GENERAL NOTES

- PROJECT MUST COMPLY WITH ILLINOIS ACCESSIBILITY CODE (IAC) REQUIREMENTS PER SECTION 400.310 PUBLIC FACILITIES, NEW CONSTRUCTION - MINIMUM REQUIREMENTS AND INTERNATIONAL BUILDING CODE (IBC) 2012.
- CONTROLS AND OPERATING MECHANISMS MUST BE MOUNTED BETWEEN 15" AND 48" ABOVE THE FINISH FLOOR PER IAC 400.310(i).
- ALL SIGNAGE SHALL BE IN COMPLIANCE WITH IAC SECTION 400.310(i) AND ICCANSI A117.1-2003 CHAPTERS 7.703 AND 7.703.3.11.
- ALL NEW DOORS TO HAVE LEVER OPERATED HARDWARE, PROPER MANEUVERING CLEARANCES AND A MINIMUM 32" CLEAR OPENING PER ICCANSI A117.1-2003 CHAPTER 4.4.6.
- ALL DOORS TO HAZARDOUS ROOMS, INCLUDING ALL ELECTRICAL, MECHANICAL, MDF ROOM, AND STORAGE ROOMS, SHALL HAVE KNURLED HARDWARE.
- ALL PUBLIC AND COMMON AREA INTERIOR DOORS TO HAVE A 5# AND EXTERIOR DOORS AN 8.5# MAXIMUM FORCE TO OPEN PER IAC 400.310(j-1).
- CARPET PILE THICKNESS SHALL NOT EXCEED 1/2" PER ICCANSI 2003 SECTION 302.2.
- FLOOR SURFACES SHALL BE FIRM, STABLE AND SLIP RESISTANT PER ICCANSI A117.1-2003 SECTION 302.1.
- ALL ALARMS TO COMPLY WITH ICCANSI A117.1-2003 SECTION 7.702. VISUAL SHALL BE SYNCHRONIZED PER ICCANSI A117.1-2003 CHAPTER 702.
- OBJECTS WITH LEADING EDGES MORE THAN 24" AND NOT MORE THAN 80" AFF SHALL PROTRUDE A MAXIMUM OF 4" HORIZONTALLY PER ANSI A117.1-2003.
- THE SLOPE OF WALKING SURFACES SHALL NOT EXCEED 1:20. THE CROSS SLOPE OF WALKING SURFACES SHALL NOT EXCEED 1:50 PER IAC 400.310.

A10

SCALE: N.T.S.

ACCESSIBILITY NOTES

A1

SCALE: N.T.S.

ABBREVIATIONS

A4

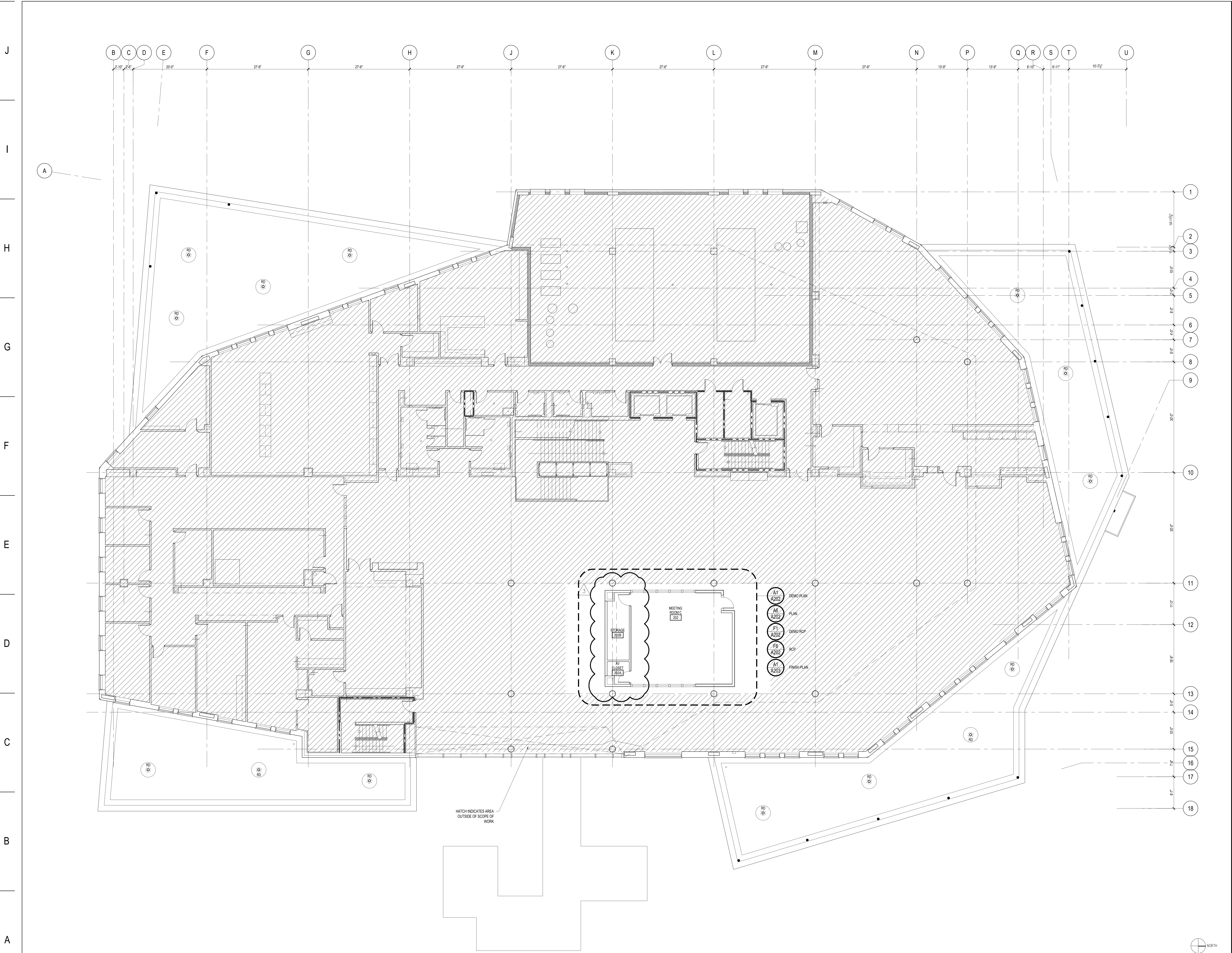
SCALE: N.T.S.

MATERIALS LEGEND

A7

SCALE: N.T.S.

REFERENCE SYMBOL LEGEND



A1
SCALE: 1/8" = 1'-0"
SECOND FLOOR PLAN

OWNER
FOUNTAINDALE
Public Library
District

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

ARCHITECT
**SHEEHAN
NAGLE
HARTRAY**
ARCHITECTS

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603

MEP ENGINEER

WT Group

WT Group
2675 Pratum Ave
Hoffman Estates, IL 60192

No.	Description	Date
1	PRICING SET ADDENDUM 2	03.04.2019
1	PRICING SET	11.16.2018

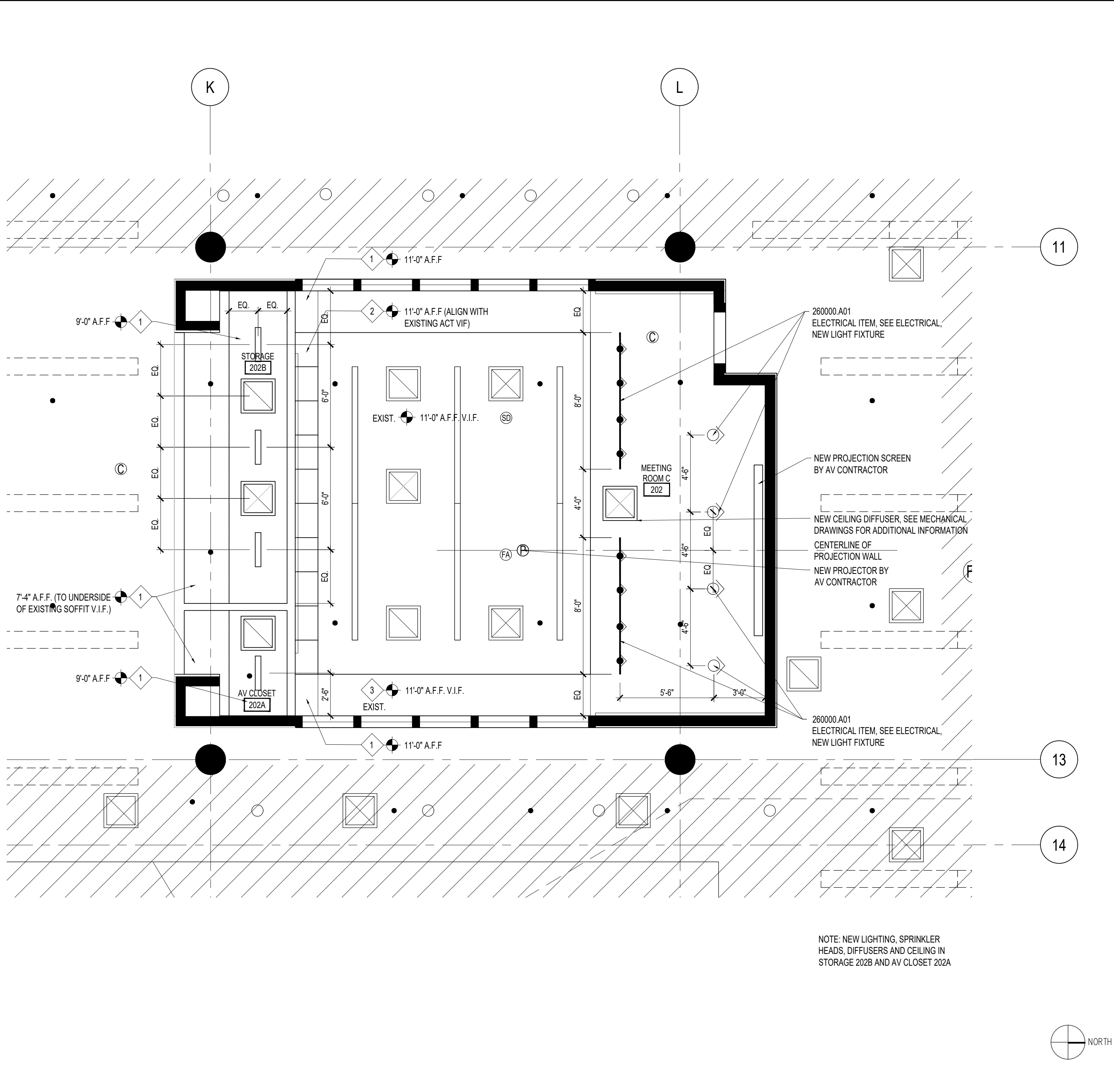
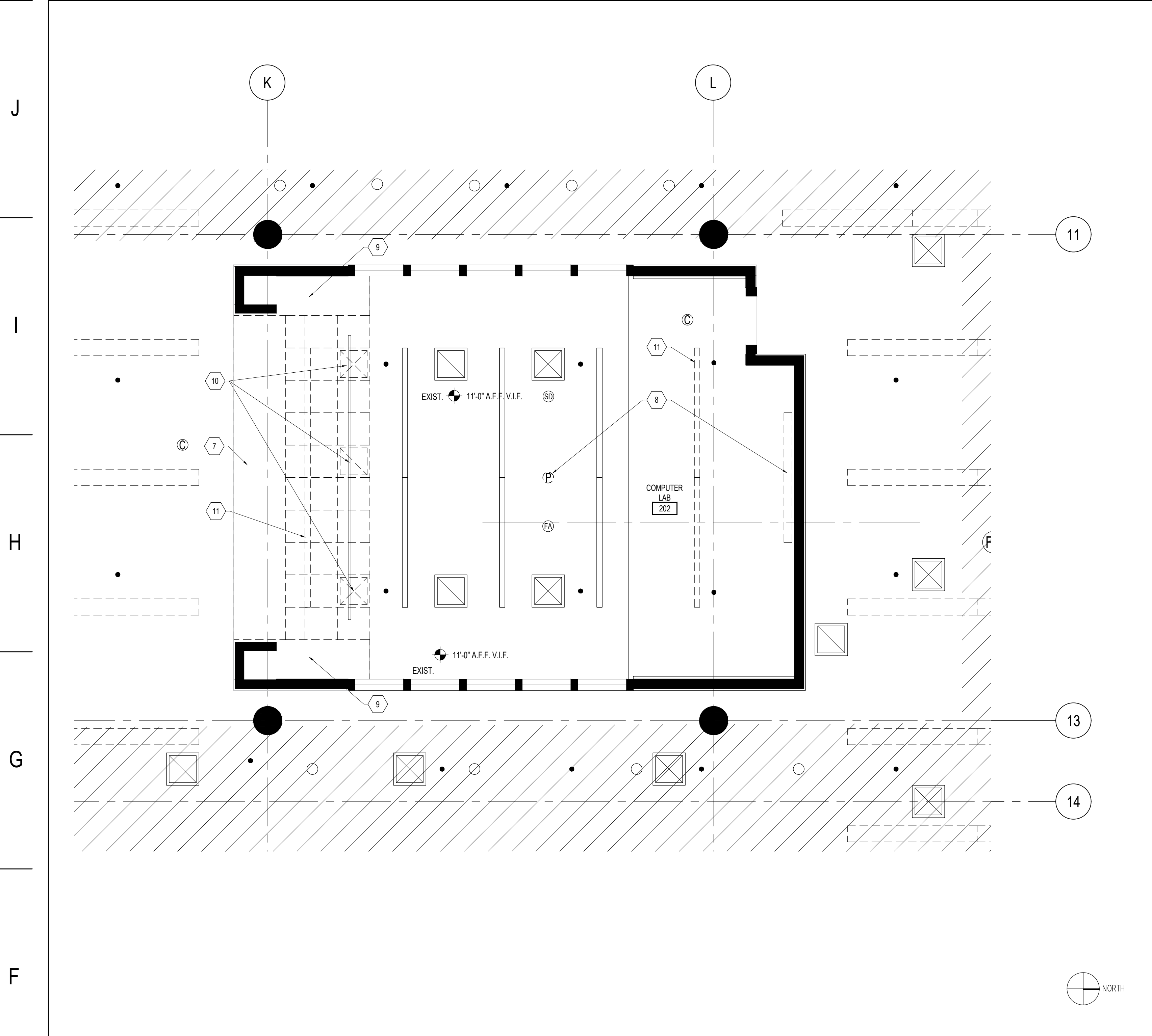
FPLD INTERIORS

300 WEST BRIARCLIFF RD,
BOLINGBROOK, ILLINOIS

Pricing Set

SECOND FLOOR OVERALL PLAN

A201



GENERAL NOTES

1. CONTRACTOR TO PROTECT ALL EXISTING CONDITIONS NOT SCHEDULED FOR DEMOLITION. DAMAGE TO ITEMS TO REMAIN MUST BE REPAIRED OR REPLACED AS REQUIRED TO RESTORE TO ORIGINAL CONDITION.
2. ELEMENTS INDICATED WITH DASHED LINES ARE TO BE REMOVED. ITEMS IN QUESTION TO BE CONFIRMED WITH ARCHITECT PRIOR TO REMOVAL. COORDINATE EXTENTS OF DEMOLITION WITH SPECIFIED NEW CONSTRUCTION.
3. SEE MECHANICAL, ELECTRICAL AND FIRE PROTECTIONS DRAWINGS AND FOR ADDITIONAL INFORMATION.
4. ROOMS SCHEDULED FOR LIGHT OR NO WORK ARE TO BE PROTECTED FROM DAMAGE TO EXISTING FINISHES.

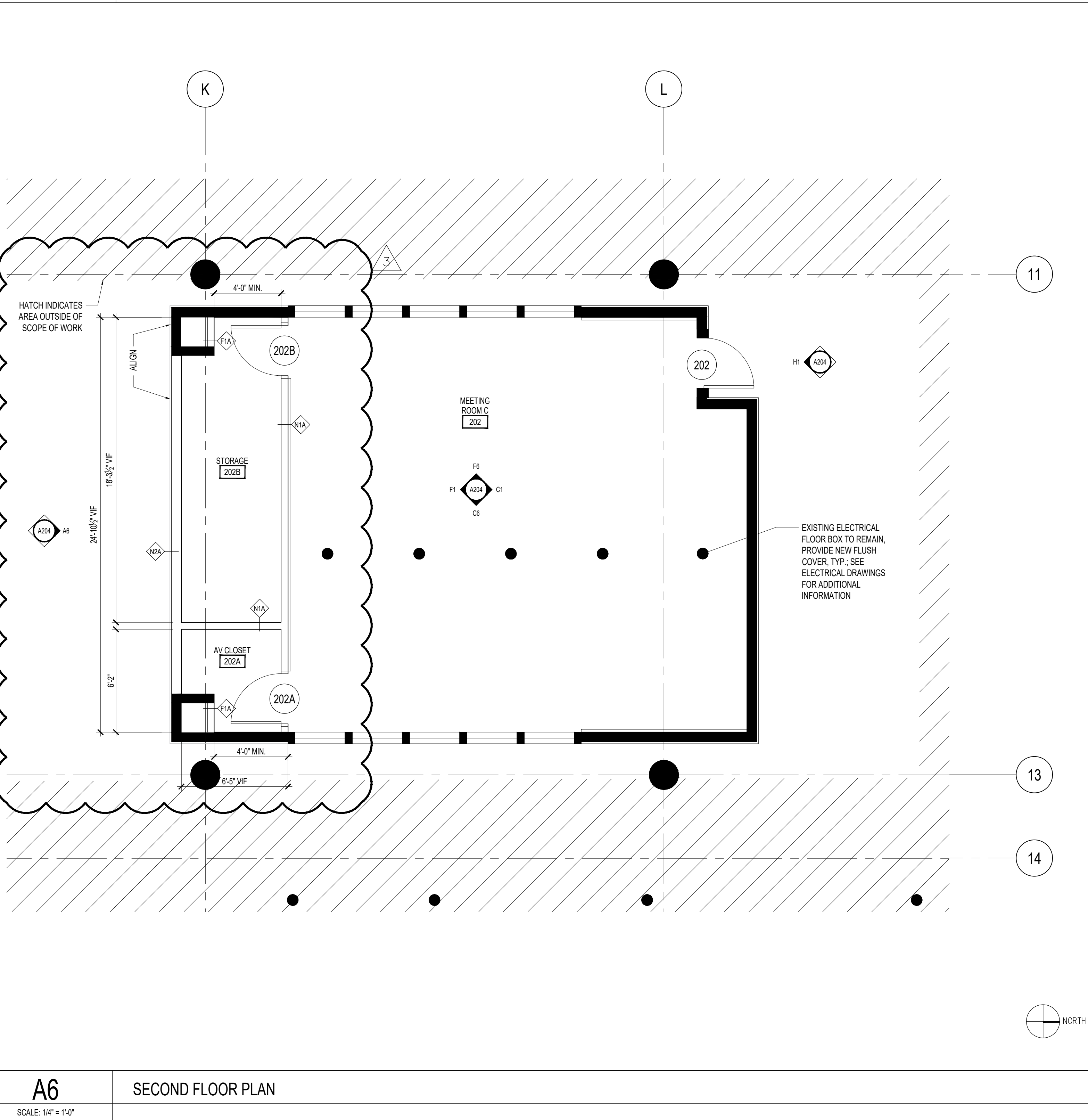
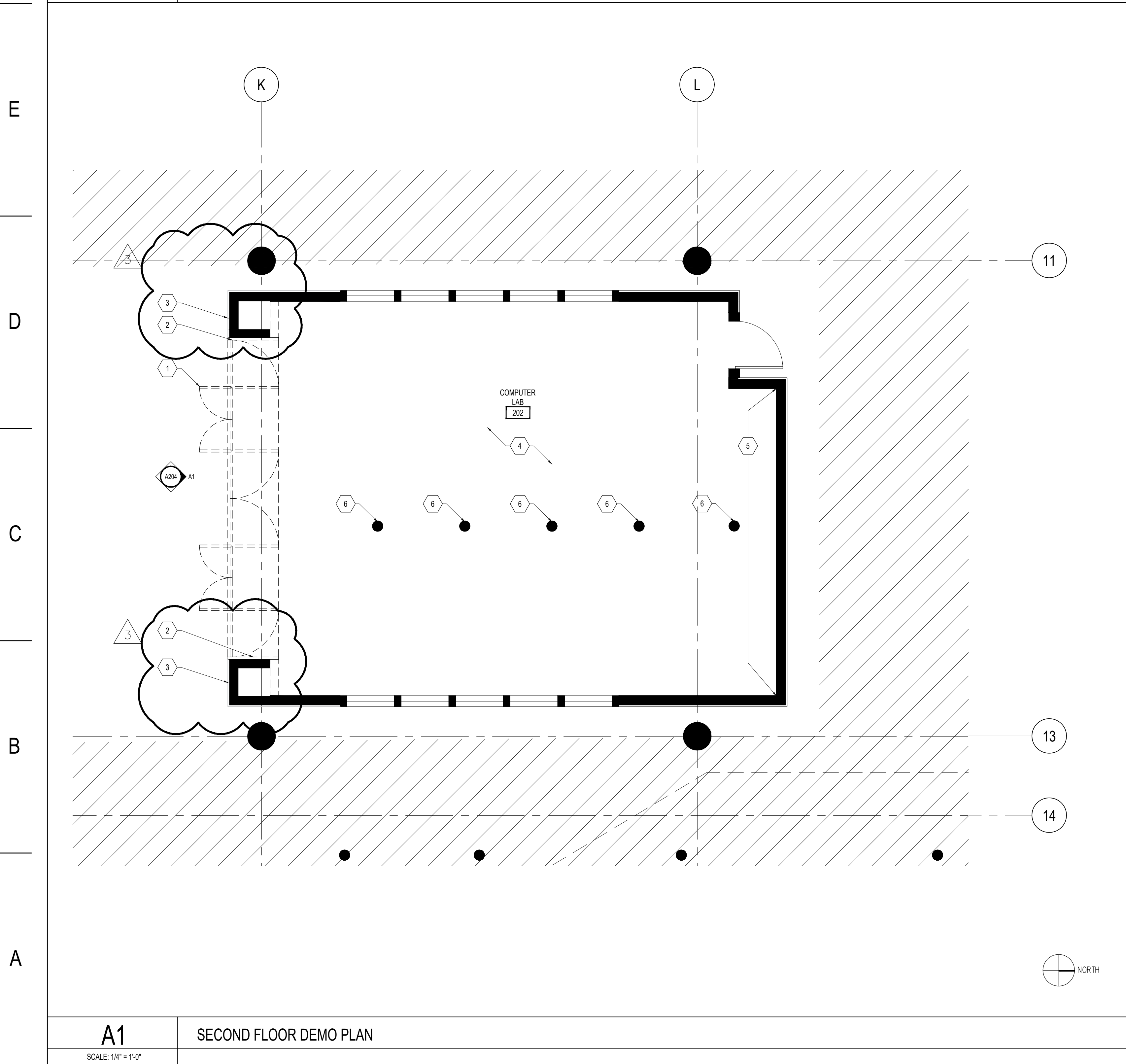
DEMOLITION NOTES

1. REMOVE EXISTING PIVOT DOORS AND TRIM. PREPARE ALL SURFACES FOR NEW FINISHES.
2. REMOVED EXISTING WOOD PANELING. PREPARE ALL SURFACES FOR NEW FINISHES.
3. REMOVE ENOUGH OF THE EXISTING WOOD SIDING TO TOOTH IN NEW SIDING FOR CONTINUOUS LOOK. SLAVAGE REMOVED SIDING FOR REUSE.
4. REMOVE EXISTING FLOOR FINISH AND WALL BASE. PREPARE ALL SURFACES FOR NEW FINISHES.
5. REMOVE EXISTING WALL COVERING. PREPARE WALL SURFACE FOR NEW FINISHES.
6. REMOVE EXISTING FLOOR BOX COVER. PROTECT BOX AND WIRING DURING DEMOLITION. PREPARE FLOOR BOX FOR NEW FLUSH COVER. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
7. REMOVE EXISTING WOOD PANEL SOFFIT.
8. REMOVE EXISTING PROJECTION SCREEN AND PROJECTOR. SALVAGE AND TURN OVER TO OWNER FOR REUSE. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
9. REMOVE DENOTED PORTION OF EXISTING ACTINGW/ CEILING.
10. REMOVE EXISTING CEILING DIFFUSERS. SALVAGE FOR REUSE. SEE MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION.
11. REMOVE EXISTING LIGHT FIXTURES. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.

F1 SECOND FLOOR DEMO RCP
SCALE: 1/4" = 1'-0"

F6 SECOND FLOOR RCP
SCALE: 1/4" = 1'-0"

F11 DEMOLITION NOTES
SCALE: N.T.S.



1. CONTRACTOR TO PROTECT ALL EXISTING CONDITIONS NOT SCHEDULED FOR DEMOLITION. DAMAGE TO ITEMS TO REMAIN MUST BE REPAIRED OR REPLACED AS REQUIRED TO RESTORE TO ORIGINAL CONDITION.
2. PROVIDE BLOCKING IN WALLS/CEILINGS AS REQUIRED.
3. ALL PERMANENT SIGNAGE AS REQUIRED BY BUILDING CODE SHALL BE INSTALLED PRIOR TO OCCUPANCY. SIGNAGE TO BE PROVIDED AND INSTALLED BY OWNER.

A1 SECOND FLOOR DEMO PLAN
SCALE: 1/4" = 1'-0"

A6 SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

A11 GENERAL NOTES
SCALE: N.T.S.

OWNER



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

ARCHITECT

**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603

MEP ENGINEER



WT Group
2675 Pratum Ave
Hoffman Estates, IL 60192

No.	Description	Date
1	PRICING SET ADDENDUM 2	03.04.2019
1	PRICING SET	11.16.2018

FPLD INTERIORS

300 WEST BRIARCLIFF RD,
BOLINGBROOK, ILLINOIS

Pricing Set

SECOND FLOOR PLAN, DEMO PLAN,
RCP AND DEMO RCP

A202

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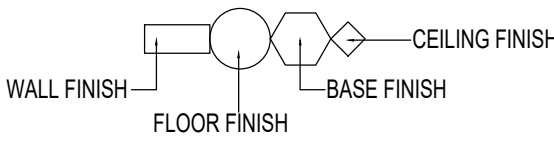
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WALL FINISH SCHEDULE				
SYMBOL	SPECIFICATION SECTION	MATERIAL	BASIS OF DESIGN	COMMENTS
[AWP1]	09723	ACOUSTICAL FABRIC WRAPPED WALL PANEL	ACENTUS CUSTOM ACOUSTICAL WALL PANELS - 18" TRAFFIC PANEL THICKNESS 1 1/8"	MOUNT ON ZOLPS BY PANEL MANUFACTURER. PROVIDE 1/2" JOINT BETWEEN PANELS
[PT1]	09923	PAINT	BENJAMIN MOORE	COLOR: 2033-70 CREME FRAICHE SHEEN: EGGSHELL SATIN
[PT2]	09923	PAINT	SHERWIN WILLIAMS	COLOR: CEILING BRIGHT WHITE SHEEN: FLAT
[PT3]	09923	PAINT		
[WWP1]	06420	WOOD WALL PANEL		STYLE: V-EDGE TONGUE AND GROOVE SIDING FINISH: ST-1

SYMBOL KEY:



GENERAL FINISH NOTES:

1. ALL WALLS TO RECEIVE PT1 UNLESS NOTED OTHERWISE
2. ALL METAL ACCESS PANELS TO BE PAINTED TO MATCH ADJACENT SURFACE UNLESS NOTED OTHERWISE
3. ALL DUCTWORK PIPING AND CONDUIT TO BE PAINTED TO MATCH ADJACENT SURFACE
4. ALL HAND SURFACE FLOORING TO RECEIVE LOVE BASE AND ALL CARPET TO RECEIVE STRAIGHT BASE UNLESS NOTED OTHERWISE

INTERIOR ARCHITECTURAL WOODWORK SCHEDULE				
SYMBOL	SPECIFICATION SECTION	MATERIAL	MANUFACTURER	COMMENTS
ST-1	06420	WOOD SIDING	N/A	SEMI-TRANSPARENT FINISH COLOR: STAIN TO MATCH EXISTING WOOD SIDING

CEILING FINISH				
SYMBOL	SPECIFICATION SECTION	MATERIAL	BASIS OF DESIGN	COMMENTS
[C1]	09923	GYP BOARD CEILING FOR PAINT		GYP TO BE PAINTED PT2 (FLAT WHITE)
[C2]	09913	ACOUSTICAL PANEL CEILING	USG	STYLE: MARSS OLIMPLUS FLB, 2'x2'x1/2", WHITE GRID: FINELINE [DWY, 1/2" TEE SYSTEM, WHITE
[C3]	09923	EXISTING GYP BOARD CEILING FOR PAINT		GYP TO BE PAINTED PT2 (FLAT WHITE)

FLOOR FINISH				
SYMBOL	SPECIFICATION SECTION	MATERIAL	MANUFACTURER	COMMENTS
[F1]	08613	TILE CARPETING, 24" SQUARE	JJ FLOORING, KINETEX	STYLE: VELOCITY 1814 COLOR: CONSTANT 1609
[F2]	08613	TILE CARPETING, 24" SQUARE	JJ FLOORING, KINETEX	STYLE: ACCELERATE 1813 COLOR: GAIN 1594

BASE FINISH SCHEDULE				
SYMBOL	SPECIFICATION SECTION	MATERIAL	MANUFACTURER	COMMENTS
[RSB1]	08613	RESILIENT WALL BASE	JOHNSONITE	STYLE: RUBBER STRAIGHT BASE COLOR: IS BURNT UNDER HEIGHT: 4"

DOOR SCHEDULE

DOOR NO	LOCATION		DOOR								FRAME				DETAILS			RATING	HDWR	REMARKS
	FROM	TO	WIDTH	HEIGHT	THICK	MATL	TYPE	GLZNG	FINISH	MATL	TYPE	GLZNG	FINISH	HEAD	JAMB	SILL				
202	202	201	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST						2	EXISTING DOOR TO REMAIN; ADD CARD READER TO EXISTING DOOR
202A	202A	202	3'-0"	7'-0"	1 3/4"	WD	A	-	ST1	HM	1	-	PT1						1	
202B	202B	202	3'-0"	7'-0"	1 3/4"	WD	A	-	ST1	HM	1	-	PT1						1	

NOTES:

1. SEE ARCHITECTURAL PLANS FOR DOOR NUMBER LOCATIONS
2. ALL DOORS SERVING COMMON USE AREAS AND THE MAIN ENTRANCE DOOR FOR EACH UNIT ON THE CORRIDOR. SEE: ARE REQUIRED TO HAVE 1" OF CLEAR SPACE ON THE LATCH SIDE OF THE DOOR AND A LEVEL FLOOR FOR 4" FROM THE FACE OF THE DOOR.
3. DOOR OPENING DEVICES FOR ALL DOORS SERVING COMMON USE AREAS AND THE MAIN ENTRANCE DOOR FOR EACH UNIT ON THE CORRIDOR SIDE SHALL A SHAPE THAT IS EASY TO GRASP WITH ONE HAND AND DOES NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE HAND TO OPERATE.
4. DETECTABLE WARNING: UNBURNED DOOR HARDWARE SHALL BE PROVIDED ON ALL DOOR OPENING DEVICES TO HAZARDOUS AREAS INCLUDING ALL EQUIPMENT ROOMS, EVEN IF ASSURED NORMALLY LOCKED. (AC 403.10)(3)
5. ALL DOORS REQUIRED TO BE ACCESSIBLE IN AN ACCESSIBLE ROUTE, COMMON PUBLIC AREA OR STAFF AREA SHALL MEET ALL APPLICABLE ACCESSIBILITY CODES REQUIRED BY THE JURISDICTION IN WHICH THE PROJECT IS LOCATED. THE ACCESSIBILITY CODES FOR WALKING SURFACES, CLEAR WIDTH, DOOR HARDWARE, CLOSURES, OPENING FORCE, THRESHOLD HEIGHT, ETC. SHALL MEET THE REQUIREMENTS OF THE JURISDICTION.
6. ALL EXIT DOORS, IN THE DIRECTION OF TRAVEL, TO BE KEYLESS AND NOT REQUIRE ANY SPECIAL KNOWLEDGE TO OPERATE AS PER BC 209 SECTION 1008.1.9.
7. 3/4" DOOR UNDERCUT AT DOORS ADJACENT TO ELEVATOR. 1" DOOR UNDERCUT AT DOORS ADJACENT TO CARPET.

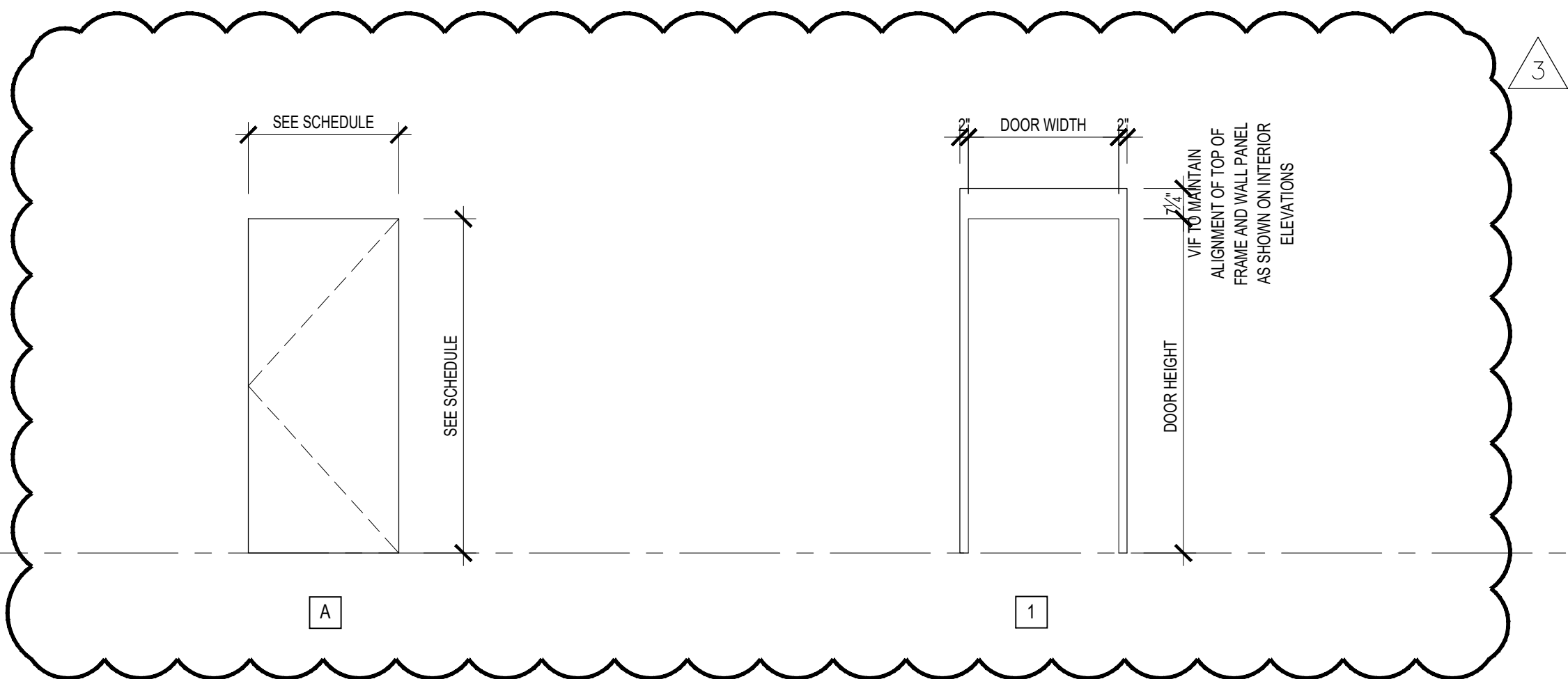
HARDWARE SETS:

SET #1:			
3 HINGES	TA2714 4 1/2 X 4 1/2	646	MC
1 LOCKSET	11 8204 LINE	619	SA
1 WALL STOP	W550	619	MC
3 DOOR SILENCERS	S1M		MC
SET #2: EXISTING DOOR EXISTING HARDWARE TO REMAIN			
3 HINGES	TA3378 4 1/2 X 4 1/2	646	MC
1 LOCKSET	11 8204 LINE	619	SA
1 CLOSER	351 P3	619	EN
1 OVERHEAD STOP	9 SERIES	619	RX
3 DOOR SILENCERS	S1M		MC
ADD THE FOLLOWING HARDWARE TO ALLOW FOR INSTALLATION OF NEW CARD READER			
1 ELECTRIC STRIKE	8500 X FACEPLATE AS REQUIRED	619	HE
1 SET GARDENING	590C	619	FE
1 OVERHEAD HOLDER	9 SERIES	619	EN

H6

PARTITION TYPES

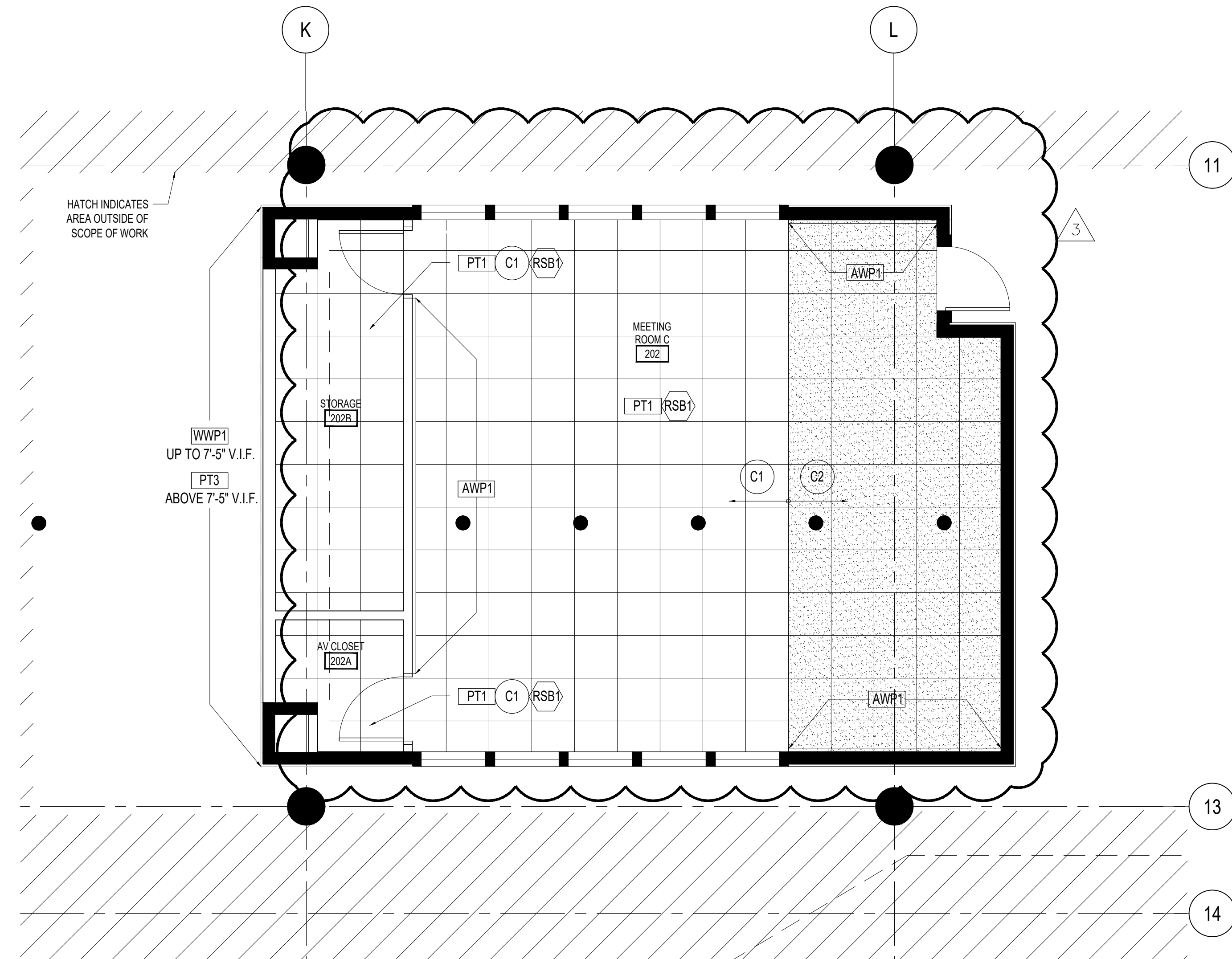
SCALE: 3" = 1'-0"



F6

DOOR AND FRAME TYPES

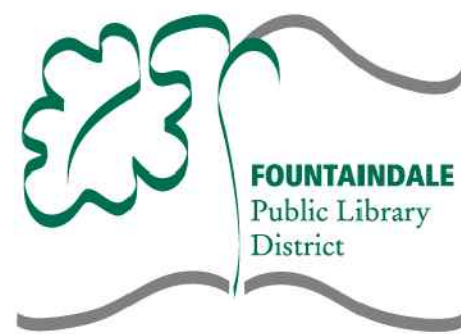
SCALE: 3/8" = 1'-0"



A1 SECOND FLOOR FINISH PLAN

SCALE: 1/8" = 1'-0"

OWNER



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

ARCHITECT

**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603

MEP ENGINEER



WT Group
2675 Pratum Ave
Hoffman Estates, IL 60192

No.	Description	Date
1	PRICING SET	11.16.2019
2	PRICING SET ADDENDUM 1	11.16.2019
3	PRICING SET ADDENDUM 2	03.04.2019

FPLD INTERIORS

300 WEST BRIARCLIFF RD,
BOLINGBROOK, ILLINOIS

Pricing Set

FINISH PLAN AND FINISH SCHEDULE

A203

J

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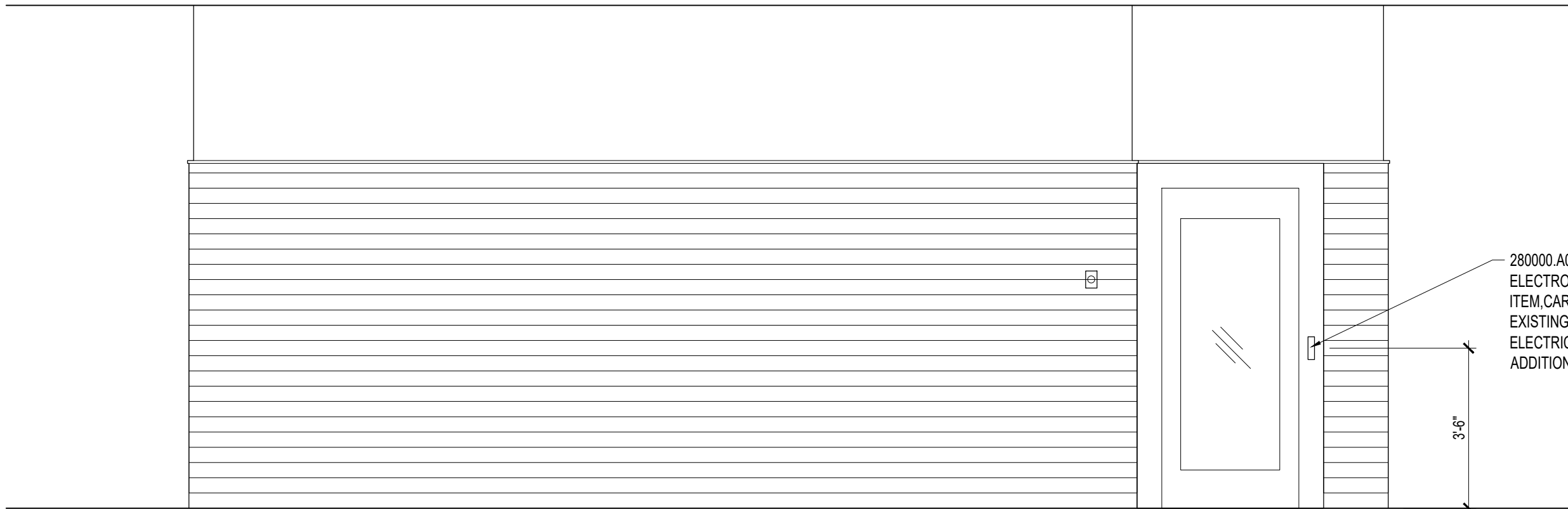
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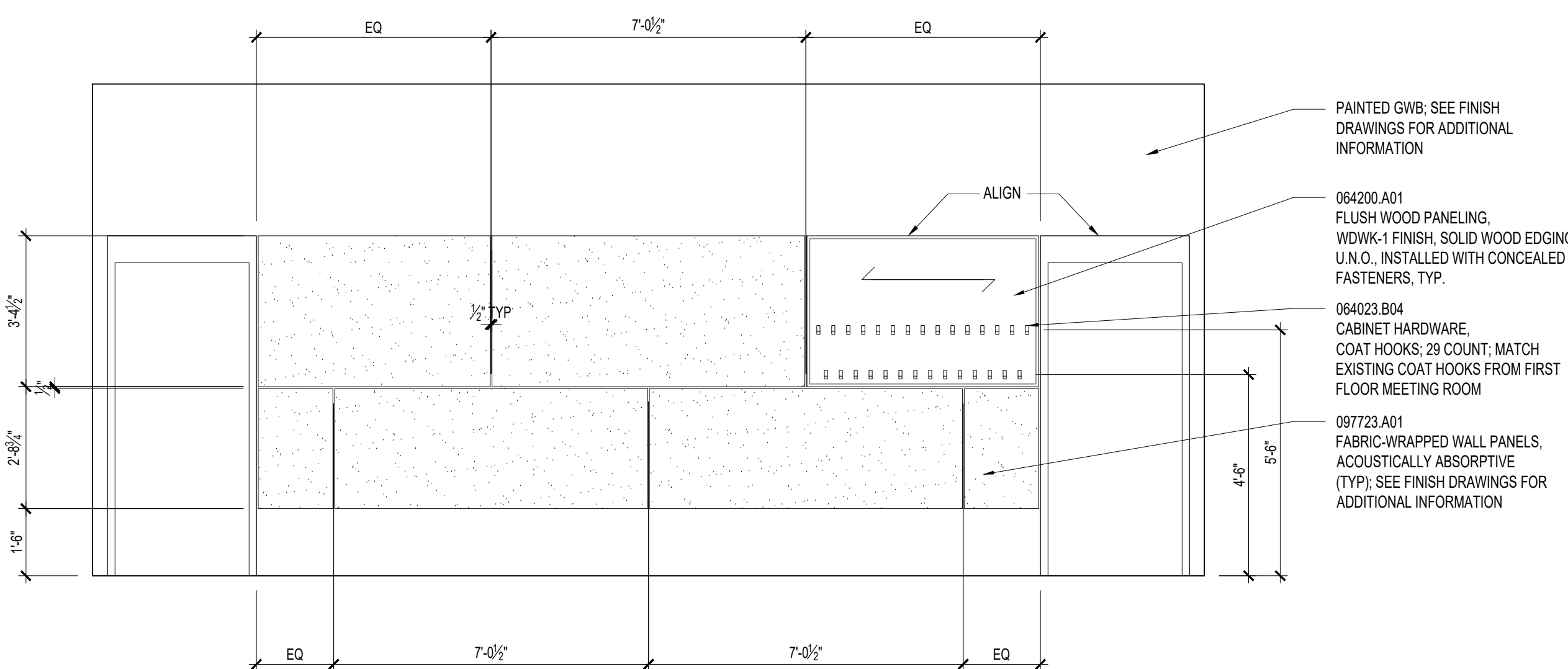
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H1

MEETING ROOM C 202 - INTERIOR ELEVATION

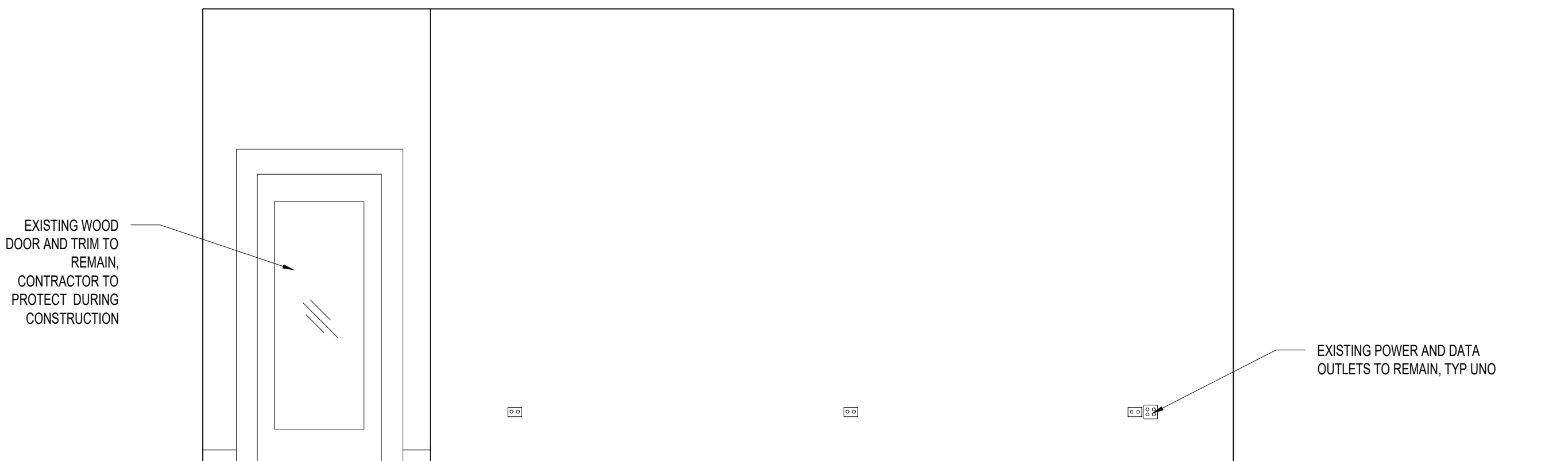
SCALE: 3/8" = 1'-0"



F1

MEETING ROOM C 202 - SOUTH INTERIOR ELEVATION

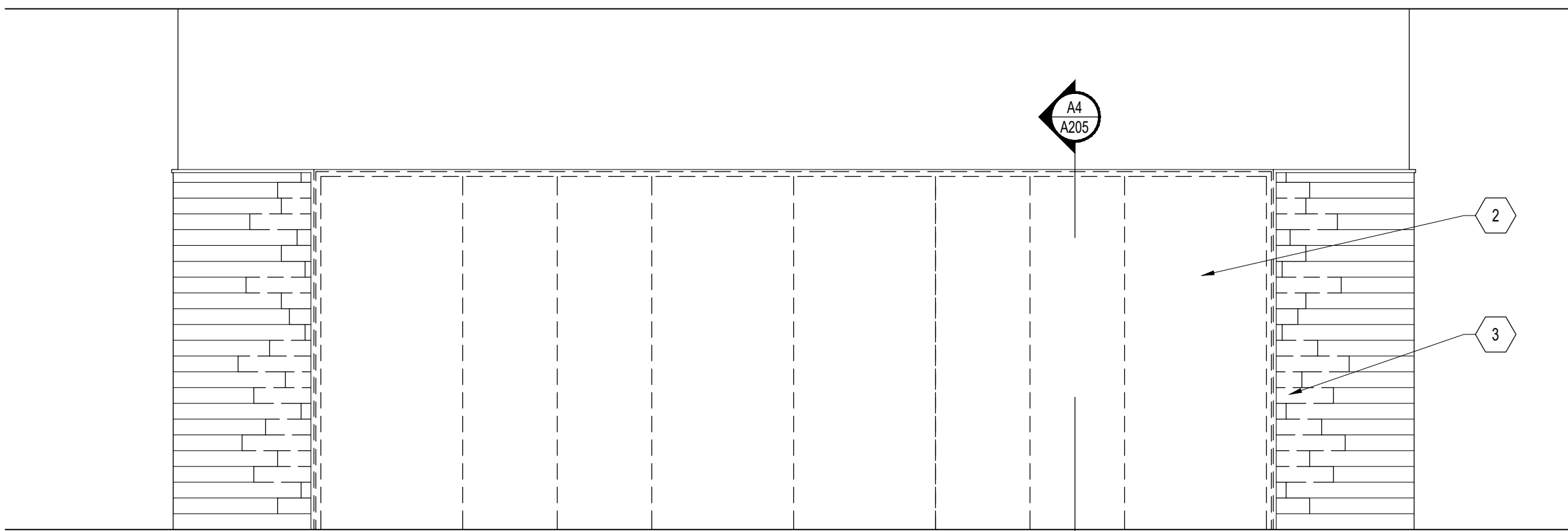
SCALE: 3/8" = 1'-0"



C1

MEETING ROOM C 202 - NORTH INTERIOR ELEVATION

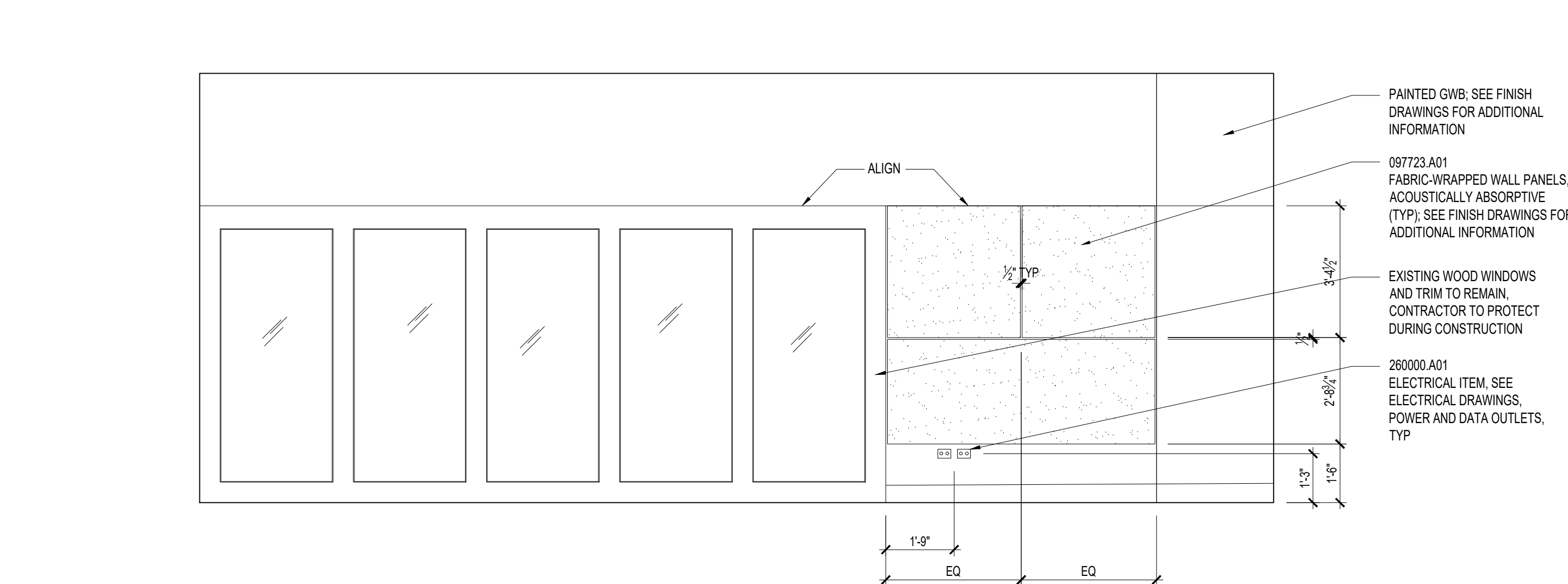
SCALE: 3/8" = 1'-0"



A1

MEETING ROOM C 202 - INTERIOR DEMO ELEVATION

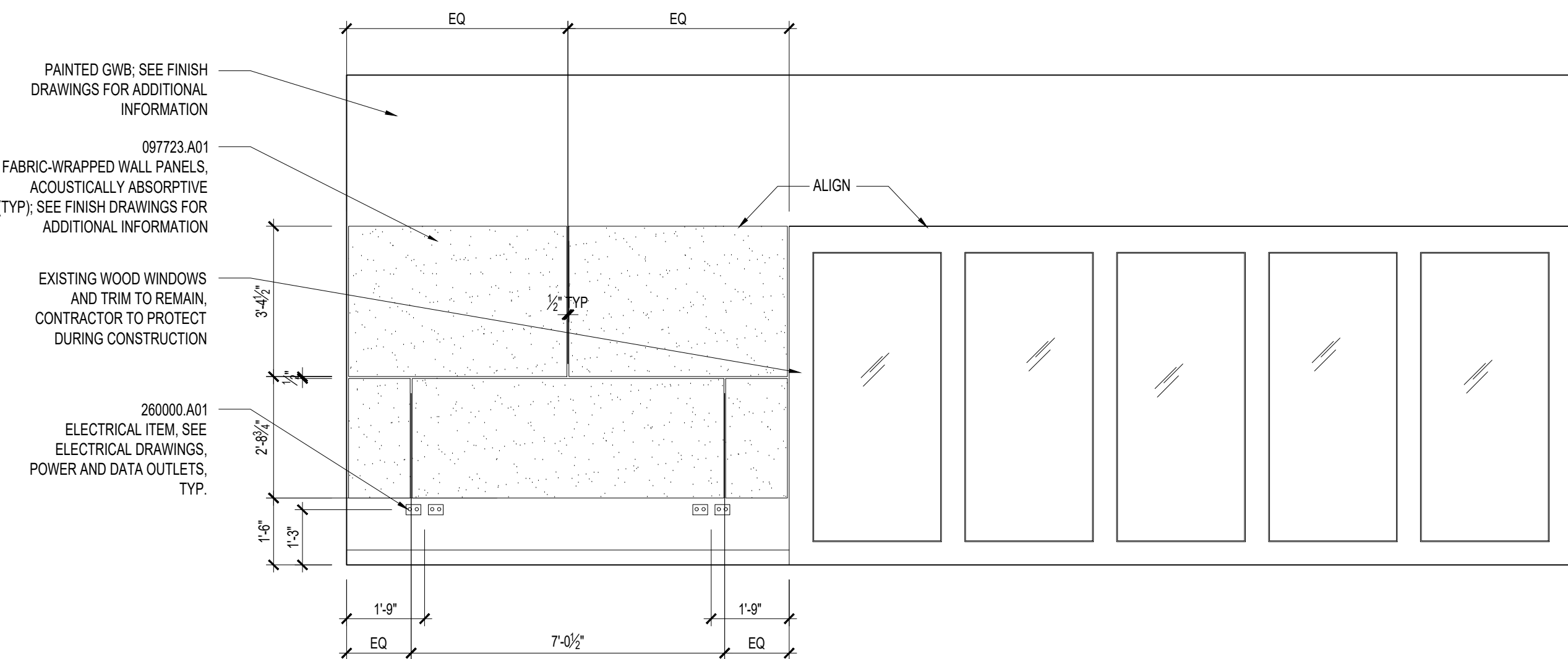
SCALE: 3/8" = 1'-0"



F6

MEETING ROOM C 202 - WEST INTERIOR ELEVATION

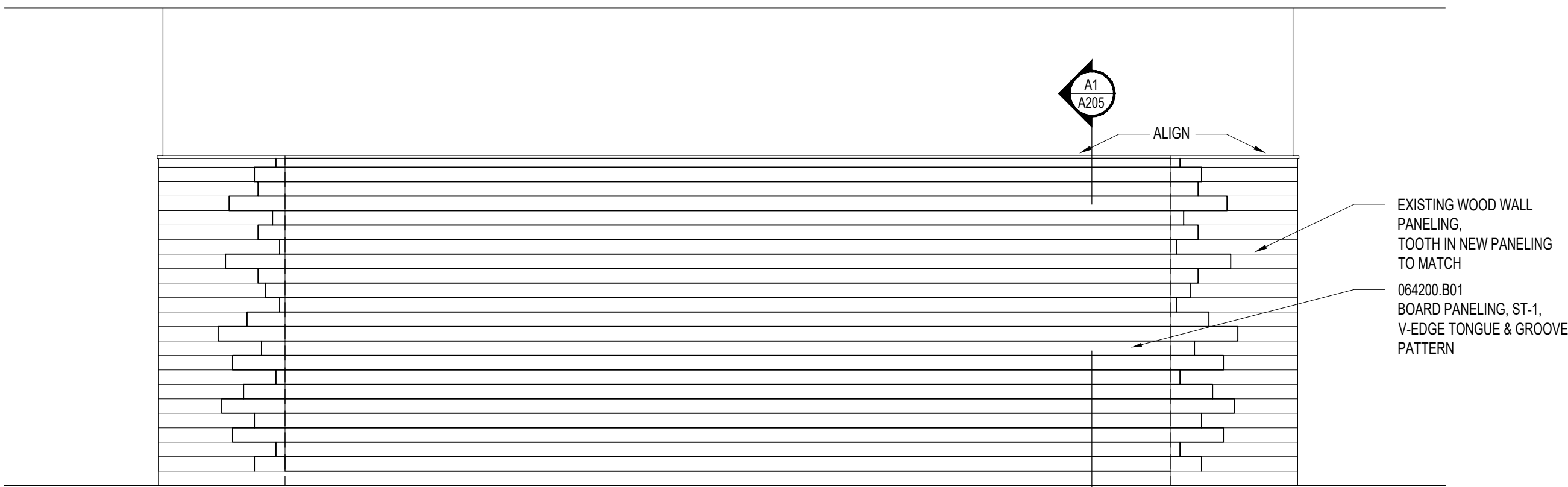
SCALE: 3/8" = 1'-0"



C6

MEETING ROOM C 202 - EAST INTERIOR ELEVATION

SCALE: 3/8" = 1'-0"



A6

MEETING ROOM C 202 - INTERIOR ELEVATION

SCALE: 3/8" = 1'-0"

3

GENERAL NOTES

1. CONTRACTOR TO PROTECT ALL EXISTING CONDITIONS NOT SCHEDULED FOR DEMOLITION. DAMAGE TO ITEMS TO REMAIN MUST BE REPAIRED OR REPLACED AS REQUIRED TO RESTORE TO ORIGINAL CONDITION.
2. ELEMENTS INDICATED WITH DASHED LINES ARE TO BE REMOVED. ITEMS IN QUESTION TO BE CONFIRMED WITH ARCHITECT PRIOR TO REMOVAL. COORDINATE EXTENTS OF DEMOLITION WITH SPECIFIED NEW CONSTRUCTION.
3. SEE MECHANICAL, ELECTRICAL AND FIRE PROTECTIONS DRAWINGS AND FOR ADDITIONAL INFORMATION.
4. ROOMS SCHEDULED FOR LIGHT OR NO WORK ARE TO BE PROTECTED FROM DAMAGE TO EXISTING FINISHES.

DEMOLITION NOTES

1. REMOVE EXISTING PIVOT DOORS AND TRIM. PREPARE ALL SURFACES FOR NEW FINISHES.
2. REMOVED EXISTING WOOD PANELING. PREPARE ALL SURFACES FOR NEW FINISHES.
3. REMOVE ENOUGH OF THE EXISTING WOOD SIDING TO TOOTH IN NEW SIDING FOR CONTINUOUS LOOK. SLAVAGE REMOVED SIDING FOR REUSE.
4. REMOVE EXISTING FLOOR FINISH AND WALL BASE. PREPARE ALL SURFACES FOR NEW FINISHES.
5. REMOVE EXISTING WALL COVERING. PREPARE WALL SURFACE FOR NEW FINISHES.
6. REMOVE EXISTING FLOOR BOX COVER. PROTECT BOX AND WIRING DURING DEMOLITION. PREPARE FLOOR BOX FOR NEW FLUSH COVER. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
7. REMOVE EXISTING WOOD PANEL SOFFIT.
8. REMOVE EXISTING PROJECTION SCREEN AND PROJECTOR. SALVAGE AND TURN OVER TO OWNER FOR REUSE. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
9. REMOVE DENOTED PORTION OF EXISTING ACTOVB CEILING.
10. REMOVE EXISTING CEILING DIFFUSERS. SALVAGE FOR REUSE. SEE MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION.
11. REMOVE EXISTING LIGHT FIXTURES. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.

A11

DEMOLITION NOTES

SCALE: N.T.S.

OWNER



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

ARCHITECT

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NAGLE
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MEP ENGINEER



WT Group
2675 Pratum Ave
Hoffman Estates, IL 60192

No.	Description	Date
1	PRICING SET	11.16.2018
2	PRICING SET ADDENDUM 2	03.04.2019

FPLD INTERIORS

300 WEST BRIARCLIFF RD,
BOLINGBROOK, ILLINOIS

Pricing Set

INTERIOR ELEVATIONS

A204

J

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H

G

F

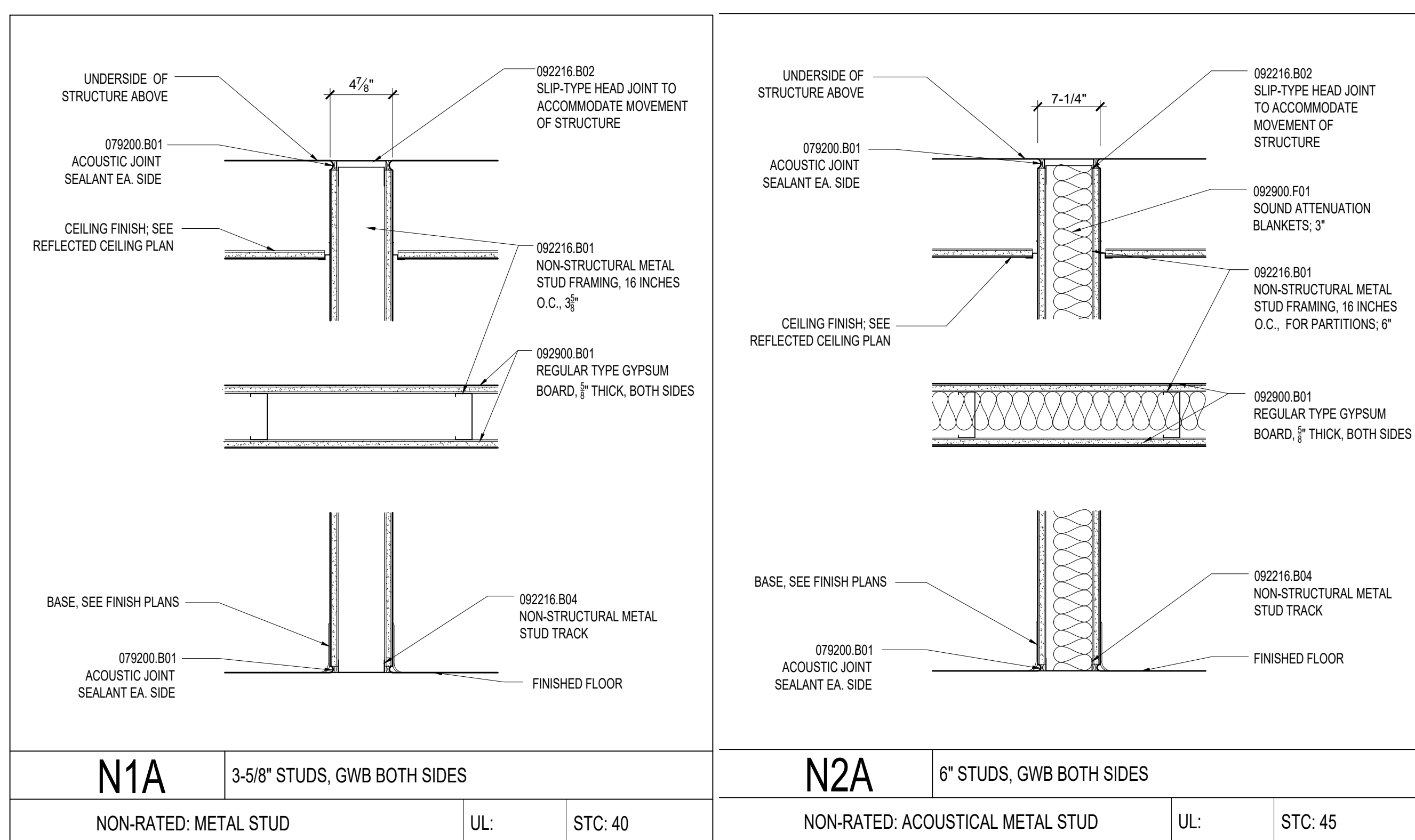
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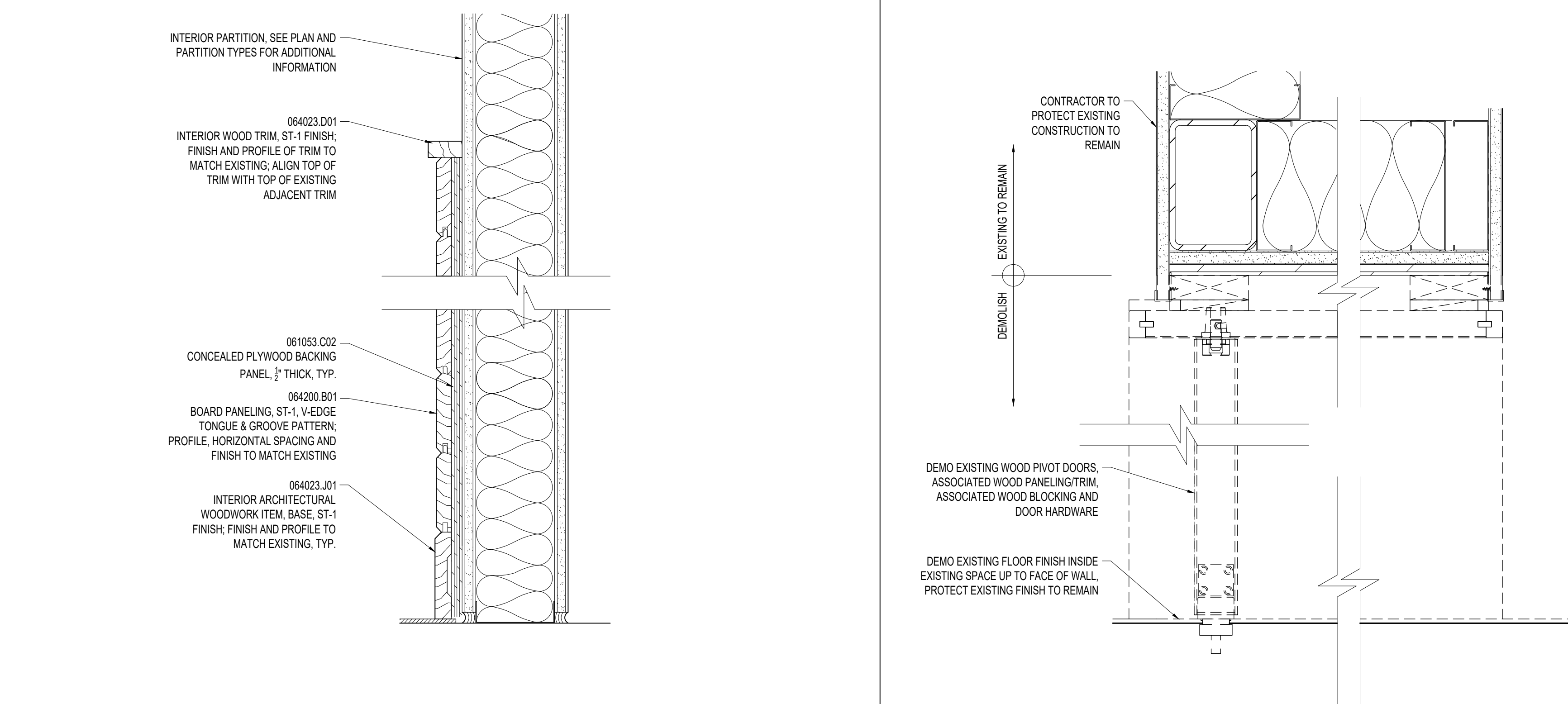
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E1	PARTITION TYPES
SCALE: 1 1/2" = 1'-0"	



A1 SCALE: 3" = 1'-0"	WOOD PANELING DETAIL	A4 SCALE: 3" = 1'-0"	DEMO DETAIL AT EXISTING PIVOT DOORS
--------------------------------	----------------------	--------------------------------	-------------------------------------

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12

OWNER



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

ARCHITECT

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HARTRAY
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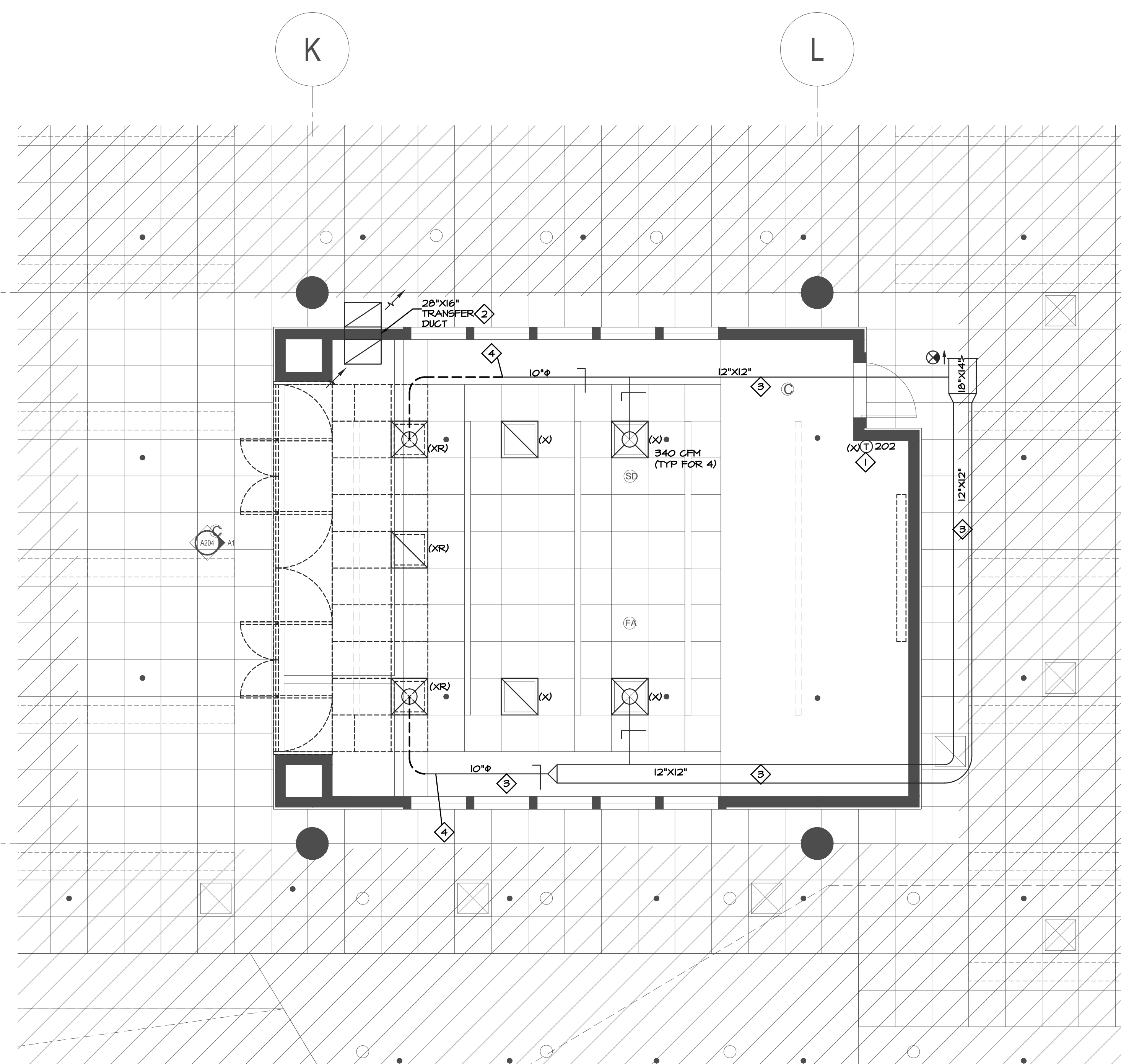
FPLD INTERIORS

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BOLINGBROOK, ILLINOIS

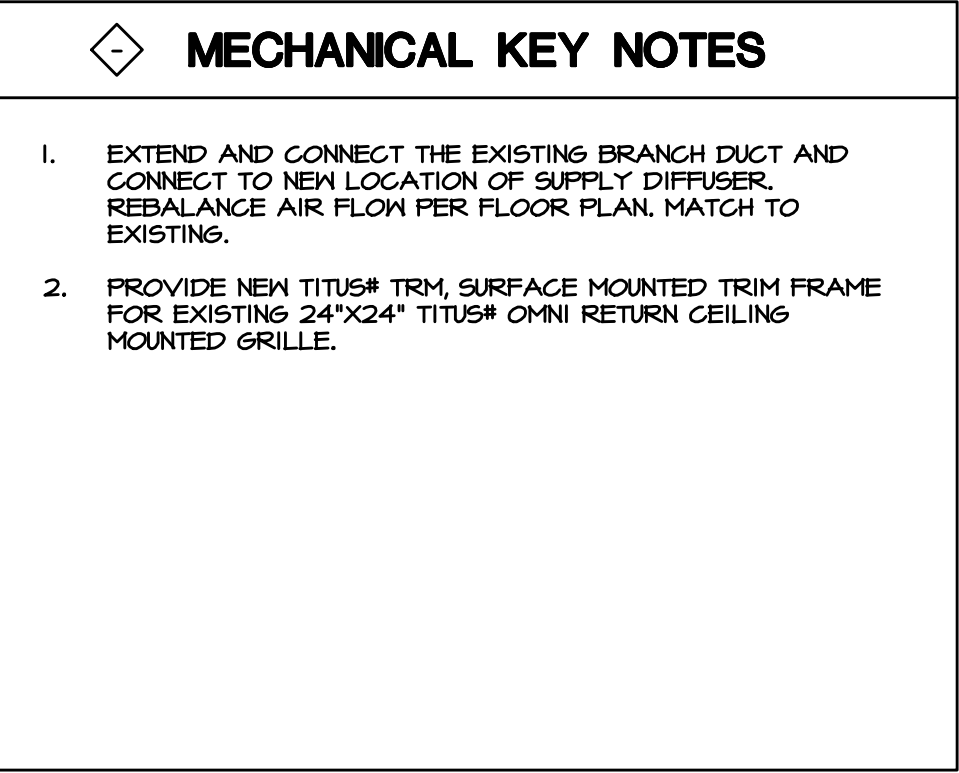
Pricing Set

PARTITION TYPES AND INTERIOR DETAILS

A205



- ## MECHANICAL KEY NOTES
1. EXISTING THERMOSTAT TO REMAIN.
 2. EXISTING TRANSFER DUCT TO REMAIN.
 3. EXISTING DUCT TO REMAIN.
 4. CAP AT THIS LOCATION.

[illegible]

M200

VENTILATION SCHEDULE										
ROOM TAG	ROOM NAME/OCCUPANCY	NUMBER OF OCCUPANTS	ROOM AREA SQFT	REQ. VENTILATION FLOW/PERSON CFM/VENTURE	REQUIRED SPACE VENTILATION CFM	ACTUAL SPACE VENTILATION SUPPLY CFM	CFM	EXHAUST CFM	SERVED BY	REMARKS
202	Meeting Room		668	33	15	495	495	1340	496	KAHJ-2
203A	AV/CLUBSET		30	0	0.05	2	2	50	19	19 KAHJ-2
203B	Storage		105	0	0.05	5	5	50	19	19 KAHJ-2

AIR DEVICE SCHEDULE				
ITEM TAG	MANUFACTURER AND MODEL NUMBERS	TYPE	DESCRIPTION	REMARKS
(A)	TITUS [®] 100N1	24"x24" LAY-IN DIFFUSER	PLAQUE FACE SUPPLY CEILING DIFFUSER	1, 2, 3

REMARKS:

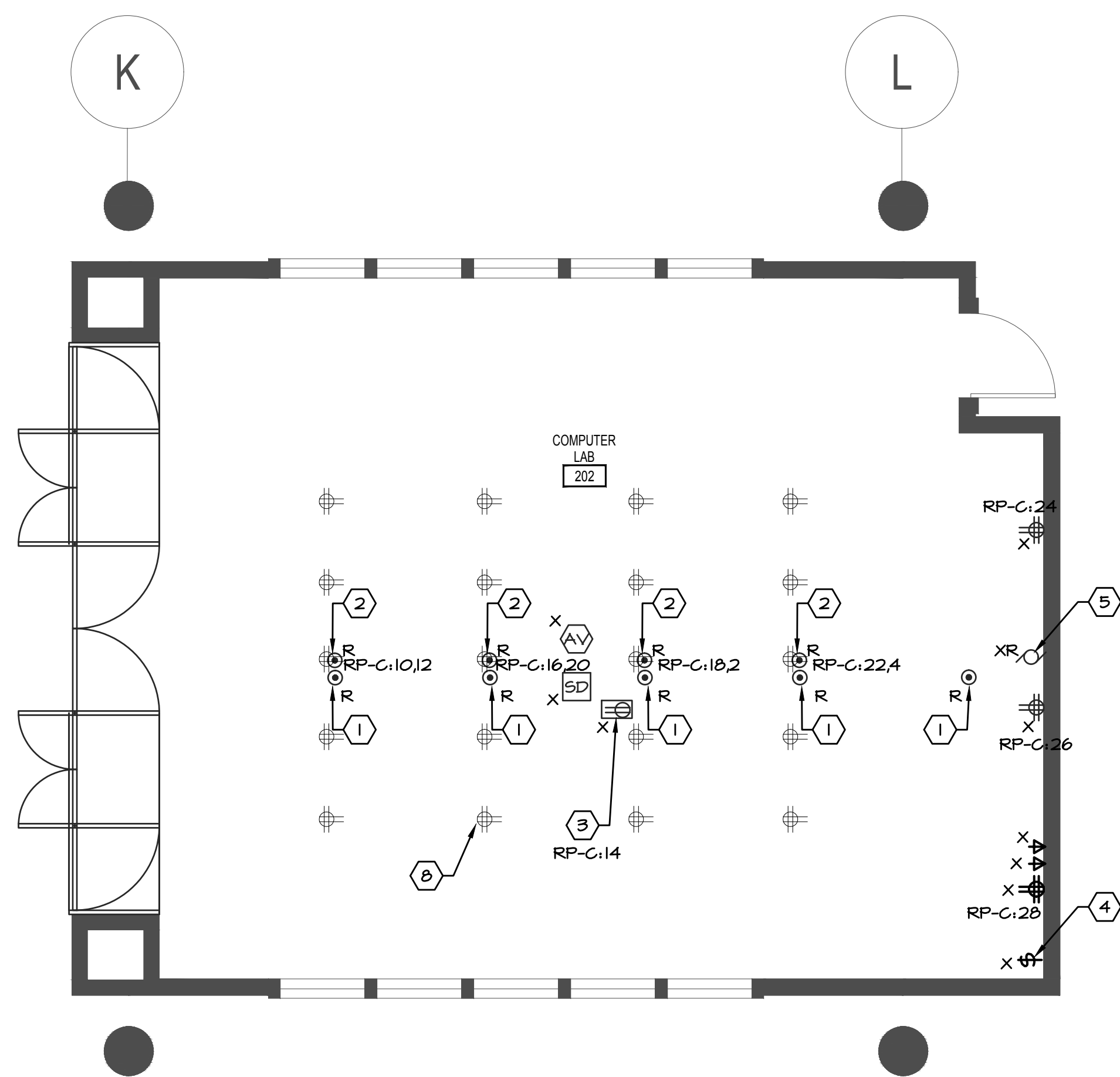
1. PROVIDE OPPOSED BLADE DAMPERS.
2. PROVIDE ADAPTER BOOTS AND INSULATED PLENUM BOXES AS REQUIRED.
3. PROVIDE MATTE WHITE FINISH IN LAY-IN AND DRYWALL AREAS. COORDINATE FINISH WITH ARCHITECT.

[illegible][illegible]

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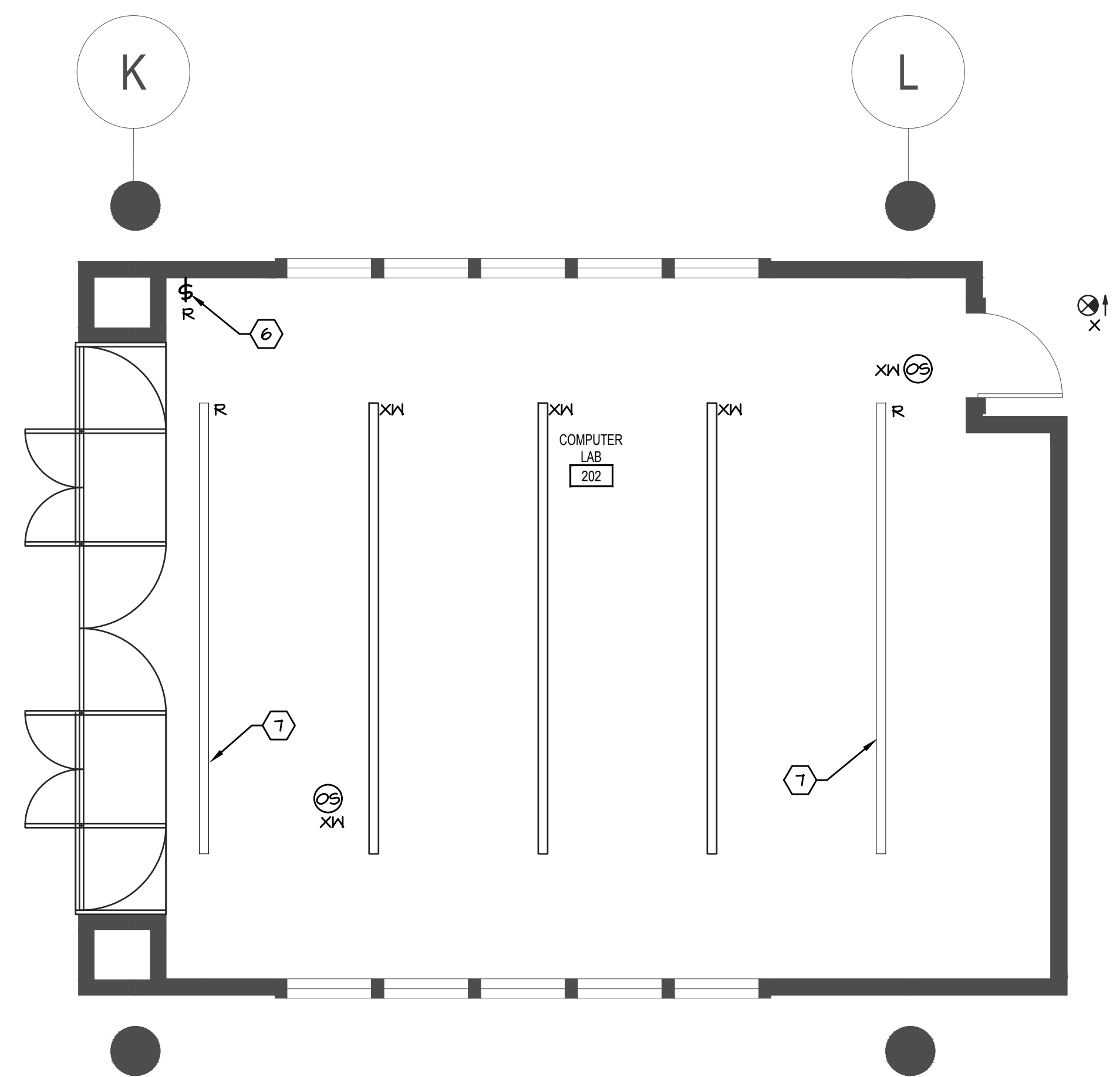
13



F1 SECOND FLOOR ELECTRICAL DEMOLITION PLAN
SCALE: 1/4"=1'-0"

11

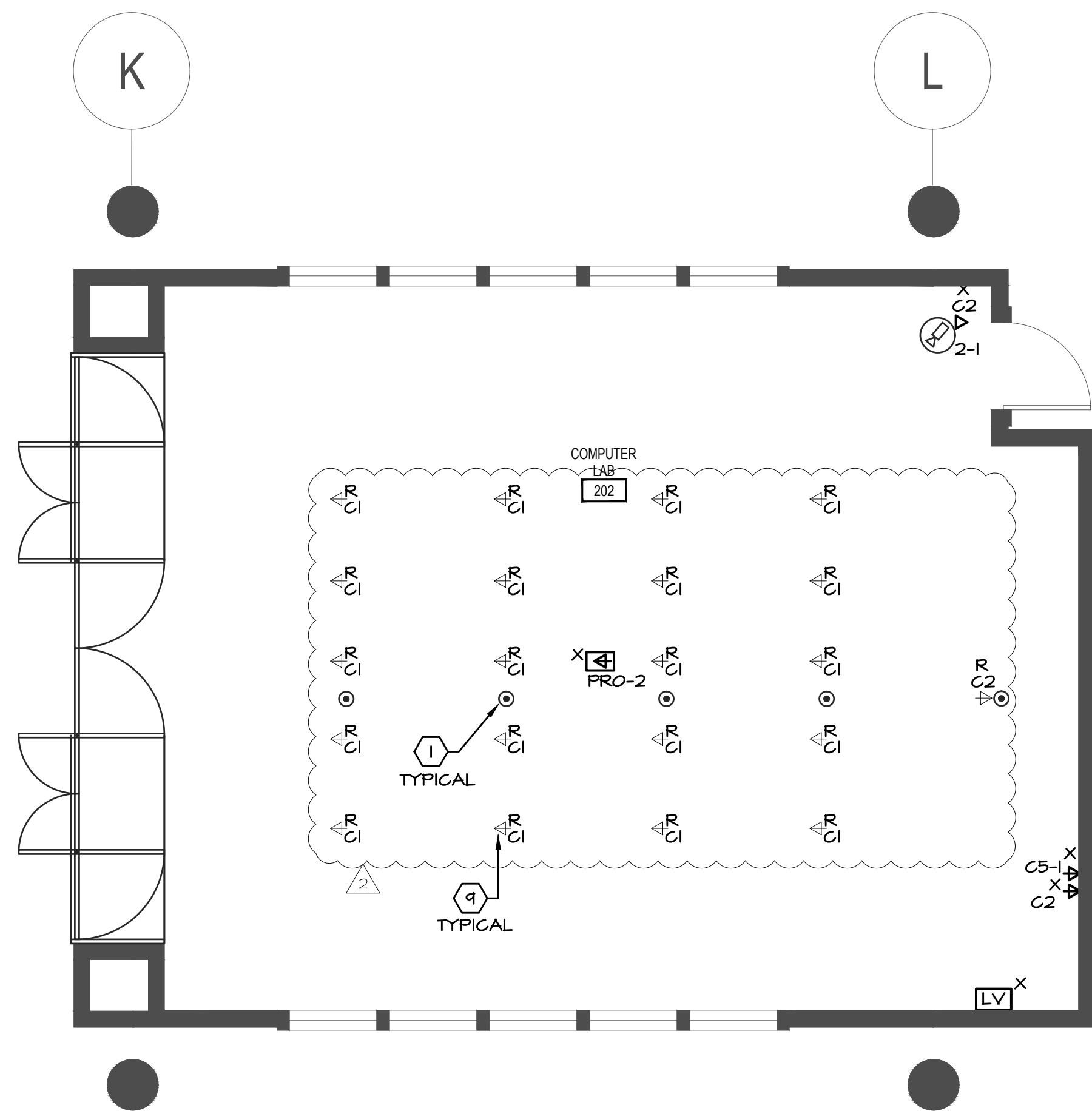
13



F7 SECOND FLOOR ELECTRICAL LIGHTING DEMOLITION PLAN
SCALE: 1/4"=1'-0"

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A1 SECOND FLOOR DATA DEMOLITION PLAN
SCALE: 1/4"=1'-0"

DEMOLITION LEGEND

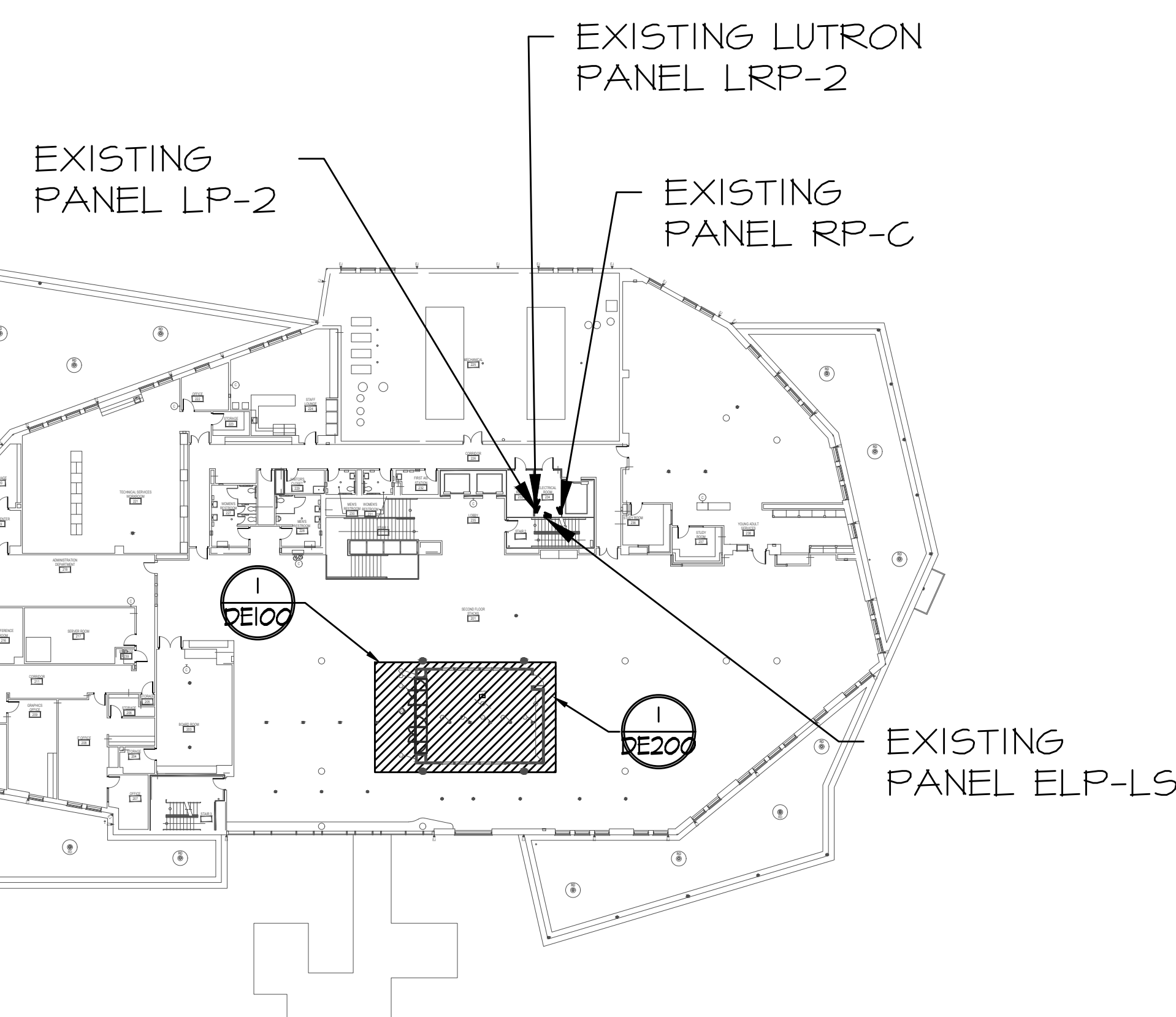
- X - EXISTING TO REMAIN
- R - EXISTING TO BE REMOVED
- XR - EXISTING TO BE RELOCATED
- XRN - EXISTING, RELOCATED TO NEW LOCATION
- XN - EXISTING DEVICE REPLACED WITH NEW
- XNM - EXISTING DEVICE RENAMED WITH NEW CIRCUIT
- XNM - EXISTING DEVICE REPLACED WITH NEW, RENAMED TO NEW CIRCUIT
- XPM - EXISTING PANEL MODIFIED REWORK CIRCUIT BREAKERS AS INDICATED. SEE REVISED PANEL SCHEDULE

GENERAL NOTES

- ALL ITEMS ARE NEW, UNLESS OTHERWISE NOTED.
- THE WORD "PROVIDE" MEANS FURNISH AND INSTALL, UNLESS OTHERWISE NOTED.
- ALL NEW COVER PLATES TO MATCH EXISTING IN AREA.

KEYED NOTES

- REMOVED EXISTING DATA FLOOR COVER, FURNITURE CONNECTION (WHIP), PROTECT BOX AND WIRING DURING DEMOLITION. PREPARE FLOOR BOX FOR NEW FLOOR DATA NETWORK JACK AND NEW COVER. REUSE EXISTING CABLES.
- REMOVED EXISTING POWER FLOOR COVER, FURNITURE CONNECTION (WHIP), PROTECT BOX AND WIRING DURING DEMOLITION. PREPARE FLOOR BOX FOR NEW FLOOR OUTLET AND NEW COVER. REUSE EXISTING CONDUCTORS AND CIRCUIT.
- EXISTING CEILING MOUNTED PROJECTION OUTLET TO REMAIN.
- EXISTING PROJECTION SCREEN CONTROL SWITCH TO REMAIN.
- EXISTING PROJECTION SCREEN TO BE RECENTERED IN PRESENTATION AREA. COORDINATED AND EXTEND CONNECTION AS REQUIRED.
- EXISTING LIGHTING CONTROL SWITCH TO BE DISCONNECTED AND REMOVED. PATCH MALL TO MATCH.
- EXISTING LIGHT FIXTURES TO BE REMOVED, TURN OVER TO OWNER.
- FURNITURE OUTLET TO BE REMOVED. REMOVE POWER AND MAKE SAFE FOR REMOVAL BY OTHERS.
- FURNITURE DATA OUTLET TO BE REMOVED.



A10 SECOND FLOOR KEY PLAN
SCALE: 1/8"=1'-0"

OWNER



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

ARCHITECT

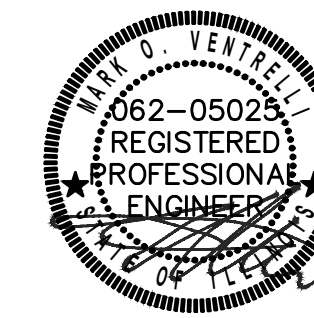
**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603

MEP ENGINEER



WT Group
2675 Pratum Ave
Hoffman Estates, IL 60192



No.	Description	Date
1	PRICING SET	11.16.2018
2	ADDENDUM 1	12.11.2018

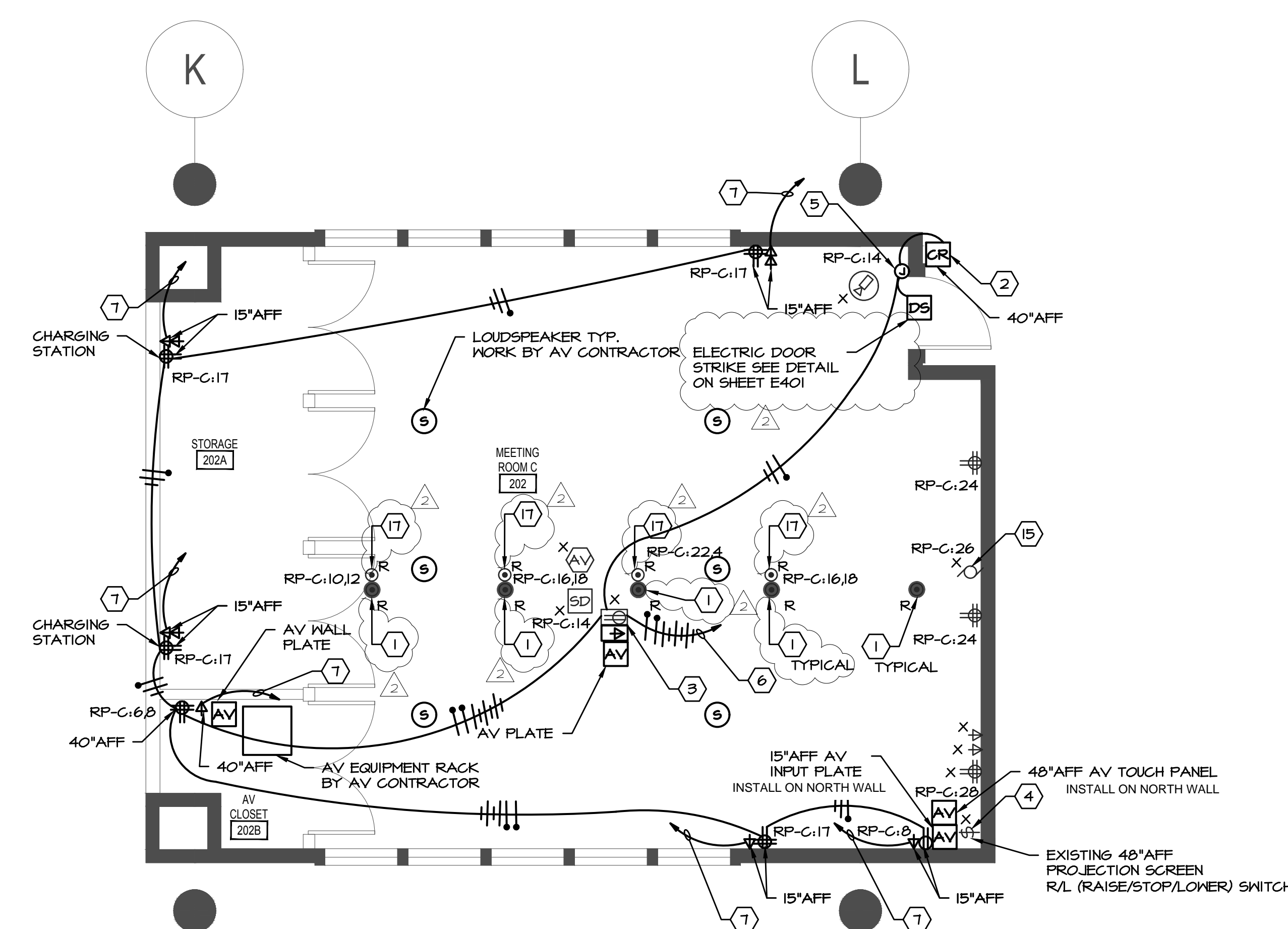
FPLD INTERIORS

300 WEST BRIARCLIFF RD,
BOLINGBROOK, ILLINOIS

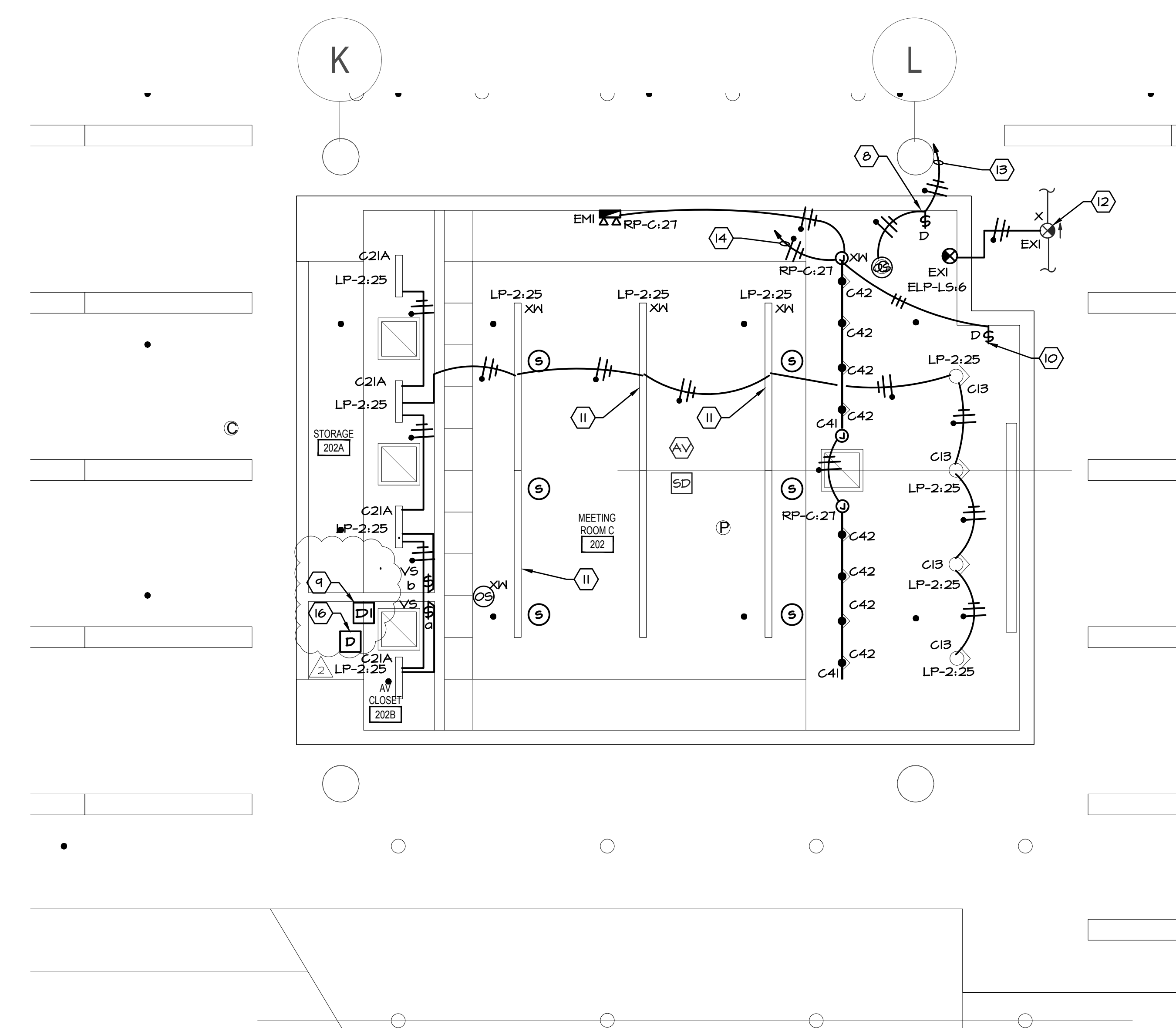
Bid Set

SECOND FLOOR
ELECTRICAL
DEMOLITION PLAN

ED200



F1	SECOND FLOOR POWER PLAN
SCALE: 1/4"=1'-0"	



F7	SECOND FLOOR LIGHTING PLAN
SCALE: 1/4"=1'-0"	


DEMOLITION LEGEND

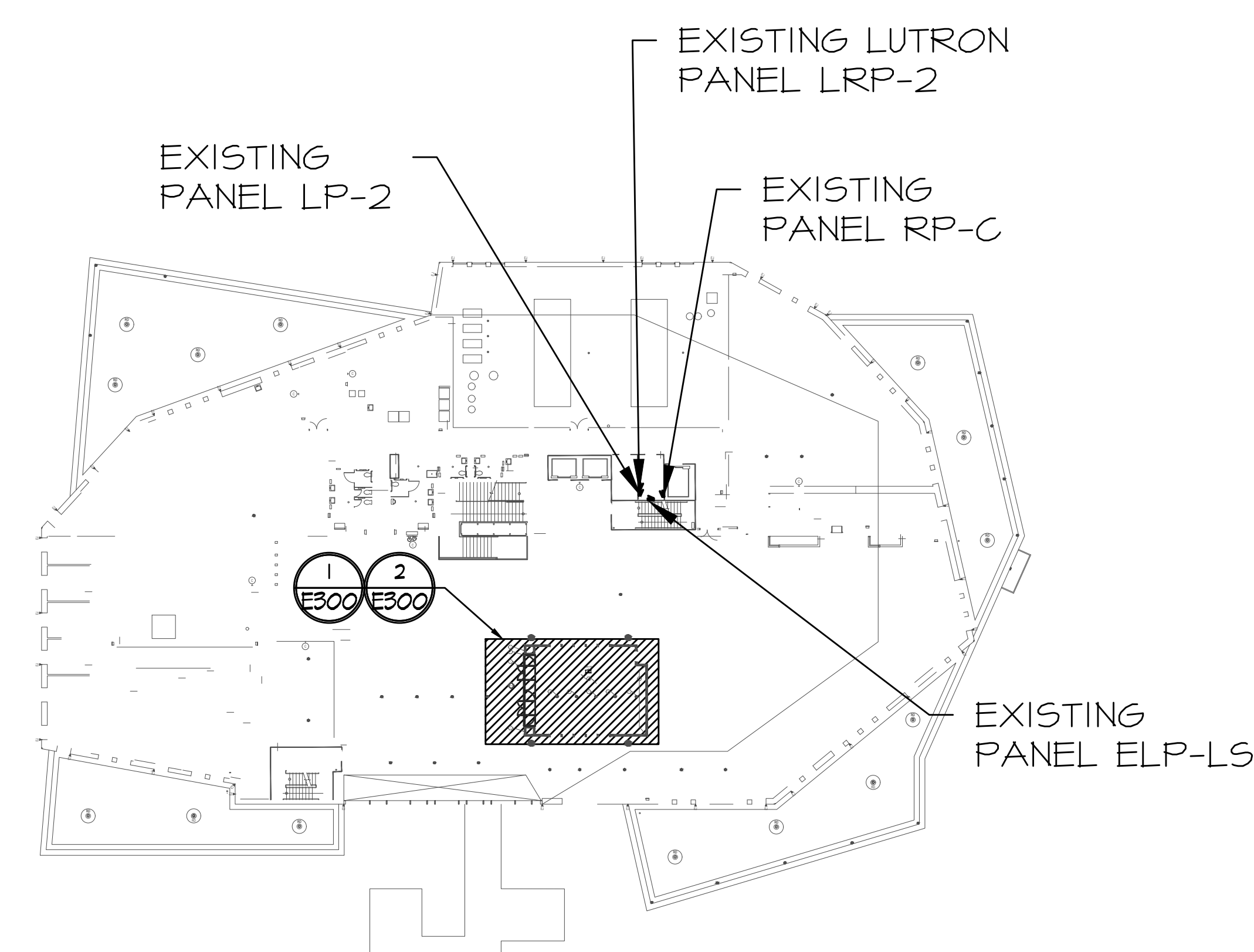
X - EXISTING TO REMAIN
R - EXISTING TO BE REMOVED
XR - EXISTING TO BE RELOCATED
XRN - EXISTING, RELOCATED TO NEW LOCATION
XN - EXISTING DEVICE REPLACED WITH NEW
XN - EXISTING DEVICE REWIRED WITH NEW CIRCUIT
XN/N - EXISTING DEVICE REPLACED WITH NEW,
REWIRED TO NEW CIRCUIT
XPM - EXISTING PANEL MODIFIED REWORK CIRCUIT
BREAKERS AS INDICATED. SEE REVISED PANEL
SCHEDULE

GENERAL NOTES

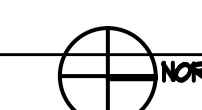
1. ALL ITEMS ARE NEW, UNLESS OTHERWISE NOTED.
2. THE WORD 'PROVIDE' MEANS FURNISH AND INSTALL, UNLESS OTHERWISE NOTED.
3. ALL NEW COVER PLATES TO MATCH EXISTING IN AREA.
4. ALL BLANK FLOOR BOX COVER ABANDONMENT PLATES SHALL BE COORDINATED IN FIELD. PROVIDE THIN STYLE COVER.

KEYED NOTES

1. PROVIDE NEW DATA NETWORK, JACKETS IN EXISTING 5" SYSTEMONE FLOOR BOX. PROVIDE NEW FLUSH COVER PLATE SIGCFAL ALUMINUM COVER ON EXISTING FLOOR BOX.
1. NEW CARD READER ACCESS.
2. EXISTING LIGHTING MOUNTED PROJECTION OUTLET TO REMAIN. RPP-C14 RPP-C14 JUNCTION. EXTEND CONDUIT AND WIRES TO JUNCTION NEAR DOOR FOR CARD READER. REUSE EXISTING CIRCUIT.
3. EXISTING PROJECTION SCREEN CONTROL SWITCH TO REMAIN
4. LOCATE JUNCTION BOX ABOVE CEILING NEAR DOOR. DOOR STRIKE. REUSE EXISTING POWER. COORDINATE WITH DOOR HARDWARE CONTRACTOR
6. 6M122#16, 1" C TO RPP-C, CKTS. 6,8 (DATA CLOSET GUARDS) CKT #17 (CHARGRING OUTLETS) 3 GENERAL CON. OUTLETS). PROVIDE SEPARATE HOT, NEUTRAL, GROUND AND GROUND PER PERCUIT. UTILIZE EXISTING SPARE CIRCUITS IN RPP-C#P-9.
7. DATA OUTLET LOCATION, PROVIDE 3/4" CONDUIT STUBBED IN ACCESSIBLE CEILING SPACE WITH PLenum RATED DATA CABLES TO EXISTING DATA RACK. COORDINATE ROUTING IN FIELD. PROVIDE DATA JACKS AND COVER PLATE. COVER PLATE TO MATCH EXISTING IN AREA.
8. WALL SWITCH LUTRON GRAPHIC EYE - FLUORESCENT, "ON", "TEST/1", "OFF", "Moment 2", "Mover", "OFF - PLUS T02 (2) ON/OFF BUTTONS.
9. LUTRON GRAPHIC EYE - OSE-CINK-EK-2 STATION.
10. WALL SWITCH LUTRON GRAPHIC EYE 2 PRESETS, "ON", "OFF" 
11. EXISTING LIGHTING IN THIS ROOM SHALL BE WIRRED THRU THE EXISTING LUTRON SYSTEM IN ELECTRICAL ROOM 236. PROVIDE ALL ACCESSORIES AND MAKE ALL FINAL POWER TERMINATIONS TO NEW LIGHT FIXTURES.
12. INTERCEPT EXISTING EXT. SIGN JUNCTION BOX, EXTEND LIFE SAFETY CIRCUITS, EXTEND CONDUIT AND WIRES TO NEW FIXTURES. FED FROM PANEL ELF-1.5
2. 2M12#16, 3/4" CONDUIT TO EXISTING LUTRON SWITCH/STWICH PANEL. USE IN ELECTRICAL CLOSET 414 (CIV)
2. 2M12#16, 3/4" CONDUIT TO EXISTING RPP-C CKT#12, UTILIZE EXISTING SPARE CIRCUIT.
5. EXISTING MOTORIZED PROJECTION SCREEN CENTERED IN PRESENTATION AREA COORDINATED CONNECTION IN FIELD.
6. HEAT DETECTOR TO BE WIRRED TO EXISTING FIRE ALARM SYSTEM
7. PROVIDE NEW POWER DUPLEX OUTLET IN EXISTING 5" SYSTEMONE FLOOR BOX. PROVIDE NEW FLUSH COVER PLATE SIGCFAL ALUMINUM



A10	SECOND FLOOR KEY PLAN
SCALE: 1/32"=1'-0"	



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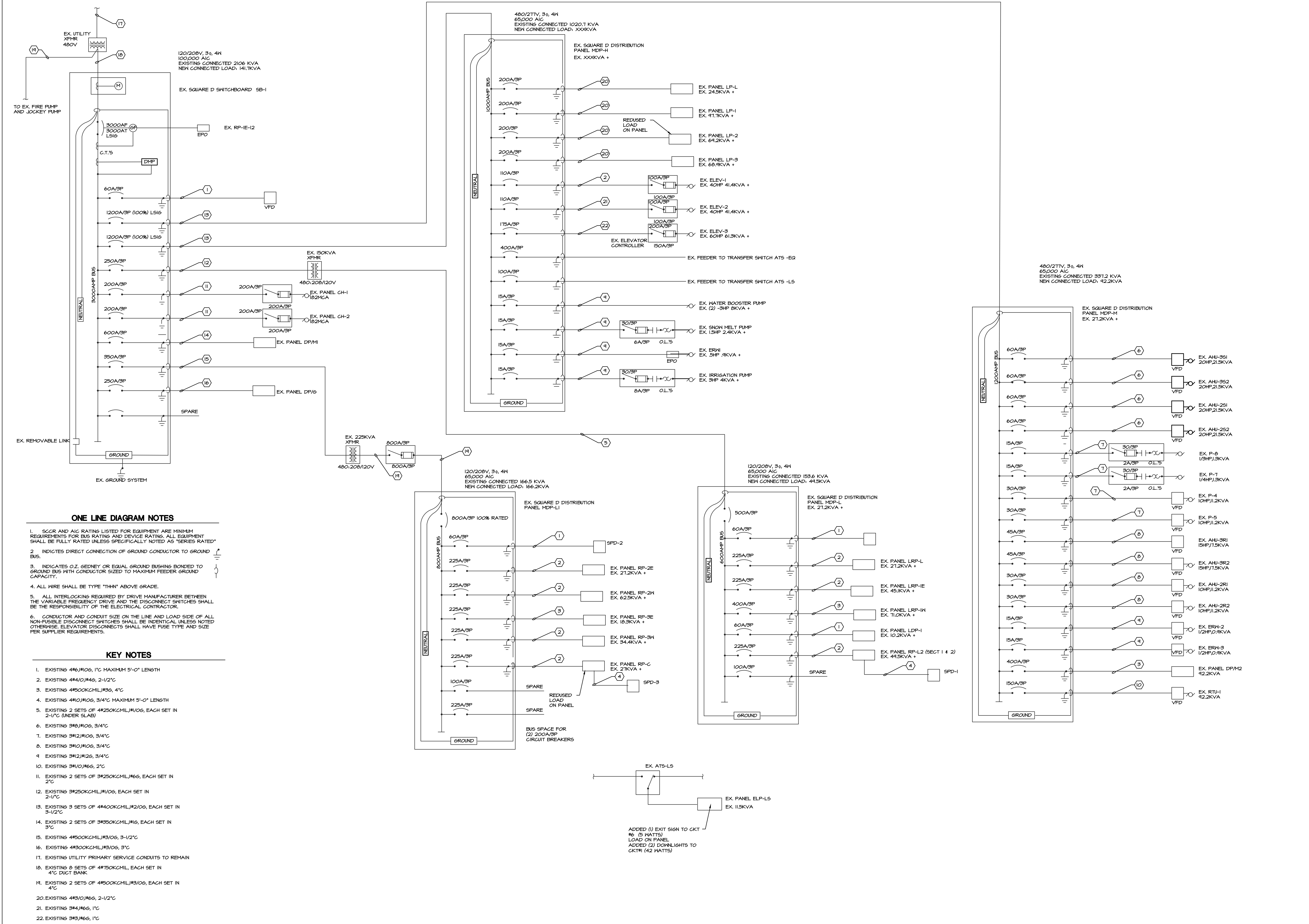
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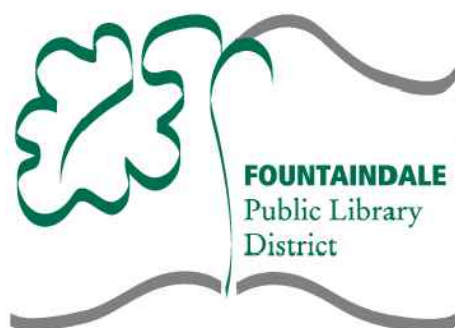
C

B

A



OWNER



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

ARCHITECT

**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603

MEP ENGINEER



WT Group
2675 Prichard Ave
Hoffman Estates, IL 60192



No.	Description	Date
2	ADDENDUM 1	12.11.2018
1	PRICING SET	11.16.2018

FPLD INTERIORS

300 WEST BRIARCLIFF RD,
BOLINGBROOK, ILLINOIS

Bid Set

ELECTRICAL RISER DIAGRAM

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PANEL		LP-2		VOLTS		480/277V		PHASE		3PH, 4W		
AMPS		225		MAIN		225A MLO		A.I.C.		EXISTING		
LOCATION		ELECTRICAL CLOSET 234				MOUNTING SURFACE						
CIRCUIT	POLE	TRIP	DESCRIPTION		KVA	KVA	DESCRIPTION		TRIP	POLE	CIRCUIT	
1	30		INSTANT WATER HEATER RM #227		6	2.4	LIGHTS RM# 201		20	1	2	
3	30		INSTANT WATER HEATER RM #212		6	2.3	LIGHTS RM #201		20	1	4	
5	30		INSTANT WATER HEATER RM #228		6	2.1	LIGHTS RM# 201		20	1	6	
7	30		INSTANT WATER HEATER RM #230		6	1.4	LIGHTS RM #201		20	1	8	
9	30		INSTANT WATER HEATER RM #231		6	2.0	LIGHTS RM #201 PERIMETER SOFFIT		20	1	10	
11	30		INSTANT WATER HEATER RM #227		6	1.1	LIGHTS RM# 201, 235 STAIR #1		20	1	12	
13	30		INSTANT WATER HEATER RM #228		6	1.2	LIGHTS		20	1	14	
15	20		LIGHTS RM#204,207,208,209,210,211,212,213,214,215,216,217		2.6	.8	CORRIDOR #226		20	1	16	
17	20		LIGHTS RM#219,220,221,222,223,224		2.8	1.2	LIGHTS RM# 218, (ADMIN) CORRIDOR #21		20	1	18	
19	20		SPARE		-	1.1	LIGHTS RM# 203		20	1	20	
21	20		LIGHTS RM# 236,237,238		3.2	-	PANEL LRP-2		20	1	22	
23	20		LIGHTS RM#227,228,229,232,233,234		2.4	-	SPARE		20	1	24	
25	20		LIGHTS RM# 202		.70	-	SPARE		20	1	26	
27	20		SPARE		-	-	SPARE		20	1	28	
29	20		SPARE		-	-	SPARE		20	1	30	
31	20		SPARE		-	-	SPARE		20	1	32	
33	1		BLANK		-	-	BLANK		1		34	
35	1		BLANK		-	-	BLANK		1		36	
37	1		BLANK		-	-	BLANK		1		38	
39	1		BLANK		-	-	BLANK		1		40	
41	1		BLANK		-	-	BLANK		1		42	
TOTAL =					53.5	14.4	= TOTAL					
							TOTAL KVA =		68.4		TOTAL AMPS =	
											82.3	

REVISED
LOAD
TO C/B

PANEL		ELP-15		VOLTS		480/277		PHASE		3PH, 4W			
AMPS		100		MAIN		-		A.I.C.		EXISTING			
LOCATION		ELECTRICAL CLOSET 234				MOUNTING SURFACE							
CIRCUIT	POLE	TRIP	DESCRIPTION			KVA	KVA	DESCRIPTION			TRIP	POLE	CIRCUIT
1	20		LIGHTS/EXIT SIGNS BASEMENT FLOOR			1.2	.40	LIGHTS/EXIT SIGNS 1ST FLOOR			20	1	2
3	20		LIGHTS/EXIT SIGNS BASEMENT FLOOR			1.2	.40	OUTSIDE EM LIGHTS VIA PHOTOCELL ON ROOF			20	1	4
5	20		LIGHTS/EXIT SIGNS 3RD FLOOR			1.2	1.1	LIGHTS/EXIT SIGNS 2ND FLOOR			20	1	6
7	20		LIGHTS/EXIT SIGNS 3RD FLOOR			1.0	1.3	LIGHTS/EXIT SIGNS 2ND FLOOR			20	1	8
9	20		LIGHTS/EXIT SIGNS 1ST FLOOR			2.0	.40	LIGHTS EXIT SIGNS STAIRWAY #2,3,4			20	1	10
11	20		SPARE			-	-	SPARE			20	1	12
13	20		SPARE			-	-	SPARE			20	1	14
15	20		SPARE			-	-	SPARE			20	1	16
17	1		BLANK			-	-	BLANK			1		18
19	1		BLANK			-	-	BLANK			1		20
21	1		BLANK			-	-	BLANK			1		22
23	1		BLANK			-	-	BLANK			1		24
25	1		BLANK			-	-	BLANK			1		26
27	1		BLANK			-	-	BLANK			1		28
29	1		BLANK			-	-	BLANK			1		30
31	1		BLANK			-	-	BLANK			1		32
33	1		BLANK			-	-	BLANK			1		34
35	1		BLANK			-	-	BLANK			1		36
37	1		BLANK			-	-	BLANK			1		38
39	1		BLANK			-	-	BLANK			1		40
41	1		BLANK			-	-	BLANK			1		42
TOTAL =						6.6	5	= TOTAL					
						TOTAL KVA =		11.6		TOTAL AMPS =		13.4	

NOTES: (ELP-15) EM PANEL SHALL REMAINED LOCKED AT ALL TIMES BREAKERS IN ON POSITION, KEY IN KNOX BOX AND WITH MAINTENANCE. BOARD ROOM MEERGENCY LIGHTING CIRCUITS LOCATED AT LP-2-20. MEETING ROOMS EMERGENCY LIGHTING CIRCUITS LOCATED AT LDP-1-6. LL STUDIO EMERGENCY LIGHTING CIRCUITS LOCATED AT RP-1-2-65. STORYTIME (H04) EMERGENCY LIGHTING LOCATED AT LDP-1-17

PANEL		RP-C		VOLTS		120/208		PHASE		3PH, 4W		
AMPS		-		MAIN		-		A.I.C.		EXISTING		
LOCATION		ELECTRICAL CLOSET 234				MOUNTING		SURFACE				
CIRCUIT	POLE	TRIP	DESCRIPTION		KVA	KVA	DESCRIPTION		TRIP	POLE	CIRCUIT	
1	20		(FB) RM#201 FURNITURE		1.2	-	(FB) RM#202 FURNITURE		SPARE	20	2	
3	3		(FB) RM#201 FURNITURE		.80	-	(FB) RM#202 FURNITURE		SPARE	20	4	
5	7		(FB) RM#201 FURNITURE SPARE		-	360	AV RACK		20	6		
7	20		(FB) RM#201 FURNITURE SPARE		-	360	AV RACK		20	8		
9	1		(FB) RM#201 FURNITURE		.8	-	SPARE		2	10		
11	3		(FB) RM#201 FURNITURE		1.2	-	(FB) RM#202 FURNITURE		20	12		
13	7		(FB) RM#201 FURNITURE SPARE		-	20	(V) RECEPT PROJECTOR RM#202		20	14		
15	20		(FB) RM#201 FURNITURE SPARE		-	-	(FB) RM#202 FURNITURE		2	16		
17	1		CHARGING STATION		1.4	-	(FB) RM#202 FURNITURE		20	18		
19	1		(FB) RM#201 FURNITURE		.80	-	(FB) RM#202 FURNITURE		20	20		
21	3		(FB) RM#201 FURNITURE		1.2	-	(FB) RM#202 FURNITURE		2	22		
23	7		(FB) RM#201 FURNITURE SPARE		-	-	(H) RECEPT RM #202		20	24		
25	1		(FB) RM#201 FURNITURE		1.2	20	EXTENDED PROJECTION SCREEN RM #202		30	26		
27	1		NEW TRACK LIGHTS		.60	-	(Q) RECEPT RM #202		30	28		
29	1		(FB) RM#201 FURNITURE		1.2	-	BLANK		1	30		
31	3		(FB) RM#201 FURNITURE		1.2	-	BLANK		1	32		
33	7		(FB) RM#201 FURNITURE		1.0	-	BLANK		1	34		
35	20		(FB) RM#201 FURNITURE		.80	-	BLANK		1	36		
37	3		SPD-3-POLE		.20	-	BLANK		1	38		
39	-		-		-	-	BLANK		1	40		
41	30		-		-	-	BLANK		1	42		
* C/B TO BECOME SPARE, REMOVE BREAKER TIE WIRE, PLACE C/B IN "OFF" POSITION					TOTAL =		13.6		= TOTAL		TOTAL KVA =	
									14		TOTAL AMPS =	
											30	

UTILIZE
EXISTING
SPARE

UTILIZE
EXISTING
SPARE

* C/B TO BECOME SPARE, REMOVE
BREAKER TIE WIRE, PLACE C/B IN "OFF" POSITION

A1 ELECTRICAL PANEL SCHEDULE

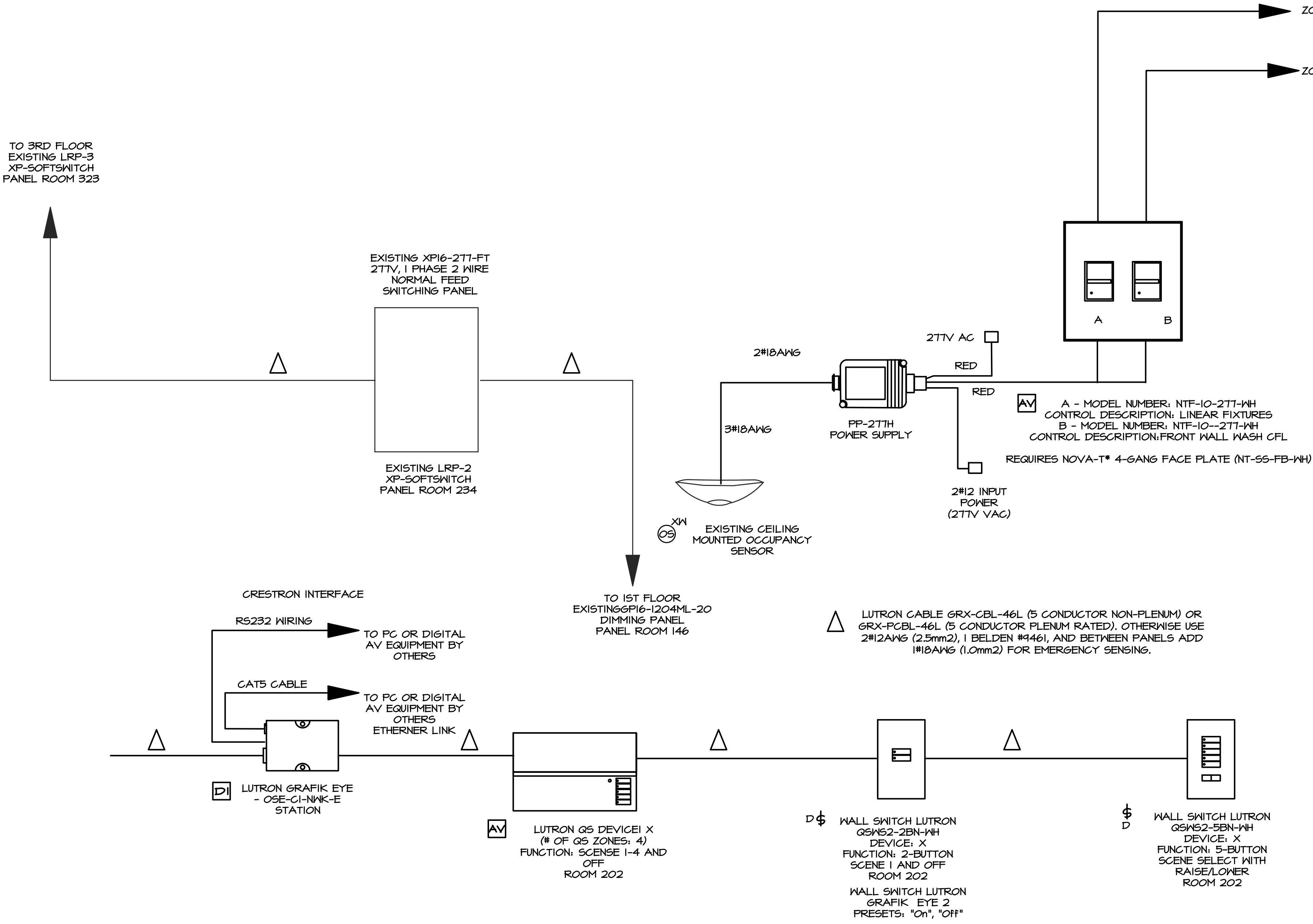
SCALE NONE

RELAY SCHEDULE		
RELAY PANEL	RELAY (EXISTING)	CIRCUIT
LRP-2	1	LP-2-14
	2	LP-2-12
	3	LP-2-2
	4	LP-2-4
	5	LP-2-6
	6	LP-2-8
	7	LP-2-16
	8	LP-2-18
	9	LP-2-10
	10	LP-2-25
	11	SPARE
	12	SPARE
	13	SPARE
	14	SPARE
	15	SPARE
	16	LP-2-12

INTERIOR LIGHTING CONTROLS			
DESCRIPTION	BUTTON #	RELAY # (S)	BUTTON LABEL
2ND FLOOR CONTROLS (EXISTING)	1	LRP-2-1, LRP-2-2	LOBBY
	2	LRP-2-3, LRP-2-4	NORTH STACKS
	3	LRP-2-5, LRP-2-6	SOUTH STACKS
	4	LRP-2-7, LRP-2-8	CORRIDOR LIGHTS
	5	LRP-2-9	PERIMETER DOWN LIGHTS
	6	RP-C-21	MEETING ROOM C 202
	7	LP-2-25	MEETING ROOM C 202

UTILIZE
EXISTING
SPARE

LUTRON SYSTEM NEEDS TO BE PROGRAMMED AND
LAPTOP CONTROLLED (CLIENTS SOFTWARE) UPDATED
IN ROOM 120 TO REFLECT NEW PORTALS/DEVICES.
COORDINATE IN FIELD.





SCALE: 1/4"=1'-0"



A10

SCALE: 1/32"=1'-0"

MARK O. VENTRELLI
062-05025
REGISTERED
PROFESSIONAL
ENGINEER

© 2018 SHEEHAN NAGLE HARTRAY ARCHITECTS, LTD.

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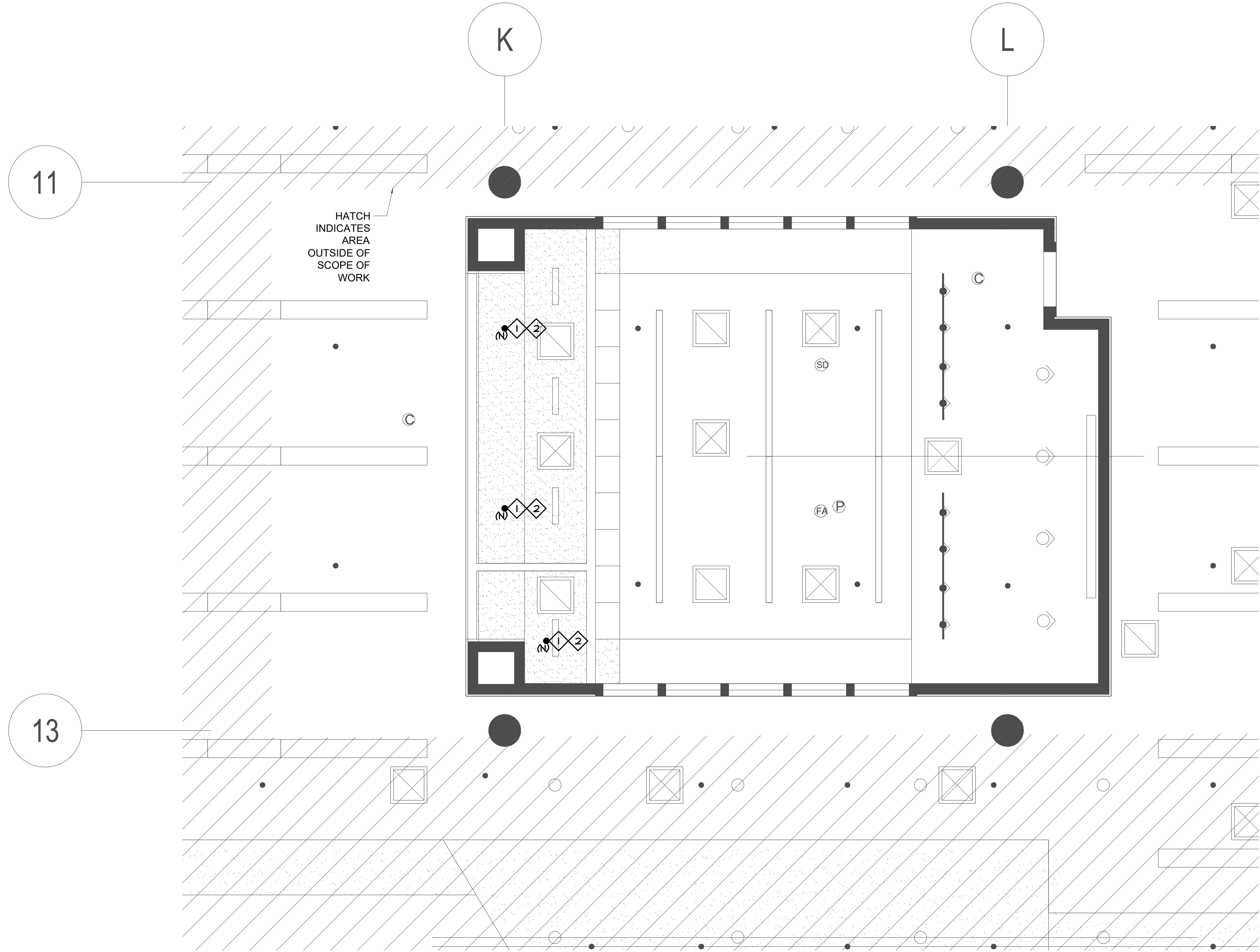
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F1

SECOND FIRE PROTECTION FLOOR PLAN

SCALE: 1/4"=1'-0"

NOTE

- SPRINKLERS ARE SHOWN FOR REFERENCE ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR FINAL DESIGN, LAYOUT, QUANTITY FO SPRINKLERS PER NFPA 13.

FIRE PROTECTION KEY NOTES

- FURNISH AND INSTALL NEW FIRE SPRINKLER, MATCH TO EXISTING.
- EXTEND AND CONNECT NEW SPRINKLER BRANCH FROM EXISTING MAIN TO THIS LOCATION, MATCH TO EXISTING.

EXISTING SPRINKLER HEAD USAGE FOR INFORMATION ONLY

FIRE SPRINKLER USAGE SCHEDULE

AREA TYPE (NOTE 1 & 6)	AREA HAZARD	SYMBOL (NOTES 4 & 9)	TYPE	RESPONSE	FINISH	TEMPERATURE °F (NOTE 2)	MANUFACTURER & MODEL	REMARKS
EXPOSED CEILINGS, STAIR	SEE PLANS	SPR-1	UPRIGHT	QUICK	ROUGH BRASS	135 - 170	VIKING VK, RELIABLE F1FR, TYCO TY-FIRE, VICTAULIC V2714	NOTE 3
WOOD CEILINGS	SEE PLANS	SPR-2	CONCEALED	QUICK	BRUSHED COPPER	135 - 170	VIKING VK, RELIABLE G4A, TYCO RF11, VICTAULIC V3862	NOTE 3
FINISHED CEILINGS	SEE PLANS	SPR-3	CONCEALED	QUICK	WHITE	135 - 170	VIKING VK, RELIABLE G4A, TYCO RF11, VICTAULIC V3862	NOTE 3
ELEVATOR	SEE PLANS	SPR-4	UPRIGHT	QUICK	ROUGH BRASS	135 - 170	VIKING VK, RELIABLE F1FR, TYCO TY-FIRE, VICTAULIC V2718	NOTE 3
SERVER ROOM	SEE PLANS	SPR-6	DRY CONCEALED	QUICK	WHITE	135 - 170	VIKING VK, TYCO DS-1, VICTAULIC V3862	NOTE 3
CANOPY	SEE PLANS	SPR-6	DRY CONCEALED	QUICK	NOTE 7	135 - 170	VIKING VK, RELIABLE F3QR, VICTAULIC V3618	NOTE 3
MAIN ENTRANCE	SEE PLANS	SPR-7	DRY SIDEWALL	QUICK	NOTE 7	135 - 170	VIKING VK, RELIABLE F3QR, VICTAULIC V3618	NOTE 3

- NOTES:
- SEE FLOOR PLANS FOR ZONING REQUIREMENTS.
 - SPRINKLER SHALL HAVE COLOR CODED BULB THERMAL ELEMENT.
 - ALL SPRINKLERS SHALL BE UL LISTED.
 - CONTRACTOR TO VERIFY SPRINKLER REQUIREMENTS BASED ON ACTUAL INSTALLATION, USAGE, ARCHITECTURAL CEILING PLAN AND NFPA 13 REQUIREMENTS.
 - SYMBOL IS PRIMARILY FOR IDENTIFYING SPRINKLERS IN SUBMITTALS. IT MAY OR MAY NOT BE FOUND ELSEWHERE ON THE DRAWINGS. CONTRACTOR TO SUBMIT ALL SPRINKLER TYPES TO BE USED.
 - AREAS ARE GENERAL IN NATURE. CONTRACTOR TO MATCH UNSCHEDULED AREAS TO SIMILAR SPACES.
 - COLOR TO BE SELECTED BY ARCHITECT.

FIRE PROTECTION LEGEND

- EXISTING SPRINKLER HEAD
- NEW SPRINKLER HEAD
- EXISTING TO REMAIN
- EXISTING TO BE RELOCATED
- EXISTING REMOVED AND RELOCATED
- NEW SPRINKLER HEAD, MATCH TO EXISTING.

SPRINKLER SPECIFICATIONS

THE GENERAL CONDITIONS AND SUPPLEMENTAL GENERAL CONDITIONS ISSUED BY THE ARCHITECT SHALL GOVERN WHERE APPLICABLE.

THIS CONTRACTOR SHALL VERIFY EXISTING SITE CONDITIONS AT THE JOB SITE BEFORE SUBMITTING BID. FAILURE TO RECOGNIZE WORK REQUIRED SHALL BE AT THE EXPENSE OF THIS CONTRACTOR. NO CONSIDERATION SHALL BE GIVEN FOR ADDITIONAL COMPENSATION AFTER THE LETTING OF BIDS.

ENTIRE INSTALLATION SHALL BE PERFORMED IN A FIRST-CLASS, WORKMANLIKE MANNER. THE COMPLETED SYSTEMS SHALL BE FULLY OPERATIONAL. ACCEPTANCE BY THE OWNER SHALL BE A CONDITION WITH OTHER TRADES IN ORDER TO AVOID INTERFERENCES, PRESERVE MAXIMUM HEADROOM AND AVOID OMISSIONS.

CONTRACTOR TO MAKE ALL NECESSARY TAPS, AS CALLED FOR ON THE DRAWINGS.

THIS CONTRACTOR SHALL REMOVE ALL DEBRIS ON COMPLETION OF THE JOB AND CLEAN ALL FIXTURES.

IT SHALL BE THE RESPONSIBILITY OF THIS CONTRACTOR TO START-UP, ADJUST AND CHECK FOR PROPER OPERATION. ALL EQUIPMENT INSTALLED UNDER THIS CONTRACT.

THIS CONTRACTOR SHALL ALLOW IN HIS INITIAL BID THE COST OF SERVICE ON ALL EQUIPMENT INSTALLED UNDER HIS CONTRACT FOR A PERIOD OF ONE (1) YEAR FROM DATE OF FINAL INSPECTION OF THE WORK.

THIS CONTRACTOR SHALL SUBMIT TO THE ARCHITECT/ ENGINEER, OWNERS INSURANCE UNDERWRITER, AND LOCAL FIRE DEPARTMENT FOR APPROVAL. COMPLETE INSTALLATION AND DESIGN DRAWINGS SHOWING THE SPRINKLER SYSTEM LAYOUTS, THE LAYOUT SHALL INDICATE ALL OF THE SPRINKLER PIPING, SPRINKLER HEAD LOCATIONS AND DETAILS OF ANCHORS AND SUPPORTS AS REQUIRED.

THE SPRINKLER SYSTEM SHALL BE LAID OUT TO ELIMINATE ALL CONFLICTS BETWEEN THE SPRINKLER SYSTEM AND THE STRUCTURE INCLUDING THE MECHANICAL AND ELECTRICAL SYSTEMS AS THEY ARE SHOWN ON THE CONTRACT DRAWINGS.

THE LAYOUT SHALL INDICATE COORDINATION BETWEEN SUCH ITEMS AS DUCTWORK, LIGHTS, STRUCTURAL MEMBERS, ETC. PIPE FOR ABOVE GRADE SHALL BE NEW SCHEDULE 40 FOR BRANCHES AND SCHEDULE 10 FOR MAINS, STANDARD WEIGHT STEEL DESIGNED FOR ITS LB. WORKING PRESSURE, CONFORMING TO A.S.A. B36.10 MANUFACTURED IN THE U.S.

FITTINGS SHALL BE NEW 125 LB. CAST IRON SCREWED OR FLANGED CONFORMING TO A.S.A. B16.4, MANUFACTURED IN THE U.S. AND APPROVED FOR FIRE PROTECTION SPRINKLER SYSTEMS.

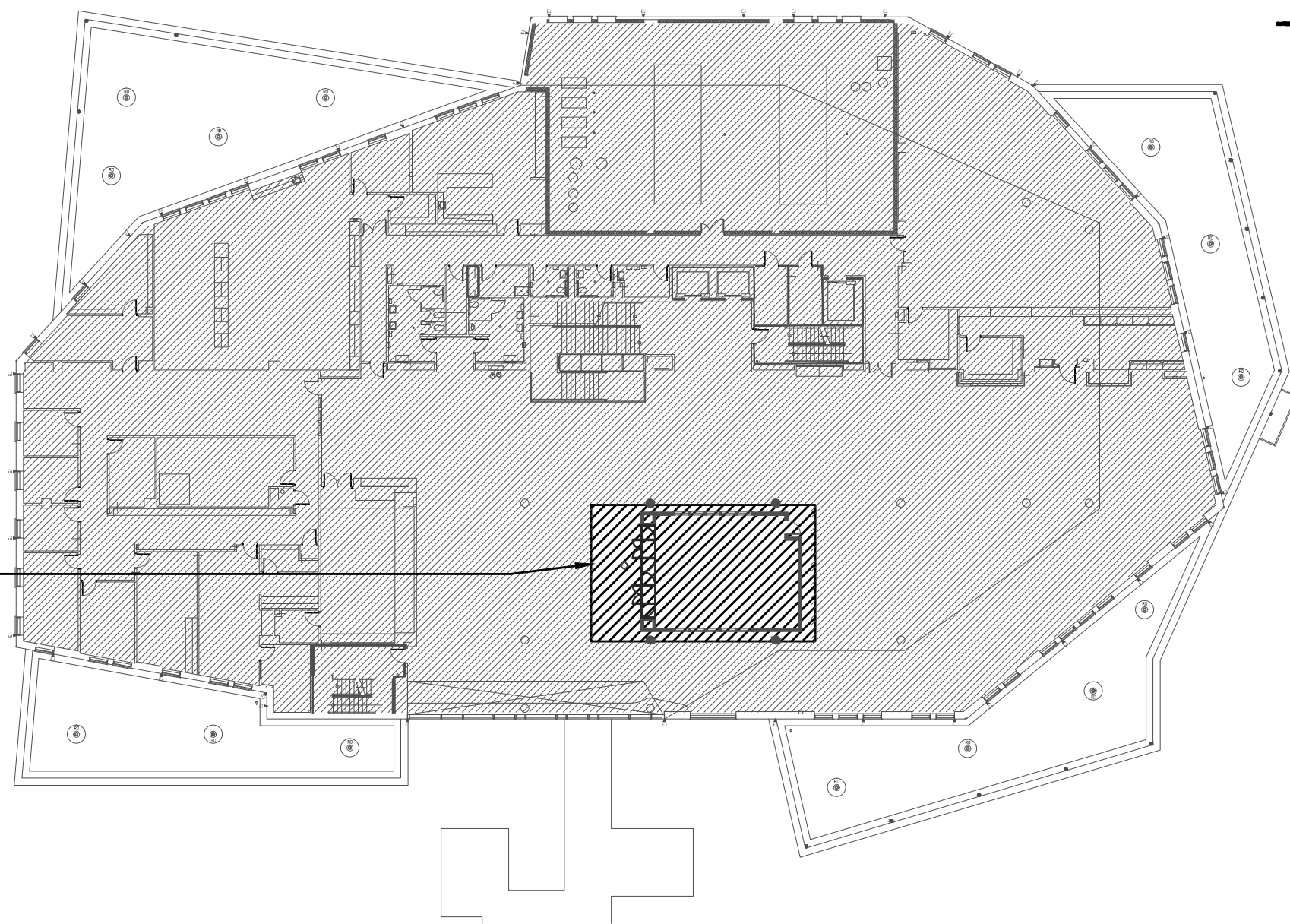
THE SPRINKLER RISERS, MAINS AND BRANCH PIPING SHALL BE SUPPORTED FROM THE BUILDING STRUCTURE USING APPROVED TYPE STEEL HANGERS, BRACKETS, ANCHORS AND STUDS, OF SIZE AND NUMBER IN ACCORDANCE WITH NFPA-115.

THE SPRINKLER SYSTEM SHALL BE INSTALLED IN CONFORMANCE WITH PARHNET 19 OF THE NATIONAL FIRE PROTECTION ASSOCIATION AND ALL REQUIREMENTS OF THE LOCAL FIRE DEPARTMENT AND OWNERS' INSURANCE UNDERWRITER.

ALL PIPING ABOVE GRADE SHALL BE HYDROSTATICALLY TESTED AT 200 PSIG FOR A TWO-HOUR PERIOD IN ACCORDANCE WITH NFPA-124.

CONTRACTOR IS RESPONSIBLE FOR SPACING, PIPE SIZE, OFFSETS, CLEARANCES, VALVES, ELBOWS, HANGERS, ALL ACCESSORIES AND QUANTITIES FOR ALL.

THIS CONTRACTOR SHALL DESIGN AND INSTALL A COMPLETE SPRINKLER SYSTEM PER NFPA AND LOCAL CODES.



A10

SECOND FLOOR KEY PLAN

SCALE: 1/8"=1'-0"



OWNER



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

ARCHITECT

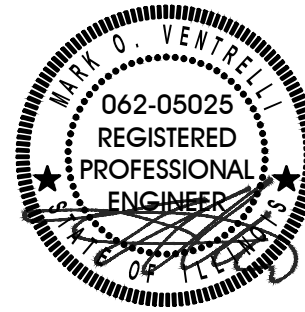
**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603

MEP ENGINEER



WT Group
2675 Prallum Ave
Hoffman Estates, IL 60192



No.	Description	Date
1	PRICING SET	11.16.2018

FPLD INTERIORS

300 WEST BRIARCLIFF RD,
BOLINGBROOK, ILLINOIS

Bid Set

2ND FLOOR
FIRE PROTECTION PLAN

FP200



IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND®

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

Quote Details	
Quote #:	3204941
Date:	03/07/2019
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Bill To:

ACCT #: 642720
Fountaindale Public Library District
Accounts Payable
300 West Briarcliff Road
Bolingbrook, IL 60440
United States
630-685-4241

Ship To:

Fountaindale Public Library
John Matysek
300 West Briarcliff Road
Bolingbrook, IL 60440
United States
630-685-4275

Client Contact:

John Matysek
(P) 630-685-4275
jmatysek@fountaindale.org

Client Executive:

Elizabeth Kasbeer
(P) 630.396.6332
(F) 630.396.6322
ekasbeer@ITsavvy.com

Description: HP ProBook 450 G6 CTO Laptops and Cart

Item Description	Part #	Tax	Qty	Unit Price	Total
1 HP ProBook 450 G6 CTO 500GB HDD – i7 – W10 – 8GB RAM – 15.6inch	B21822468	Y	20	\$814.49	\$16,289.80
2 HP 20 Managed Charging Cart V2 Cart charge and management for 20 notebooks (open architecture) - lockable - HP black - screen size: 10.1"-15.6" - for Elite x2; EliteBook 10XX G1, 840r G4; EliteBook x360; ProBook x360; ZBook Studio x360 G5	20026292	Y	1	\$1,950.00	\$1,950.00

Fair Market Value		\$1 Buy Out	
36 Month FMV / MO	60 Month FMV / MO	36 Month \$1 / MO	60 Month \$1 / MO
\$546.70	\$363.18	\$609.35	\$392.52
Lease estimates are based upon final individual credit review and approval. Your final payment options may be higher / lower based upon credit review. Payments do not include sales tax. Other lease terms are also available. Contact us to learn more.			

Subtotal: \$18,239.80

Shipping: \$0.00

Tax: Exempt

TOTAL: \$18,239.80

Notes From Your Client Executive

ETA 2-3 week lead time

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

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

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

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

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

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____



Proposal

Sold To: Fountaindale Public Library
300 W. Briarcliff Road
Bolingbrook, IL 60440

ATTN: Tasos C. Priovolos
Phone: 630-685-4209
Email: tpriovolos@fountaindale.org

Install At: Fountaindale Public Library
300 W. Briarcliff Road
Bolingbrook, IL 60440

ATTN: Tasos C. Priovolos
Phone: 630-685-4209
Email: tpriovolos@fountaindale.org

Quote #: 1167
Date: 01/29/2019
Customer PO #:
Salesperson: Jennifer Rappe
Terms: 50% DEP NET 15

Fountaindale Public Library - Meeting Room Furniture 1/28/19: Re-priced using US Communities Contract

Line	Qty	Product	Unit	Extended
1	12.00	TARA-3060-LJSNYH4 Planes, Table, Rt, Lam, 30"x60", Eb3, Std, Co: None, Yleg, Cst - Flip, 29"H Worktop Surface Color:, H-DA: OATS GRAIN GRD A Worktop Edge Color-Users Edge:, HP-AA: PUTTY GRD A Base Color 1A:, TR-LE: METALLIC SILVER GRD B	\$627.27	\$7,527.24
2	60.00	SCH-44-0S Very Wire Stacker, Plstc Seat, Plstc Bk, Armless, Non Ganging, Seat 1 Color:, TR-CF: COFFEE GRD A Frame Color:, KR-V: CHROME GRD D	\$104.32	\$6,259.20
3	2.00	SCT-1 Very Seating, Cart, For High Density Chairs	\$222.19	\$444.38
4	1.00	FREIGHT INCLUDED FOR STANDARD SHIPMENT. SPECIAL REQUESTS TO BE INVOICED AT ACTUAL.		
6	1.00	DELIVERY LABOR TO RECEIVE AND DELIVER: (12) HAWORTH PLANES TABLES 30X60 (60) HAWORTH VERY WIRE STACKER CHAIRS (ARMLESS) TO BE COMPLETED DURING REGULAR BUSINESS HOURS.	\$1,111.00	\$1,111.00
7	1.00	UNION LABOR UNION LABOR TO INSTALL: (12) HAWORTH PLANES TABLES 30X60 (60) HAWORTH VERY WIRE STACKER CHAIRS (ARMLESS) TO BE COMPLETED DURING REGULAR BUSINESS HOURS.	\$2,217.61	\$2,217.61

Proposal

Total Product :	\$14,230.82
Total Labor :	\$3,328.61
Order Sub-Total :	\$17,559.43
Project Total :	\$17,559.43

Thank you for allowing BOS the opportunity to present pricing. If you should have any questions, please contact me at jennifer.rappe@bos.com or (630) 228-5238

Sincerely,

Jennifer Rappe

Key Notes and Terms:

- * Quote valid for 30 days.
- * All orders are non-cancelable or returnable.
- * Payment terms as stated above include a 1.5% late payment fee after 30 days.
- * A service charge of 3% will be applied to all credit card purchases over \$3,000 where permissible by law.
- * In consideration for credit extended, customer grants BOS a security interest in the goods sold.
- * Used product is available on a first come/first serve basis.
- * BOS will invoice customer when product is received in its warehouse or at the client location.
- * Unless noted differently above, our standard installation quote is based on (1) trip or continuous phase, non-union, straight time labor. If additional trips are required additional fees may be applicable.
- * Hardware and the labor to install electrical and voice/data wiring by others.
- * Village/City Permits and Dock/Elevator fees not included in this proposal.
- * Until there is a final sign off on a drawing, pricing will be budgetary, and a final internal BOS Double Check of Specifications will occur prior to final proposal issuance.
- * **By signing this proposal, you agree to the accompanying terms and conditions.**

Approved by:

Approval Signature / Date

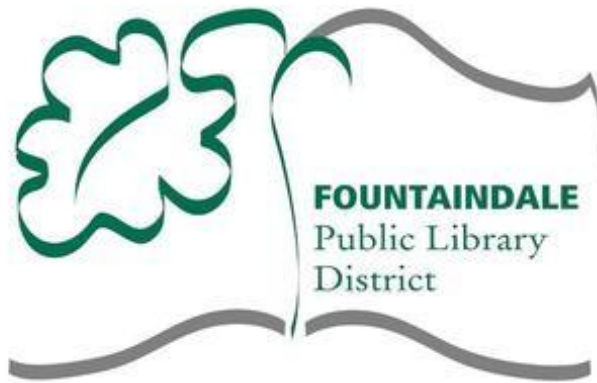
TERMS AND CONDITIONS OF SALE

Purchaser Name _____

Type of Entity (corporation, etc.): _____ State of Organization: _____

Entity ID No. in State of Organization _____ FEIN# _____

1. **SCOPE:** Unless otherwise agreed in writing by the parties, these Terms and Conditions will apply to all purchases of office furniture, equipment and related services ("the Merchandise") from one or more of the companies listed above) hereinafter referred to as "Dealer") by Purchaser. The quotation/purchase order from Purchaser (once accepted in writing by) and all exhibits thereto will, together with these Terms and Conditions, constitute the "Agreement."
2. **GRANT OF SECURITY INTEREST:** To secure the performance of Purchaser's obligations under the Agreement, including all payment obligations, Purchaser hereby grants Dealer a security interest in the Merchandise. Purchaser agrees that Dealer may prepare and file a UCC financing statement and other instruments necessary to perfect, maintain, defend and enforce its security interest. Purchaser will sign such documents and take such other actions as Dealer may reasonably request to perfect, maintain, defend and enforce its security interest.
3. **CREDIT/PAYMENT TERMS:**
 - a. Credit. This Agreement is subject to credit approval. Credit may be established upon acceptance of satisfactory credit information, including a completed credit application. In the absence of adequate credit, full or partial payment at the time of ordering and/or payment upon delivery will be required.
 - b. Payment Terms. The terms of sale are as indicated on the invoice. All payments will be made in U.S. dollars. Dealer will submit invoices as items are delivered or at the time of order completion. A monthly service charge of 1.5% per month (18% per annum) will be charged on all amounts not paid by Purchaser within fifteen (15) days of the invoice date and will be added to the balance outstanding.
 - c. Deposits. All required deposits must be received prior to the entering of any order. Dealer will apply deposits received pro rata to outstanding invoices. No interest shall accrue against such deposit. Required deposit amount is 50% of the contract amount less the amount required by manufacturers. Additionally, Purchaser shall supply any deposits required by manufacturers.
 - d. Withholding. Purchaser may withhold payment on an invoice only for damaged or non-conforming items of the Merchandise and only to the extent that such damage or failure to conform was expressly noted at the time of delivery, in writing, in accordance with Section 8(e) below. Such withholding shall in no way limit or impair Dealer's right to receive payment in full for all remaining items.
4. **ADDITIONAL COSTS**
 - a. Taxes. Purchaser shall pay all taxes, duties and tariffs applicable to any purchase or sale of the Merchandise. If Purchaser claims exemption from the payment of sales tax (or any similar tax that may be applicable to a purchase Purchaser will provide a completed certificate of resale or tax-exempt certificate upon Dealer's acceptance of a sale quotation or purchase order.
 - b. Storage:
 - i. Warehouse Shipments. Merchandise delivered via Dealer's warehouse, subject to space availability, may be held in its warehouse at the Purchaser's request at no charge for thirty (30) days. Storage charges will be invoiced for merchandise stored beyond the initial 30-day period.
 - ii. Direct Shipments. When merchandise is shipped directly to Purchaser from the manufacturer, Dealer will coordinate shipments to arrive at the jobsite at a reasonable time prior to the scheduled installation date. Purchaser shall make all necessary arrangements with landlords, other contractors, and other persons that Dealer can deliver the Merchandise to the jobsite without delay or disturbance. If Dealer is prevented from delivering the merchandise to the jobsite as a result of any cause or event beyond the control of Dealer, the merchandise will be rerouted to another suitable location. Purchaser will pay all additional costs associated with such rerouting, including transportation, handling, and storage charges.
5. **DISCLAIMER OF WARRANTIES:** DEALER HEREBY DISCLAIMS AND EXCLUDES ALL WARRANTIES EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
6. **CANCELLATION/RETURN/CHANGES/ADDITIONS:** All sales are final. No additions, substitutions or cancellations of any order, and no modifications or amendment of these Terms and Conditions shall be effective unless signed by duly authorized officers of Purchaser and Dealer.
7. **JOBSITE CONDITIONS**
 - a. Jobsite Services. Reasonable electric current, light, heat, hoisting and elevator service and reasonable access to suitable unobstructed dock space, trash disposal facilities, and secured staging/storage areas will be furnished by Purchaser without charge to Dealer.
 - b. Condition of Jobsite. Purchaser's jobsite shall be clean, clear, and free of debris prior to installation. Delivery and installation encumbrances that necessitate additional labor will result in extra charges. The jobsite shall also be free of interference and all trades in the work areas, and if jobsite is not free of such trade interference, the delivery and installation shall not proceed until such interference has been eliminated, or other arrangements are agreed to in writing. Subject to these conditions, Dealer shall be held harmless and shall not assume liability for job delay.
8. **DELIVERY/INSTALLATION**
 - a. Title. Title to the Merchandise will pass to Purchaser upon delivery to the "Ship To" address specified in the Agreement.
 - b. Working Hours. Delivery and installation will be made during normal working hours, unless otherwise agreed in writing. The Purchaser will pay additional labor costs resulting from overtime work performed at the Purchaser's request, at the applicable overtime rate.
 - c. Responsibilities. Dealer may elect to meet direct trailer shipments at the jobsite and install without rehandling.
 - d. Erection and Assembly. If trade regulations in force at the time of installation require employing on-site tradesmen to complete the installation, the labor cost differential will be additionally invoiced to the Purchaser.
 - e. Receipt and Protection of Delivered Goods. Purchaser will inspect and accept the Merchandise immediately upon delivery, subject to any exceptions for damaged or non-conforming items as noted in writing at the time of delivery. If Dealer received notice in accordance with the preceding sentence, it will take all reasonable steps to replace damaged or non-conforming items of Merchandise. After delivery, all risk of loss or damage to the items, including insurance, shall be borne by the Purchaser, and destruction or loss of or damage to the Merchandise shall not affect the obligation of the Purchasers to pay for same.
9. **LIMITATION ON CLAIMS**
 - a. Claims. Any action by the Purchaser for breach or enforcement of the Agreement must be filed within ten days of the time such cause of action arises, after which time the Purchaser shall be forever barred from bringing such action.
10. **GENERAL**
 - a. Assignment. Purchaser may not transfer or assign any of its rights or obligations under the Agreement without Dealer's prior written consent, which consent may be withheld by Dealer in its sole discretion. Any attempted transfer or assignment will be void. Any assignee of Dealer shall be entitled to all its rights under the Agreement.
 - b. Force Majeure. Dealer shall not be liable for any conditions resulting from any strike, lockout, work stoppage, accident, act of God, manufacturer or carrier's delay, or other delay beyond its control.
 - c. Costs. Purchaser shall be responsible for any costs including legal fees incurred by Dealer in connection with the enforcement of the Agreement or the collection of Purchaser's account.
 - d. Terms and Conditions Controlling. These Terms and Conditions are an essential part of the Agreement. Except as provided in the following sentence, these Terms and Conditions supersede all terms and conditions appearing on Purchaser's purchase order or any other document and all oral communications and understandings relating to the sale, rental or purchase of the Merchandise. To the extent, if any, that these Terms and Conditions are inconsistent with any provision or provisions of an existing agreement between dealer and Purchaser or a tripartite agreement among Purchaser, Dealer and a manufacturer, the latter agreement will control.
 - e. Governing Law. This Agreement will be construed and enforced under the laws of the States of Illinois, Wisconsin or Florida depending on the dealership.



Fountaindale Public Library 2nd Floor Computer Lab Digital AV Integration

Erik M. Sover, CTS
Pace Systems, Inc.

STATEMENT OF NEED

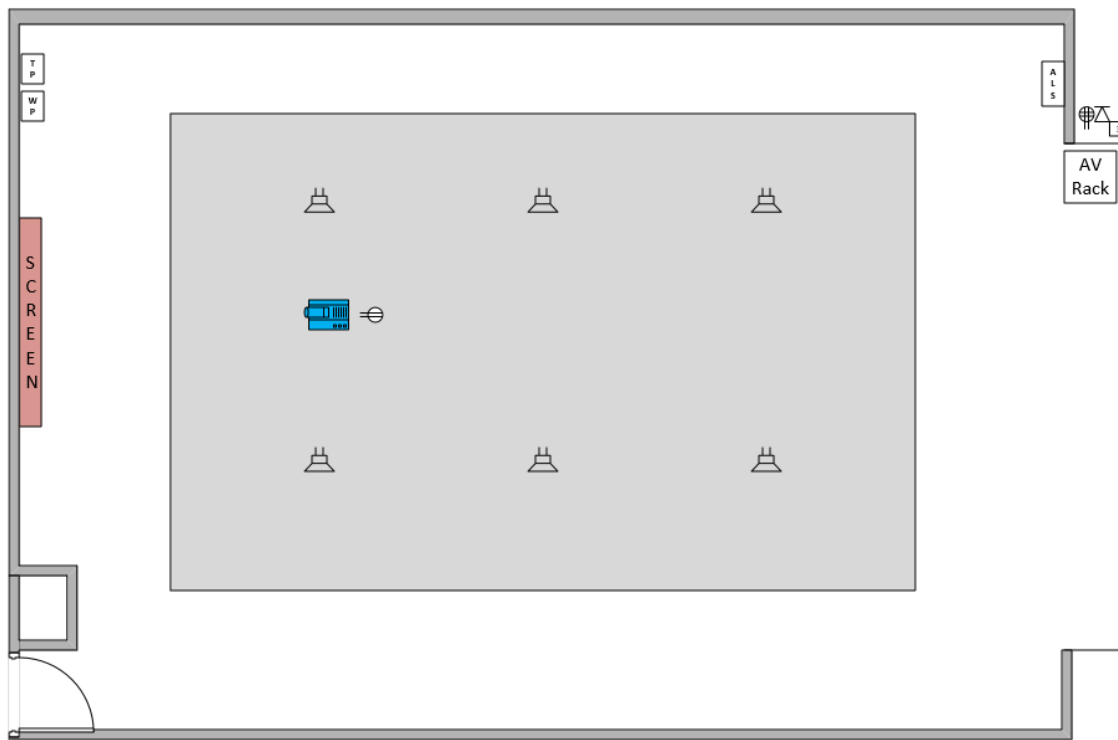
Fountaindale Public Library requires fully intuitive AV systems for their 2nd Floor Computer Lab inclusive of the following requirements. *Please note, the technology of this space will emulate that of Meeting Room B with the most current technologies available. Please note: Product discontinuation is a possibility given target June 2019 completion timeline for this venture. Please note also that this is being quoted as a “new construction” venture. This means that PACE Systems has identified the probable need for on-site coordination with other trades, extensive documentation/engineering services, and anticipate mobilization to leverage peripheral and material install throughout certain key construction milestones.*

2nd Floor Computer Lab

- Integrate a new Crestron DMPS3-200-C Presentation System
 - Will do all of the video, audio, and control processing for the system
 - Will have a Middle Atlantic S3 security cover over the unit
- Provide and install a Crestron DM-TX-200-W wall plate transmitter at the presentation position- Location is to be verified and confirmed.
 - Will be sent to the new Crestron DMPS3-200-C over Crestron DM cable
- Provide and install a Tascam Blu-Ray player
 - Will reside in new equipment rack and will be rack mounted
 - Will send signal directly into new Crestron DMPS via HDMI
- Provide and install a Crestron AM-101 Wireless Presentation Gateway
 - Allows for wirelessly presenting onto the projection system from a phone, tablet, or laptop
 - Will reside in the new equipment rack
 - Will send signal directly into new Crestron DMPS via HDMI
- Install a new Crestron DM-RMC-SCALER-C at the projector location
 - Will take the video signal from the Crestron DMPS over DM cable and scale/convert it into HDMI that will go directly into the new Epson projector
- Provide and install an Epson Pro G7500 WUXGA projector
 - 16:9 widescreen aspect ratio projector with 6500 lumen
 - Projector will replace existing projector located at the back of the room
 - Replacement lamp module will be provided.
- Provide and install a Da-Lite 16:9, 133” Tensioned Advantage Deluxe Electrol ceiling recessed projection screen
 - Projection screen will replace existing 4:3 projection screen located at the front of the meeting room
 - **NOTE:** PACE Systems is not responsible for any drywall patching and painting, or general construction that will be needed after removal of existing projection screen; Framing will need to be re-worked in the drywall ceiling to accept the larger 16:9 projection screen this is to be done by others than PACE Systems
 - Note: given the ceiling height, PACE systems added 2’ of additional black drop for adjustability of for optimal projection screen placement in the space.
- Integrate a new Denon DN-200BR Bluetooth audio receiver
 - Will be mounted in the new equipment rack and will allow patrons to wirelessly play audio via Bluetooth
- Crestron TSW-760 (white) touchscreen controller will be mounted to the wall

- Will control the entire AV system including volume, video/audio routing, projector power, projection screen operation, and lighting pre-sets
 - **NOTE:** Touchscreen will be white in finish to match existing control panel that is being removed
- Provide and install a Shure QLXD wireless combo microphone system into the new equipment rack
 - (1) handheld transmitter and (1) lavalier microphone will be provided with this system
 - **NOTE:** With the combo system you can only use either the handheld microphone or lavalier microphone at one time
- Provide and install (6) Crestron SAROS ceiling speakers
 - Speakers will take their feed from a new Crestron 2-Channel, 220W per channel, 70V audio amplifier
- Provide and install a new Listen Technologies Assistive Listening System
 - Will consist of (4) Receivers, (4) Ear Speakers, (4) Neck Loops, (1) Antenna Kit, (1) Transmitter, (1) rechargeable base, and (1) Signage Kit
 - Will take an audio feed from the Crestron DMPS into the Listen Technologies transmitter (transmitter to be rack mounted) and transmit the signal out to the receivers within the room
 - Rechargeable base for receivers will be handed over to Fountaindale Library to place where desired
- At this time, there are no demolition/removal of existing technology services built into this proposal
- At this time, there is no cable TV integrations specified for this system
- This project is considered “new construction.” Therefore design and quotation is such that PACE will mobilize throughout certain phases of the overall construction project.
- Engineering services will be more in-depth so to provide on-site coordination and required requisite information to the General contractor, Electrical contractor, and Low Voltage Contractor.
- Programming will emulate that of Meeting Room B, but will incorporate shade/lighting control integration.

ROOM SKETCH (NTS)



QUOTATION:

2nd Floor Computer Lab- Fountaindale Public Library							Sell	Sell Extended
Item	Manufacturer	Qty	Model #	Description				
1	Crestron	1	DM-TX-200-C-2G-W-T	Wall Plate DigitalMedia 8G+® Transmitter 200, White			\$784.00	\$784.00
2	Crestron	6	SAROS IC6T-W-T	Saros® 6.5" 2-Way In-Ceiling Speaker			\$128.80	\$772.80
3	Crestron	1	DMPS3-200-C	3-Series® DigitalMedia™ Presentation System 200			\$4,144.00	\$4,144.00
4	Crestron	1	AM-101	AirMedia® Presentation Gateway			\$896.00	\$896.00
5	Crestron	1	DM-RMC-SCALER-C	DigitalMedia 8G+® Receiver & Room Controller w/Scaler			\$784.00	\$784.00
6	Crestron	1	TSW-760-W-S	7" Touch Screen, White			\$784.00	\$784.00
7	Crestron	1	CEN-SW-POE-5	5-Port PoE Switch			\$224.00	\$224.00
8	Crestron	1	AMP-2210T	2x210W Commercial Power Amplifier, 4/8Ω or 70/100V			\$744.80	\$744.80
9	Da-Lite	1	88300C	16:9, 65"x116", 133" Diagonal, Tensioned Advantage Deluxe Electrol Projection Screen- 2' Add'l Drop			\$4,483.85	\$4,483.85
10	Denon	1	DN-200BR	Bluetooth Audio Receiver			\$80.50	\$80.50
11	Epson	1	V11H750020	G7500 6500 LUMEN, WUXGA Resolution Projection System			\$4,230.85	\$4,230.85
12	Epson	1	V13H010L93	Replacement Lamp Module for G7500 Projector			\$408.24	\$408.24
13	Listen Tech	1	LS-70-216	Listen Technologies IDSP Prime Level IV Stationary RF System			\$1,681.13	\$1,681.13
14	Middle Atlantic	1	PTRK-21	21RU, PTRK Series Rack, 24" D w/ 4" Casters			\$508.85	\$508.85
15	Middle Atlantic	1	PTRK-RR21	21RU Rear Rack Rail Kit			\$35.49	\$35.49
16	Middle Atlantic	1	PD-915RC-20	120V Rackmount Power Strip w/ 20' Cord			\$92.33	\$92.33
17	Middle Atlantic	1	U1V	1RU Vented Rackshelf			\$58.36	\$58.36
18	Middle Atlantic	1	UD3	3RU Storage Drawer			\$101.33	\$101.33
19	Middle Atlantic	1	S3	3RU Security Cover, Perforated			\$28.04	\$28.04
20	Middle Atlantic	4	S1	1RU Security Cover, Perforated			\$23.47	\$93.89
21	Middle Atlantic	1	MA-EB/VT-1	Misc. Rack Components			\$120.75	\$120.75
22	Middle Atlantic	2	S2	2RU Security Cover, Perforated			\$26.37	\$52.74
23	Middle Atlantic	1	RC2	2RU Clamping Rackshelf			\$52.08	\$52.08
24	Shure	1	QLXD124/85	Handheld and Lavalier Combo Wireless Microphone System			\$1,323.65	\$1,323.65
25	Tascam	1	BD01U	Rackmounted Blu-Ray Player			\$379.75	\$379.75
26	Chief Mfg	1	CMS440	Ceiling Tile Bridge Mount			\$88.54	\$88.54
27	Chief Mfg	1	RPMAUW	Universal Projector Ceiling Mount- White			\$175.95	\$175.95
28	PACE Systems	1	WHITE- COLUMN	Adjustable Projector support column- White- Size VIF			\$69.00	\$69.00
				***Includes Lighting and Shade Control Integration			\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
Equipment Subtotal							\$	23,198.92
Freight Expenses							\$	-
Rack/Console Assembly, Prewiring/Configuration							\$	1,575.00
On -Site Field Labor							\$	10,950.45
Control System Programming- Off Site Prep, on-site loading/debugging							\$	2,490.00
Project Management & Coordination Services On-site							\$	840.00
Engineering/Documentation/Cut Sheets, Submittals, As-Builts, On-site QC/Training							\$	2,640.00
Bulk Cable, Connectors, Supports, Trim, Consumables.							\$	1,304.44
PROJECT GRAND TOTAL:								\$42,998.80

ANTICIPATED PROJECT TIMELINE: UPON RECEIPT OF CONTRACT

- Procurement: 10-15 Business Days
- Engineering/Submittals/Product Specifications: 1 Day
 - Conduit riser
 - Device Locations
 - Reflective Ceiling Plan
 - Rack Elevation
 - Electrical/Data Infrastructure
 - Signal Flow
 - Cable Pull Matrix
- Programming- Off Site Prep: 2 Business days
- Rack Fabrication- 2 Days
- On-site Rough In: Cable Pull, Ceiling Peripheral Install, Mounts, Screen Install
 - Prerequisites: Electrical infrastructure complete, Ceiling Tile Grid Installed
- Trim Phase: Land Equipment rack, Install projector, install antennas, wall plates, and touch panel
 - TO be done with “dust free” conditions, substantial completion of overall construction
- QC/Programming/Debugging: 3 Business Days
- Training/testing/Sign Off: ½ Day.

DATA/POWER INFRASTRUCTURE:

- Furnished and Installed by Others. Pace Systems will provide specifics and coordinate with all trades..

GENERAL CONSTRUCTION

- Any/all general construction including, but not limited to paint, walls, mechanical, plumbing, furniture, electrical, data, trim, flooring, wall covering are supplied, installed by General Contractor provided by Fountaindale Public Library.

ABOUT THIS QUOTATION:

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

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

AUDIO VISUAL STANDARD SYSTEM WARRANTY

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

Exclusions

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

Special Circumstances

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

When You Need Service

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

Electronic Communication and Information Systems Policy - DRAFT

This policy governs employee use of the District's electronic communication and information systems, including electronic mail (email), computers (including Internet access), voicemail, fax machines, cellphones, telephones, and any other device used for communication and information (collectively referred to as "Communication and Information Systems"). However, it does not govern employees' use of any Communication and Information Systems available to the public used by employees during non-working hours. Use of the Communication and Information Systems constitutes a commitment by the District's employees to observe and be bound by the provisions of this policy. To the fullest extent allowed by law, employees who use the District's Communication and Information Systems should have no expectation of privacy in the use of the systems during work hours or for work purposes.

The purpose of this policy is to ensure that the District's Communication and Information Systems are protected, properly managed, used for appropriate and acceptable purposes, and utilized in cost effective ways.

Equipment and Resources

District Communication and Information Systems are made available for staff to conduct library related business.

Minimal and occasional personal use of District Communication and Information Systems, may be permitted if the use does not:

1. Interfere with the user's work performance or activities
2. Interfere with any other user's work performance or activities
3. Have undue impact on the operation of the system
4. Give rise to more than nominal additional cost
5. Violate any other provision of this policy or any other policy, guideline, or standard of Fountaindale Public Library District

While at work, employees are to exercise the same discretion in using personally owned Communication and Information Systems, such as cellphones, laptops, and tablets as they do for District owned equipment and are subject to the above usage guidelines.

All District owned equipment, including computers, tablets, laptops, cellphones, and telephones as well as all data entered into the computer network or any component thereof is the property of the District. The hardware, software and accounts, including voicemail, are given to employees to assist them in performance of their jobs.

Employees should not have an expectation of privacy in anything they create, store, send, or receive on library equipment, network, or software.

Staff may not store personal or other non-work related information and or documents on library equipment. Any personal content found on library owned equipment shall be deleted by the Information Technology (IT) department without prior notice.

Equipment and software is installed and maintained by the District's IT department. Use of other software or equipment without prior approval by the IT department is strictly prohibited. Staff may not download and install programs on library equipment without authorization from the IT department.

Accounts and passwords are set up and issued by the IT department. Accounts and the information contained therein are owned by the District. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned or by the IT department for the purpose of computer network maintenance.

File Sharing

Staff must exercise caution when downloading or forwarding/sharing files. If such files are copyrighted, downloading or sharing them without licensing permissions is illegal and may subject the District and the individual employee to legal sanctions. Willful file sharing of any copyrighted material is prohibited.

Software License Abuse

The District requires strict adherence to software vendors' license agreements. Using District equipment and/or resources to copy licensed software contrary to vendor agreements or installing unlicensed and/or pirated software is strictly prohibited. Questions regarding software licenses should be referred to the IT department.

Unacceptable Practices

The following list provides examples of unacceptable practices for which employees will be held accountable. This list is not exhaustive and should not be interpreted as such.

- Excessive use of District equipment and/or resources to conduct non-library related business. This includes phone calls and saving non-business related documents to the library network.
- Participating in the creation or transmission of unsolicited commercial e-mail ("spam").
- Accessing unauthorized networks, servers, drives, folders, files, or information.

- Accessing voicemail messages, when not the intended recipient, without prior authorization.
- Making unauthorized copies of District files or documents.
- Destroying, deleting, erasing, altering or otherwise tampering with District files or other District data needed by or potentially useful to other staff members and/or the library in general.
- Disabling, defeating, or circumventing any library security mechanisms such as Windows policies, internet screening programs, security programs, or firewalls. Any employee who does so shall be subject to disciplinary action up to and including termination.
- Deliberately or habitually propagating any virus or other code or file designed to disrupt, disable, impair, or otherwise harm either the District's networks or systems or those of any other individual or entity.
- Willfully creating congestion, disruption, disablement, alteration, or impairment of library networks or systems. (e.g. adversely impacting internet speed by streaming videos or unplugging computer equipment.)
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages when using District resources.
- Infringing, attempting to infringe, or aiding in any way in the infringement or attempted infringement on another person or entity's intellectual property rights or copyrights.
- Browsing, retrieving, displaying, or disseminating any offensive, inflammatory, pornographic or inappropriate communications, including sexually and racially explicit or negative material.
- Composing, sending or forwarding communications which reasonably could cause another employee to feel offended, embarrassed, or harassed including any material relating to race, color, sex, pregnancy, religion, national origin, disability, age, marital status, sexual orientation, gender identity, military status, order of protection status, or any other characteristic protected by law.
- Sending or forwarding any communications which mask or misrepresent their identity as the sender, or which are encrypted.
- Engaging in activities for personal financial gain or for commercial use or profit.
- Using District equipment or other resources to promote or oppose a political issue or candidate or a religious belief.
- Failing to properly log off or lock any secure, controlled-access computer or other form of electronic data system that you use if and when you leave such computer or system unattended.
- Posting passwords on or near a computer, especially in a public area.
- Sharing or distributing passwords to unauthorized persons.

- Using a cellphone or other electronic device, regardless of who owns the device, while driving a District owned vehicle.

Willful and/or recurring use of District equipment and resources for purposes, or in ways, that are inconsistent with the policies, guidelines, or best practices stipulated therein will subject an employee to disciplinary action, up to and including termination.

Social Media Use Policy - DRAFT

Social Media is defined as: websites and applications that enable users to create and share content or to participate in social networking.

General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is (1) for the District during work hours or for work purposes; or (2) for personal use during nonwork time while using District owned equipment; or (3) for personal use during nonwork time while use may be interpreted as being in an official work capacity. Using District equipment to access social media sites for personal use is also governed by the Electronic Communication and Information Systems Policy.

These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential District matters through the use of social media. Examples of confidential District information include, but are not limited to, District borrowers' records. District borrowers' records are confidential and shall not be made available to any outside agency, group, or person for any purpose except pursuant to a court order.
2. Employees cannot use social media to engage in any illegal conduct, harass, threaten, libel or slander, bully, defame, or discriminate against co-workers, managers, customers, clients, vendors or suppliers, any organizations associated or doing business with the District, or any members of the public, including website visitors who post comments. The District's anti-harassment and EEO policies apply to use of social media in the workplace.
3. Notwithstanding anything to the contrary set forth herein, this policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

District-Sponsored Social Media

District-sponsored social media is used to: convey information about District products and services; advise patrons about product updates; obtain patron feedback, exchange ideas or trade insights about library trends; reach out to potential new markets; provide marketing support to raise awareness of the District's brand; issue or respond to breaking news, or respond to negative publicity; brainstorm with employees and patrons; and discuss District-specific activities and events.

Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to District-sponsored social media accounts must provide the District with all passwords and/or log-in information to such accounts immediately upon the District's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon the District's request.

All such District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the District can prepare content for or delete, edit, or otherwise modify content on District-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the District-sponsored social media conform to all applicable District rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the District's EEO and/or anti-harassment policies.
4. Posts that violate this section of the Social Media Use Policy will be removed from District owned social media accounts.

Personal Use of Social Media

The following rules and guidelines, in addition to the General Rules and Guidelines above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the District's Electronic Communication and Information Systems Policy concerning personal use of the District's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the District may not represent themselves as a spokesperson for the District unless authorized by the Executive Director. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the District or of any person or organization affiliated or doing business with the District.
3. Employees should respect all copyright and other intellectual property laws. For the District's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the District's own copyrights, trademarks, and brands.
4. Employees may not advertise or sell products or services through District-sponsored social media.

District Monitoring

The District reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using District equipment and facilities for any purpose, including the use of social media. The District reserves the right to monitor, review, and block content that violates the District's rules and guidelines.

Violations

The District will investigate and respond to all reports of violations of the District's rules and guidelines or related company policies or rules. Employees are urged to report any violations of this policy to his or her supervisor or manager. A violation of this policy may result in discipline up to and including termination of employment.

Use of District Equipment - DRAFT

The District provides supplies, equipment, and materials necessary for employees to perform their jobs. These items are to be used solely for the District's purposes. Employees are expected to exercise care in the use of the District's equipment and property and use such property only for authorized purposes. The District's equipment, such as telephone, postage, facsimile, and copier, and scanning machines, is intended to be used for business purposes. An employee may use this equipment for non-business purposes only in cases of an emergency with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the District should be reported immediately to your supervisor or the finance department so reimbursement can be made.

Loss, damage or theft of the District's property should be reported at once. Negligence in the care and use of District property may be considered grounds for discipline, up to and including termination.

The HERALD-NEWS

Will County Clerk announces expanded early voting options for April 2 election

By ALEX ORTIZ

11:30 pm



Shaw Media File Photo

Will County Clerk Lauren Staley-Ferry recently announced expanded early voting options that will make it more convenient for voters to cast their ballots for the April 2 consolidated municipal election.

Shorewood Village Hall, located at [1 Towne Center Blvd.](#), will become a new location for early voting, according to a news release. It will be open from 8:30 a.m. to noon Monday through Friday between March 18 and March 29. This location will serve only Shorewood residents.

The Fountaindale Public Library in Bolingbrook, located at [300 W. Briarcliff Road](#), which already is an early voting location, has agreed to expand its hours to include weekends and evenings during the early voting period.

Early voting at these locations will begin March 18.

“I made a promise to the citizens of Will County to expand locations for early voting, and I am so glad to bring the Village of Shorewood on board,” Staley-Ferry said. “I am also thankful that the Fountaindale Public Library leadership didn’t hesitate a moment when my team asked them to expand their hours. Historically, the County Clerk’s Office has only requested weekday business hours for the library during consolidated elections.”

The clerk’s office also is in discussions to increase early voting locations in the eastern part of the county and on Joliet’s East Side for the 2020 election.

“We are talking with several entities and agencies to further expand early voting options for the presidential election in 2020 in areas that have been underserved,” Staley-Ferry said. “Everyone must have convenient access to early voting sites for our democracy to thrive.”

The Will County Clerk’s Office, located at [302 N. Chicago St.](#) in downtown Joliet, is already open for early voting from 8:30 a.m. until 4:30 p.m.

Shorewood Village Hall and the Fountaindale Public Library in Bolingbrook are two of 20 locations that will open their doors for early voting March 18. For a complete list, go to thewillcountyclerk.com.



Anastasia Tuskey
Communications Director

Office of Will County Executive
Lawrence M. Walsh
302 N. Chicago St. ⚡ Joliet, IL 60432

Phone: (815) 740-8376
Fax: (815) 740-4600

FOR IMMEDIATE RELEASE

For more information, contact
Anastasia Tuskey (815) 530-2372

Fountaindale Library adds Narcan to AED

BOLINGBROOK – To ensure all library staff members and anyone from the public has access to Narcan, the Fountaindale Public Library in Bolingbrook now keeps the lifesaving antidote in all four of its AEDs (automated external defibrillators). Most of the library staff have been trained to administer Narcan.

“Our library is a place where everyone is welcome,” said Paul Mills, executive director of the Fountaindale Public Library District. “We do our best to provide a safe and welcoming space and we want to be prepared to handle emergencies.”

The library staff was one of the first entities in Will County to participate in Narcan training offered by Dr. Kathleen Burke, director of the office of substance use initiatives under the office of County Executive Larry Walsh. Early in 2017, Burke began offering Narcan training to any person or organization in the county through the Illinois Prevent Opioid/Prescription Drug Overdose-related Deaths grant from the Illinois Department of Human Services.

“Paul took the lead in offering Narcan training to his staff and also providing information for his peer library directors about this important training,” Burke said. “He was also one of the first agencies to offer this training to the public through the library. Adding the Narcan to the AED units is the perfect place to make this antidote readily available.”

Mills said he thinks the opioid epidemic is an “intersection of a lot of issues we are facing today.” And since libraries are at the heart of a community, he said it makes sense to participate in this program.

“After we learned more about the program, our staff was very receptive to this training,” Mills said. “Dr. Burke is a wonderful trainer. She covers the entire issue, from addiction to using the Narcan. We are in the knowledge business so we are here to help.”

According to facilities manager of the library, Tasos Priovolos, the AEDs are monitored monthly which allows him to ensure the Narcan is up to date.

“We have shared our program with other organizations in the area,” Priovolos said. “This is another important service we offer to our patrons.”

Burke said any bystander that renders aid to a person experiencing an overdose is protected by the Good Samaritan Law.

“As we continue to deal with this opiate overdose crisis, it is more important than ever to have Narcan readily available and trained individuals ready to save a life,” she said.

Mills said the library has more than 430,000 visits last year..

“in The library is one of the spaces in any community where everyone is welcome. Everything in our library revolves around treating people with kindness and respect, and we are proud to be well prepared to save a life if necessary.”

For more information about the Office of Substance Use Initiatives or to schedule a Narcan training, contact Burke at kathleenburke@willcountyillinois.com or (815) 774-7486.

Fountaindale Public Library District

Cash and Investment

February 28, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$330,256.19	\$413,957.39
Cash Checking/Payroll	\$31,492.47	\$159,539.61	\$191,032.08
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$489,925.05	\$607,418.72
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$1,628,394.44)	\$6,480,925.12
Investment - General/IL Funds/MM	\$67,203.39	\$2,279.50	\$69,482.89
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$25,576.17	\$54,569.83
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$66,283.93	\$2,025,282.25
Investment - Working Cash/BMO Harris MM	\$878.27	\$1,064,470.60	\$1,065,348.87
Investments - Working Cash/Madison	\$629,365.30	(\$629,365.30)	\$0.00
Investment - Working Cash/MM	\$22,179.12	(\$22,168.06)	\$11.06
Investment - Morgan Stanley - CD/Bond	\$416,621.26	(\$416,559.17)	\$62.09
Investment - Special Reserve/PMA	\$11,258,640.05	\$2,412,175.95	\$13,670,816.00
Total Investments	\$22,492,198.93	\$874,299.18	\$23,366,498.11
Bond Fund			
4-1211-40 Invest/BMO Harris MM Accou	\$1,105,143.03	(\$1,102,160.46)	\$2,982.57
Total Bond Fund	\$1,105,143.03	(\$1,102,160.46)	\$2,982.57
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 Accou	\$6,135.82	\$23,167.78	\$29,303.60
Total Building Project Fund	\$553,719.45	(\$524,415.85)	\$29,303.60
Total Cash and Investments	\$24,268,555.08	(\$262,352.08)	\$24,006,203.00

Special Res. PMA - 2.12%
General - IL Fund - 2.438%
Money Market BMO Harris - 2.492%

Fountaindale Public Library District

Revenue Report

February 28, 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	\$23,919.71	\$69,656.84	20.85 %	\$334,070.00	\$264,413.16
Interest	\$77,963.90	\$428,279.06	247.37 %	\$173,131.00	(\$255,148.06)
Fines	\$4,977.96	\$44,972.64	179.89 %	\$25,000.00	(\$19,972.64)
Copy Machines	\$628.00	\$5,292.87	88.21 %	\$6,000.00	\$707.13
Fax Machine	\$492.01	\$4,594.98	91.90 %	\$5,000.00	\$405.02
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,938.83	\$15,494.75	96.84 %	\$16,000.00	\$505.25
Miscellaneous	\$158.64	\$12,011.70	96.09 %	\$12,500.00	\$488.30
Reimbursements	\$21.28	\$4,278.44	95.08 %	\$4,500.00	\$221.56
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	\$110,100.33	\$4,687,131.26	52.28 %	\$8,965,211.00	\$4,278,079.74
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$69.65	\$657.98	0.00 %	\$0.00	(\$657.98)
Total Building Project Fund	\$69.65	\$657.98	0.00 %	\$0.00	(\$657.98)
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	\$5.67	\$16,525.12	165.25 %	\$10,000.00	(\$6,525.12)
Interest Rebate Payment - BAB	\$0.00	\$165,757.40	100.21 %	\$165,403.00	(\$354.40)
Total Bond Fund	\$5.67	\$1,499,780.39	51.35 %	\$2,920,735.00	\$1,420,954.61
Total Revenue	\$110,175.65	\$6,187,569.63	52.06 %	\$11,885,946.00	\$5,698,376.37

Fountaindale Public Library District

Expenditure Report

February 28, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$337,912.61	\$2,711,011.99	58.27 %	\$4,652,400.00	\$1,941,388.01
Contractual Services	\$26,459.40	\$972,269.13	69.96 %	\$1,389,815.00	\$417,545.87
Supplies & Utilities	\$38,895.98	\$302,191.03	51.09 %	\$591,500.00	\$289,308.97
Library Materials	\$60,858.12	\$509,108.70	43.80 %	\$1,162,285.00	\$653,176.30
Capital Expenditures	\$22,443.54	\$85,308.73	19.67 %	\$433,662.00	\$348,353.27
Miscellaneous	\$8,047.23	\$31,495.73	44.99 %	\$70,000.00	\$38,504.27
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	\$494,616.88	\$4,611,635.31	55.00 %	\$8,384,766.00	\$3,773,130.69
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$257.99	\$75,666.87	57.11 %	\$132,500.00	\$56,833.13
Soc Sec/IMRF Fund Expenditures	\$23,201.11	\$561,909.64	60.26 %	\$932,501.00	\$370,591.36
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$24,973.65	\$174,408.25	55.37 %	\$315,000.00	\$140,591.75
Total Other Fund Expenditures	\$48,432.75	\$820,634.76	59.04 %	\$1,390,041.00	\$569,406.24
Total Expenditures - Operating Funds	\$543,049.63	\$5,432,270.07	55.57 %	\$9,774,807.00	\$4,342,536.93
Building Project Fund Expenditures					
	\$9,831.48	\$10,858.90	0.00 %	\$0.00	(\$10,858.90)
Total Building Project Fund Expenditures	\$9,831.48	\$10,858.90	0.00 %	\$0.00	(\$10,858.90)
Bond Fund Expenditures					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2008	\$0.00	\$33,600.00	100.00 %	\$33,600.00	\$0.00
Principal Payment - 2009	\$0.00	\$1,475,000.00	100.00 %	\$1,475,000.00	\$0.00
Interest Payment - 2009	\$0.00	\$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	\$0.00	\$505,975.00	100.00 %	\$505,975.00	\$0.00
Principal Payment - 2016A	\$0.00	\$85,000.00	100.00 %	\$85,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$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	\$0.00	\$65,979.17	0.00 %	\$0.00	(\$65,979.17)
Total Bond Fund Expenditures	\$0.00	\$3,057,075.00	107.41 %	\$2,846,175.00	(\$210,900.00)
Total	\$9,831.48	\$3,067,933.90	107.79 %	\$2,846,175.00	(\$221,758.90)

Kathryn J. Spindel/Treasurer

Fountaindale Public Library District

Expenditure Report

February 28, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Total Expenditures - All Funds	\$552,881.11	\$8,500,203.97	67.35 %	\$12,620,982.00	\$4,120,778.03



Memo

To: Board of Trustees


From: Jennie Nguyen, Finance Manager

RE: Morgan Stanley Account Update

IMPORTANT INFORMATION ON THE ACCOUNT CLOSING

On October 1, 2018, the Library District received a letter notification of a change in the firm policies within the Morgan Stanley Company. With the policy change, Morgan Stanley will not be able to service certain government entity account(s). The Library was given the option to transition to a new financial institution and our assets would be transfer to the new company. The other option was to complete a liquidation of the accounts.

The Executive Director and I had decided to liquidate both accounts, 391-xxx408 and 391-xxx061, in order to transfer the funds to our existing Working Cash Fund account at the BMO Harris Bank. The total amount of the fund transfer was \$1,064,107.35, less the accrued interest. The interest had not fully accrued at the time of the fund transfer. The interest will be forward to the library in the form of a check. The approximate amount of the interest is \$73.15 dollars.



October 1, 2018



000468 MSHOU2A1 000000 391 076
FOUNTAINDALE PUBLIC LIBRARY DIST
ATTN JENNIE NGUYEN FIN DIR
300 W BRIARCLIFF RD
BOLINGBROOK IL 60440-2844

MCCONNAUGHAY/KOLOSOSKI
Financial Advisor
630-245-6025
www.morganstanley.com

ACCOUNT NUMBERS: 391-XXX408
391-XXX061

Important Update: Action Required

Morgan Stanley is committed to ensuring you are kept informed about important matters pertaining to your account(s).

What you need to know:

As a result of changes to Firm policies, we regret that we will no longer be able to service certain government entity account(s). Your affected account(s) is noted above. Serving the investment needs of clients within the Government Entity business is highly specialized and complex. We appreciate the business you have done with us and regret any inconvenience this policy change may cause.

What you need to do:

We encourage you to transition the above referenced account(s) to a new financial institution as soon as possible and by no later than March 29, 2019, which is 180 days from the date of this letter. Since public procurement rules may be applicable, we are allowing approximately six months for you to complete the transfer. The new financial institution that you select to receive the assets of your account will need to initiate the transfer, making sure that the title on your new account(s) exactly matches the title on the corresponding Morgan Stanley account(s).

If you are not able to transition your account(s) to a new financial institution, effective as of March 29, 2019, we will thereafter only accept liquidation orders for your account(s).

Again, we regret any inconvenience this policy change may cause. If you have any questions, please contact a member of your Morgan Stanley team.



Fountaindale Public Library District
Bills Paid - Operating Account
MARCH 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Aflac	Employer Insurance Contribution - February 2019	02/01/2019	746	1-4192-10	\$36.29
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - March 2019	02/01/2019	51220	1-4192-10	\$29,959.23
Dearborn National Life Insurance Company	Employer Insurance Contribution - March 2019	02/01/2019	51221	1-4192-10	\$504.40
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - March 2019	02/01/2019	51222	1-4192-10	\$163.01
Home Depot	Building Supplies - De-Icer, hooks, Heat Shrink Splices	02/01/2019	51223	8-4357-30	\$22.95
Illinois Municipal Retirement Fund	Employer Insurance Contribution - February 2019	02/01/2019	752	5-4142-10	\$24,236.75
					<u>\$54,922.63</u>


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - February 2018
Gross Payroll \$297,795.73
FICA \$22,128.30
Total Gross Payroll & FICA **\$319,924.03**

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Allyse Schiller	Mileage - 2/1/19-2/27/19	AS030419	1-4171-10	\$ 28.01
	<i>Totals for Allyse Schiller</i>			\$ 28.01
Amazon	Finance - DYMO Labels & Lumbar Support Cushion	A38-1819	1-4351-10	52.95
	District Supply Closet Restock	A40-1819	1-4351-10	5.99
	District Supply Closet Restock	A40-1819	1-4351-10	74.25
	District Coffee Creamer Supply Restock	A44-1819	1-4351-10	15.98
	District Supply Closet Restock	A40-1819	1-4371-10	16.47
	CSD Program Supplies	A39-1819	1-4353-20	12.49
	CSD Program Supplies	A39-1819	1-4353-20	42.09
	CMTSD - Thermal Laminating Pouches	0660346-MAR	1-4371-12	20.99
	Bkm Rear Tail Light	A43-1819	1-4235-29	22.65
	Books - Adult Fiction	0660346-MAR	1-4540-26	53.96
	Books - Adult Non-Fiction	0660346-MAR	1-4541-26	117.10
	Books - Young Adult/Fiction	0660346-MAR	1-4548-26	7.99
	DVD - Adult	0660346-MAR	1-4557-26	88.63
	Video Games - YA	0660346-MAR	1-4563-26	46.99
	Video Games - Adult	0660346-MAR	1-4565-26	38.04
	Video Games - Adult	0660346-MAR	1-4565-26	19.18
	Studio - Program Supplies	A41-1819	1-4353-27	35.85
	Studio - Program Supplies	A41-1819	1-4353-27	102.46
	Studio - Medium Embroidery Hoop	A34-1819	1-4568-27	24.88
	Studio - Nissin Air-1 Commander & 2.4 Hz Receiver	A37-1819	1-4568-27	227.99
	<i>Totals for Amazon</i>			\$ 1,026.93
American Library Association	Spindel - Membership 4/30/19-4/29/20	1204723	1-4161-16	120.00
	Bermejo - Membership 1/31/19-1/30/20	2220250	1-4161-16	120.00
	Prodehl - Membership 2/28/19-2/27/20	1274745	1-4161-16	120.00
	Danhof - Membership 4/30/19-4/30/20	0073947	1-4161-16	140.00
	<i>Totals for American Library Association</i>			\$ 500.00
Amina Ali	Mileage - Training 2/13/19, 2/26/19, 2/27/19	AA030519	1-4171-10	31.90
	<i>Totals for Amina Ali</i>			\$ 31.90

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ann Burkiewicz				
	Refund - Bombshell for the Boss #30401529167060	AB022419	1-3310-10	\$ 5.25
		<i>Totals for Ann Burkiewicz</i>		<u>\$ 5.25</u>
AT & T				
	Internet - February 2019	2401516404	1-4314-14	1,354.46
		<i>Totals for AT & T</i>		<u>\$ 1,354.46</u>
AT & T Mobility - National Business Services				
	Telephone Service - 1/10/19-2/9/19	14640412	1-4311-14	323.73
		<i>Totals for AT & T Mobility - National Business Services</i>		<u>\$ 323.73</u>
Award Emblem Mfg. Co., Inc.				
	Name Tags - Cox, Bedoya, J. Luce, Ali, Morales	406527	1-4351-10	41.25
		<i>Totals for Award Emblem Mfg. Co., Inc.</i>		<u>\$ 41.25</u>
B&H Photo-Video				
	Studio - Camera Equipment - PO5742-1819	154230036	1-4568-27	3,487.32
	Studio - Nissin Air Receivers & Pelican Case - PO5749-1819	154678571	1-4568-27	239.93
		<i>Totals for B&H Photo-Video</i>		<u>\$ 3,727.25</u>
Baker & Taylor - C009233				
	Adult Ref/NF Standing Order	5015398382	1-4531-26	74.97
	Adult Ref/NF Standing Order	5015377433	1-4531-26	293.05
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 368.02</u>

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Adult Fiction	2034318933	1-4540-29	\$ 149.75
	Books - Adult Fiction	2034295985	1-4540-29	176.37
	Books - Adult Fiction	2034340743	1-4540-29	10.79
	Books - Adult Fiction	2034342346	1-4540-29	98.50
	Books - Adult Fiction	2034364945	1-4540-29	84.30
	Books - Adult Non-Fiction	2034295985	1-4541-29	15.52
	Books - Adult Non-Fiction	2034364945	1-4541-29	98.93
	Books - Adult Large Print	2034318933	1-4543-29	19.75
	Books - Adult Large Print	2034295985	1-4543-29	18.55
	Books - Adult Large Print	2034340734	1-4543-29	141.26
	Books - Adult Large Print	2034342346	1-4543-29	37.70
	Books - Adult Large Print	2034364945	1-4543-29	96.87
	Books - Juvenile Fiction	2034361185	1-4544-29	51.26
	Books - Juvenile Fiction	2034358052	1-4544-29	315.27
	Books - Juvenile Fiction	2034318933	1-4544-29	54.40
	Books - Juvenile Fiction	2034295985	1-4544-29	31.40
	Books - Juvenile Fiction	2034364945	1-4544-29	10.42
	Books - Juvenile Fiction	2034358352	1-4544-29	118.40
	Books - Juvenile Easy	2034318933	1-4546-29	27.93
	Books - Juvenile Easy	2034295985	1-4546-29	54.86
	Books - Juvenile Easy	2034342346	1-4546-29	40.27
	Books - Juvenile Easy	2034366379	1-4546-29	211.51
	Books - Juvenile Easy	2034366306	1-4546-29	187.70
	Books - Juvenile Easy	2034366456	1-4546-29	80.60
	Books - Juvenile Easy	2034366202	1-4546-29	144.92
	Books - Juvenile Easy	2034366472	1-4546-29	204.58
	Books - Young Adult/Fiction	2034318933	1-4548-29	7.74
	Books - Young Adult/Fiction	2034295985	1-4548-29	11.49
	Books - Young Adult/Fiction	2034361351	1-4548-29	27.22
	Books - Adult World Languages	2034343310	1-4525-29	106.55
	Books - Adult World Languages	2034364945	1-4525-29	12.59
	Books - Juvenile World Languages	2034342346	1-4526-29	5.74
<i>Totals for Baker & Taylor - L420685</i>				\$ 2,653.14

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult World Languages	2034310912	1-4525-26	\$ 34.72
	Books - Adult World Languages	2034362028	1-4525-26	133.13
	Books - Adult World Languages	2034368309	1-4525-26	23.92
	Books - Adult Non-Fiction	2034310912	1-4541-29	15.52
	Books - Adult Non-Fiction	2034337741	1-4541-29	17.90
	Books - Adult Large Print	2034310912	1-4543-26	152.52
	Books - Adult Large Print	2034325153	1-4543-26	36.00
	Books - Adult Large Print	2034337741	1-4543-26	13.75
	Books - Adult Large Print	2034346015	1-4543-26	290.09
	Books - Adult Large Print	2034349203	1-4543-26	34.19
	Books - Adult Large Print	2034353929	1-4543-26	57.74
	Books - Adult Large Print	2034368309	1-4543-26	111.41
	Books - Juvenile Easy	2034297919	1-4546-26	129.31
	Books - Juvenile Easy	2034310912	1-4546-26	131.96
	Books - Juvenile Easy	2034325153	1-4546-26	224.21
	Books - Juvenile Easy	2034338371	1-4546-26	271.25
	Books - Juvenile Easy	2034338381	1-4546-26	299.77
	Books - Juvenile Easy	2034338390	1-4546-26	211.93
	Books - Juvenile Easy	2034337741	1-4546-26	135.73
	Books - Juvenile Easy	2034349203	1-4546-26	332.89
	Books - Juvenile Easy	2034368309	1-4546-26	604.94
	Books - Adult Fiction	2034310912	1-4540-26	1,458.72
	Books - Adult Fiction	2034325153	1-4540-26	959.59
	Books - Adult Fiction	2034337741	1-4540-26	728.80
	Books - Adult Fiction	2034349203	1-4540-26	472.53
	Books - Adult Fiction	2034353638	1-4540-26	43.81
	Books - Adult Fiction	2034353690	1-4540-26	10.16
	Books - Adult Fiction	2034353691	1-4540-26	31.65
	Books - Adult Fiction	2034362081	1-4540-26	31.35
	Books - Adult Fiction	2034368309	1-4540-26	1,204.99
	Books - Adult Non-Fiction	2034307611	1-4541-26	15.66
	Books - Adult Non-Fiction	2034316480	1-4541-26	37.70
	Books - Adult Non-Fiction	2034310912	1-4541-26	932.66
	Books - Adult Non-Fiction	2034325153	1-4541-26	361.26
	Books - Adult Non-Fiction	2034337741	1-4541-26	263.81
	Books - Adult Non-Fiction	2034343699	1-4541-26	59.60
	Books - Adult Non-Fiction	2034349203	1-4541-26	205.18
	Books - Adult Non-Fiction	2034353936	1-4541-26	24.42

Fountaindale Public Library District

Bills Payable Report

March 21, 2019

General Fund

Page 5

<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	2034353649	1-4541-26	\$ 416.68
	Books - Adult Non-Fiction	2034353658	1-4541-26	33.54
	Books - Adult Non-Fiction	2034353929	1-4541-26	14.37
	Books - Adult Non-Fiction	2034356310	1-4541-26	266.14
	Books - Adult Non-Fiction	2034359238	1-4541-26	670.00
	Books - Adult Non-Fiction	2034359252	1-4541-26	521.24
	Books - Adult Non-Fiction	2034359425	1-4541-26	534.97
	Books - Adult Non-Fiction	2034359426	1-4541-26	457.30
	Books - Adult Non-Fiction	2034362027	1-4541-26	238.76
	Books - Adult Non-Fiction	2034362043	1-4541-26	384.39
	Books - Adult Non-Fiction	2034368309	1-4541-26	809.76
	Books - Adult Non-Fiction	2034372747	1-4541-26	13.94
	Books - Juvenile Fiction	2034310912	1-4544-26	292.29
	Books - Juvenile Fiction	2034316457	1-4544-26	21.19
	Books - Juvenile Fiction	2034325153	1-4544-26	627.28
	Books - Juvenile Fiction	2034303211	1-4544-26	367.62
	Books - Juvenile Fiction	2034326643	1-4544-26	120.47
	Books - Juvenile Fiction	2034328827	1-4544-26	119.77
	Books - Juvenile Fiction	2034328867	1-4544-26	313.62
	Books - Juvenile Fiction	2034337741	1-4544-26	615.13
	Books - Juvenile Fiction	2034349203	1-4544-26	284.26
	Books - Juvenile Fiction	2034362101	1-4544-26	143.04
	Books - Juvenile Fiction	2034362277	1-4544-26	38.34
	Books - Juvenile Fiction	2034368309	1-4544-26	692.16
	Books - Juvenile Non-Fiction	2034310912	1-4545-26	72.20
	Books - Juvenile Non-Fiction	2034325153	1-4545-26	412.83
	Books - Juvenile Non-Fiction	2034337741	1-4545-26	79.22
	Books - Juvenile Non-Fiction	2034350462	1-4545-26	322.13
	Books - Juvenile Non-Fiction	2034353648	1-4545-26	73.14
	Books - Juvenile Non-Fiction	2034356246	1-4545-26	1,110.40
	Books - Juvenile Non-Fiction	2034356262	1-4545-26	293.64
	Books - Juvenile Non-Fiction	2034368309	1-4545-26	327.10
	Books - Young Adult/Fiction	2034310912	1-4548-26	181.14
	Books - Young Adult/Fiction	2034325153	1-4548-26	157.92
	Books - Young Adult/Fiction	2034337741	1-4548-26	65.94
	Books - Young Adult/Fiction	2034349203	1-4548-26	79.67
	Books - Young Adult/Fiction	2034353671	1-4548-26	487.39
	Books - Young Adult/Fiction	2034368309	1-4548-26	253.17

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Young Adult/Fiction	2034370087	1-4548-26	\$ 136.41
	Books - Young Adult/Non-Fiction	2034310912	1-4549-26	314.90
	Books - Young Adult/Non-Fiction	2034325153	1-4549-26	37.47
	Books - Young Adult/Non-Fiction	2034337741	1-4549-26	137.92
	Books - Young Adult/Non-Fiction	2034353650	1-4549-26	85.42
	Books - Young Adult/Non-Fiction	2034368309	1-4549-26	23.94
	<i>Totals for Baker & Taylor - L420686</i>			\$ 22,752.98
Beaver Shredding, Inc.				
	Program - Free Paper Shredding - 4/6/19	BS040619	1-4584-10	750.00
	<i>Totals for Beaver Shredding, Inc.</i>			\$ 750.00
Belynda Head				
	Program - R&B Line Dancing - 3/10/19	BH031019	1-4571-24	125.00
	Program - R&B Line Dancing - 4/14/19	BH041419	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 250.00
Blackstone Publishing				
	CD Audiobooks - Adult	1096513	1-4551-26	269.94
	<i>Totals for Blackstone Publishing</i>			\$ 269.94
Bolingbrook High School				
	Leading Role Sponsorship - 8"x5" Full Page Ad	5774-1819	1-4731-10	250.00
	<i>Totals for Bolingbrook High School</i>			\$ 250.00
Bolingbrook Park District				
	Week of the Young Child Co-Sponsor - 4/30/19 Event	5754-1819	1-4572-28	247.00
	Program - Zumba - 3/2/19	BPD030219	1-4571-24	75.00
	Program - Zumba - 4/13/19	BPD041319	1-4571-24	75.00
	Program - Yoga - 4/11/19	BPD041119	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			\$ 447.00
Bolingbrook Rotary Club Top Ten				
	2019 Gold Division Sponsorship	5755-1819	1-4731-10	500.00
	<i>Totals for Bolingbrook Rotary Club Top Ten</i>			\$ 500.00
Bolingbrook Signs + Apparel				
	Korczak Business Cards - PO5786-1819	8531	1-4351-10	40.00
	<i>Totals for Bolingbrook Signs + Apparel</i>			\$ 40.00

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Brooks Cafe				
	2/21/19 Board Meeting Sandwiches & Cookies - PO5724-1819	13289	1-4355-16	\$ 44.00
	2/26/19 Donuts w/Director - PO5725-1819	13291	1-4715-10	12.00
	2/23/19 Preschool Roundup Cookies & Coffee - PO5746-1819	13290	1-4715-10	36.00
	<i>Totals for Brooks Cafe</i>			\$ 92.00
BRT Outdoor LLC				
	Preschool Roundup & Maker Faire Ads 2/11-3/10 - PO5716-1819	6692	1-4731-10	1,000.00
	<i>Totals for BRT Outdoor LLC</i>			\$ 1,000.00
Bruce Troyer				
	Program - Genealogy Day: Photo Identification - 3/30/19	BT033019	1-4571-24	125.00
	<i>Totals for Bruce Troyer</i>			\$ 125.00
Call One				
	Telephone & Internet Service - 3/15/19-4/14/19	1139282-MAR19	1-4314-14	1,968.00
	Telephone & Internet Service - 3/15/19-4/14/19	1139282-MAR19	1-4311-14	863.49
	<i>Totals for Call One</i>			\$ 2,831.49
Cathryn Stanek-Whisler				
	Program - Melted Crayon Art: Spring Flowers - 4/10/19	CSW041019	1-4573-24	212.50
	Program - DIY: Terrariums - 3/20/19	CSW032019	1-4571-24	250.00
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 462.50
Center Point Large Print				
	Books - Adult Large Print	1659378	1-4543-26	318.78
	Books - Adult Large Print	1663996	1-4543-26	67.11
	Books - Adult Large Print	1669419	1-4543-26	22.17
	<i>Totals for Center Point Large Print</i>			\$ 408.06

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	BB Chamber - Best of BB Business Awards 2019	N3698-MAR19	1-4173-16	\$ 750.00
	GFS - Winterfest Cookie Decorating Program Supplies 2/9/19	N3698-MAR19	1-4353-20	105.40
	Walmart - CSD Wiz of Oz Party Snacks & Supplies	N3698-MAR19	1-4353-20	37.22
	Meijer - ATSD Program Supplies	N3698-MAR19	1-4353-24	81.05
	GFS - Staff Winter Party Coffee Supplies	M3664-MAR19	1-4353-10	26.74
	Meijer - Staff Winter Party Cookie Trays	M3664-MAR19	1-4353-10	44.95
	GFS - Winterfest Cookie Decorating Program Supplies 2/9/19	N3698-MAR19	1-4584-10	105.40
	Absolute DJ - Winterfest DJ	N3698-MAR19	1-4584-10	400.00
	IFMA - Priovolos - Research & Benchmark Book Download	P3672-MAR19	1-4151-10	205.00
	J. Nguyen - GFOA 2019 Conf. Reg. 5/18/19-5/22/19	N3698-MAR19	1-4151-10	420.00
	Andersons - Luminas - Children's Lit Breakfast 2/23/19	N3698-MAR19	1-4151-10	59.00
	Meijer - 2019 Staff Development Cookie & Brownie Trays	N3698-MAR19	1-4151-10	55.45
	Panera - 2/8/19 Staff Development Day Breakfast	N3698-MAR19	1-4151-10	451.61
	The Patio - 2/8/19 Staff Development Day Lunch	N3698-MAR19	1-4151-10	100.00
	The Patio - 2/8/19 Staff Development Day Lunch	N3698-MAR19	1-4151-10	1,511.78
	ARRT - Saltzman - Aquire The Duke Reader Advisory 3/19/19	N3698-MAR19	1-4151-10	20.00
	ILA - Bradley - 2019 Marketing Mini-Conf 4/5/19	N3698-MAR19	1-4151-10	20.00
	ILA - S. Smallwood - 2019 Marketing Mini-Conf 4/5/19	N3698-MAR19	1-4151-10	20.00
	ILA - Steven Ford - 2019 Marketing Mini-Conf 4/5/19	N3698-MAR19	1-4151-10	20.00
	Eventbrite Tech Service - Tuitman, Ciucci - Dist Prep 3/8/19	N3698-MAR19	1-4151-10	80.00
	GFS - Winterfest Cookie Decorating Program Supplies 2/9/19	N3698-MAR19	1-4353-28	105.40
	Papas Pizza - Castellanos Reimbursed Purchase	N3698-MAR19	1-3614-10	21.28
	USPS - 10 Stamp Booklets	N3698-MAR19	1-4711-10	110.00
	Life Tribute - R. Cisna (Mills Father-In-Law) Memorial	N3698-MAR19	1-4711-10	127.90
	Jewel - February Birthday Cake	N3698-MAR19	1-4711-10	37.99
	Mailchimp - Monthly Subscription	N3698-MAR19	1-4731-10	50.00
	Envira - Website Galleries	N3698-MAR19	1-4731-10	99.00
	Woobox - Monthly Subscription	N3698-MAR19	1-4731-10	29.00
	123RF - 5 Promo Images	N3698-MAR19	1-4731-10	39.00
	Shutterstock - 5 Promo Images	N3698-MAR19	1-4731-10	49.00
	Facebook - February Event Promotions	N3698-MAR19	1-4731-10	30.00
	GoDaddy.com - Fountaindale.net Renewal	N3698-MAR19	1-4253-14	2.98
	Michaels - Studio Maker Supplies	N3698-MAR19	1-4353-27	32.75
	Menards - Studio Maker Supplies	N3698-MAR19	1-4353-27	26.55
	Meijer - Oscars After Hours Snacks & Drinks	N3698-MAR19	1-4353-27	127.21
	Beggars Pizza - PinTech Meeting Lunch 2/13/19	N3698-MAR19	1-4715-10	68.70
	Phonevite - Emergency Calling System	N3698-MAR19	1-4311-14	50.00
	Inventables - Studio Maker Plywood Supplies	N3698-MAR19	1-4371-27	41.25

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services		(Cont'd)		
	Storyblocks - Studio Stock Images Yearly Subscription	N3698-MAR19	1-4568-27	\$ 149.00
	eBay - Studio Replacement Glass - Epson v600 Scanners	N3698-MAR19	1-4568-27	105.97
	<i>Totals for Chase Card Services</i>			\$ 5,816.58
Chicago Defender Publishing Co.				
	Periodicals	1490	1-4511-26	70.00
	<i>Totals for Chicago Defender Publishing Co.</i>			\$ 70.00
Christina Theobald				
	2019 ALA Midwinter - Airfare, Baggage, Trans. - 1/25-1/29/19	CT022619	1-4171-10	667.02
	<i>Totals for Christina Theobald</i>			\$ 667.02
Christine Thornton				
	Program - How to Draw Realistic Faces - 3/28/19	CT032819FACES	1-4573-24	275.00
	Program - Spring Trees: Painting Workshop - 4/11/19	CT041119	1-4573-24	300.00
	Program - Flowering Spring Trees - 3/28/19	CT032819TREES	1-4571-24	275.00
	<i>Totals for Christine Thornton</i>			\$ 850.00
Comcast Cable				
	Cable - 3/3/19-4/2/19	0367494-MAR19	1-4316-14	115.72
	<i>Totals for Comcast Cable</i>			\$ 115.72
Costco Membership				
	4 Membership Dues - April 2019	5845-APR2019	1-4162-10	120.00
	<i>Totals for Costco Membership</i>			\$ 120.00
Creekside Printing				
	Newsletter - March-May 2019 - PO5772-1819	02151904	1-4256-10	7,653.00
	<i>Totals for Creekside Printing</i>			\$ 7,653.00
Demco, Inc.				
	CMTSD - Squeegee & Packing Tape	6554151	1-4351-10	161.38
	CMTSD - Squeegee & Packing Tape	6554151	1-4371-12	8.57
	<i>Totals for Demco, Inc.</i>			\$ 169.95
Dennis Raleigh				
	Mileage - Date 1/16/19	DR030619	1-4171-10	3.13
	<i>Totals for Dennis Raleigh</i>			\$ 3.13
Diesel Service Center				
	Bkm - 3 Cases Stanadyne Perf. Formula - PO5758-1819	D064462	1-4235-29	290.61
	<i>Totals for Diesel Service Center</i>			\$ 290.61

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 10

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Dynegy Energy Services	Electricity - 1/31/19-2/28/19	270493919031	1-4321-30	\$ 10,938.80
	<i>Totals for Dynegy Energy Services</i>			\$ 10,938.80
Elizabeth Portillo	Program - Conversational ESL for Adults - 3/25/19	EP032519	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/1/19	EP040119	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/8/19	EP040819	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/15/19	EP041519	1-4571-24	80.00
	Program - Conversational ESL for Adults - 3/26/19	EP032619	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/2/19	EP040219	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/9/19	EP040919	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/16/19	EP041619	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			\$ 480.00
Findaway World, LLC	Playaway - Juvenile	279154	1-4562-26	363.49
	Playaway - Juvenile	278323	1-4562-29	52.08
	Playaway - Juvenile	279516	1-4562-29	547.86
	Playaway - Adult	279211	1-4560-29	471.39
	Launchpads - Juvenile	278835	1-4566-26	69.99
	Launchpads - Juvenile	279708	1-4566-26	3,339.78
	CMTSD - Orange Circ Launchpad Case - PO5759-1819	279932	1-4371-12	189.60
	<i>Totals for Findaway World, LLC</i>			\$ 5,034.19
Fun Express LLC	Outreach - Summer Adv. Program Supplies - PO5761-1819	694969111-01	1-4353-28	96.92
	Outreach - Summer Adv. Program Supplies - PO5761-1819	694969111-02	1-4353-28	14.07
	Teen - Summer Adv. Program Supplies - PO5750-1819	694958633-01	1-4353-24	153.14
	<i>Totals for Fun Express LLC</i>			\$ 264.13
Gail Lukasik	Program - Genealogy Club: PBS Genealogy Roadshow - 4/10/19	GL041019	1-4571-24	200.00
	<i>Totals for Gail Lukasik</i>			\$ 200.00

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning				
	Books - Adult Large Print	66436248	1-4543-26	\$ 27.74
	Books - Adult Large Print	66436675	1-4543-26	218.17
	Books - Adult Large Print	66437021	1-4543-26	56.98
	Books - Adult Large Print	66460071	1-4543-26	75.72
	Books - Adult Large Print	66460822	1-4543-26	69.72
	Books - Adult Large Print	66461229	1-4543-26	23.99
	Books - Adult Large Print	66629240	1-4543-26	28.49
	Books - Adult Large Print	66630305	1-4543-26	27.74
	Books - Adult Fiction	66411856	1-4540-26	19.46
	<i>Totals for Gale/Cengage Learning</i>			\$ 548.01
Gumdrop Books				
	Books - Juvenile Non-Fiction	PINV120263	1-4545-26	1,805.64
	<i>Totals for Gumdrop Books</i>			\$ 1,805.64
Illinois American Water				
	Fire Protection - 1/19/19-3/19/19	1025-210003089465	1-4331-30	43.72
	Irrigation - 1/19/19-2/19/19	1025-210003089915	1-4331-30	109.18
	<i>Totals for Illinois American Water</i>			\$ 152.90
Illinois American Water/Bolingbrook				
	Water & Sewer - 1/19/19-2/19/19	1025-210003088318	1-4331-30	806.65
	<i>Totals for Illinois American Water/Bolingbrook</i>			\$ 806.65
Illinois Library Association				
	J. Nguyen - 2019 Elevate Illinois Libraries Leadership Prog.	161000	1-4151-10	100.00
	Membership - J. Nguyen - 3/31/19-3/30/20	158081	1-4161-10	40.00
	Bermejo - 3/16/19 Trustee Forum Wksp - PO5773-1819	160672	1-4151-16	135.00
	Danhof - 3/16/19 Trustee Forum Wksp - PO5766-1819	160299	1-4151-16	135.00
	<i>Totals for Illinois Library Association</i>			\$ 410.00
Ilya Kabirot				
	Program - Great Reads Book Club - 3/27/19	IK032719	1-4571-24	75.00
	<i>Totals for Ilya Kabirot</i>			\$ 75.00
Information Today, Inc.				
	Periodicals	3882813-R1	1-4511-26	99.95
	<i>Totals for Information Today, Inc.</i>			\$ 99.95

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 12

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services				
	Video Games - YA	38970176	1-4563-26	\$ 113.90
	Video Games - YA	38970177	1-4563-26	47.49
	Video Games - YA	38970178	1-4563-26	18.99
	Video Games - YA	38678609	1-4563-26	56.99
	Video Games - YA	38678610	1-4563-26	47.49
	Video Games - YA	38678612	1-4563-26	56.99
	Video Games - YA	38678614	1-4563-26	256.25
	Video Games - YA	38713649	1-4563-26	37.99
	Video Games - YA	38713650	1-4563-26	28.49
	Video Games - YA	38713652	1-4563-26	113.98
	Video Games - YA	38713653	1-4563-26	113.98
	Video Games - YA	38858168	1-4563-26	113.98
	Video Games - YA	38858167	1-4563-26	28.49
	Video Games - YA	38858165	1-4563-26	28.49
	Books - Adult Fiction	38885904	1-4540-26	13.46
	CD Music - Adult	38970179	1-4550-26	19.98
	Video Games - Juvenile	38678611	1-4564-26	142.47
	Video Games - Juvenile	38713651	1-4564-26	113.98
	Video Games - Juvenile	38713654	1-4564-26	113.98
	Video Games - Juvenile	38713655	1-4564-26	37.99
	Video Games - Juvenile	38858166	1-4564-26	94.97
	Video Games - Adult	38678609	1-4565-26	246.95
	Video Games - Adult	38678613	1-4565-26	47.49
	Video Games - Adult	38713649	1-4565-26	37.98
	Video Games - Adult	28970176	1-4565-26	284.93
	Books - Adult Large Print	38641596	1-4543-29	37.99
	Books - Adult Fiction	38970180	1-4540-26	43.17
	Books - Adult Non-Fiction	38808309	1-4541-26	12.42
	Books - Adult Non-Fiction	38876992	1-4541-26	14.69
	Books - Adult Non-Fiction	38858169	1-4541-26	13.46
		<i>Totals for Ingram Library Services</i>		<u>\$ 2,339.41</u>
ITSavvy LLC				
	FatPipe Gold Plus Service 1 Yr - PO5722-1819	01091135	1-4233-14	4,100.00
		<i>Totals for ITSavvy LLC</i>		<u>\$ 4,100.00</u>

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 13

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Jeffrey DiOrio	Program - Chess Club for Adults and Teens - 4/16/19	JD041619	1-4571-24	\$ 90.00
	<i>Totals for Jeffrey DiOrio</i>			\$ 90.00
Jeffrey P. Fisher	Mileage - Soon to be Famous - 2/7/19	JF021119	1-4171-10	13.92
	<i>Totals for Jeffrey P. Fisher</i>			\$ 13.92
Juanita Lennon	Reimburse - Board Mtg Chips	JL030419	1-4355-16	14.79
	Reimburse - Donuts w/Director & Pastries Food	JL030419	1-4715-10	13.49
	<i>Totals for Juanita Lennon</i>			\$ 28.28
Kanopy	Electronic Audio Visual	149176-PPU	1-4523-26	268.00
	<i>Totals for Kanopy</i>			\$ 268.00
Kausi Chandran	Program - DIY Easter Basket Cupcakes - 3/30/19	KC041019	1-4571-24	150.00
	<i>Totals for Kausi Chandran</i>			\$ 150.00
Kellie Chase	Program - 6 Sewing Classes - 3/5/19	KC030519	1-4571-24	175.00
	Program - 6 Sewing Classes - 3/20/19	KC032019	1-4571-24	175.00
	Program - 6 Sewing Classes - 4/10/19	KC041019	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 525.00
Konica Minolta Business Solutions U.S.A., Inc.	Maintenance - 2/15/19-3/14/19	9005417595	1-4234-14	323.84
	Copy Overage - 1/15/19-2/14/19	9005414614	1-4234-14	1,076.74
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,400.58
Lakeshore Learning Materials	Outreach - Astro Puppet - PO5760-1819	5463520219	1-4353-28	21.98
	<i>Totals for Lakeshore Learning Materials</i>			\$ 21.98
Laura Didier	Mileage - Dates 2/1/19-2/27/19	LD030619	1-4171-10	107.78
	<i>Totals for Laura Didier</i>			\$ 107.78
Library Ideas LLC	Books - Juvenile Easy	67268	1-4546-26	34.95
	<i>Totals for Library Ideas LLC</i>			\$ 34.95

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

General Fund Page 14

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lincoln Penny Films Inc.	Hello Girls Documentary DVD's & Wristbands	5728-1819	1-4353-24	\$ 250.00
		<i>Totals for Lincoln Penny Films Inc.</i>		<u>\$ 250.00</u>
Linda Ciucci	Mileage - LACONI Workshop - 3/8/19	LC031119	1-4171-10	30.39
		<i>Totals for Linda Ciucci</i>		<u>\$ 30.39</u>
Marsha Peterson-Maass	Program - Genealogy Day: DNA Test Results - 3/30/19	MPM033019	1-4571-24	225.00
		<i>Totals for Marsha Peterson-Maass</i>		<u>\$ 225.00</u>
McKula, Inc.	Incident Tracker - 4/1/19-3/31/20	2608	1-4631-14	1,200.00
		<i>Totals for McKula, Inc.</i>		<u>\$ 1,200.00</u>
Melissa Bradley	Mileage - Kiwanis - 2/20/19	MB022119	1-4171-10	13.77
		<i>Totals for Melissa Bradley</i>		<u>\$ 13.77</u>
Michael McCann	Program - St. Patrick's Day & Irish Legends - 3/14/19	MM031419	1-4571-24	150.00
		<i>Totals for Michael McCann</i>		<u>\$ 150.00</u>

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	DVD - Adult	97015359	1-4557-29	\$ 25.79
	DVD - Adult	96985463	1-4557-29	14.54
	DVD - Adult	96985464	1-4557-29	20.54
	DVD - Adult	96985465	1-4557-29	14.54
	DVD - Adult	96957922	1-4557-29	29.08
	DVD - Adult	96958004	1-4557-29	38.83
	DVD - Juvenile	97037660	1-4558-29	16.04
	DVD - Juvenile	96985466	1-4558-29	108.70
	CD Music - Adult	97015350	1-4550-26	14.99
	CD Music - Adult	97021446	1-4550-26	12.74
	CD Music - Adult	97021448	1-4550-26	27.58
	CD Music - Adult	96987597	1-4550-26	58.31
	CD Music - Adult	96987644	1-4550-26	11.99
	CD Music - Adult	96952123	1-4550-26	18.74
	CD Music - Adult	96958085	1-4550-26	37.77
	CD Music - Adult	96958220	1-4550-26	16.49
	CD Music - Adult	97048574	1-4550-26	20.49
	CD Music - Adult	97071166	1-4550-26	92.73
	CD Audiobooks - Juvenile	97015341	1-4553-26	19.49
	CD Audiobooks - Juvenile	96991127	1-4553-26	47.97
	CD Audiobooks - Juvenile	96958194	1-4553-26	7.64
	CD Audiobooks - Juvenile	96958210	1-4553-26	13.49
	CD Audiobooks - Juvenile	97071027	1-4553-26	11.99
	CD Audiobooks - Juvenile	97071169	1-4553-26	160.87
	CD Audiobooks - Young Adult	97021049	1-4555-26	30.29
	DVD - Adult	97015348	1-4557-26	77.37
	DVD - Adult	97015355	1-4557-26	113.95
	DVD - Adult	97015352	1-4557-26	18.29
	DVD - Adult	97015347	1-4557-26	22.04
	DVD - Adult	97015345	1-4557-26	77.37
	DVD - Adult	97015346	1-4557-26	51.58
	DVD - Adult	97015342	1-4557-26	43.62
	DVD - Adult	97015357	1-4557-26	106.16
	DVD - Adult	97015353	1-4557-26	23.84
	DVD - Adult	97015349	1-4557-26	29.54
	DVD - Adult	97015354	1-4557-26	88.62
	DVD - Adult	97015343	1-4557-26	218.36
	DVD - Adult	97015356	1-4557-26	29.54

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97015358	1-4557-26	\$ 134.36
	DVD - Adult	97015546	1-4557-26	31.14
	DVD - Adult	97021297	1-4557-26	57.78
	DVD - Adult	97015486	1-4557-26	23.64
	DVD - Adult	97037328	1-4557-26	20.09
	DVD - Adult	97037326	1-4557-26	55.94
	DVD - Adult	97037325	1-4557-26	57.87
	DVD - Adult	97037323	1-4557-26	14.54
	DVD - Adult	97021047	1-4557-26	66.87
	DVD - Adult	97021048	1-4557-26	33.29
	DVD - Adult	97021440	1-4557-26	102.70
	DVD - Adult	97021441	1-4557-26	66.12
	DVD - Adult	97021442	1-4557-26	66.12
	DVD - Adult	97021444	1-4557-26	22.04
	DVD - Adult	97021450	1-4557-26	36.58
	DVD - Adult	97021451	1-4557-26	140.78
	DVD - Adult	96984771	1-4557-26	38.83
	DVD - Adult	96984772	1-4557-26	14.54
	DVD - Adult	96984773	1-4557-26	32.84
	DVD - Adult	96984774	1-4557-26	102.70
	DVD - Adult	96984775	1-4557-26	66.12
	DVD - Adult	96984776	1-4557-26	26.54
	DVD - Adult	96984777	1-4557-26	41.08
	DVD - Adult	96984778	1-4557-26	44.08
	DVD - Adult	96984779	1-4557-26	44.08
	DVD - Adult	96985383	1-4557-26	77.37
	DVD - Adult	96985384	1-4557-26	73.18
	DVD - Adult	96985385	1-4557-26	14.54
	DVD - Adult	96985387	1-4557-26	23.84
	DVD - Adult	96985388	1-4557-26	38.68
	DVD - Adult	96985389	1-4557-26	73.18
	DVD - Adult	96985391	1-4557-26	102.70
	DVD - Adult	96987591	1-4557-26	47.08
	DVD - Adult	96987599	1-4557-26	29.54
	DVD - Adult	96987598	1-4557-26	26.54
	DVD - Adult	96987596	1-4557-26	23.54
	DVD - Adult	96987595	1-4557-26	115.91
	DVD - Adult	96987594	1-4557-26	22.04

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	96987593	1-4557-26	\$ 92.08
	DVD - Adult	96987646	1-4557-26	30.59
	DVD - Adult	96987649	1-4557-26	98.52
	DVD - Adult	96987650	1-4557-26	29.08
	DVD - Adult	96991125	1-4557-26	36.18
	DVD - Adult	96991126	1-4557-26	18.29
	DVD - Adult	96991129	1-4557-26	120.42
	DVD - Adult	96992040	1-4557-26	14.54
	DVD - Adult	96985413	1-4557-26	38.64
	DVD - Adult	96985415	1-4557-26	17.64
	DVD - Adult	96985416	1-4557-26	33.39
	DVD - Adult	96991047	1-4557-26	59.38
	DVD - Adult	96991046	1-4557-26	139.61
	DVD - Adult	96958081	1-4557-26	77.37
	DVD - Adult	96957734	1-4557-26	62.28
	DVD - Adult	96957799	1-4557-26	36.59
	DVD - Adult	96958007	1-4557-26	22.04
	DVD - Adult	96958111	1-4557-26	22.04
	DVD - Adult	96957829	1-4557-26	29.08
	DVD - Adult	96958165	1-4557-26	73.18
	DVD - Adult	96930541	1-4557-26	28.14
	DVD - Adult	96955989	1-4557-26	22.04
	DVD - Adult	96956054	1-4557-26	18.29
	DVD - Adult	97048552	1-4557-26	40.14
	DVD - Adult	97048578	1-4557-26	85.16
	DVD - Adult	97048580	1-4557-26	14.54
	DVD - Adult	97048573	1-4557-26	14.54
	DVD - Adult	97048579	1-4557-26	108.53
	DVD - Adult	97048935	1-4557-26	77.37
	DVD - Adult	97048936	1-4557-26	73.18
	DVD - Adult	97048938	1-4557-26	41.08
	DVD - Adult	97048941	1-4557-26	16.04
	DVD - Adult	97048942	1-4557-26	73.18
	DVD - Adult	97048950	1-4557-26	18.29
	DVD - Adult	97048930	1-4557-26	25.34
	DVD - Adult	97048929	1-4557-26	54.87
	DVD - Adult	97048928	1-4557-26	98.52
	DVD - Adult	97048927	1-4557-26	77.37

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97048924	1-4557-26	\$ 47.43
	DVD - Adult	97048934	1-4557-26	44.08
	DVD - Adult	97048933	1-4557-26	82.16
	DVD - Adult	97048939	1-4557-26	22.04
	DVD - Adult	97048940	1-4557-26	22.04
	DVD - Adult	97048943	1-4557-26	25.79
	DVD - Adult	97048944	1-4557-26	18.29
	DVD - Adult	97048948	1-4557-26	125.01
	DVD - Adult	97071160	1-4557-26	110.20
	DVD - Adult	97071162	1-4557-26	18.29
	DVD - Adult	97071165	1-4557-26	65.68
	DVD - Adult	97071163	1-4557-26	65.68
	DVD - Adult	97071164	1-4557-26	98.52
	DVD - Adult	97051525	1-4557-26	47.08
	DVD - Adult	97051526	1-4557-26	40.18
	DVD - Adult	97051528	1-4557-26	43.12
	DVD - Adult	97051527	1-4557-26	48.36
	DVD - Adult	97051541	1-4557-26	22.04
	DVD - Adult	97051542	1-4557-26	28.54
	DVD - Adult	97051543	1-4557-26	251.41
	DVD - Adult	97048175	1-4557-26	42.39
	DVD - Adult	97037592	1-4557-26	34.89
	DVD - Adult	97037594	1-4557-26	23.64
	CD Audiobooks - Adult	97015340	1-4551-26	33.29
	CD Audiobooks - Adult	97014329	1-4551-26	33.29
	CD Audiobooks - Adult	97015344	1-4551-26	236.45
	CD Audiobooks - Adult	97021445	1-4551-26	204.16
	CD Audiobooks - Adult	96985380	1-4551-26	125.87
	CD Audiobooks - Adult	96985392	1-4551-26	90.58
	CD Audiobooks - Adult	96987592	1-4551-26	40.29
	CD Audiobooks - Adult	96987651	1-4551-26	151.87
	CD Audiobooks - Adult	96956499	1-4551-26	40.29
	CD Audiobooks - Adult	96957526	1-4551-26	100.58
	CD Audiobooks - Adult	97048572	1-4551-26	145.87
	CD Audiobooks - Adult	97048571	1-4551-26	30.29
	CD Audiobooks - Adult	97048925	1-4551-26	197.16
	CD Audiobooks - Adult	97048923	1-4551-26	45.29
	CD Audiobooks - Adult	97048937	1-4551-26	42.29

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

General Fund Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Audiobooks - Adult	97071028	1-4551-26	\$ 151.16
	CD Audiobooks - Adult	97071029	1-4551-26	37.29
	CD Audiobooks - Adult	97071161	1-4551-26	45.29
	CD Audiobooks - Adult	97071168	1-4551-26	181.16
	DVD - Juvenile	97021322	1-4558-26	14.54
	DVD - Juvenile	97037324	1-4558-26	29.08
	DVD - Juvenile	97037329	1-4558-26	32.08
	DVD - Juvenile	97021443	1-4558-26	29.08
	DVD - Juvenile	97021447	1-4558-26	97.62
	DVD - Juvenile	96985382	1-4558-26	49.62
	DVD - Juvenile	96985386	1-4558-26	40.72
	DVD - Juvenile	96985390	1-4558-26	220.40
	DVD - Juvenile	96987640	1-4558-26	128.95
	DVD - Juvenile	96987641	1-4558-26	146.36
	DVD - Juvenile	96987647	1-4558-26	8.54
	DVD - Juvenile	96987643	1-4558-26	29.78
	DVD - Juvenile	96987642	1-4558-26	36.59
	DVD - Juvenile	96987648	1-4558-26	88.16
	DVD - Juvenile	96991123	1-4558-26	84.45
	DVD - Juvenile	96991124	1-4558-26	22.04
	DVD - Juvenile	96958153	1-4558-26	44.08
	DVD - Juvenile	96958151	1-4558-26	22.14
	DVD - Juvenile	96957976	1-4558-26	45.22
	DVD - Juvenile	96957998	1-4558-26	193.86
	DVD - Juvenile	97048576	1-4558-26	73.18
	DVD - Juvenile	97048577	1-4558-26	19.79
	DVD - Juvenile	97048932	1-4558-26	68.16
	DVD - Juvenile	97048922	1-4558-26	22.04
	DVD - Juvenile	97048945	1-4558-26	157.29
	DVD - Juvenile	97048946	1-4558-26	107.52
	DVD - Juvenile	97048947	1-4558-26	77.82
	DVD - Juvenile	97048949	1-4558-26	139.74
	DVD - Juvenile	97051540	1-4558-26	10.79
	Playaway - YA	97048570	1-4561-26	229.96
	Playaway - YA	97048931	1-4561-26	67.49
<i>Totals for Midwest Tape</i>				\$ 11,314.70

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Nancy Castellanos				
	Mileage - 2/11 Quarter Asst. Direct. & 2/1 ILA Leg. Meetup	NC021919	1-4171-10	\$ 84.80
	Mileage - 3/8 Defeating Bullies Training	NC031119	1-4171-10	49.82
	<i>Totals for Nancy Castellanos</i>			\$ 134.62
Naperville Public Library				
	3 Lost Items - Patron: Caliendo	NPL021919	1-3310-30	44.93
	<i>Totals for Naperville Public Library</i>			\$ 44.93
Nationwide				
	Notary - Jennie Nguyen - 3/11/19-3/10/23	268006525	1-4253-10	50.00
	<i>Totals for Nationwide</i>			\$ 50.00
Ollis Book Corporation				
	Books - Juvenile Easy	246013	1-4546-26	19.45
	<i>Totals for Ollis Book Corporation</i>			\$ 19.45
Patricia B. Smith				
	Program - Native American Flute Class - 4/17/19	PBS041719	1-4571-24	25.00
	<i>Totals for Patricia B. Smith</i>			\$ 25.00
Paul Mills				
	Reimburse - Donuts for 2/26/19 Donuts w/Director	PM022619	1-4715-10	10.50
	<i>Totals for Paul Mills</i>			\$ 10.50
PeopleFacts				
	New Hire Background Checks - February 2019	33754-022019	1-4253-10	75.94
	<i>Totals for PeopleFacts</i>			\$ 75.94
Petty Cash - District				
	Secretary of State - J. Nguyen Notary Renewal	1473	1-4351-10	10.00
	<i>Totals for Petty Cash - District</i>			\$ 10.00
Pinnacle Library Cooperative				
	2018 ePay Revenue - Reciprocal Patrons	19-007	1-3310-10	629.19
	<i>Totals for Pinnacle Library Cooperative</i>			\$ 629.19
Pitney Bowes				
	Equipment Lease - 12/30/18-3/29/19	3102945255	1-4231-10	639.51
	<i>Totals for Pitney Bowes</i>			\$ 639.51

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Recorded Books, Inc.				
	Electronic Audiobooks & Books	76190583	1-4520-26	\$ 91.35
	Electronic Audiobooks & Books	76193102	1-4520-26	48.02
	Electronic Periodicals	76178600	1-4513-26	6,500.78
	<i>Totals for Recorded Books, Inc.</i>			\$ 6,640.15
Regina Pommier				
	Program - Genealogy Day: Handwriting Analysis - 3/30/19	RP033019	1-4571-24	125.00
	<i>Totals for Regina Pommier</i>			\$ 125.00
Rentals Unlimited				
	2/7/19 Staff In-Service Chair Rental - PO5764-1819	01-119037-05	1-4584-10	189.75
	<i>Totals for Rentals Unlimited</i>			\$ 189.75
Robert P. Sliwinski				
	Program - Genealogy Day: Review of Ethnicity - 3/30/19	RPS033019	1-4571-24	275.00
	<i>Totals for Robert P. Sliwinski</i>			\$ 275.00
Robert Pennor				
	Program - Drawing with Pencils and Charcoals - 3/26/19	RP032619	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - 3/20/19	RP041619	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			\$ 120.00
Ronald Goldie				
	Program - Monthly Dungeons and Dragons Nights - 4/16/19	RG041619	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			\$ 60.00
Ruth Newell				
	Reimburse - 2019 ALA Midwinter Transport - 1/24/19-1/29/19	RN030719	1-4171-16	185.00
	<i>Totals for Ruth Newell</i>			\$ 185.00
S & S Worldwide, Inc.				
	CSD Program Supplies - PO5737-1819	IN100036613	1-4353-20	165.47
	<i>Totals for S & S Worldwide, Inc.</i>			\$ 165.47
Sarah Dolley				
	Reimburse - Tween DIY Cooking Program	SD030119	1-4353-20	6.37
	<i>Totals for Sarah Dolley</i>			\$ 6.37
Sebert Landscaping Inc.				
	Snow Maintenance - February 2019	178532	1-4392-30	2,625.00
	Snow Maintenance - March 2019	181303	1-4392-30	2,625.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 5,250.00

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Sheehan Nagle Hartay Architects, Ltd.				
	Architectural Services - 2nd Fl Comp. Lab & Studio	333.01.02	1-3191-10	\$ 3,726.60
	Architectural Services - 2nd Fl Comp. Lab & Studio	333.01.03	1-3191-10	558.00
	<i>Totals for Sheehan Nagle Hartay Architects, Ltd.</i>			\$ 4,284.60
Showcases				
	CMTSD - Black Single DVD Cases	310618	1-4371-12	366.12
	CMTSD - Black One-Time Quad DVD Case	310720	1-4371-12	306.72
	<i>Totals for Showcases</i>			\$ 672.84
SNI Companies				
	Salaries - Contracted Staff - Glade: 2/4/19-2/8/19	354643	1-4125-10	467.80
	Salaries - Contracted Staff - Glade: 2/18/19-2/22/19	356109	1-4125-10	467.80
	Salaries - Contracted Staff - Glade: 2/25/19-3/3/19	356388	1-4125-10	397.63
	<i>Totals for SNI Companies</i>			\$ 1,333.23
Steve Szabados				
	Program - Genealogy Day: How DNA Testing Can Help - 3/30/19	SS033019	1-4571-24	225.00
	<i>Totals for Steve Szabados</i>			\$ 225.00
Susan K. Maddox				
	Program - Cooking Demonstrations with Chef Maddox - 4/17/19	SKM041719	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			\$ 300.00
Tasos Priovolos				
	Mileage - 8/16/18 RAILS Facility Mtg - Dates 7/5/18-12/14/18	TP022519	1-4171-10	80.95
	<i>Totals for Tasos Priovolos</i>			\$ 80.95
Taste of Home				
	Adult Ref/NF Standing Order	01046	1-4531-26	33.98
	<i>Totals for Taste of Home</i>			\$ 33.98
The Bugle Newspapers				
	Preschool Roundup Coloring Page Ad - PO5731-1819	124956	1-4731-10	200.00
	<i>Totals for The Bugle Newspapers</i>			\$ 200.00
The Magnolia Journal				
	Periodicals	191648171	1-4511-26	30.00
	<i>Totals for The Magnolia Journal</i>			\$ 30.00
Thomas Canale				
	Outreach - Princess Puppet	5762-1819	1-4353-28	36.89
	<i>Totals for Thomas Canale</i>			\$ 36.89

Fountaindale Public Library District
Bills Payable Report
March 21, 2019

General Fund Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Toni Greathouse				
	Program - Tuesdays with Toni Book Club - 4/16/19	TG041619	1-4571-24	\$ 56.25
	<i>Totals for Toni Greathouse</i>			\$ 56.25
Top Secret Studios				
	Studio - Deep Purple Polos - PO5747-1819	1122	1-4353-27	74.35
	<i>Totals for Top Secret Studios</i>			\$ 74.35
Tressler LLP				
	Legal Expense - Attorney - Tax Objection 18TX237	401744	1-4241-10	703.00
	Legal Expense - Attorney - February 2019	401743	1-4241-10	418.00
	<i>Totals for Tressler LLP</i>			\$ 1,121.00
Unique Management Services, Inc.				
	Collection Expense - February 2019	501039	1-4245-10	366.95
	<i>Totals for Unique Management Services, Inc.</i>			\$ 366.95
UPS				
	Shipping - Account Refillment	0000603951109	1-4382-10	1,700.00
	<i>Totals for UPS</i>			\$ 1,700.00
USCutter				
	Studio - Vinyl Supplies - PO5738-1819	1268448	1-4371-27	307.67
	<i>Totals for USCutter</i>			\$ 307.67
Vanguard Energy Services, LLC				
	Gas Service - Dates 2/1/19-2/28/19	G404408030719	1-4322-30	2,571.61
	<i>Totals for Vanguard Energy Services, LLC</i>			\$ 2,571.61
Verizon Wireless				
	Telephone Service - 2/17/19-3/16/19	9824375007	1-4311-14	546.58
	<i>Totals for Verizon Wireless</i>			\$ 546.58
Warehouse Direct				
	Outreach - Batteries	4214964-0	1-4371-28	80.34
	District Supply Closet Restock	4216893-0	1-4351-10	803.65
	District Supply Closet - Coffee Creamer Restock	4190910-0	1-4351-10	33.08
	Outreach - Markers & Water	4198355-0	1-4351-10	24.75
	CMTSD - Tape Dispenser	4199162-0	1-4351-10	36.58
	District Clorox Supply Restock & Finance Binders	4207201-0	1-4351-10	98.60
	<i>Totals for Warehouse Direct</i>			\$ 1,077.00

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

General Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Total for Fund 1				<u>\$ 128,748.73</u>

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

Maintenance Fund

Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Rust-Oleum	A35-1819	8-4211-30	\$ 18.03
	Building - Metal Bead Chain Stop	A36-1819	8-4357-30	17.99
	Building - Ball Chain #6 Stainless Steel 100 Ft	A36-1819	8-4357-30	39.95
	Building - Ladders	A35-1819	8-4357-30	316.14
	District Supply Closet Restock	A40-1819	8-4357-30	49.99
	<i>Totals for Amazon</i>			\$ 442.10
Best Quality Cleaning, Inc.				
	Cleaning Service - March 2019	28105	8-4215-30	6,921.00
	1st FI Men's Washroom Special Clean - 2/28/19 - PO5768-1819	28234	8-4211-30	75.00
	2nd FI Men's Washroom Special Clean - 3/2/19 - PO5769-1819	28235	8-4211-30	75.00
	1st FI Women's Washroom Special Clean - 2/6/19 - PO5769-1819	27875	8-4211-30	75.00
	1st FI Men 2/21/19 & Boy 2/25/19 Special Clean - PO5765-1819	28209	8-4211-30	150.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,296.00
Chase Card Services				
	EasyKeys - Admin Cabinet Lock & Key	P3672-MAR19	8-4211-30	12.00
	Mockett - Main Desks Desk Grommets	P3672-MAR19	8-4211-30	17.70
	Redpark - iPad Testing Meeting Room Signage	P3672-MAR19	8-4211-30	136.36
	Kele - Carbon Monoxide Detector	P3672-MAR19	8-4211-30	537.00
	Kully Supply - Building Toilets Repair Parts	P3672-MAR19	8-4357-30	148.30
	<i>Totals for Chase Card Services</i>			\$ 851.36
Cintas Corporation				
	First Aid Restock - February 2019	8404025768	8-4215-30	470.30
	<i>Totals for Cintas Corporation</i>			\$ 470.30
Cintas Corporation #344				
	Weekly Mat Service - 2/14/19	344132919	8-4215-30	30.00
	Weekly Mat Service - 2/7/19	344129578	8-4215-30	30.00
	Weekly Mat Service - 2/21/19	344136297	8-4215-30	30.00
	Weekly Mat Service - 2/28/19	344139680	8-4215-30	30.00
	Weekly Mat Service - 3/7/19	344143040	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 150.00
Cutting Edge Document Destruction, LLC				
	Records Shred - 2/6/19	72769	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			\$ 30.00

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

Maintenance Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Forward Space	Swap Cubicles CMTSD Rm 221 - PO5692-1819	767562	8-4211-30	\$ 545.00
	<i>Totals for Forward Space</i>			<u>\$ 545.00</u>
Gill Reprographics, Inc.	Print/Bound 2nd FI Mtg Room Prints - PO5770-1819	CHI 36537	8-4211-30	56.00
	<i>Totals for Gill Reprographics, Inc.</i>			<u>\$ 56.00</u>
Groot Industries, Inc.	Garbage & Recycling - 3/1/19-3/31/19	3073003	8-4215-30	357.70
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 357.70</u>
Hansen Services, Inc.	Monthly Pest Control - February 2019	3903154	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<u>\$ 103.00</u>
Petty Cash - District	Hodur - Larry's Lock Service Bkmb Door Keys	JH021319	8-4211-30	3.75
	<i>Totals for Petty Cash - District</i>			<u>\$ 3.75</u>
Poblocki Sign Company, LLC	Elevator Sign Holders & Signs - PO5721-1819	99012	8-4211-30	463.00
	<i>Totals for Poblocki Sign Company, LLC</i>			<u>\$ 463.00</u>
Trane U.S. Inc.	Annual BAS & HVAC Service Agreement - 2/1/19-2/1/20	39725241	8-4215-30	47,500.00
	<i>Totals for Trane U.S. Inc.</i>			<u>\$ 47,500.00</u>
ULINE	Building - Protection Tape - PO5748-1819	105908498	8-4357-30	247.51
	<i>Totals for ULINE</i>			<u>\$ 247.51</u>
Warehouse Direct	District Supply Closet Restock	4216893-0	8-4357-30	269.75
	Building - Restock Building Supplies	4195715-0	8-4357-30	1,334.84
	Building - Liner Restock	4195715-1	8-4357-30	396.10
	District Clorox Supply Restock & Finance Binders	4207201-0	8-4357-30	88.20
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,088.89</u>
Total for Fund 8				<u>\$ 60,604.61</u>

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

Page 27

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tidal Construction Service Inc.	Replace Studio Drywall - PO5685-1819	12420	9-4294-90	\$ 973.00
		<i>Totals for Tidal Construction Service Inc.</i>		<u>\$ 973.00</u>
		Total for Fund 9		<u>\$ 973.00</u>
		Grand Total		<u><u>\$ 190,326.34</u></u>



Jennie Nguyen/Finance Manager

March 2019 Monthly Board Report
Paul Mills
March 21, 2019

Director

Micro Pantry

In late February two of our patrons approached President Danhof and me about creating and placing a micro pantry on library property. Along with Nancy Castellanos and Tasos Priovolos, we met with Ms. Ashley Rodriguez and Mr. Scott Silmon to discuss their idea. They are both passionate and committed to serving our community, and their idea to build a pantry is an excellent one. We hope to see it launched during National Library Week, which also coincides with our Food for Fines program and is thus a great opportunity to stock the pantry.

FY2018 Per Capita Grant

I am happy to report that we have received last year's Per Capita Grant! I have been following up with the Illinois State Library and the Illinois Comptroller's Office to see when we might receive the Per Capita Grant funds we were awarded last year. The voucher has been in the system since May of 2018 and we just received the check this past week.

LIRA (Libraries of Illinois Risk Agency)

The LIRA Executive Committee met earlier this year and I am happy to say I have been re-elected as Chair. LIRA is a great organization that has reduced insurance rates, provided better coverage, and created continuous learning opportunities for all 54 member libraries. I am proud to say that our library is a founding member and I am a founding executive committee member.

Deputy Director (Nancy Castellanos)

During February staff attended an In-service Day on Feb. 8th. The library provided three different trainings and staff had the option to pick two to attend. The options staff had for sessions to attend were Narcan training, Active Shooter training and the Influence of Culture in Customer Service. As part of the Narcan training, staff had the option of receiving a free sample of it, afterwards we reviewed with staff that Narcan is kept with the AED machines in case anyone needed access to it in the future. Overall there was positive response from staff about the trainings.

In February we also partnered with community organizations to host two big programs. Along with the Bolingbrook Park District we hosted Winterfest at Annerino. The bookmobile was highly visible at the entrance to the building and had many visitors. Patrons enjoyed cookie decorating, story time and Karaoke along with other activities. Staff had fun promoting all our library services. We also partnered with other area libraries for the Great Read which this year had a Wizard of Oz theme. All libraries involved hosted Wizard of Oz themed programming during February and we all come

together for the Finale which has hosted by the Plainfield Public Library on February 28. We had great attendance and the winners of the art contest were announced. One of Fountaindale's patron won from the 3-5th grade category.

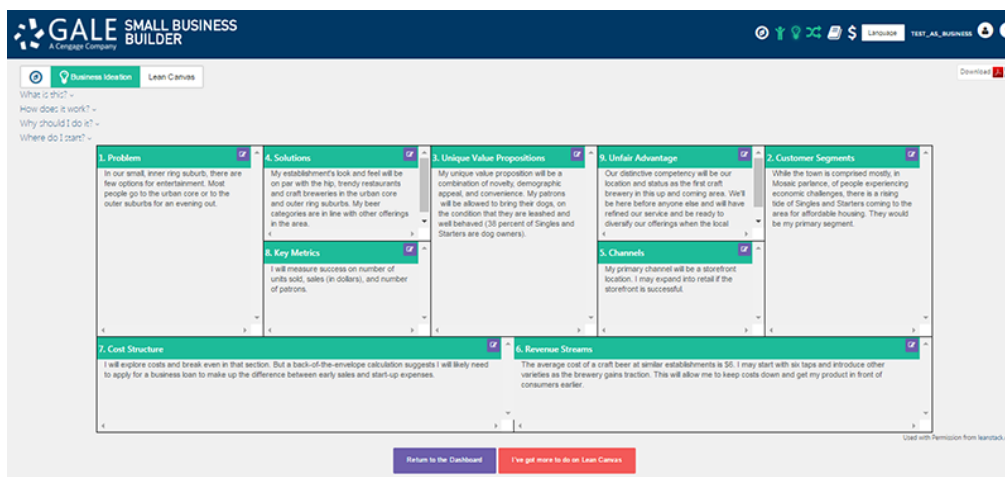
From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Our department staff was looking forward to this year's Library In-Service Day on February 8. This has been a great opportunity to learn new skills, attend required training, and have a shared educational experience with members of other departments. A majority of ATSD staff attended the Active Shooter and Narcan training sessions. I know it takes a lot of time and effort to plan our staff in-service day, and I really appreciate all the ideas extra touches our planning committee places throughout the event to make the day special.

Also this month, Christopher, Tom, and I sat in on a Gale webinar on their Small Business Builder database. We had an opportunity to work with the database on a trial period after the webinar, and we thought it was well designed and easy to use. The display of the site is very efficient, and it allows for a patron to bounce through their business plan at their own methodology and pace. My staff and I would like some additional feedback from other library which offer this service, as our partnerships with SCORE and the Bolingbrook Chamber of Commerce may be able to direct patrons to use this database.



With our Genealogy Day program scheduled for March, I made a trip to the Will County Historical Society Museum and Research Center on February 4th, to update our list of resources and materials for local history and genealogy research. While I knew the WHSM had a large collection of I&M canal records, I didn't know their building had been the headquarters for the canal, and nearly all the original documents of the canal are kept onsite in cold storage or in their vaults. The museum director also let me peruse the collection of indexed records and future projects, and to preview their new spring exhibits. The museum and research center relies almost entirely on volunteers to promote their programs, services, and events, so I am making a point this year to make copies of their exhibits and research schedule available to our patron at Genealogy

Club meetings, as well as referring patrons who need additional help with Will County research to the museum.

Programming (includes):

YA Programs:

Randi's Observations: Teen program attendance was down this February as weather, staff absences and low registration resulted in the cancellation of at least three events. We will definitely take this into consideration when planning programs next January and February.

Teen Programming

- Our Teen Makers had the opportunity to create custom zipper pouches using our vinyl cutter. They found images including band logos and angel hearts. Anna and Joe from Studio 300 helped the teens cut their images on the vinyl cutter and then prep them for the heat press. They were pleased with the results.
- Catherine Stanek-Whisler returned in February for our No-Sew Snow People craft program. Tara writes, "Cathy Stanek-Whisler once again had a great project for the teens. The patrons were provided with white socks, fiberfill, ribbons, buttons, pompoms, markers, hot glue and other supplies to customize their own fluffy, miniature snow persons! Cathy is so excellent with the teens, giving them structure and inspiration but also allowing their own creativity to take them to unexpected places!"
- Teens successfully built working robots for DIY Bots, a collaborative program hosted by Studio 300 and Teen Services. First, the teens were split into groups. Teens were then tasked to build a moving robot using Adafruit's Cricket, DC motors, wheels and more. They used cereal boxes and cardboard to create a body to house the electronics and then decorated with supplies from the Vortex's Maker Cart. In the end, the results were fantastic.
- Ashe hosted two programs in February, Anime Night and Dungeons & Dragons. For Anime Night, the group watched a comedy-romance anime: Love is War! Ashe writes, "It's super dramatic in an over the top way and it went over well. Usually it's hard to get the teens to watch romance anime so I avoid it, but this one went over well with 11 teens. At the end we also watched some Cells at Work by request. Dungeons & Dragons only had seven teens in attendance. Ashe writes, "I think everyone is over the cold weather as much as I am. Despite the lower numbers, everyone had a good time!"



Career Online High School:

Currently Enrolled: 8

Currently Enrolled 30 Day Probation: 1

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 3

Graduate: 20

Adult Programming:

Maureen's Observations: This month was better as far as programming attendance. This month for a Valentine's Day treat, I brought back Diane McArroy from UR the Artist for a special paint night program. Chef Susan Maddox also came back for a program on Romantic Chocolate Desserts and it was incredibly well received. Who doesn't love chocolate?

Jenna completed her first month and adjusting nicely at each of our service points. I expect that she's ready to jump in start planning and hosting programs this summer.

Programs

- **2/6/19 - Romantic Chocolate Desserts** - Chef Susan Maddox never disappoints and 50 patrons showed up to try her delicious chocolate desserts. She demonstrated how to make Chocolate Caramel Phyllo Cups, Chocolate Truffles and Chocolate Cremeux.



- **2/13/19 - Paint Night- Let's Tango-** The name of the painting was Let's Tango-- perfect for this Valentine's Day themed event. 18 patrons had a great time painting it.



- **2/21/19 - DIY Winter Wreath -** Using burlap and grapevine, Cathryn Stanek-Whisler showed our patrons how to make these adorable wreaths for their home.

Here is an excerpt of Tony Nguyen's Report.

General Comments – First in service day of the year happened on Friday the 8th and I learned some great stuff from the Narcan class as well as the active shooter presentation from the Bolingbrook Police Department. We as a department figured out what our options were in case such an event happened while we were on the floor. I feel much better and more confident with escape routes and places to hide if need be.

The Great Read – Brian Smallwood: Our library hosted three events for the Great Read. The theme this year was 'The Wizard of Oz', which was a book our committee thought would be a good choice for kids, teens, and adults. We hosted two movie programs "The Wiz Live!" (5 attendees) on February 14, "Oz the Great and Powerful" (18 attendees) on February 20, as well as a historical lecture on "The Wizard of Oz": A Chicago Connection (6 attendees). While attendance for these events may be smaller than usual, the cold weather may have prevented people from participating. The art contest entries were really cool, and the creativity in each category was pretty impressive. I'm looking forward to participating in next year's committee.



From the Reference Desk of Tom Degutis

---“This is where I always come when I need information...and you’re the one who usually finds it for me.”

--- SOURCE: ---Comment from customer at the 3rd Floor Desk who was looking for information about a cigarette lighter with a watch built into it, in the afternoon of the first Wednesday of February.



An interaction that I had with a customer in February 2019, however, provided some further help on how close I came to fulfilling the customer’s information request.

A customer approached me at the 3rd Floor Desk and asked if I could help her find information on a cigarette lighter. She did not have it with her and she did not have a picture of it either. The lighter had been given to her, but the customer did not share any further information. When I asked the customer to describe the lighter, she said that it had a watch built into it. She then took out a small piece of paper with some notes on it and showed me the paper. The words on the paper said “Windsor” Lite” “Antimagnetic” and “Deluxe.” I told her that I would check our catalog to see if any of our libraries had a collector’s guide or price guide to cigarette lighters. Unfortunately, none of the Pinnacle libraries had such reference works. I then checked WorldCat for possibilities and found several cigarette collector / price guides from the mid-to late 1990s. I asked the customer if she would like to request one or two through Inter Library Loan. The customer declined and said she was in Bolingbrook visiting her daughter.

I told the woman that I could do a check on eBay to see if anything that fit her description was currently up for auction. If there was, that could help in determining the value of her lighter. I did some keyword searching based on the customer’s description and her notes and found the Windsor Pocket Watch Cigarette Lighter, pictured above. There were four pictures with the listing and we could see clearly that the words WINDSOR, TIME LITE and ANTIMAGNETIC were all on the face of the watch. The words “WINDSOR” “DeLuxe” were both inscribed on the bottom of the lighter. The “Buy It Now” price was listed as US \$185.00. The woman said it looked similar to the one she had. I explained to the customer that it might be good to do some further checking on eBay for completed auctions to see what similar lighters had sold for previously. She thought that was a good idea and said that her daughter could help her do that.

I also said to the customer that she might want to have an appraiser have a look at the watch / lighter to help determine the value. I then did a quick search on the Antiques Roadshow website for watch appraisers and found Jeff Cohen (shown to the left). His shop is known as N. GREEN & SONS and is located in Chicago. I printed the information about Mr. Cohen and his shop for the customer.

The customer thanked me for helping her find all the information and then added: This is where I always come when I need information...and you're the one who usually finds it for me.

Specialist Highlight

Ivette Castaneda

This month I helped a patron with a one on one for Outlook. The patron did not have specific questions but he knew he was asked to be more familiar with it this application for his job. We started with how to create an outlook account. Then we moved onto describing what all the icons mean on the startup ribbon. I had him do everything so he can get a hands-on training. We practiced sending an e-mail, receiving, putting in a signature at the end of the e-mails, and setting up appointments and reminders. I also went over the online classes we offer like Universal so he could show his employer he got a certificate on how to use Outlook.

Specialist Highlight

Jay Purrazzo

This month I taught Intro to Microsoft Word. Only a single patron showed up so it became an impromptu one-on-one, but I was able to review the packet with her and answered the additional questions she had on the program. She was also looking for information on Word alternatives so we were able to cover OpenOffice as well.

I have been watching Lynda videos on public speaking and presentation skills in preparation for future opportunities. Writing Speeches and Impromptu Speaking were especially informative.

From Wendy Birkemeier's Report

Children Services Department

Arts and Fables (2 programs, 63) After using a one-word-per-page board book, and liberally telling the story, I used Laura's rainbow making kit to have the children help me make a rainbow. We closed our eyes, tapped our heels and repeated "There's no place like home," and magically Dorothy made it home. Our craft was a Valentine card, bridging the book and craft because the tin man needed a heart. *Kathy B.*



Imagineers Club: Natural Disasters (9) Taking her inspiration from *Oz* and the *I Survived* books, Andreea led her group through activities exploring tornadoes and earthquakes. They constructed a map of the U.S., added tornado icons to the states in Tornado Alley, and then created tornadoes in soda bottles. After discussing tectonic plates and how they shift, the kids used straws to build "several types of houses using Lego, Jenga and straws....we tested them by placing them on two Lego boards that had ping-pong balls sandwiched in between. We wanted to see how they will withstand 10 horizontal shakes that will imitate a serious earthquake on Richter scale. The kids really enjoyed building with the straws and they stopped building only when they were no longer able to reach. In the end we placed the straw building on our "earthquake" boards, shook them energetically until we made our building fall down. *Andreea D.*



Let's Create (14) The kids really liked the Wizard of Oz theme this month. I'm not sure if any ended up entering the Great Read Art Contest but they were pretty excited about it. While most of the kids created yellow brick roads, ruby slippers, some tornadoes and even Toto, one boy was very taken with our teen volunteer M... and proceeded to paint him. M... said he was really touched by the painting. The teens I have had as volunteers have been a

wonderful help. *Chris Z.*

S'mores Book Club: *The Wonderful Wizard of Oz* and other fantasies (2 tweens)

A... and D... are brothers that have been attending S'mores regularly. D... actually read *The Wonderful Wizard of Oz* before the program but did not enjoy it as much as the *Harry Potter* series. The boys were a little camera shy, so they worked on book reports using the Comics Life software on the Macs in Studio 300. *Joyce A.*

Wizard of Oz Party (32) The party was a blast and the families that attended had lots of fun. A few families mentioned that there was so much to do, that their kids didn't want to leave... There were four exciting crafts sizzling to be touched ... creating a rainbow cloud with cotton balls and streamers, decorating a Valentine heart with tissue paper in honor of Tin Man, creating a bouquet of poppy flowers, and making a scarecrow out of popsicle sticks....While the children were doing crafts and playing games, we had the "Wizard of Oz Movie" playing in the background, with the music soundtrack playing...As the kids were leaving the party, each child got a certificate [created by Susan F.] that said they have brains, hearts and courage to be an amazing wizard. *Marta M.*





Walter King, Magic of the Spellbinder (74) He was amazing! Everyone had a great time and were amazed at the illusions he performed. He had a bowling ball fall from a picture of a bowling ball onto the ground, floated a table in the air, tore a piece of paper into pieces then put it back together and turned it into doves. I had quite a few compliments about his performance. *Rosemary B.*



Roots: Misty Copeland & President Barack Obama (18=10 kids, 8 adults) We had a great turnout despite the very windy and cold day. Judith and Ernie presented fun facts about the first African American principal ballerina for the American Ballet Theatre and our country's first African American president. The kids who attended were completely engaged. A parent commented that she liked how Ernie is involved in the research and presentation. She said, "I think they [children] listen better when their peers are talking." After the presentation, I led the group in creating two craft projects. We used paper plates and markers to design our own presidential campaign logos, using

President Obama's 2008 logo as inspiration. We also made paper snowflake ballerinas, using red paper inspired by Misty Copeland's "Firebird" costume. It was great to see several homeschool families at the program. I mentioned Roots to a few families I saw at the Adventures in Homeschooling program. I'm glad they put Roots on their calendar, and they invited other families to come! *Joyce A*





54 books circulated from this display featuring the works of prominent African American authors and illustrators, including Virginia Hamilton, Leo and Diane Dillon, Bryan Collier, Nikki Grimes, Kadir Nelson, and Carole Boston Weatherford.

Programming



iMake (45, Presidents Day) For this special program Chris and prepared an art project along with the other regular activities. The art project was based on an American pop-artist named Jim Dine from 1950 who made an interesting painting called **Confetti Heart**. We pulled out the acrylics, Chris provided the nice paper and we started to paint. First the kids covered the blank paper with dots of various colors. Then they used black paint to trace the shape of the heart on top of the colored background.

Finishing touches were added inside and outside of the heart to add dimension and in the corners....the results were very imaginative.

On the other side of the “tree” we had Lego, Connectagons, and the string art. It seems that we had some iMake “aficionados” coming because as soon as we were done with the art project they tugged at my sleeve asking me: Mrs. Andreea where are the robots?! We brought out the Bee bots to run on their little mat, and

several Spheros that worked with the iPads. 6-7 kids took turns using the robots.
Andreea D.

- **Adventures in Homeschooling** (116) Homeschool South Africa was amazing/crazy/interesting/busy. Children came in eager and ready to hear facts and information about South Africa. As always, we located it on the map, found the best way to get there, looked at the breakdown of provinces (states), found the capital and looked into its history. The fact that South Africa has three capitals strategically located throughout the land was interesting and gave us something to ponder.



- We briefly touched on apartheid along with Nelson Mandela, Desmond Tutu, and their Nobel Peace Prizes. One participant thoughtfully raised his hand when he noticed that apartheid ended in 1991, his parents were already alive, tracking that this was not ancient history, but relatively recent events. As a group we engaged in a percussion ensemble, all of the children enthusiastically beat a drum and played at least one authentic African instrument. The craft was making a paper rhino. Immediately following our homeschool program, our intern, Marcy, sat down with me and talked about what goes in to creating this comprehensive program for homeschool families. *Kathy B.*

We had great attendance for both installments this month! The kids were very engaged in the discussion part of the program. We brought the stools in and did some directed drumming. The result was really fun! I think it was one of the longest group activities we ever did in this program. We focused on the amazing wildlife



parks in this region and so I found a three dimensional rhinoceros that the kids could color, cut out and build. We had the practicum student Marcy with us and it was great to have the extra help, handing out the stools, musical instruments and craft supplies. She seemed to enjoy the experience. *Debbie S.*

I had coloring pages, the snowflake wand, read books, and played with the [preschool] children. *Rosemary B.*

Tween DIY: Peach Cobbler in a Mug With one little sister, we had a total of 4 kids participating (2 boys and 2 girls). 2 adults and a baby also stayed in the area. The recipe was pretty popular, as the desserts tend to be. Kids checked out a couple of the cookbooks that I displayed at the program. *Sarah D.*

Movies, Music & Entertainment

Family Movie: *Teen Titans Go to the Movies* (9) those that came seemed to enjoy it. *Debbie S.*

Gaming & Play

Build It! (40) Chris and I hosted...The children and parents both had a lot of fun building with the Legos. One little girl was working very enthusiastically, building a tower. When she no longer could reach the top of her tower, she asked her mom to lift her up so she could add more blocks to the top...When I asked her what she was

making, she said “The Sears Tower”. I asked her if she has ever been to the Sears Tower and she said yes...Two Indian families were sitting at the end of the table each with their sons. The two boys were building together and the two dads were building together, they were all having so much fun.... After Build It! was over, I put the boys’ Down Town structure behind the Children’s Desk and they noticed it right away. I overheard one of the boys saying to his mom “Look mommy, that’s what I build. That’s what I build”. The little boy was so proud of the structure that he built, but most importantly he was so proud that I decided to display it for all to see. *Marta M.*



Storytimes (46 programs, 1307) Snow and cold affected attendance at some of our programs, but those who came enjoyed stories about love, teddy bears, lollipops, Valentines, warm clothes, snow babies, polar bears, “Over the Rainbow”, and more.



Programs without Music

Family Storytime (9) Springtime! I started off the session by explaining to the children and parents that there would be no music during the storytime. I told them briefly that I would read for about 15 minutes and then we would do a spring themed craft... I sat down on the throne and was about ready to start my first book, when a very young boy came up to me. I asked him if he wanted to sit up next to me and he eagerly jumped up on the chair. Then a little girl did the same. Soon I noticed one of my regular boys wanting to join, but there was no more room. He quickly stated we can all fit over on the couch. So off we went with my books to the couch, where everyone could get up next to me. The parents were so shocked and quickly took pictures! The kids really enjoyed this. I brought out all sorts of embellishments for the kids to add to their floral display (plate). The kids and parents loved this craft and even said they didn't mind not having music or bubbles! *Susan F.*



All Together Storytime (20) We read silly stories! In place of the welcome song I normally use, I brought out Michu Michu, the cat puppet to say hello to everyone. The children really enjoyed interacting with Michu Michu, so I'm considering bringing him out at every session. I learned that interactive stories would work best for this type of storytime. A couple of children could have used music to transition from book to book; they had lost interest in Michu Michu and the book I was about to read and began wandering around the room. I will keep this in mind when selecting books for next month.

After stories, a rhyme, and bubbles, we still had 10 minutes remaining. I had prepared myself for this and decided to take patrons to Creativity Park to make a very simple paper bird craft out of leftover Ellison cutouts. This was a great way to fill the time, and it steered patrons toward the picture book collection. I was happy to see families browsing the picture books after they finished their paper bird. I hope they checked out books! Mrs. Syed (the patron who requested music-free programs) brought her 2-year-old daughter. After the program, she thanked me for "providing a wonderful storytime!" She and her daughter enjoyed themselves and took home a large pile of picture books. *Joyce A.*

Public Service

Winterfest (390 C, 201A) I had one adult volunteer and two teen volunteers helping. It was slow for the first ½ or so, but picked up pace quite a bit. There were times it was difficult to keep up. I and the two teen volunteers worked to put plates together and greet the people, while the adult volunteer walked around to the decorating tables and helped clean and keep adults out of the child sized chairs. Joni was is a previous park district employee that has had trouble with the small chairs breaking. I think having small preschool tables set up instead of large taller ones, helped to keep people moving on and making room for new participants. *Susan F.*

1000 Books before Kindergarten: 8 children joined, making total registration 317. Two children completed the program.

Library Intern: I worked with our LTA practicum student, Marcy [Biala], on 2/11 and 2/15. She observed All Together Storytime and the Adventures in Homeschooling programs. I also gave her a tour of our department and an overview of our programs, resources and services. *Joyce A.*

Ellison Dies: All of Susan's and Communications' hard work culminated in the new Ellison pages on the library's website. Wow! All the die cuts are shown within fifteen categories and are searchable. The form for requesting an Ellison appointment has been improved as well. Take a look at this bright, attractive pages! They should encourage use of our collection. <https://www.fountaindale.org/ellisondies>



Doll Collection: There were 59 circulations in February. The Gabby and Misty Barbies each had 6 circulations (there are four of each of these dolls). The American Girl dolls went out 2-5 times each. Ibtihaj Muhammad did not get checked out. CSD, Circ and CMTSD are still sorting out a few procedural details, but, on the whole, this collection has not been difficult to loan and maintain. Children love the dolls!

Brett let me know that dolls are showing up on the report for items with multiple holds. Luciana has the most, about 14. Tenney, Gabriela and Julie are also high popularity. Speaking of Julie, one little girl came with her mom to return a doll she and her sister had checked out. Since the first doll was Julie, she is calling all the dolls "Julies." *Sarah D.*

Teacher Loans: 14. Subjects included: Valentine's Day, specific titles, pancake picture books, five senses (Spanish and English), letters O, P, Q, R, famous people, ocean animals, fractured fairy tales, black history picture books for grade 2, feelings (for toddlers), Presidents Day, ESeries books

Story of the Month: I had a fun discussion with a 4th grader about *Gregor the Overlander*. It had been on my to-read list for years, and I finally finished it as part of my work for the Bluestem Committee. Although he is already on book 3 in the series, he is checking out the first book because "I'm making my mom read it." We typically encounter parents who want to choose (or want us to choose) the books their children read. It was refreshing to see the roles reversed! *Joyce A.*

Girl at the desk: "Excuse me can you help me find books about Rolled Dog?" Mrs. Andreea started to think because it didn't sound like a familiar title, or character or... all of the sudden Mrs. Andreea's light bulb went on and she said: "Do you mean you would like books by Roald Dahl?" "YES!!" Said the girl. Sorry, I didn't know how to say his name." 😊 *AD*

From Amina Ali's report

Circulation Services Department Report

Updates

Staff In Service Day was February 8, 2019, the Circulation Department enjoyed the trainings. It was a great day filled with a lot of energy from everyone. The staff were split between NARCAN, Active Shooter, and Cultural Awareness trainings. Everyone especially enjoyed the food!

The **Circulation Roundtable** was held at the Naperville Public Library-95th Street Branch on February 13, 2019. Amina was invited by one of the Circulation Managers at Naperville. It was very insightful and helpful to be apart of the discussion. Our topics of discussion included a Circulation Roundtable website (www.circulationmanagers.webs.com), addressing how to get staff comfortable with new technologies, Library Week, pros and cons of having a "Documentation Specialist", library swap, and updates to Naperville (including a new park for the 95th Street Library and employee openings). The next meeting will be held May 8, 2019 at Fountaindale Public Library.

There was a **Circulation-Outreach Meeting** on February 21, 2019. Circulation will take care of any billed items from Outreach. Outreach will address their display in the Children's Department. In the past, it caused confusion for the Pick List since the display did not have an assigned record set.

The **PIRC Meeting** was on February 27, 2019 at the White Oak Public Library-Lockport Branch. The next meeting will be in April. Main talking points included payments made through PAC, patron purge, Circulation Roundtable, and ILS Manager's Report.

Circulation Statistics

New Patrons Registered	189
Holds Pulled From Shelves	7,136
Incoming Rails Bins	249

Snags Resolved	80
Snags Retrieval Material Amount	\$1,624.97

Drive Up Statistics		
Total Visits (February)	Previous Month (January)	Previous Year (February)
887	932	679

Drive Up Statistics Summary

- We had **887** visits (pick-ups) at the drive through this February, which is down from **932** in January
 - This amounts to a **4.83 percent decrease** from last month
 - However, total visits were **up 30.63 percent** from February of last year (**679** last year)
 - In addition, we had an average of **38** visits per day this month, up from last month (**36**)

Self Checkouts			
Station	Checkouts	Renewals	Total
CSD 1	5,348	165	5,513
CSD 2	6,281	146	6,427
1st Floor CSD Total	11,629	311	11,940
CIRC 1	265	13	278
CIRC 2	548	11	559
CIRC 3	1,768	143	1,911
CIRC 4	980	97	1,077
CIRC 5	814	35	849
CIRC 6	2,908	180	3,088
CIRC 7	499	44	543
1st Floor CIRC Total	7,782	523	8,305
ATSD 2-1	2,220	75	2,295
ATSD 2-2	2,879	104	2,983
2nd Floor Total	5,099	179	5,278
ATSD 3-1	2,247	55	2,302
ATSD 3-2	1,100	24	1,124
3rd Floor Total	3,347	79	3,426
Self Checkout Total (51% of Total Checkouts)		28,949	

Total Checkouts (Including Drive Up)	56,428
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From Marianne Thompson's report
Outreach Services Department



Adult Volunteers: Four adult volunteers worked at three programs for a total of 12 hours of time. Katie & Deborah Moran were available for the Preschool Roundup at the last minute and provided excellent help to Laura & Nancy. Katie & her mom have been awesome volunteers for several CSD programs since last fall!

Highlights:

VVSD Bluestem Battle of the Books: Cindy was asked to be a judge for the "Battle of the Books" contest, held on February 6, 2019 at Scoff Middle School in Romeoville. This was her second year being asked to be a judge. Wood View Elementary school won the "Battle" this year. Students responded perfectly to all 10 questions in the District championship event. Photos are from the event and from when Cindy visited Wood View and met the winning participants!



Cindy also attended Anderson's Author breakfast on Feb 23. She always enjoys meeting authors and attending book presentations.

Winterfest 2019: Outreach joined with other Fountaindale Staff to participate in another successful Winterfest event! We had 112 visitors on the Bookmobile, and Laura & Cindy provided another series of entertaining story times to 223 participants! Puppet shows and activities like "Freeze Dance", skating on wax paper and snowball fights were very popular. Bookmobile visits were steady throughout the event, because this year we were parked in front of Annerino instead of in the back. It is so easy to park there and to leave with minimal safety concerns.



Blind Date with a Book: Sarah spent a lot of time planning her Blind Date with a Book project which was held at Heritage Woods. Many residents asked why the books were covered with brown paper. Sarah & Marleigha encouraged them to try a book without knowing what it was titled. Residents will submit a ballot to be entered into a drawing for a prize. Sarah brought 3 rows of books, and left with 1.5 left. The project runs until March 11, 2019.

Kids Fair – Senator Jennifer Bertino-Tarrant

Melissa represented the library at the Kids Fair this year to promote our library services and programs. This is an annual event held at Troy Middle School in Plainfield. She spoke to some people who were also interested in our Preschool Roundup!

Preschool Roundup:

Laura ran another successful Preschool Roundup. 14 preschools attended the event, and many commented how nice this is each year, and they do get new enrollees for their schools. Will County Health Departments provided 9 free vision & hearing screenings. This is one of my favorite programs we provide in Outreach. Unfortunately, I was ill over the weekend and Nancy graciously stepped in for me. Our volunteers did a great job helping with registration. Vendors received bags from the library with “save the date” cards for 2020, and some nice giveaways. Laura spoke with a participant who was gathering information for her daughter & grandchildren. She said she wished this had been available when her kids were ready for preschool! This is a really great service we provide to our community.

Storytime at IKEA was very successful with 38 attendees. The staff at IKEA attribute the success of the story times to our promotion and “word-of-mouth” to the initial large turnout in December, which also was winter break time. All information from the store personnel and attendees has been 100% positive.

Panera story times continue to be successful. Laura met the new manager for the Panera store. At the last one in February, the BB Museum contact stopped by at the end of the Panera story time to discuss setting up story times for the summer. Laura found out the Museum visitor counts continue to increase because of the library publicity. Great news for our three community story times!

Dennis has been asked to help present an Outreach session at ILA this fall. He will join his former supervisor, Terri Scallon, (supervisor of the Bookmobile at Arlington Heights Memorial Library) to present a panel presentation called "Good problems to have and how to solve them." Dennis has many examples from his current job and previous job as a driver at Arlington Heights to share on this panel.

At the bilingual storytime for the Head Start home based group, Melissa read *I Love Pete the Kitty* by James Dean, *Huggy Kissy = Abrazos y besitos* by Leslie Patricelli and *My Heart is like a Zoo* by Michael Hall. The animals in this book were shaped as hearts. Children guess what the animals were. She also demonstrated how to find the Park district's website using the projector, to share with parents the details of Winterfest, the Bookmobile, and other activities at the event.

Students at McGee Elementary were excited about our new graphic novels. One patron told Marleigha he liked the superhero books on the Bookmobile and if he could, he would check them all out! Since we are only going to 1st Presbyterian Church one night a week during this interim time, Marleigha noted that more of our regulars are coming out on our Tuesday nights to pick up their holds and browse for materials. At Independence, she received compliments from teachers for the Playaways & matching book titles students check out. This was a request that several teachers from different schools requested from me a couple of years ago, and I sincerely appreciate that the staff continues to make sure we are as well stocked with these materials on the vehicle as we can be for our elementary school visits.

Furqaan Academy Bookmobile stop had been set up for 1 hour when we originally started our Bookmobile visits. For the past couple of months, staff have had to stay longer in order to checkout to all students & staff who came to the vehicle. I contacted the principal, and asked her if we could extend the stop for an additional hour, which we did. It was very successful and worked out well for the school schedule as well as for Bookmobile staff.

Outreach staff enjoyed in-service half day on February 8. They had great comments on all the sessions. I particularly liked the active shooter discussion, which had a new video I had not seen. With only 2 staff on the van or bookmobile, it is important for Outreach staff to know emergency procedures and safety options they have available to them.

Repairs & Maintenance of Outreach Vehicles: February weather, much like January weather was not kind to either Outreach vehicle. Stops were canceled Feb 5 & 12 due to ice storms and driving conditions. Both vehicles struggled to start on most cold & windy days. Feb 1-5: Bookmobile at KD Repair for 1000 hour maintenance. This included an oil change and repair of a coolant leak.

From Jeffrey Fisher's report

Studio 300

Here is an overview of the February 2019 Studio 300 stats:

- 919 patrons actively used our spaces.
- 3445 items were checked out.
 - 125 of that total circulated out of the lab.
- 40 patrons attended our 11 Orientations.
- 315 patrons came to our 17 other Adult/T(w)een programs and tours.
 - Total programming hours came to 33.
- 11 Non-FPLD people used Studio 300.
- Maker-related: 12 people created 27 items plus an additional 27 3D prints.
- And there were about 1438 blog page views.



CSD nominated three S300 staff for their coveted "Star of the Month" award, a couple from a few months prior and one more recent. Both **Adriana A.** and **Joe P.** were nominated in November for "an amazing DVD for the Dino Forest!" And Jeffrey received the nomination in February for "our new DSLR camera!!!"

On February 8, Studio 300 staff attended the Staff In-Service training followed by an all-day meeting and training event in the lab. Together the staff worked toward developing more strategic, long-term plans related to the Maker functions, promotion, and more. Later in the month, **Wil C.** attended safety training.

Joe P. and Jeffrey once again managed the *Winterfest Karaoke with Studio 300* held at the Park District's Annerino center. About 170 people stopped by and made 41 videos, all posted on the [FPLD YouTube channel](#).

Studio 300 hosted Cub Scouts who earned their animation badge by working together on a short animated video involving the Scouts and alien visitors. Teen Homeschoolers learned *PhotoShop green screen* techniques, too.

John M. from IT joined Jeffrey as we led an extensive tour of 15 COD LTA Technology students and their teacher focused on patron and behind-the-scenes technology used at the library by both IT and Studio 300. Jeffrey received a nice thank-you note a few days later.

Joe P. finished the enormous 60" Saturn 5 rocket replica using our 3D printer. We'll use this to promote this year's *Summer Adventure* and one lucky patron will win it at the Ice Cream Social in July. Read the blog posts about this project [here](#) and also [here](#).

Anna G. worked with ATSD-Teens on both the monthly *Teen Makers DIY* and *DIY Rover Robots* programs. And once again, **Adriana A.** and **Joe P.** hosted the *Fifth Annual Oscars After Hours* program attended by over two-dozen movie fans who competed for prizes via trivia games and by picking the most award winners. This year's top prize (and bragging rights) went to patron Michael G. for his 17 correct picks with a five-way tie for second place at 16 correct answers overall.

Jeffrey managed a variety of tasks and projects this month including a webinar about *Supporting Your Local Writing Community*, assisting Sarah D. from CSD with the final elements comprising the *Fountaindale Corners* historical piece now published in the *Community Content Collection* on the BiblioBoard platform, and attending the Gale Small Business Builder demo. He also met with Paul M. and Nancy C. to further discuss participation by minors in our local content initiatives and worked with Steven F. in Communications to develop the related online form. He attended the STBF meeting in RAILS and helped the committee release and promote the semi-finalists for the inaugural manuscript contest.

Also, Jeffrey met with Christina T. to discuss a variety of pressing topics related to both the local collection and Studio 300's equipment collection and he helped Debra D. with her latest Genealogy Club video now available on YT. He also met with Steven F. from Communications to finalize the plans for the Maker webpage and with Tasos P. to discuss planned minor updates to Studio A once the maker lab moves on to its permanent home. And lastly, he met with Joyce A, Melissa B., Steven F., and **Wil C.** to discuss planning for a *Summer Adventure* "Hacks" video.

Jeffrey attended his regular Manager's, Programming, Summer Adventure, PIC, and Tinker Technology Troupe meetings and served his regular PIC duties as well.

Building Operations (Tasos Priovolos)

The entire Building Operations department assisted during our In-Service day. This included setting up for the event and making sure the building was ready to open on-time.

We are currently accepting applications and interviewing for the available Security Monitor position.

Continued to work with our millwork vendor to approve final designs for the new studio millwork and main desk changes. The studio millwork will allow studio staff to display the makerspace equipment we have available to patrons. The added studio millwork will provide the needed workspace for studio staff.

We have been working with Sheehan Nagle Hartray to finalize the design and drawings for the possibility of converting the 2nd Floor Computer Lab to a meeting space. This will provide an additional meeting space available to patrons.

Along with Melissa and Christina, visited Opto Systems to discuss display design options for mobile and fixed fixtures for our building. Opto Systems is the current manufacturer of our mobile displays located throughout the building.

Met with Tria Architecture who will be the vendor completing our facility assessment and infrastructure plan project. This project will include a comprehensive facility assessment along with an analysis to predict future repair and renewal costs of building and IT systems.

Met with staff from Helen Plum library to discuss our current incident reporting procedures and existing reporting software. This was a great opportunity to share how libraries record incident reports.

We are currently working on our master disaster plan which will define the procedures needed during a disaster. This work is being completed as a part of our current Strategic Plan.

A safety training was held for staff. This safety training sessions include reviewing safety procedures and touring the emergency staircases and exits throughout the building.



ZENDESK -

In February, 58 new maintenance tickets were created, and 55 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

CMTSD Staff Updates

- Ruth Morales started in her position as an Acquisitions Aide on February 4th. Welcome to the team, Ruth!
- Brett finished his eCourse *Managing Children's Collections*. Congrats, Brett!

New Patron Hold Slips

New Adult Releases

◀◀◀ April 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.

- ☐ Vice (Movie) Circle: DVD or Blu-ray
- ☐ Welcome to Marwen (Movie) Circle: DVD or Blu-ray
- ☐ The Moment of Lift by Melinda Gates (Non-Fiction)
- ☐ The Peacock Emporium by Jojo Moyes (Fiction)
- ☐ The Second Mountain by David Brooks (Fiction)
- ☐ Someone Knows by Lisa Scottoline (Fiction)
- ☐ Triple Jeopardy by Anne Perry (Fiction)
- ☐ Under the Table by Stephanie Evanovich (Fiction)
- ☐ Willing to Die by Lisa Jackson (Fiction)
- ☐ Working by Robert A. Caro (Autobiography)

Name: _____

Library Card #: _____

Email: _____

Phone: _____

New Children's Releases

★★★★ April 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.

- ☐ Easter Sing (DVD)
- ☐ Penguin League (DVD)
- ☐ Boy Oh Boy by Cliff Leek (Juvenile Non-Fiction)
- ☐ Diary of an Awesome Friendly Kid by Jeff Kinney (Juvenile Fiction)
- ☐ Lost Stars by Erin Hunter (Juvenile Fiction)
- ☐ Stinky Science by Edward Kay (Juvenile Non-Fiction)
- ☐ Twinchanted by Elise Allen (Juvenile Fiction)
- ☐ Chomp: A Shark Romp by Michael Paul (Picture Book)
- ☐ Lawrence in the Fall by Matthew Farina (Picture Book)
- ☐ Underwear! by Jenn Harney (Picture Book)

Name: _____

Library Card #: _____

Email: _____

Phone: _____

In mid-January, CMTSD collaborated with Communications to debut new patron hold slips! Every month, our Collection Development Librarians carefully curate a list of soon-to-be released titles, which are then printed on back-to-back slips. These slips can be found in the library's literature racks and dispersed in some of our larger material displays. Patrons can simply mark off the titles they are interested in and submit to any public service desk. Our amazing public services staff will do the rest of the work, placing the holds for our patrons!

OPTO Consultation

Christina, Tasos and Melissa took a field trip to OPTO's showroom in Wood Dale, Illinois. OPTO provides an array of retail display solutions, including modular wall systems, feature displays, tables, signage, and integrated lighting features. They met with one of the company's designers and toured the showroom floor. Christina provided photos, dimensions, and documents explaining what we are looking for in terms of fixed and mobile display structures for library collection materials. They are currently working on a few custom design possibilities for our library.



Pinnacle Meetings

PinKids

Brett from CMTSD and Wendy and Joyce from CSD attended the first Pinnacle Kids Forum meeting! They met with Children's staff from the other Pinnacle libraries and discussed a variety of topics, including programming ideas and new collections like VOX Books.

PinTech Managers

Christina met with the Pinnacle Technical Services Managers to deliberate higher-level technical services and data issues. We discussed how each library handles item prices in the database and how each library utilizes the Acquisitions module. The group also began discussions on the structure of Pinnacle item record data and ways we can be more consistent as a consortium. We will be meeting again soon to dive deeper into this topic and brainstorm ways to achieve consistency with our item record codes and the structuring of our item record data.

Meetings

- Feb 4 – TOYS Meeting (Brett)
- Feb 6 – Gale Small Business Builder Demo (Christina)
- Feb 6 – Selectors Meeting (Christina, Lynnette, Brett, Jake)
- Feb 7 – OPTO Consultation with Melissa and Tasos (Christina)
- Feb 8 – Staff In-Service Day (CMTSD Department)
- Feb 11, 25 – Managers Meetings (Christina)
- Feb 13 – PinTech Managers Meeting (Christina)
- Feb 13 - Tinker Troupe (Brett)
- Feb 14 – Meeting with Jeffrey Fisher (Christina)
- Feb 15 – Meeting/CMTSD Orientation with Amina Ali (Christina)
- Feb 18 – “New” Materials Processing Meeting (Christina, Dawe, Jake)
- Feb 18 – Meeting with Matt Hammermeister, ILS Manager (Christina)
- Feb 19 – Meeting with Nancy and Paul (Christina)
- Feb 25 – Midwest Tape Vendor Meeting with Nick Anderson (Christina)
- Feb 27 – Communications-CMTSD Meeting (Christina, Lynnette, Brett)
- Feb 28 – Catalogers Meeting (Christina, Dawne, Chris)
- Feb 28 – PinKids Meeting (Brett)

Continuing Education, Trainings & Orientations

- Feb – *Managing Children's Collections* eCourse (Brett)
- Feb 8 – Staff Development Day (CMTSD Department)
- Feb 12 – Booklist Webinar: *Large Print, Big Advantages* (Christina, Brett)
- Feb 21 – Webinar: *Let's Talk 2019 Award Winners*
- Feb 23 - Anderson's 17th Annual Children's Literature Breakfast
- Feb 26 – CMTSD Orientation for Christina Koutsogiannis (Christina)
- Feb 27 – CMTSD Orientation for Leigh Anne Voss (Christina)
- Feb 28 – Booklist Webinar: *Four Content Trends to Engage K-12 Students*

Comparison of Physical Collection Circulation

February 2018 to February 2019

**Sorted by Category Name – Alphabetical*

Collection Categories	Feb 2018 Circs	Feb 2019 Circs	Change	% Change
Adult Audiobooks	1088	1048	-40	-4%
Adult Bookmobile Collection	332	272	-60	-18%
Adult Fiction	4509	4763	254	6%
Adult Non-Fiction	4821	4745	-76	-2%
Foreign Language Adult	232	164	-68	-29%
Foreign Language Juvenile	793	581	-212	-27%
Foreign Language Young Adult	26	9	-17	-65%
Graphic Novels	2525	2518	-7	0%
Interlibrary Loan	205	290	85	41%
Juvenile Audiobooks	368	382	14	4%
Juvenile Bookmobile Collection	2432	2120	-312	-13%
Juvenile Fiction	5083	4377	-706	-14%
Juvenile Non-Fiction	4155	4225	70	2%
Large Print	696	761	65	9%
Local Author Collection	3	1	-2	-67%
Magazines	919	781	-138	-15%
Movies	12940	11067	-1873	-14%
Movies - Juvenile	6183	4531	-1652	-27%
Music CDs	2120	1507	-613	-29%
On-The-Fly	9	16	7	78%
Picture Books	10304	9500	-804	-8%
Reference	12	1	-11	-92%
STEAMboxes	33	22	-11	-33%
Studio 300 Collection	2853	3447	594	21%
Technology & Equipment	1000	947	-53	-5%
Technology & Equipment - Juvenile	136	159	23	17%
Toys	117	89	-28	-24%
Videogames	2277	2049	-228	-10%
Young Adult Audiobooks	126	72	-54	-43%
Young Adult Bookmobile Collection	16	12	-4	-25%
Young Adult Fiction	1042	1073	31	3%
Young Adult Non-Fiction	266	250	-16	-6%
TOTALS	67621	61779	-5842	-8.6%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,272	vs.	DVD	12,933
CD Audiobook	1,054	vs.	Playaway Audiobook	669

Special Collections

Collection	Circs
Mobile Hotspots	36
Dolls	59
STEAMboxes	22

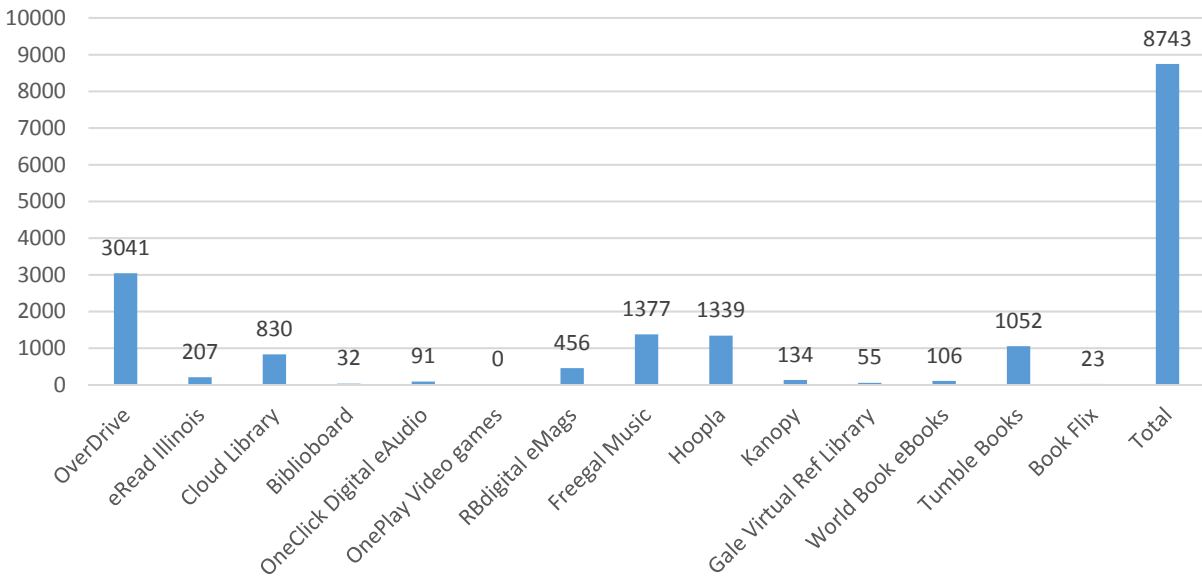
Comparison of Digital Collection Circulation

February 2018 to February 2019

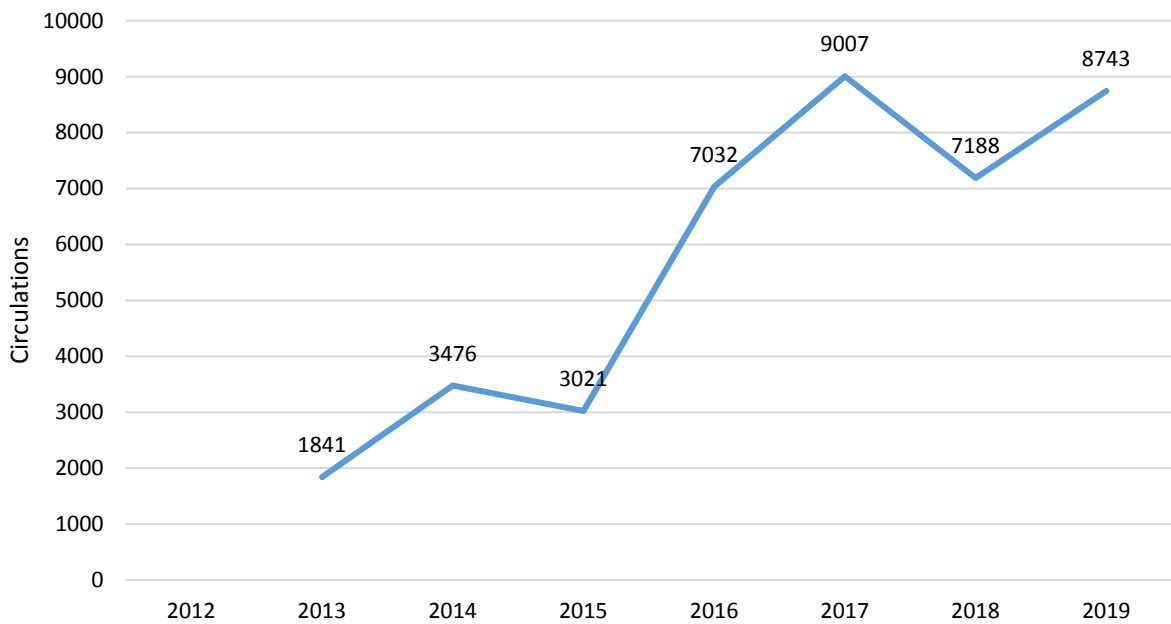
Digital Platform	Feb 2018 Circs	Feb 2019 Circs	Change	% Change
Biblioboards	21	32	11	52.38%
BookFlix	76	23	-53	-69.74%
cloudLibrary eAudio	62	123	61	98.39%
cloudLibrary eBooks	443	282	-161	-36.34%
cloudLibrary Shared	544	425	-119	-21.88%
eRead Illinois eAudio	85	142	57	67.06%
eRead Illinois eBooks	69	65	-4	-5.80%
Freegal Music Downloads	138	209	71	51.45%
Freegal Music Streaming	388	1168	780	201.03%
Gale Virtual Reference Library	41	55	14	34.15%
Hoopla	978	1339	361	36.91%
Kanopy	0	134	134	139.00%
OnePlay Video Games	13	0	-13	0.00%
OverDrive eAudio	1139	1231	92	8.08%
OverDrive eBooks	1645	1810	165	10.03%
RBdigital eAudio	70	91	21	30.00%
RBdigital eMagazines	274	456	182	66.42%
Tumblebooks	1155	1052	-103	-8.92%
World Book	47	106	59	125.53%
TOTALS	7188	8743	1555	21.63%

For February 2019, digital circulation was 12.4% of the library's total circulation.

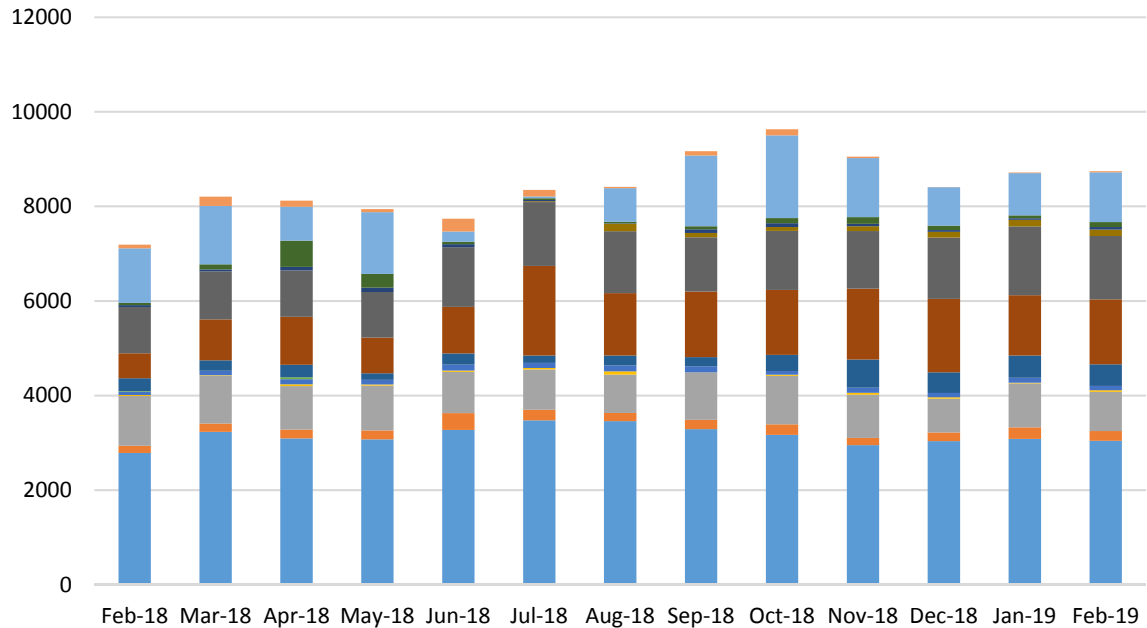
Digital Circulation February 2019



February Digital Circulation from Year to Year



Digital Collection Circulation



	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Book Flix	76	197	129	66	270	141	27	91	128	31	2	14	23
Tumble Books	1155	1233	719	1306	216	37	711	1494	1748	1251	813	893	1052
World Book eBooks	47	110	555	289	51	36	34	64	108	140	94	63	106
Gale Virtual Ref Library	41	38	72	93	66	28	9	80	82	52	39	33	55
Kanopy						18	156	91	83	101	121	139	134
Hoopla	978	1017	981	963	1261	1349	1307	1145	1248	1218	1296	1454	1339
Freegal Music	526	865	1015	756	984	1893	1320	1389	1372	1500	1553	1277	1377
RBdigital eMags	274	220	266	136	239	157	211	192	344	596	438	469	456
OnePlay Video games	13	2	41	0	0	0	0	0	0	0	0	0	0
OneClick Digital eAudio	70	95	109	101	125	109	125	131	78	105	89	106	91
Biblioboard	21	9	34	22	25	29	67	5	23	41	33	12	32
Cloud Library	1049	1011	923	949	874	853	814	998	1024	916	713	933	830
eRead Illinois	154	175	186	189	357	225	170	196	223	152	184	241	207
OverDrive	2784	3232	3091	3071	3270	3473	3459	3288	3167	2949	3033	3083	3041

Digital Content Fast Facts February 2019

Overdrive

- There were **4,321 unique users**, which is a **14% growth** from last February
- **eBooks** accounted for **62.3%** of checkouts, while **eAudio** accounted for **37.7%** of the month's usage.
- **87.5%** of checkouts were for **Adult** titles, **7.0%** were for **Young Adult** titles, and **5.5 %** were for **Juvenile** titles.
- Our consortium currently has **15,525 active holds** and **8,093 titles currently checked out**.

cloudLibrary

- In February, there were **167 active users**. Of those, **13 are new patrons**.
- There were **76 Pay Per Use eAudio circs**; 16 from Fountain dale patrons and 60 from Lemont patrons.

eRead Illinois/Axis 360

- In February, there were **82 active users**, **32** of which are **new users**.
- The top 4 best circulating subjects for February are **General Fiction, Juvenile Fiction, Biographies and Cooking**.

Hoopla

- **Audiobooks** were the most borrowed format, accounting for **49%** of all circs, followed by **eBooks with 20%**, **Comics with 11%**, and **Movies with 9%** of circs.
- There were **1,339 total circs** borrowed by **336 patrons**. The average number of circs was 4.00 circs per patron, with **32** individuals using all 10 circs.
- **Adult Fiction** was the most borrowed category, accounting for **46%** of all circs, followed by **Adult Non-Fiction** with **30%** and **Juvenile Fiction** with **15%**.

Kanopy

- The **top suppliers/publishers** that our patrons consume include **A24, The Great Courses, Kino Lorber Edu, Flicker Alley, Film Movement** and **PBS**.
- Our patrons played **134 distinct video titles** and **218 video plays**.
- The site was **visited 851 times** and received **1,110 page hits**.
- In February, there were **39 active users**.

Freegal

- February yielded **209 music downloads** and **1,168 songs streamed**.
- February's top **streaming music genres**: Jazz, Pop, Classical, New Age and Rock.
- February's top **downloaded music genres**: Classical, Country, Pop and Jazz.

Physical Items Added and Withdrawn

Physical Items	Feb 2019 Added	Feb 2019 Withdrawn
Adult Audiobooks	52	2
Adult Bookmobile Collection	91	260
Adult Fiction	333	20
Adult Non-Fiction	270	29
Foreign Language Adult	135	34
Foreign Language Juvenile	14	42
Foreign Language Young Adult	0	0
Graphic Novels	78	11
Juvenile Audiobooks	9	6

Juvenile Bookmobile Collection	51	32
Juvenile Fiction	270	1212
Juvenile Non-Fiction	180	18
Large Print	66	2
Local Author Collection	0	0
Magazines	344	347
Movies	414	20
Movies - Juvenile	97	223
Music CDs	53	3
Picture Books	101	167
Reference	1	0
STEAMboxes	0	1
Studio 300 Collection	0	4
Technology & Equipment	8	2
Technology & Equipment - Juvenile	5	2
Toys	24	0
Videogames	43	1
Young Adult Audiobooks	3	0
Young Adult Bookmobile Collection	2	0
Young Adult Fiction	89	10
Young Adult Non-Fiction	37	434
TOTALS	2770	2882

Acquisitions

- Purchase Orders created and released: 146
- Invoices Paid: 351
- Periodicals Weeded: 304
- Purchase On Demand Titles Ordered: 2

Processing & Repair

- New cases: 315
- RFIDs/Stingrays: 52
- Repairs: 51
- New artwork: 19
- Stolen: 6 reports
- Disc repairs: 433
- Processed (spine & pocket)
- New stickers: 797
- Discard & de-processing: 2266
- Playaway battery covers: 3

Interlibrary Loan

290	Items Received for our patrons <ul style="list-style-type: none"> • 239 items from IL libraries • 51 items from out of state libraries
217	Items Sent out to other libraries <ul style="list-style-type: none"> • 127 to IL libraries • 82 to out of state libraries • 8 to XYZ libraries
366	Items requested by our patrons this month <ul style="list-style-type: none"> • 328 submitted in OCLC • 25 items were too new to request <ul style="list-style-type: none"> • 7 were available in Pinnacle • 6 were out of country only
347	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 194 from IL libraries • 152 from out of state libraries • 1 out of country

CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2</u> years CHQ Recommendation: less than 10%	14,364 Up 200 items 12.37%	3,729 Down 268 items 19.22%	14,550 Down 1,078 items 12.46%	31,565 Down 1,146 items 12.96%
Collection Check - Anything that has not circulated in <u>4</u> years CHQ Recommendation: less than 10%	2,263 Down 583 items 15.75%	445 Up 30 items 10.04 %	496 Down 585 items 8.37%	3,204 Down 1,684 items 10.70%
Grubby - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	10,315 Down 475 items 8.88%	861 Up 12 items 4.44%	13,210 Down 246 items 12.22%	24,386 Down 1,161 items 10.19%
DOA Items that have been added to the collection in the last 6 months, and only circulated 1 or	1,909 Up 172 items 16.22%	530 Up 28 items 34.73%	1,385 Up 21 items 17.62%	3,775 Down 149 items 17.47%

less times in the last 18 months. CHQ Recommendation: less than 10%				
Turnover February 27, 2018 to February 25, 2019	2.22 Turnover	1.84 Turnover	2.87 Turnover	2.48 Turnover

NextReads Newsletters

Subscribers	3 New	11 Unsubscribed	3 Bounced
Newsletters	<ul style="list-style-type: none"> 473 Items clicked open February New Movies highest clicks (393) 	24.41% Mobile Views	75.59% Desktop Views
Emails	<ul style="list-style-type: none"> 1,060 Sent 36.05% opened 	Highest Subscribers - New York Times Fiction Bestsellers (88)	February 10, 2019 NYT Fiction Bestsellers (28 emails opened)

Displays

Lobby Tree <ul style="list-style-type: none"> Forgotten Favorites (23) Lobby Display <ul style="list-style-type: none"> Great Reads (117) Preschool Round Up (4) Black History Month (207) Oscars (517) 2nd Floor Display Walter Dean Myers Diversity Award (15)	Holiday <ul style="list-style-type: none"> Black History Month (68) Readalouds (32) Little Golden Books (61) Rhyme Time (24) Girl Power (16) Valentine's Day (192) Chinese New Year (15) Lobby Popup <ul style="list-style-type: none"> Legos (181) Yellow Wall <ul style="list-style-type: none"> Black History (35)
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Galentine's Day Display



The Great Read Display

Wizard of Oz



Walter Dean Myers We Need More Diverse Books

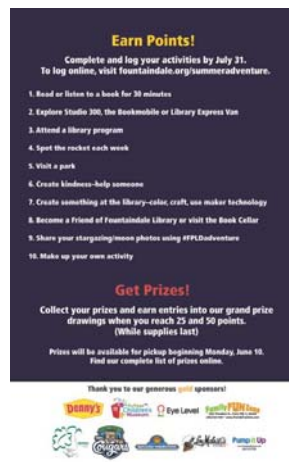


Pre-School Roundup

Communications (Melissa Bradley)

Communications General Updates

- Melissa attended the ILA Marketing Forum board meeting to help plan the Marketing Mini Conference in April.
- Melissa worked with Nancy, Christina and Lea to finalize planning of the Staff In-Service Day on February 8.
- Steven worked with Joyce and Susan to complete his work on the new [Ellison Dies webpages](#).
- Melissa, Tasos and Christina visited Opto Systems to view new display shelving options.
- Communications met with Collection Management & Tech Services to discuss signage, the new hold slips and ways to promote the upcoming Lucky Day collection.
- Sabrina completed this year's Summer Adventure activity log as well as updated all of the Maker Faire collateral.



Media Coverage

- [The Bugle](#) and [The Enterprise](#) mentioned us in their Great Read coverage.
- [The Herald News](#) covered our extended early voting schedule.

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 2,979 completed surveys.
 - The most frequent way people hear about our programs is via the website (45.01%) and *The Fountain* newsletter (35.12%).

Social Media Paid Ads

- The Black History Month Community Celebration paid ad ended. The ad ran February 4–9. We spent \$5, which reached 937 people and had 16 engagements.
- The Winterfest paid event ended. The ad ran February 4–9. We spent \$5, which reached 657 people and had 25 event responses.
- The Oscars After Hours paid event ended. The ad ran February 18–24. We spent \$10, which reached 831 people and had 12 event responses.
- The Preschool Round-Up paid event ended. The ad ran February 18–23. We spent \$10, which reached 802 people and had 6 event responses.

Social Media Metrics

- Facebook Metrics
 - 26 new people liked our page
 - 360 people viewed our page
 - 42,949 people saw our content
 - 13,664 people saw our content because a friend shared, liked or engaged with it
 - 2,762 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 4 new followers
 - 236 page views
 - 9,745 tweet impressions
- Instagram Metrics
 - 15 new followers
 - 244 post likes

Email Marketing Metrics

- 24 emails sent (17 of which were one-time welcome emails to new patrons)
- 26 new subscribers
- Average open rate: 43.37% (industry average is 19.85%)
- Average click rate: 18.36%

Finance (Jennie Nguyen)

Highlights

- **Insurance Audit** – Assist with the Hartford Insurance Company's premium audit for our workers' compensation insurance. Financial documents were provided for the auditor's view based on the list of requested information.
- **Morgan Stanley Accounts** – Due to the firm's policies changes, the Library's account will not be serviced by Morgan Stanley. The letter notification was received on October 1, 2018 and the deadline was March 29, 2019. I had contacted the Morgan Stanley representative to transfer our funds to our existing BMO Harris Bank working cash fund account. Some of the assets were in bond form which had to be sold in order to transfer it in liquid form. The only remaining amount to be forwarded to the library is the accrued interest.
- **Proposed Budget worksheet** – The budget worksheet for the upcoming fiscal year 2019/2020 was forwarded to all District Managers. This year's worksheet includes

the original budget and changes to the original budget in order to provide a better budgeting view to their proposed budgets.

- **ePay accounts** – I was notified of a potential issue with our ePay account records for our reciprocal borrowers' payments. The Library was notified that another library's reciprocal borrower payment was not reflected in their system. Therefore, the other library was not able to issue a refund to their patron. The software program somehow was programmed to send all reciprocal payment to Fountaindale "Donation" account. The current account shows no records under the "Donation" option. Working with the State of Illinois Treasurer's office and the software company, Forte, it was determined payments from the reciprocal borrowers were sent to an old account. A request for access to the old account was given and a report for 2018 calendar year reflected a total payment of \$629.19 dollars. This report was given to the Directors of the Pinnacle Library Cooperative to resolve the current and future payments.

Special Projects

- I have been working on drafting an RFP for bank services. The preliminary draft of the RFP was reviewed and updated for changes. It was forwarded to the Library's attorney, Tressler LLP, for review for any potential legal issues.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Specialist
- Building Security Monitor
- Outreach Services Assistant Manager

New Employees:

- Sabah Sayeed, Finance Specialist, 3/4/19

Departures:

- Tara Cobb, Adult and Teen Services Specialist, 3/9/19

Training and Development;

- Grundy Will Human Resources Association Meeting; Lea
- Webinar: Delivering Difficult Performance Feedback; Lea
- DuPage SHRM meeting; Noey
- Helped plan, set up, and attended all staff in-service day; Noey, Lea

Meetings; Lea

- Manager's Meeting
- Board Meeting; attended meeting to present employment policy changes for Board approval

Strategic Plan- Goal Team 5; Lea

- Completed draft of Staffing Analysis and presented it to Executive Director and Deputy Director for comments.

Policy Revisions

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

Workers' Compensation Audit; Lea

- Prepared documents requested by Hartford Insurance regarding payroll
- Coordinated with Finance Manager regarding information needed for the audit
- Met with Hartford auditor for annual audit

Information Technology (John Matysek)

- During the month of February, 84 new help desk tickets were created by FPLD staff, and 89 new or existing tickets were solved by IT staff.
- Worked with vendor FatPipe to develop a case study for how Fountaindale utilizes FatPipe's Warp appliance in the library network.
- Met with vendor ITsavvy to further discuss the requirements for adding intercom-paging capabilities to the existing library phone system.
- Along with Paul Mills, Nancy Castellanos, and Juanita Lennon, met with vendor Sprint to discuss options for automating library program paperwork completion.
- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.
- Along with Jeffrey Fisher conducted a tour for COD library science students interested in the technology used by Fountaindale, both behind the scenes and available for patron usage.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed the first 10 new Windows 10 based computers to the second floor Computer Commons for patron usage.
- Worked with vendor Todays Business Solutions (TBS) to upgrade the printing software used to manage patrons printing, Papercut, to the latest version, and to upgrade two of the cPad print release stations to the latest version.
- Worked with vendors LISHost and ClouDNS to transfer the hosting of Fountaindale's domain name server (DNS) from LISHost to ClouDNS, and created a new subdomain requested by our integrated library system (ILS) vendor Innovative Interfaces, Inc. (III) to make our data more discoverable on the web.
- Worked with vendor Todays Business Solutions (TBS) to resolve an ongoing issue with reporting in Papercut, the software used to manage patron printing.
- Worked with vendor Comcast to resolve an issue with HD video service in the library.

February 2019 District Statistics						Population Total		67683	
Total Circulation Statistics	70,522	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	56,428	Reading Clubs Offered	0	0	1	0	1	21,286	4,093
Bookmobile	5,351	Reading Clubs Members	0	0	317	0	317	Proctoring	Total Twitter Followers
Digital	8,743	Summer Reading Clubs	0	0	0	0	0	9	784
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	544	800
Interlibrary Loan Requests		New Physical Items	2,770	Total Visits	32,503	1,466	34,856	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	290	New Digital Items	1,259	New Cardholders	189	0	189	2,565	3,912
Items Sent to other Libraries	217	Collection Total	424,736	Active Cardholders	24,380	177	24,557	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	49,877	Drive through visits	887	20,173	8
		Active cardholders	36.28%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	73.69%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				210	1,144	431	3,831	5,616	
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	218	37	22	37	388	Building Front	Building Rear	Church	Ashbury's
Attendance	402	122	53	449	716	3,010	3,054	375	1,210
	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: 3,463
Numbered offered	44	4	26	74	32	0	1	33	Android: 773
Attendance	590	240	299	1,129	498	0	5	503	
Programming hours	82	6	30	118	65	0	1	66	
	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	330
Numbered offered	67	140	1	208	15	0	0	15	Total Attendance
Attendance	1,866	4,428	11	6305	345	0	0	345	10,431
Programming Hours	44.5	115	2	161.5	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				469
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	122	0	0	122	7	2	6	15	
Attendance	306	0	0	306	45	1,240	1,209	2,494	
Programming hours	X	X	X	X	11	7	105	123	
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total	
Reference Total	220	132	467	76	611	596	841	2,943	
Library Information	15	1,277	60	160	802	62	1,990	4,366	
One on One Assistance (Scheduled)	19	0	0	0	36	0	0	55	
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 quarterly to delete patrons with expired cards of 4 years or older	
Circulation	70,522	74,809	-5.73%	Reference Questions	2,943	4,105	-28.31%		
Visitors	34,856	31,133	11.96%	Computer Usage	5,616	5,715	-1.73%		
Card Holders	24,380	26,991	-9.67%	Wireless Sessions	17,517	18,434	-4.97%		
Room Bookings	702	742	-5.39%	Program Attendance*	10,431	7,613	37.02%		