

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
April 18, 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 – March 21, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval to Seek Bids for a New Bookmobile
 - b. Approval of Revised BOS Quote for Tables and Chairs for 2nd Floor Meeting Room
 - c. Approval of Section 6 - Benefits and Services of the Employee Handbook
 - d. Approval of Section 7 - Leaving of the Employee Handbook
 - e. Approval of Completely Revised Fountaindale Public Library District Employee Handbook
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – April, 2019
 - b. Bills Payable Report – April, 2019
12. Director's Report – April, 2019
13. Unfinished Business
 - a. Final Approval of Request to Travel for Trustees to 2019 American Library Association Annual Conference in Washington D.C. – June 20-25, 2019
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Executive Session
 - a. Personnel 5 ILCS 120/2 (c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."
17. Approval of Executive Director Compensation Adjustment
18. Adjournment

April 2019 Agenda Background

Paul Mills

7. New Business – Action Items

a. Approval to Seek Bids for a New Bookmobile

We are ready to proceed with seeking bids for a new bookmobile. Michael Swendrowski, our consultant on this project, will discuss the proposed bookmobile design and estimated costs. Funding for the vehicle may be allocated from the General Fund Balance or the Reserve Fund.

In addition to the cost of the vehicle, we estimate that we will need to do work in our parking lot to bring the appropriate level of power to the vehicle. A rough estimate for this cost would be \$20,000. I would also recommend providing funds for an opening day collection for the new bookmobile – similar to what we did for our new library. I would recommend approximately \$60,000 for an opening day collection. Neither of these items need to be approved at this point but I thought it was important for the Board to be aware of them.

Suggested Motion: Motion to approve seeking bids for a new bookmobile.

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

Haworth, the manufacturer of the tables and chairs, increased their price and our vendor, BOS, was not able to reverse that increase. BOS did work with us, however, and agreed to reduce some of their costs to help compensate. The revised quote is now \$18,402.76. This represents an increase of \$843.33 over the original quote. The tables match what we have in Meeting Rooms A and B. The chairs are the same style though in a different color.

Suggested Motion: Motion to approve revised BOS Quote for Tables and Chairs for 2nd Floor Meeting Room.

- c. Approval of Section 6 – Benefits and Services of the Employee Handbook
 - 1. Provided additional information about the services available through the Employee Assistance Program (EAP).
 - 2. Added information regarding additional benefits available through IMRF; Converting Military Service, Disability Benefits, Voluntary Additional Contribution
 - 3. Added information for reporting accidents/injuries that are covered by Workers' Compensation so that it is aligned with the Accident and Emergency Policy.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing Section 6 – Benefits and Services Section in the Employee Handbook and to approve the revised Section 6 – Benefits and Services for the Employee Handbook.

d. Approval of Section 7 – Leaving of the Employee Handbook

1. Added the request for two weeks' notice when an employee submits his or her resignation, and additional notice beyond two weeks if the employee holds a managerial position.
2. Clarified that any vacation hours accrued and not used shall be included in an employee's last paycheck.
3. Removed reference to the Executive Director having the authority to enter into an agreement for employment with any employee since the District is an at-will employer.
4. Added recommendation that a staff member who is retiring should contact Human Resources as soon as they are aware of their retirement date in order to discuss future benefits.
5. Added information regarding Flexible Spending accounts and the use of funds after leaving the District; employees should consult specific plan documents.
6. Final wages shall be distributed through direct deposit, or by physical paycheck as currently arranged. Physical checks shall be placed in the US Mail unless alternative arrangements have been made in advance.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing Section 7- Leaving and Services Section in the Employee Handbook and to approve the revised Section 7- Leaving for the Employee Handbook.

e. Approval of Completely Revised Fountaindale Public Library District Employee Handbook

The revised Employee Handbook consists of all policies brought to the Board for approval from December 2017 through April 2019.

Our attorney has previously reviewed each policy prior to Board approval.

Suggested Motion: Motion to approve the revised Fountaindale Public Library District Employee Handbook.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD MARCH 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, March 21, 2019 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

Trustee Newell

Trustee Newell entered at 7:07 p.m.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett, Don McKay, Graham Harwood and Ryan Harter.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – February 21, 2019

The minutes of the board meeting held February 21, 2019 were presented. A motion to approve the minutes was made by Kalnicky, seconded by Spindel. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett presented the Board with a Friends of the Library update. The Spring Book Sale is fast approaching and the Friends are getting ready. Volunteers are needed.

The current managers of the book sale will be moving to Florida this year and a current Friend member is interested in possibly taking over the event.

NEW BUSINESS

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

A motion to approve the Brooks Café Agreement Addendum (April 2019 – March 2020) with Ms. Jan Peterson was made by Valencia, seconded by Bermejo.

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

Trustee Newell entered at 7:07 p.m.

Approval of Appointment of Executive Director Evaluation Liaisons

A motion to approve the appointment of Marcelo Valencia and Kathryn Spindel as the 2019 Executive Director Evaluation Liaisons was made by Kalnicky, seconded by Prodehl.

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

Approval of Appointment of Secretary Audit Liaisons

A motion to approve the appointment of Robert Kalnicky and Steven Prodehl as the 2019 Secretary Audit Liaisons was made by Valencia, seconded by Spindel.

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

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

Don McKay from Sheehan Nagle Hartray discussed the design concepts for the conversion of the 2nd floor computer lab into a meeting room. Graham Harwood from CCS discussed cost estimates and the current construction marketplace.

A motion to approve seeking bids for the conversion of the 2nd floor computer lab to meeting room was made by Prodehl, seconded by Valencia.

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

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

A motion to approve the ITSavvy quote for laptops and a laptop cart for the 2nd floor meeting room was made by Newell, seconded by Valencia.

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

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

A motion to approve the BOS quote for tables and chairs for the 2nd floor meeting room was made by Valencia, seconded by Newell.

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

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

A motion to approve the Pace Systems quote for the 2nd floor meeting room audio/visual upgrades was made by Kalnicky, seconded by Prodehl.

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

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

A motion to repeal the existing Computer Use Policy, Cellular Phone Policy and Voicemail Policy in the Employee Handbook and to approve the Electronic Communication and Information Systems Policy Section for the Employee Handbook was made by Kalnicky, seconded by Spindel.

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

Approval of Social Media Use Policy Section for the Employee Handbook

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

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

Approval of Use of District Equipment Section for the Employee Handbook

A 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 was made by Spindel, seconded by Newell.

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

LIBRARY PROJECTS

Director Mills provided an update for the Board regarding the millwork for Studio 300. Building Operations Manager Tasos Priovolos has found a new millworker to perform the work as well as work on the 2nd and 3rd floor public service desks and for the holds shelves in the lobby.

CORRESPONDENCE

Senator Pat McGuire sent a congratulatory card with a copy of *The Times Weekly* article on Fountaindale Library incorporating Narcan to the AEDs.

The Herald-News published an article regarding the expanded hours for early voting in Will County.

The Office of Will County Executive Lawrence Walsh sent out a press release concerning the addition of Narcan to the AEDs at Fountaindale Public Library.

The Illinois State Library sent a letter announcing that the Fountaindale Public Library has been awarded a Fiscal Year 2019 Per Capita Grant.

TREASURER'S REPORT

The Treasurer's Report for February, 2019 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – March, 2019

Bills paid for the month of March in the amount of \$54,922.63 was presented for approval. Motion to approve was made by Kalnicky, seconded by Spindel.

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

Bills Payable Report – March, 2019

Bills payable for the month of March in the amount of \$190,326.34 was presented for approval. Motion to approve was made by Prodehl, seconded by Spindel.

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

DIRECTOR'S REPORT – March, 2019

President Danhof and Director Mills discussed the micropantry that two patrons are building. Their hope is to have it in place in time for National Library Week.

Mills also discussed that the Library would again be partnering with Valley View School District to provide summer lunches.

Mills noted that the Village of Bolingbrook will be honoring the Library with a National Library Week Proclamation at the Tuesday, April 9 Village Board Meeting.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Vice President Kalnicky discussed the Community Service Council's prom dress resale event to support Operation Christmas. The response has been very positive.

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:01 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

2019



Outreach Services Bookmobile Bid

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

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Background

The Fountaindale Public Library District is seeking bids for an Outreach Services Bookmobile to serve its community. The District has been operating a bookmobile since 2002 and it is due to be replaced.

Timeline

- May 2, 2019 - Publish Notice in paper
- May 3, 2019 - Publish Bid on website
- May 28, 2019 - Last day to submit questions to Bid contact person
- June 4, 2019 - Questions and Answers published on District website
- June 17, 2019 - Respondent bids due by 4:00 p.m. CDT
- June 18, 2019 - Bids opened at Fountaindale Public Library District at 9:30 a.m. CDT
- July 18, 2019 - Bid awarded at Fountaindale Public Library District Board Meeting

Instructions

Bid Contact Person:

Paul Mills
Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, IL 60440
pmills@fountaindale.org

Questions and Notifications

All inquiries, questions or notifications must be sent in writing via postal mail or email and marked "Outreach Services Bookmobile Bid 2019." Phone calls will not be accepted. All inquiries shall be directed only to the Bid contact person as shown above. Violations of this provision by respondent or interested parties may result in the rejection of the bid.

The District shall respond in writing to written communications and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification. Should any question or response require revision to the specifications as originally published, such revisions will be made in writing by formal addendum and will be posted on the Fountaindale Public Library District website at www.fountaindale.org.

Should the respondent suspect any error, omission, or discrepancy in the specifications or instructions, the respondent shall immediately notify Paul Mills in writing via postal mail or email. Paul Mills shall issue written instructions that are to be followed by each respondent. Updated instructions will be posted on the Fountaindale Public Library District website at www.fountaindale.org.

Bid Submission

Bids must be received no later than 4:00 p.m. CDT on **June 17, 2019**. Bids must be submitted electronically in PDF or Microsoft Word format. Files may not be password-protected or copy-protected. Print copies of the bid may be submitted in addition to the electronic version, but this is optional.

The bid must be inclusive of every item specified in this document. All substitutions shall be expressly accepted by the District prior to execution. Bids that do not include all of the items specified in this document will not be considered.

It is the respondent's responsibility to ensure bids are received by the closing date and time. Late bids will not receive consideration.

Bids must include the following sections in this order:

- A. Contact information. Name, address, FEIN number, phone number, and email address of the respondent.
- B. Corporate profile describing your company, including the number of employees and physical location of current operations offices. Also state whether the corporation or other entity is fully licensed and incorporated or otherwise legally qualified to do business in the State of Illinois.
- C. Key personnel. Identify persons who will assist with this contract. For each person, include the name, title, experience, and periods of service with your firm.
- D. Statement of qualifications. State your experience with similar projects.
- E. Bid must include financial stability documentation and certify that the company is able to be bonded.
- F. References. Five references from recent customers, including name, agency, phone number, and email address of persons to contact. At least two of the references must have purchased a bookmobile or similar District vehicle.
- G. Fully completed Additional Documents listed in the Additional Required Documents section.
- H. Complete answers of how all specifications and requirements will be met per this bid's requirements. Detailed exceptions/clarifications document detailing any and all variations from the specifications detailed herein. The document shall also specifically accept all other bid specifications as written unless detailed as an exception or clarification. No manufacturer specifications will be considered as a valid response.
- I. Local service facility list for chassis, conversion, and all major components.
- J. Extended warranty options including coverage and cost.
- K. Any company brochures, photos, or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity.
- L. Proposed Delivery Time in calendar days including weekends and holidays.
- M. Stated lifetime of the proposed unit.

Bid Security

A five percent (5%) bid security in the form of a bid bond, postal money order, certified check, or cashier's check made payable to the District must accompany the bid. Failure to furnish a bid security in the proper form and amount, by the time set for opening of bids, may be cause for rejection of the bid, in the absolute discretion of the District.

Conditions of the Contract

All files, records, documents, and similar items relating to the business of the Fountaindale Public Library District whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Fountaindale Public Library District. The respondent shall not misuse, misappropriate, or disclose any of the facts or materials described herein, directly or indirectly, either during the term of the contract or at any time thereafter.

The respondent's position is strictly contractual. The person fulfilling the specifications of this project will in no way assume an employer/employee relationship with the Fountaindale Public Library District. Benefits provided Fountaindale Public Library District employees will not be provided to the respondent for this contract.

The contents of the bid of the successful respondent (if any) shall become contractual obligations binding on the successful respondent if a contract is issued by the Fountaindale Public Library District.

Before submitting proposal, each bidder shall examine carefully all documents pertaining to the work. Submission of bid will be considered presumptive evidence that the Bidder is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, State of Labor and Material Markets, and has made due allowance in his bid for all contingencies. Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the specifications on which proposal is made, including all trades, without further cost to the District. Obtain all permits and arrange for all inspections. Pay all fees and costs incurred. No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably should have discovered prior to bidding.

Certain conditions are unacceptable to the Fountaindale Public Library District, including, but not limited to, the following:

- Governing law other than the State of Illinois
- Clauses requiring the Fountaindale Public Library District to indemnify or hold harmless the successful respondent
- Clauses that unduly restrict or place unreasonable claims of ownership on data which are the subject of the agreement/contract
- Clauses relating to requiring the Fountaindale Public Library District to enter into reimbursement arrangements relative to attorney's fees
- Payment terms of less than thirty (30) days

Compliance with Requirements

Each respondent is responsible for the contents of its bid and for satisfying the requirements set forth in the bid. The respondent is expected to comply with the true

intent of this bid taken as a whole and shall not avail itself or take advantage of any errors or omissions in the description of the proposed equipment and services.

Each bid is subject to and is governed by the Equal Employment Opportunity Clause set forth in the Rules and Regulations of the Illinois Department of Human Rights. The successful respondent must comply with the applicable provisions of the federal Occupational Safety and Health Act, and any standards and regulations issued thereunder, and shall certify that all services furnished pursuant to its bid will conform to and comply with said standards and regulations. In addition, the successful respondent must comply with all other applicable laws.

These requirements also apply to all subcontractors hired by the primary respondent.

Cost of Preparing Bid

The cost of developing and submitting the bid is entirely the responsibility of the respondent. This includes costs to determine the nature of the engagement, preparation of the bid, submitting the bid, negotiating for the contract and other costs associated with this bid.

Preparation of Bid

The Fountaindale Public Library District has the right to rely on any information and price quotes provided by respondents. The respondent shall be responsible for any mathematical error in price quotes. The Fountaindale Public Library District reserves the right to reject bids which contain errors.

A bid shall not be considered for award if the price in the bid was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other respondent, competitor or interested party.

Before submitting a bid, each bidder shall examine carefully all documents pertaining to the work. Submission of bid will be considered presumptive evidence that the Bidder is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, State of Labor and Material Markets, and has made due allowance in his bid for all contingencies. Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the specifications on which proposal is made, including all trades, without further cost to the District. Obtain all permits and arrange for all inspections. Pay all fees and costs incurred. No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably should have discovered prior to bidding.

Competition

The purpose of this bid is to seek competition. The respondent shall advise the Fountaindale Public Library District if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing

and must be received by the bid contact person no later than five (5) business days prior to the response due date.

Bid Disclosures

All information submitted is subject to the Illinois Freedom of Information Act (5 ILCS 140) and other applicable laws and rules. Respondents claiming exemption from disclosure of certain portions of the offer must do so in a separate section of the offer clearly labeled "Confidential Information." The District cannot guarantee confidentiality where Illinois law demands disclosure.

Bid Term

Prices, terms and conditions for the bid must be kept firm for at least 90 days after the deadline to submit bids. Bids for periods of less than 90 days may be considered nonresponsive and, therefore, may be rejected.

Sales Tax Exemption

The Fountaindale Public Library District is a tax exempt body. Proof of tax exempt status is available upon request. Taxes should not be reflected in the bid price.

Award Authority

The District shall be the sole judge of the quality, construction, and suitability of the equipment, materials, and craftsmanship offered in its determination of the successful bid.

Method of Award

Award of the contract will be made to the lowest responsive, responsible bidder, as determined by the District. The District may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the District.

Brand Names

Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" may not be substituted. All proposed equivalents shall be expressly approved by the District. The particulars listed within this specification shall be considered minimal, and the respondent is expected to increase them where necessary to meet or exceed the general intent.

Contract Alterations and Integration

All documents including but not limited to this bid, specifications, drawings, change orders, or other pertinent documents created by either party in the performance of this agreement shall be incorporated in the Contract between the District and the successful respondent. No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

Contract Required

The successful respondent will be required to enter into a written contract with the District, setting forth the conditions specified in this bid, as well as other standard terms and conditions. The successful respondent shall be solely liable for compliance with all specifications contained herein.

Delivery

Bid shall state the time required for delivery in calendar days (including weekends and holidays) and/or firm calendar date. Extreme late delivery, determined by the District to be thirty (30) days after the agreed upon contract delivery date, shall be cause for liquidated damages of \$300 per calendar day and/or contract cancellation. Exceptions shall be considered for delays caused by; strike, work stoppage, act of God, or sole act or acts of third parties over which the successful respondent has no control or authority.

The completed vehicle shall be delivered to the following address:

Fountaindale Public Library District 300 West Briarcliff Road Bolingbrook, IL 60440

Evaluation Criteria

The District may contact and evaluate the respondent's and/or subcontractor's references; contact any respondent to clarify any response; contact any current users of a respondent's services; solicit information from any available source concerning any aspect of a bid; and seek and review any other information deemed pertinent to the evaluation process.

Indemnification

Respondent, at its own expense, shall indemnify and hold the District, its officers, employees, agents, customers, constituents, designees and assignees harmless from any loss, damage, liability or expense, on account of damage to property and injuries, including death, to all persons, arising from any occurrence caused by any act or omission of respondent, and at its expense, shall defend any suit or dispose of any claim or other proceedings brought against said indemnitees on account of such damage or injury, and shall pay all expenses, including attorney's fees, and satisfy all judgments which may be incurred by or rendered against said indemnitees. This obligation applies to all material under this contract, which will involve exposure to hazardous materials or items containing this material. To the fullest extent permitted by

Illinois law, neither the requirements of this clause nor any act or failure to act by District shall relieve the respondent of any responsibility or liability for the safety of District, respondent, or subcontractor personnel or property. The respondent shall comply with applicable Federal, State, and local laws, codes, ordinances and regulations (including the obtaining of licenses and permits) in conjunction with hazardous material.

Infringement

The respondent must save, keep, hold harmless and fully indemnify the District and its officers and employees and agents from all damages, or claims for damages, costs or expenses in law or equity that at any time arise or be set up for any infringement of patent rights, copyright or trademark on any person or persons in consequence of the use by the District, or by any of its officers, employees, or agents, of articles to be supplied under this bid, and of which the respondent is not the patentee or assignee or has not the lawful right to sell same.

Insurance

The respondent shall have in force or obtain Commercial General Liability insurance, including products and completed operations coverage, with general liability limits of at least One Million (\$1,000,000) per occurrence and umbrella coverage of at least Five Million (\$5,000,000) and Automobile Liability insurance in the amount not less than Two Million Five Dollars (\$2,000,000) per occurrence. Umbrella coverage shall be follow form. Workers compensation coverage shall be state mandated limits. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit. The respondent's insurance coverage shall be written on an occurrence basis.

Insurance is to be placed with insurers with a current Best Rating of A:VII unless otherwise accepted by the District.

Insurance, deductibles or self-insurance retentions shall be subject to the District's approval. Original Certificates of Insurance with endorsements shall be received and approved by District before work commences, and insurance must be in effect for the duration of the contract. The absence of insurance or a reduction of stated limits shall cause all work on the project to cease. Any delays shall not increase costs to the District or increase the duration of the project.

The District, its officers, officials, employees and volunteers are to be covered as additional insured by Endorsement CG 20 10 11 85 for Commercial General and Automobile Liability coverage.

For any claims related to this project, the respondent's insurance coverage shall be primary and any insurance or self-insurance maintained by the District, its officers, officials, employees and volunteers shall not contribute to it.

Each insurance policy required shall be endorsed that a thirty (30) day notice be given to District in the event of cancellation or modification to the stipulated insurance coverage.

In the event the respondent employs subcontractors as part of the work covered by this Agreement, it shall be the responsibility of the respondent to ensure that all subcontractors comply with the same insurance requirements that are stated in this Agreement.

Payments, Discounts, and Invoices

The payment schedule for this contract shall be 50% down, 40% upon delivery, and 10% upon completion of loading, evaluation and acceptance (approximately 30-days after delivery).

Respondent shall detail acceptance of these terms, proposed alternate, and/or any discounts offered in the bid.

In connection with any discount offered, except when provision is made for testing period preceding acceptance by the District, time will be computed from the date of delivery of the unit as specified, or from the date correct invoices are received in the office specified by the District if the latter date is later than the date of delivery.

The respondent shall submit invoices to the District for payment of goods and services rendered. Unless otherwise specified, payments will be made in accordance with District protocol. The respondent's invoice must easily match the prices listed on their bid and must include the respondent's social security number or federal tax ID.

The bids to be made are F.O.B. Bolingbrook, IL and shall be valid for ninety (90) days from after date of bid opening. No "escalator" clauses or increase in bid price shall be accepted.

No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the District unless expressly included and itemized in the bid.

Abandonment

Should the Bidder abandon or neglect the work, or if the District at any time is convinced that the work is unreasonably delayed, or that the conditions of the contract are being willfully violated, or executed carelessly, or in bad faith, the District may notify the Bidder in writing, and if his notification be without effect within twenty- four (24) hours after the delivery hereof, then and in that case the contractor shall discontinue all work under the contract and the District shall have full authority to make arrangements for the completion of the contract at the expense of the Bidder.

Vehicle Lifetime

Respondent shall officially state the design lifetime of the vehicle with his or her bid. This is the amount of time, from the date of delivery, which the District can reasonably expect the vehicle, with routine and proper maintenance, to perform for the community before replacement is required.

1. GENERAL SPECIFICATIONS

1.1 Scope

- 1.1.1. The intent of this specification is to describe the construction of one (1) 32-foot (approximate) long front-engine forward control “cab chassis” style truck into a Bookmobile for use by the Fountaindale Public Library (“Library”). The unit shall be built on a 26,000 lb. GVWR (maximum) chassis for adequate support of the van body, conversion, and diversified collection of approximately 3,500 items.
- 1.1.2. The vehicle described herein is intended to provide contemporary mobile library services in an operationally efficient manner. The unit will operate within a suburban environment in northeastern Illinois and shall be designed and equipped to safely operate in an environment of relatively flat, paved roadways. The unit will be kept outside the library when not in service. The approximate temperature range of this area is 30°F to 80°F, with occasional winter temperatures falling to -10°F and occasional summer temperatures reaching 100°F.
- 1.1.3. It is the Library’s utmost goal to ensure that the Bookmobile is well-equipped to operate efficiently and safely in this environment.
- 1.1.4. Weight loading shall be of significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials and construction methods available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 1.1.5. Renewable and/or recycled materials shall be used as practical during the conversion of this vehicle.
- 1.1.6. The successful vendor shall furnish all materials not specifically denoted as “customer supplied”, as well as the labor to complete the conversion of the Bookmobile specified herein, as shown on the attached drawings, or as required to complete and/or exceed the general intent of these specifications.
- 1.1.7. These specifications have been developed by Specialty Vehicle Services, LLC. (“SVS”) under contract with the Library.
- 1.1.8. Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" or "or equal" may not be substituted.

1.2. Manuals and Documentation

1.2.1. The following shall be provided for each unit at the time the equipment is delivered:

- 1.2.1.1. One (1) each technical service manual sets for the chassis, body, generator, and each component installed. Vendor shall include all manufacturer updates for the first year of service.
- 1.2.1.2. One (1) each visual parts books or one (1) CD ROM sets if books are not available for the body, chassis, and generator.
- 1.2.1.3. One (1) line set for chassis.
- 1.2.1.4. One (1) certified IL weight ticket listing front axle, rear axle and total weights.
- 1.2.1.5. Three (3) complete key sets (ignition, doors, auxiliary locks, compartments, fuel); maximum keys per set shall be five (5).
- 1.2.1.6. One (1) complete dimensional layout drawing of interior front, rear, and both sides.

1.3. New Equipment

1.3.1. Equipment shall be new (unused), and of manufacturer's current model year production and shall comply with all applicable Federal environmental, motor vehicle, and safety regulations. The conversion shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided as well as those specifically detailed within this specification.

1.4. Quality & Standards

- 1.4.1. Brand names and model numbers are used throughout this document to convey desired quality levels, with the option for equivalents. The library and/or its authorized agents shall be the sole judge of whether a manufacturer's offerings are deemed equivalent for the purpose of this project.
- 1.4.2. Conversion accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction. All dimensions, weight, and performance values shall be in accordance to SAE J732c and J742b, as last revised. The vendor

will provide all systems integration and testing. All electronics will be installed, fully operational, and tested by the vendor. The vehicle shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided.

- 1.4.3. All equipment and construction methods shall meet all applicable regulations of the Occupational Safety and Health Act (OSHA), Federal Motor Vehicle Safety Standards (FMVSS), Department of Transportation (DOT), National Electrical Code (NEC), Federal and State noise and pollution control restrictions, and all other applicable local, state and/or federal regulations in effect at the time of execution.
- 1.4.4. All workmanship, welding, and construction shall be in the best manner of the trade. Workmanship shall be subject to inspection and approval by the Library and/or its authorized representatives.
- 1.4.5. Welding fillets shall have good penetration, good fusion, good appearance, and shall show no cracks or undercutting.

1.5. Guarantee

- 1.5.1. The successful vendor shall furnish a warranty stating that the equipment is suitable for the service intended in accordance with the specifications. The vendor shall also furnish the Library with a minimum FULL ONE (1) YEAR BUMPER-TO-BUMPER WARRANTY and shall agree to replace and install without charge, within the warranty, any defective part or parts not suitable for the service intended or found to be defective due to poor workmanship. The proposal will be weighted toward longer warranties and vendor is encouraged to offer, as an option, any available extended warranties with related literature and their costs. Warranty period shall start on the date the unit is put into service by the Library.
- 1.5.2. All warranty work shall be completed by the vendor within a reasonable time, or repaired by the vendor at the Library facility. The Library reserves the right to schedule and complete warranty work at a local facility of its choice if requests for resolution are not satisfied in a reasonable time frame. Vendor shall be given proper notice of such intent prior to execution and an invoice shall be forwarded to the vendor for payment.
- 1.5.3. That the Library may be assured of being able to maintain and repair equipment purchased, there shall be a local service facility with a stock of repair parts identified with the vendor's proposal. These specifications also require that common wear parts such as filters and hoses be available within 24 hours and all other parts within 48 hours.

- 1.5.4. Proposal shall list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list shall include facilities related to chassis, body, generator, conversion, etc.
- 1.5.5. All extended warranty options applicable to this vehicle and its components shall be listed within vendor's proposal with associated costs.

1.6. Inspections

- 1.6.1. The Library may make inspection visits during the vehicle conversion to help ensure specification compliance and trouble-free delivery. If the equipment/vehicle(s) is inspected after delivery and rejected because of deficiencies, it shall be the vendor's responsibility to make the necessary corrections and re-deliver the vehicle for inspection and acceptance. Payment and/or the commencement of a discount period (if applicable) will not be made until the defects are corrected.
- 1.6.2. Library will make every endeavor to note deficiencies. However, if a variation or an omission between the vehicle and the written specifications is discovered, the contract's written specifications will prevail.
- 1.6.3. Equipment/vehicle(s) may be inspected at vendor's place of business at any time during the conversion process by authorized representatives of the Library. The cost of these trips shall be the responsibility of the Library.
- 1.6.4. Equipment/vehicle(s) may be inspected at vendor's place of business at least once before delivery by an authorized representative of SVS for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this specification. If deficiencies are detected, the vehicle will be rejected, and the vendor will be required to make the necessary repairs, adjustments, or replacements. The costs of these trip(s) shall be the responsibility of SVS.
 - 1.6.4.1. *Dependent on the severity of inspection discrepancies and/or the vehicle is not deemed adequately complete at the time of final (pre-delivery) inspection: vendor shall be responsible for all SVS costs and fees related to a re-inspection. The Library shall have the final decision regarding the need for a re-inspection.*

1.7. Training

- 1.7.1. Vendor shall provide in service training and familiarization for operators and maintenance personnel. Training shall be conducted

by factory-trained personnel and shall be comprehensive enough to allow Library staff to operate and maintain the equipment provided with maximum safety and design efficiencies.

1.7.1.1. Training shall occur at the library at delivery and last approximately 8 hours.

2. VEHICLE SPECIFICATIONS

2.1. Intent

2.1.1. It is the intent of the following section to describe the type of vehicle that shall be used for the Bookmobile. Accessories and construction techniques not specifically mentioned herein, but necessary to furnish a complete unit ready for immediate use shall also be included.

2.2. Type

2.2.1. The cab chassis shall be a 2020 or current model year Freightliner M2 106 low-profile day cab or equivalent, equipped with a parallel hybrid driveline system, 22' long aluminum dry freight van body with 44" cab-over and "crouch type" pass-through modification. The cab chassis, body and accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction.

2.3. Capacities/Dimensions

2.3.1.	Overall exterior length:	32.0' (approximate)
2.3.2.	Overall exterior width:	102" (excluding mirrors)
2.3.3.	Overall exterior height:	12.0' (approximate)
2.3.4.	Interior length:	258" (load space)
2.3.5.	Interior height:	84"
2.3.6.	Floor height from ground:	39"
2.3.7.	Interior width:	98"
2.3.8.	Wheelbase:	238" (approximate)
2.3.9.	Ground Clearance:	12"
2.3.10.	Fuel tank capacity:	40.00 gallons

2.3.11. GVWR: 26,000 lbs (maximum)*

*Must not exceed 26,000lbs for non-CDL operation

2.4. Cab Chassis

2.4.1. Freightliner M2 106 low profile day cab chassis with setback axle and straight truck provisions, LH primary steering location, and low-profile wheels and tires.

2.4.1.1. Chassis shall be fully capable of an approved “crouch type” pass-through conversion by the manufacturer.

2.4.2. Engine

2.4.2.1. Cummins B6.7 diesel or equivalent, 260-hp minimum with 660 lb-ft torque at 1,600 RPM.

2.4.2.2. Engine shall be capable of running on ultra-low sulfur diesel or bio-diesel fuel (B20) at user’s discretion with no modifications.

2.4.2.3. Current model year EPA emission certification

2.4.2.4. Engine after treatment device, automatic over the road regeneration and dash-mounted regeneration switch

2.4.2.5. Engine idle shutdown system

2.4.2.6. Cold starting assistance system

2.4.2.7. Electronic cruise control

2.4.2.8. Engine oil drain plug, magnetic

2.4.2.9. Engine shutdown electric, key operated

2.4.2.10. Fuel/water separator with thermostatic fuel temperature controlled electric heater and filter restriction/change indicator. Shall include equipment water-in-fuel sensor.

2.4.2.11. Air cleaner restriction indicator, air cleaner mounted

2.4.2.12. Electronic road speed governor; set to 70MPH max

2.4.2.13. Cummins or equivalent exhaust brake integral with variable geometry turbo and on/off dash switch

- 2.4.2.14. Engine oil filter, spin-on type
- 2.4.2.15. Fuel filter, spin-on type
- 2.4.2.16. Borg Warner viscous fan drive
- 2.4.2.17. Aluminum radiator; 2-row, cross flow, over under system with charge air cooler. Includes low coolant audible indicator alarm
- 2.4.2.18. Single element air cleaner
- 2.4.2.19. Starting motor without thermal over crank protection
- 2.4.2.20. Gates Blue Stripe or equivalent hoses with constant-torque stainless steel hose clamps.
- 2.4.2.21. Switchback horizontal after-treatment device, frame-mounted under cab. Shall include horizontal tailpipe exiting forward of the LH rear tire.
 - 2.4.2.21.1. Tailpipe shall be long enough to fully exit body skirting.
- 2.4.2.22. Block heater, 120VAC, 750 watt, wired to main 120V electrical system

2.4.3. Transmission and Equipment

- 2.4.3.1. Allison 2200 RDS series transmission with park pawl and PTO provision
- 2.4.3.2. 6-speed, non-fire emergency, with overdrive; preference for lower gear ratios as available
- 2.4.3.3. No retarder
- 2.4.3.4. Synthetic transmission oil
- 2.4.3.5. Transmission-mounted oil filter and magnet in oil pan
- 2.4.3.6. T-handle type shift control, dash-mounted

2.4.4. Front Axle, Suspension and Equipment

- 2.4.4.1. 10,000lb capacity minimum single front axle, non-driving
- 2.4.4.2. Taper leaf, parabolic spring front suspension, 10,000lb. minimum capacity
- 2.4.4.3. Spring pins with rubber bushings, maintenance free
- 2.4.4.4. Two (2) front shock absorbers.
- 2.4.4.5. Tilt and telescoping steering column

2.4.4.6. 2-spoke, 18" diameter, black steering wheel

2.4.4.7. Power steering gear

2.4.4.8. Synthetic front axle lube

2.4.5. Rear Axle, Suspension and equipment

2.4.5.1. Single reduction rear axle, 17,500lb. minimum capacity

2.4.5.2. Gear ratio to meet performance requirements.

2.4.5.3. Rear axle drain plug; magnetic

2.4.5.4. Freightliner AirLiner or equivalent air suspension; 18,000lb. capacity, set to "mid" ride-height, with shock absorbers

2.4.5.5. Dual air rear suspension leveling valves

2.4.5.6. Synthetic rear axle lube

2.4.5.7. Heavy-duty driveshaft

2.4.6. Brake System

2.A.1.1. Dual air system, with automatic slack adjustment, dust shields and four channel ABS, with traction control

2.A.1.2. Wabco system saver HP with integral air governor and heater

2.A.1.3. Front – Air cam S-cam, including 20 sq. in. long stroke brake chambers

2.A.1.4. Rear – Air cam S-cam, including 24/30 spring long stroke brake chambers and spring actuated parking brake

2.A.1.5. Bendix AD-9 or equivalent air dryer

2.4.7. Frame and Equipment

2.4.7.1. High strength low alloy steel frame rails (80,000 PSI yield)

2.4.7.2. Maximum OAL; for LP chassis

2.4.7.3. Rear cross member, AF

2.4.7.4. Full width aerodynamic chrome front bumper, with license plate mount

2.4.7.5. Rear tow hooks, frame-mounted

2.4.8. Fuel Tank and Equipment

- 2.4.8.1. 40-gallon, polished aluminum construction, LH mount
- 2.4.8.2. Polished step finish, LH and RH mount
- 2.4.8.3. Fuel filter/water separator with temperature controlled electric heater and filter restriction/change indicator
- 2.4.8.4. Reinforced nylon fuel hose throughout
- 2.4.8.5. DEF tank, frame mounted, 6-gallon, LH mount flush to back of cab

2.4.9. Front Tires, Hubs & Wheels

- 2.4.9.1. Two (2) 19.5" polished aluminum, 8-stud, hub-piloted, flanged nut, metric mount, 7.50DC rims
- 2.4.9.2. Two (2) low-profile 245/70R19.5 steering tread, 16 ply radial tires
- 2.4.9.3. Oil-lubricated wheel bearings and seals.
- 2.4.9.4. 50W synthetic front lube oil

2.4.10. Rear Tires, Hubs & Wheels

- 2.4.10.1. 19.5" polished aluminum outer wheels and 7.50DC rim and steel inner wheel with 6.75DC rim, 8-stud, hub-piloted, flanged nut, metric mount.
- 2.4.10.2. Four (4) low-profile 245/70R19.5, mud and snow tread, 16-ply radial tires
- 2.4.10.3. Oil lubricated rear seals and wheel bearings.

2.4.11. Spare Tire

- 2.4.11.1. One (1) 19.5" steel rim with mounted 245/70R19.5 steer tire. Ship loose with completed vehicle.

2.4.12. Electrical System

- 2.4.12.1. 12-volt, negative grounded
- 2.4.12.2. 240A minimum, self-excited, pad mounted alternator
- 2.4.12.3. Two (2) maintenance free 12-volt batteries, 1300 CCA approximate
- 2.4.12.4. Battery box, steel with aluminum cover, easily serviceable
- 2.4.12.5. Data link connector for vehicle programming and diagnostics in cab

- 2.4.12.6. SAE blade type electrical fuses
- 2.4.12.7. Headlight dimmer switch integral with turn signal switch
- 2.4.12.8. Single electric horn
- 2.4.12.9. Air horn, single trumpet, air solenoid operated, mounted below cab
- 2.4.12.10. Master battery shutoff switch mounted outside battery box
- 2.4.12.11. Parking light integral with front turn signal and rear tail light
- 2.4.12.12. LED headlights, composite aero design for two-light system, including daytime running lights, with chrome bezel
- 2.4.12.13. Electric starter switch, key-operated
- 2.4.12.14. LED chassis lighting to meet FMVSS regulations
- 2.4.12.15. Five (5) amber LED lights mounted on sun visor
- 2.4.12.16. Dome light, door activated with timed dimming
- 2.4.12.17. Self-cancelling turn signal switch with headlight dimmer
- 2.4.12.18. 2-speed windshield wiper switch with wash and intermittent feature, integral to turn signal switch
- 2.4.12.19. Single motor windshield wipers, cowl mounted
- 2.4.12.20. One (1) 12V power receptacle
- 2.4.12.21. Back up alarm, auto-adjusting electric, 102 dBA
- 2.4.12.22. Body builder wiring, including sealed connectors for tail, turn, backup, accessory power, and ground
- 2.4.12.23. Manual reset SAE type III circuit breakers with trip indicators
- 2.4.12.24. Chassis wiring shall be color coded and continuously numbered

2.4.13. Cab Exterior

- 2.4.13.1. Day cab
- 2.4.13.2. Chrome grill
- 2.4.13.3. Under hood insulation for sound abatement

- 2.4.13.4. Splash panel insulation for sound abatement
- 2.4.13.5. Fiberglass, tilting front end, with 3-piece construction
- 2.4.13.6. Dual, motorized, heated, side-mounted, West-Coast style chrome finish rearview mirrors with integral convex spot mirrors and LED clearance lights
- 2.4.13.7. Auxiliary 7.5" sq. (approx.) hood-mounted cross view convex mirror, right hand side
- 2.4.13.8. Composite exterior sun visor
- 2.4.13.9. Tinted door glass LH & RH
- 2.4.13.10. Tinted windshield
- 2.4.13.11. Eight (8) liter windshield washer reservoir
- 2.4.13.12. Air-ride cab suspension
- 2.4.13.13. Fog lights, mounted in front bumper, with dash-mounted switch and indicator light
- 2.4.13.14. Heated windshield

2.4.14. Cab Interior

- 2.4.14.1. Deluxe interior trim package.
- 2.4.14.2. Two (2) molded armrests, on each door
- 2.4.14.3. "A" pillar molded plastic cover
- 2.4.14.4. Interior grab handles, pillar mounted, one each side
- 2.4.14.5. Interior trim panels, molded plastic, full height; all interior sheet metal covered
- 2.4.14.6. Overhead console with dual storage pockets and retainer nets
- 2.4.14.7. Interior door trim panels, molded plastic, driver and passenger doors
- 2.4.14.8. Driver door storage pocket, full length
- 2.4.14.9. Cloth headliner
- 2.4.14.10. Rubber floor covering with insulation
- 2.4.14.11. Instrument panel trim, woodgrain finish with center section
- 2.4.14.12. Two (2) cup holders shall be provided
- 2.4.14.13. Two (2) padded vinyl sun visors, integral to console

- 2.4.14.14. Interior color scheme; gray
- 2.4.14.15. Air conditioning with integral heater and defroster, HFC-134A hydrofluorocarbon refrigerant
- 2.4.14.16. Triangular reflectors without flares
- 2.4.14.17. 5lb. ABC fire extinguisher with mount
- 2.4.14.18. Premium high-back air-ride driver seat, with integral headrest, 2-position front cushion adjustment, seat back adjustment, arm rest and single chamber air lumbar support
- 2.4.14.19. High-back single person passenger seat, with integral headrest, seat back adjustment and arm rest
- 2.4.14.20. Both seats to include 3-point, lap and shoulder type seatbelts
- 2.4.14.21. Power window and door locks
- 2.4.15. Instruments and Controls
 - 2.4.15.1. Key switch ignition keyed alike to cab door locks (with 2 sets of keys)
 - 2.4.15.2. Gauge cluster (English)
 - 2.4.15.3. Electronic speedometer
 - 2.4.15.4. Electronic engine oil pressure
 - 2.4.15.5. Electronic water temperature
 - 2.4.15.6. Electronic fuel
 - 2.4.15.7. Electronic tachometer
 - 2.4.15.8. Voltmeter
 - 2.4.15.9. Odometer display; miles, trip miles, engine hours, trip hours, fault code readout
 - 2.4.15.10. Warning system; low fuel, low oil pressure, high engine coolant temperature, low battery voltage
 - 2.4.15.11. Allison transmission oil temperature gauge
 - 2.4.15.12. Air cleaner restriction indicator, with black bezel mounted in instrument panel.
 - 2.4.15.13. DEF fluid level gauge.
 - 2.4.15.14. On-board diagnostics display of fault coded in gauge cluster

- 2.4.15.15. Meritor WABCO OnGuardACTIVE collision mitigation system
- 2.4.15.16. OnLane lane departure warning system
- 2.4.15.17. AM/FM/WB radio with auxiliary input, and Bluetooth capabilities
 - 2.4.15.17.1. Radio shall include two (2) deluxe commercial quality coaxial radio speakers in the cab.

2.4.16. Color

- 2.4.16.1. Cab color: White
- 2.4.16.2. Base coat/clear coat type, 1 tone

2.5. Hybrid Driveline

- 2.5.1. An Odyne plug-in parallel hybrid system shall be added to the chassis to assist with vehicle launch. System shall connect to the chassis driveline via the PTO only and include, at a minimum, the following components.
 - 2.5.1.1. 0hp Remy motor (110hp peak), to provide launch assist and regenerative braking features
 - 2.5.1.2. .2 kWh Johnson Controls, 300V, maintenance free lithium-ion battery pack, mounted LH side of frame rails
 - 2.5.1.2.1. Charge time shall be 4 hours with 220V/30A (level 2) supply
 - 2.5.1.2.2. Battery warranty shall be a minimum of 4 calendar years
 - 2.5.1.3. SAE J1772 charging cord, with cord receptacle mounted LH side in easily accessible location
 - 2.5.1.4. Exportable power via liquid-cooled inverter assembly (for conversion accessories), 120VAC, 8.0KW minimum and 12VDC, 100A minimum
 - 2.5.1.5. Dash-mounted LCD driver display screen
 - 2.5.1.6. System installation shall be fully completed by Odyne Systems, LLC in Pewaukee WI

2.6. Body

2.6.1. 22' trade length aluminum dry freight truck body, 102" exterior width with 84" interior height and 44" forward "cab-over" section.

2.6.2. Body shall be connected to the cab rear wall with a weatherproof boot, to allow "crouching" height pass-through capabilities

2.6.2.1. Crouch-through transition boot shall allow cab to "float" on its air-ride suspension

2.6.3. ¾" (minimum) exterior plywood or approved equivalent floor

2.6.4. No wheel wells; flat floor.

2.6.4.1. Long sill height shall be selected to provide minimum allowable manufacturer specified "jounce" dimension over rear tires.

2.6.4.2. Floor height must not be more than 39" maximum height measured from ground.

2.6.5. 3" (maximum) I-beam cross-members; 12" OC

2.6.5.1. Spacing exception may be allowed over the rear wheels if necessary, to obtain required floor height. Heavy gauge plate steel is one exception in these areas.

2.6.6. 1/2" core FRP front wall or approved equivalent

2.6.7. Chrome plated composite corner

2.6.8. Side wall Z-posts; 16" OC

2.6.9. .040" (minimum) pre-painted aluminum side sheeting

2.6.10. .090" (minimum) aluminum side deep skirting

2.6.11. Skirting shall be full perimeter of body, with 12" minimum ground clearance

2.6.12. One-piece .032" (minimum) aluminum roof

2.6.13. Anti-snag galvanized roof bows; 16" OC

2.6.14. Roof reinforcement for A/C units

2.6.15. FMVSS 108 lights and reflectors, LED at all locations

2.6.15.1. Rear lighting shall be flush-mounted below floor line, in the aluminum skirting.

- 2.6.16. Painted stainless steel rear structure
- 2.6.17. Rear mud flaps; no logos or advertising
- 2.6.18. Two (2) 32" x 80" (approximate) passenger side "sedan type" mid entry (patron) doors placed per drawings. Door shall be of double-wall commercial quality aluminum construction and internally insulated between inner and outer skins.
 - 2.6.18.1. Step wells shall be a three-step configuration with 10" - 12" deep treads and 7" - 9" high risers. Each step shall incorporate heavy-duty, slip resistant commercial rubber step tread reinforced with aluminum back. The front edge of each tread shall incorporate a 2" safety yellow or white edge. Step wells shall contain 12VDC LED lighting to assist with entry/egress.
 - 2.6.18.2. Doors shall have dark tinted safety glass upper horizontal ½ sliding window with fiberglass screen and dark tinted safety lower fixed-pane window.
 - 2.6.18.3. Doors shall utilize continuous stainless steel, aluminum or similar non-corrosive type vertically-mounted, recess-mounted hinges, adequately sized for the anticipated weight and duty cycle of this door.
 - 2.6.18.4. Doors shall include an exterior stainless-steel or aluminum drip rail mounted above the door.
- 2.6.19. One (1) of 42" x 79" (minimum width) single door mounted off-center on the rear wall per drawings. Door shall be of double-wall commercial quality aluminum construction and internally insulated between inner and outer skins.
 - 2.6.19.1. Door shall be set at floor height (no step well).
 - 2.6.19.2. Door shall have one (1) 34"W x 20"T (minimum) fixed radius window, high-mounted, dark tinted.
 - 2.6.19.2.1. This window shall allow viewing of the rear-facing information monitor (reference 3.3.6).
 - 2.6.19.3. Door shall utilize stainless steel, aluminum or similar non-corrosive type vertically-mounted hinges, adequately sized for the anticipated weight and duty cycle of these doors.

- 2.6.19.4. Doors shall include an exterior stainless-steel or aluminum drip rail mounted above the door.

3. CONVERSION SPECIFICATIONS

3.1. Exterior

3.1.1. The 32" patron doors shall be configured with the following:

- 3.1.1.1. Doors shall be fitted with one (1) Yale 5800 series or equivalent door closer each to control the movement of the door.
 - 3.1.1.1.1. Closer shall include a "hold-open" feature
- 3.1.1.2. Doors shall be equipped with one (1) heavy-duty, cast aluminum, positive hold-open device. Device shall be attached to the vehicle in a manner consistent with the intended use and lifetime of the vehicle.
- 3.1.1.3. Door interiors shall be finished to compliment interior and include an interior pull handle to assist in closing the door.
- 3.1.1.4. One (1) Yale push-bar "classroom" or equivalent entrance latch shall be installed on each door, keyed alike.
- 3.1.1.5. One (1) Yale 112 series or equivalent heavy-duty "deadbolt" latch shall be installed, in addition to the main latch, on each door, keyed alike to the latches.
- 3.1.1.6. Door/step well area shall be outfitted with a total of four (4) 1.25" diameter stainless steel handrails each to provide solid entry/egress assistance.
 - 3.1.1.6.1. One (1) 36" approximate length handrail shall be installed vertically on the exterior, just aft of the door.
 - 3.1.1.6.2. Two (2) angle-mounted handrails shall be installed one each side of the step well.
 - 3.1.1.6.3. One (1) angle-mounted handrail shall be installed to the interior of the door below the upper window.
- 3.1.1.7. One (1) electric-operated, single auxiliary step or approved equal shall be installed beneath each of

these step wells. Steps shall be finished with a non-skid surface. Steps shall include a dash-mounted switch.

- 3.1.1.7.1. Height of deployed step shall be consistent with the overall staircase run - for smooth patron entry/egress.
- 3.1.1.7.2. Height of retracted steps shall impede clearance requirements of section 2.3.9.
- 3.1.1.7.3. Step shall be finished with a non-skid surface and a safety yellow, non-skid front strip.
- 3.1.1.7.4. Step shall include an audible/visual indicator system to warn the driver that the step is extended when the ignition key is activated.

3.1.2. The 42" rear wheelchair door shall be configured with the following:

- 3.1.2.1. Door shall be equipped with one (1) heavy-duty, cast aluminum, positive hold-open device.
- 3.1.2.2. Door interior shall be finished to compliment interior.
- 3.1.2.3. One (1) standard entrance latch with interior handle shall be installed.
- 3.1.2.4. One (1) Yale 112 series or equivalent heavy-duty "deadbolt" latch shall be installed, in addition to the main latch, keyed alike to patron doors.

3.1.3. Three (3) 14"x22" single dome translucent white acrylic skylights shall be installed with white PVC interior trim.

- 3.1.3.1. Skylights and installation shall be consistent with the intended lifecycle of this vehicle and be warranted against leaking for a minimum of 5 years.

3.1.4. Two (2) storage compartments shall be installed. Compartments shall be of maximum size available and located based on final design.

- 3.1.4.1. These compartments shall be installed fully beneath the floor (no interior protrusion).
- 3.1.4.2. This compartment shall be sealed to prevent moisture penetration.
- 3.1.4.3. Compartment shall be constructed of aluminum or equivalent materials.

- 3.1.4.4. Door(s) shall be constructed of aluminum and vertically hinged with ¼" pin stainless steel continuous hinges.
- 3.1.4.5. Door(s) shall have positive "compression" style, "slam latch", or equivalent locking latches
- 3.1.5. Vehicle underbody shall be fully undercoated with rubberized spray to provide additional sound resonance dampening and underbody insulation protection.
- 3.1.6. Two (2) 26"T x 24"W (approximate) half-slide windows with screens shall be installed in the side wall as depicted in the concept drawing(s).
 - 3.1.6.1. Windows shall be dark tinted.
 - 3.1.6.2. All glass furnished shall be automotive approved safety type. All glass shall be safety glazed and meet DOT GMVSS 205, SAE recommended practice J673b and J674a, and ANSI "Safety Code for Safety Glazing Materials" Z26.1-1977 as supplemented by Z26.1a-1980.
- 3.1.7. One (1) recessed monitor compartment shall be installed curbside to house the exterior 75" monitor. Compartment shall include a back panel for monitor mounting, and a 72"W x 50"H (approximate) top-hinged door that acts as a sun and weather shield when open.
 - 3.1.7.1. Compartment shall be constructed of aluminum or equivalent materials.
 - 3.1.7.2. Compartment shall have space and provisions below the screen for powering and connecting a video game console to the screen.
 - 3.1.7.3. Back panel shall be colored black for improved screen visibility.
 - 3.1.7.4. Door shall be constructed of aluminum and horizontally hinged with ¼" pin stainless steel continuous hinge.
 - 3.1.7.5. Door shall have positive "compression" style, "slam latch", or equivalent latches
 - 3.1.7.6. Door shall have pneumatic lift assist struts with mechanical locks to support the door horizontally when open.
 - 3.1.7.7. Door shall have a nylon pull strap attached to assist in reaching the door for closing.

3.1.8. Compartments, doors and appropriate added components shall be finished to match the body exterior.

3.1.8.1. Additionally, where the vehicle is cut or modified, or additional fabricated components are added to the exterior, exposed metal shall be properly prepared and painted to match vehicle exterior color.

3.1.8.2. Panels shall be properly cleaned and prepared for paint application in accordance with standard commercial practice and to requirements of the construction materials involved. Surfaces shall be properly cleaned and inspected before cover materials are applied.

3.1.8.3. The prepared surfaces shall be spray primed with synthetic base primer, which contains corrosion resistant pigments and resins. Extra coats shall be applied around moisture catching moldings, etc. All hidden areas such as overlapping metal, underside of moldings, underside or rubber extrusions at windows shall be cleaned and primed and where necessary and caulked with sealing compound during construction.

3.1.8.4. DuPont or equivalent paint shall be applied to all areas of the metal. Each coat shall be properly dried and evenly sanded before the following coat is applied. "Orange peel" surfacing will not be acceptable.

3.1.9. Vehicle shall have a "heavy" level (approximately 50% coverage) vinyl graphics package applied to the exterior. Vendor shall indicate organization or persons that the Library will work with in the development of this graphics scheme.

3.1.9.1. Vendor shall include a **\$12,000 allowance** for the development, printing and installation of this graphics package within their bid.

3.1.9.2. The Library reserves the right to increase the complexity of the graphics package at their expense based on final development.

3.2. Interior

3.2.1. The Bookmobile interior shall be designed to accommodate a collection of approximately 3,500 items, which includes but is not limited to: books of various sizes, DVDs, CDs, oversized materials of odd shapes, magazines, etc.

- 3.2.2. Since a bookmobile is a mobile library, and a quiet environment is most important in the successful operation of any library, all interior finishes shall contribute to absorbing ambient sounds. Appropriate panels, ceiling and flooring shall have superior acoustic qualities in addition to durability and aesthetics. Sound control measures shall comply with the Occupational Safety and Health Act (OSHA) sound level (dbA) requirement in effect at time of award of contract, for an eight (8) hour maximum operator exposure time; measured at operator's ear with engine at governed RPM.
- 3.2.3. Completed unit shall utilize environmentally conscious "green" elements wherever practical, including, but not limited to: energy efficient technologies, and recycled and/or sustainable construction materials.
- 3.2.4. Weight loading shall be of significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 3.2.5. Vehicle ceiling, walls, wheel wells (if applicable) and underbody shall be insulated with 1.5" (minimum) nominal thickness (3" nominal thickness underbody) sprayed-in urethane foam insulation or approved equivalent.
 - 3.2.5.1. Underbody foam insulation shall be protected from road spray and elements by an additional layer of rubberized automotive undercoating.
 - 3.2.5.2. Foam shall be compliant with all applicable FMVSS regulations including flammability.
- 3.2.6. Floor covering shall be Lonseal Loncoin II or equivalent commercial grade vinyl flooring.
 - 3.2.6.1. Covering shall have a 10-year minimum wear warranty.
 - 3.2.6.2. Sub-flooring shall be properly prepared prior to installation of the floor covering.
 - 3.2.6.3. Flooring shall be installed in a manner consistent with the manufacturer's recommendations.
 - 3.2.6.4. Any flooring remnants remaining from the carpet installation shall be shipped loose with the completed vehicle.

- 3.2.6.5. The library will select the exact color and pattern of vinyl from vendor's selections based on other interior color choices.
- 3.2.7. Two (2) 84" x 36" (approx.) commercial carpet runners shall be provided and shipped loose with the completed vehicle.
 - 3.2.7.1. Runner finish shall be selected by the library from manufacturer's standard selections.
- 3.2.8. Vehicle interior walls shall be finished with easily removable panels installed between shelving uprights to provide a pleasing, flexible and durable finish.
 - 3.2.8.1. The panels shall be fabric covered cork panels, appropriately trimmed to compliment the interior and allow for flexible display areas when shelving is removed. The finish of these fabric covered cork panels shall be chosen by the Library from manufacturer's standard selections.
 - 3.2.8.2. All removable panels shall finish to a depth equivalent to the mounting face of the shelving uprights, providing a recessed, "built-in" appearance to the entire system.
- 3.2.9. Ceiling shall be finished with eco-friendly, soft, sound absorbent materials chosen by the Library from manufacturer's selections.
- 3.2.10. Fabric covered cork bulletin boards and whiteboards shall be installed wherever possible in the vehicle, including, but not limited to, all overhead cabinet doors.

Number and size of bulletin boards and whiteboards furnished shall be determined by the exact configuration of interior. Bulletin and whiteboards shall be as large as possible and installed where space is available inside the coach. Smaller spaces and trim areas shall be finished in complimenting materials. All upholstery used within the vehicle shall meet provisions of FMVSS-302
- 3.2.11. One lockable, sliding door shall be fabricated and installed to separate the rear cabin from the cab at the staff's discretion. Door shall utilize heavy-duty hardware and be finished in materials to compliment the interior.
 - 3.2.11.1. Hardware shall include provisions for positively latching the door in the both the open and closed positions.

- 3.2.12. The cab-over area of the body shall be configured with mechanical items located over the driver's seat and general staff storage over the passenger seat.
 - 3.2.12.1. A raised "keeper" edge shall be installed to help keep items from falling into the walkway.
- 3.2.13. One (1) high quality, adjustable height rolling task chair with arms shall be supplied for the front station.
 - 3.2.13.1. Chair shall compliment the overall interior, with fabric color chosen by the Library from the manufacturer's standard selections.
 - 3.2.13.2. Chair shall include a method to secure it during transit.
- 3.2.14. One (1) adjustable height, small scale chair shall be supplied for the rear station, for use as with both a stand-up and sit-down work surface height.
 - 3.2.14.1. Chair shall compliment the overall interior, with fabric color chosen by the Library from the manufacturer's standard selections.
 - 3.2.14.2. Chair shall include a method to secure it during transit.
- 3.2.15. One (1) fixed staff desk shall be furnished and installed per finalized plans. Desk shall be constructed of furniture grade plywood or equivalent. Work surface shall be finished with high-impact laminate or equivalent materials. Surface shall be bonded to a substrate, and assembly installed to allow easy removal and replacement as these surfaces experience excessive wear and tear.
 - 3.2.15.1. Desk shall be appropriately configured for installation of technologies by the Library, including cable pass-through grommets and defined wire paths from desktop to other locations as designated.
 - 3.2.15.2. Desk shall have a finished height of 30".
 - 3.2.15.3. Desk shall have 14" flip-up extension per preliminary drawings.
 - 3.2.15.3.1. Extension shall utilize extra heavy-duty hardware for support and include provisions for securing it when in the relaxed (down) position.

- 3.2.15.4. Desk shall include a three-drawer cabinet and a pencil drawer below the work surface. Drawers shall include a positive latching mechanism.
- 3.2.15.5. Desk shall include a pencil drawer below the work surface. Drawer shall include a positive latching mechanism.
- 3.2.15.6. One (1) drop-in flush-mounted, removable cup holder shall be installed in the desk surfaces.
- 3.2.15.7. The finalized design and placement of the desk shall be approved by the Library prior to fabrication and installation.
- 3.2.16. An Acore Shelving & Products, Inc. aluminum shelving system or equivalent shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. The shelving layout shall be designed to accommodate approximately 3,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, videos, books on CD, oversized materials of odd shapes, magazines, etc. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees. Shelving is anticipated to be primarily of 7" depth, with additional components described herein.
 - 3.2.16.1. The completed modular shelving system shall include the following components:
 - 3.2.16.1.1. Sixteen (16) one-piece aluminum slotted shelving uprights.
 - 3.2.16.1.1.1. Uprights shall be secured to sidewalls in a manner consistent with the anticipated stresses that will be imposed and expected lifecycle of this vehicle.
 - 3.2.16.1.1.2. Uprights shall be properly installed per manufacturer's instruction, including but not limited to ensuring centerlines are accurate (36" +/- 1/16" typical), uprights are plumb, and lateral alignment is true the entire length of each section.
 - 3.2.16.1.2. Forty-two (42) 7" deep wall shelves with integral 15° slope. Lengths to be determined by

finalized upright positions, but should be set at 36" wherever feasible, with a maximum length variation of two (2) for interchangeability.

- 3.2.16.1.3. Four (4) face-out book bins, for use on within the main shelving areas.
- 3.2.16.1.4. Seven (7) 7" deep wall shelves with integral 20° slope, for use on the rear wall of the vehicle.
- 3.2.16.1.5. Twelve (12) 36" wall hugger, single-sided book trucks with 3 shelves each.
 - 3.2.16.1.5.1. Four (4) face-out book bins, sized for use on the carts.
- 3.2.16.1.6. One (1) 36" enclosed book return truck, with face-mounted book return slot, locking access doors, and solid top.
 - 3.2.16.1.6.1. Top shall be finished with the same high-impact material as the work surfaces.
 - 3.2.16.1.6.2. Interior shall contain a foam pad in the bottom to protect materials from excessive damage.
- 3.2.16.1.7. Seven (7) wall hugger security devices, for locking the on-board book (and book return) trucks into the upright system.
- 3.2.16.2. Two (2) removable patron work surface modules shall be fabricated and provided. Surfaces shall utilize Acore support brackets and be finished with the same high-impact material as the staff work surfaces.
- 3.2.16.3. Five (5) bench seat modules shall be fabricated and provided with the completed vehicle.
 - 3.2.16.3.1. Seats shall include a minimum 2" thickness of foam, covered with durable fabric.
 - 3.2.16.3.2. Fabric shall be selected by the Library from manufacturer's selections.
 - 3.2.16.3.3. Seat modules shall mount to the shelving uprights using heavy-duty brackets designed for this purpose.
- 3.2.16.4. One (1) modular staff workstation shall be fabricated and installed in the rear per finalized plans.

Workstation shall be designed to last the lifetime of the vehicle but constructed of lightweight materials for ease of adjustment. Work surface shall be finished in high-impact laminate or equivalent.

- 3.2.16.4.1. Workstation shall be appropriately configured for installation of technologies by the Library, including cable pass-through grommets and defined wire paths from desktop to other locations as designated.
- 3.2.16.4.2. Workstation shall utilize the wall-mounted Acore uprights and appropriate brackets for main support, but also include an inboard mounted adjustable height support leg to allow staff adjustable height.
- 3.2.16.4.3. Workstation shall include a lightweight positive latch pencil drawer mounted beneath the work surface.
- 3.2.16.4.4. One (1) drop-in flush-mounted, removable cup holder shall be installed in the work surface.
- 3.2.16.4.5. Surface shall mount to the shelving uprights using heavy-duty brackets designed for this purpose.
- 3.2.16.4.6. The finalized design shall be approved by the Library prior to fabrication and installation.
- 3.2.16.5. Two (2) modular overhead storage cabinets shall be provided as depicted in the preliminary drawing(s).
 - 3.2.16.5.1. Cabinets shall include lockable, top hinged bulletin board type doors, with mechanical stays, per final design.
 - 3.2.16.5.2. Cabinets shall include one (1) interior adjustable shelf and cable grommets in the base panel for future wiring.
 - 3.2.16.5.3. Cabinets shall have a lower, open shelf for placement of printers and other peripherals. These shelves shall contain cable grommets for easy technology connection.
 - 3.2.16.5.4. Cabinets shall mount to the shelving uprights using heavy-duty brackets designed for this purpose.

- 3.2.16.6. Vehicle shall be configured as depicted in the finalized drawing upon delivery. Any remaining components (extras) of this system shall be shipped loose with each vehicle.
- 3.2.16.7. System shall include shelf label color strips, colors to be determined.
- 3.2.16.8. System shall be powder coated for maximum durability; color to be chosen by the Library from vendor's standard color selections.
- 3.2.16.9. Final configuration and colors of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.
- 3.2.16.10. Finish, cabinetry and shelving installation shall provide an approximate 76" aisle width.
- 3.2.16.11. Final configuration of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.

3.3. Electrical System – AC

- 3.3.1. System shall be a 120/240-volt rated, single-phase type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
 - 3.3.1.1. System furnished shall be designed and installed to meet all requirements of the National Electrical Code (NEC), with all system components, accessories, plugs, receptacles, switches and circuit breakers being Underwriter's Laboratories (UL) listed and approved.
 - 3.3.1.2. System furnished shall also meet any and all applicable state code requirements and regulations pertaining to the design and installation of AC electrical systems.
- 3.3.2. All AC wiring shall be installed using multi-stranded, multi-conductor flexible armored, THHN (in non-metallic conduit), or boat rated cable; 600 volt rated, UL approved or equivalent. All wire shall be color-coded and grounded throughout the system. Aluminum wire is not acceptable due to its history of involvement in electrical system fires. Since the body and chassis of a motor vehicle is constantly flexing in torsion when in use, fixed type conduit is not acceptable due to the long-term potential electrical shorting and the resulting potential of fire hazard.

- 3.3.2.1. Wiring and harnesses shall be installed in easily accessible locations to aid long-term serviceability and maintain a minimum 2" air-insulated clearance from parallel low-voltage wiring harnesses per NEMA standards.
- 3.3.2.2. All wiring shall be sized using NEMA ratings to 125% of anticipated load.
- 3.3.3. All 120/240VAC power shall be obtained from the Odyne hybrid system export power feature.
- 3.3.4. A minimum of ten (10) 15A-rated, UL listed, NEMA 5-15, three-hole grounded duplex receptacles shall be furnished inside the vehicle for general and specific uses. Inverter backed receptacles shall have an orange face for ease of identification.
 - 3.3.4.1. One (1) receptacle shall be weatherproof and installed on the curbside exterior for use under the awning.
- 3.3.5. Two (2) 13,500 BTU low-profile air conditioner shall be installed per drawings.
 - 3.3.5.1. Units shall provide 13,500 BTUs of cooling each.
 - 3.3.5.2. Units shall include self-contained, low-profile ceiling assembly with remote controls.
 - 3.3.5.3. Units shall stand a maximum of 10" above the roof and be included in the overall height measurement (reference 2.3.3).
 - 3.3.5.4. Units shall include a low-profile branch deflection system, to prevent small branches from becoming lodged below the forward AC cover.
- 3.3.6. One (1) SunBrite Veranda Series 75" black outdoor full shade 4K ultra HDTV-SB- 7574UHD-BL or equivalent full shade readable high-resolution LCD monitor shall be installed inside the passenger side exterior monitor compartment (reference 3.1.7).
 - 3.3.6.1. Unit shall be shock-mounted, but easily removable for service and/or replacement.
 - 3.3.6.2. Unit shall feature 3840 x 2160 screen resolution, and a 16:9 widescreen display.
 - 3.3.6.3. Unit shall be capable of playing content via USB device.
 - 3.3.6.4. Installation shall include the professional mounting and connection of a customer-supplied Chromebox.

- 3.3.6.5. Installation shall include one (1) HDMI cable from the front staff desk and one (1) HDMI cable from the game connection plate mounted below the screen in the exterior box.
- 3.3.6.6. One (1) Bose Solo 5 or equivalent sound bar shall be provided and mounted below the screen.
- 3.3.7. One (1) 32" high-resolution monitor shall be installed on a drop-down ceiling mount above the wheelchair lift.
 - 3.3.7.1. Installation shall include the professional mounting and connection of a customer-supplied Chromebox.
 - 3.3.7.2. Installation shall include one (1) HDMI cable run from the front workstation.
 - 3.3.7.3. Interior installation shall include a MORryde TV1-080H or equivalent drop- down TV ceiling mount.
 - 3.3.7.4. Exterior installation shall include a non-corrosive quick-release mount located per preliminary drawings.

3.4. Electrical System – DC/Other

- 3.4.1. Shall be a 12-volt, negative ground type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
- 3.4.2. Design emphasis of system furnished shall be on both reliability and serviceability. System furnished shall be a modular type design, modular being defined as a system where major power train, chassis, body component assemblies, including lighting, wiring and switch harnesses, and heater harnesses are easily separable for purposes of repair or replacement, using either simple hand tool or automotive type plug-in connectors. Special emphasis shall be made on accessibility to all wiring harnesses in all locations. Wiring shall not be rendered un-accessible behind permanently installed panels or appointments.
- 3.4.3. The power source for all body electrical equipment furnished shall be taken from a single point on the power train specifically designed for this purpose.
- 3.4.4. The main ground wire grounding the body to the chassis shall be minimum 8- gauge size; all ground wires furnished for insulated-return type systems shall be equal in size to the feed wire in the respective circuit. Redundant grounds shall be used if required to attain a satisfactory level of system performance desired. For

maximum system reliability, all serrated eyelets and screws or bolts utilized at points of ground shall be either coated or plated with an electrical conductive type material to improve their resistance to corrosion.

- 3.4.5. All electromagnetic type switches, relays and solenoids furnished shall be suppressed to protect the entire electrical system from major damage from the large negative voltage spikes these devices can produce.
- 3.4.6. All auxiliary electrical circuits shall be safety protected from current overloading by automatic resetting type heavy-duty automotive circuit breakers, each properly capacity sized to the circuit they serve. A master circuit breaker, minimum 150-amp shall also be furnished.
- 3.4.7. All terminals and connectors furnished shall be designed and approved by their manufacturer for heavy-duty automotive vocational application; material shall be a corrosion-resistant type. To eliminate disconnects; all terminals furnished shall incorporate a positive locking, seated type design to assure terminal position. Socket (female side of connectors shall be wired to electrical source side of circuit and plug (male) side of connector shall be wired to electrical load side of the circuit to help prevent a short circuit when disconnected. All connections made on the vehicle underbody shall be adequately protected against moisture and corrosion with dielectric grease, heat shrink tubing, or other similar techniques.
- 3.4.8. All insulated cable furnished shall comply with SAE Standards J1127 and J1128. All wiring furnished in the engine compartment area, where extreme heat and fire are of concern, shall be multi-stranded, low-voltage insulated automotive type cross-linked polyethylene fire-retardant SAE approved SXL type. All wiring furnished in the body portion of the coach shall be multi-stranded, low-voltage insulated automotive type; either SAE approved SXL or GXL types are acceptable. All wiring in each circuit shall be of sufficient size, and with 125% capacity rating of anticipated load to transmit the electrical current load of the circuit. Sizing shall take into account the length of the circuit and the voltage drop occurring in the circuit. Voltage at the load shall be +/- 5% of rated voltage when measured in a normal operating state.
- 3.4.9. All wiring shall be routed meeting the following minimum requirements:
 - 3.4.9.1. No contact with sharp or puncturing edges.
 - 3.4.9.2. No tension or strain between fixed points.

- 3.4.9.3. Adequate and safe clearance of moving parts.
- 3.4.9.4. 5-inch clearance from radiant heat sources.
- 3.4.9.5. Adequately secured to prevent pinching.
- 3.4.9.6. Wiring to be color-coded and numbered, grease-, oil- and moisture-resistant and securely fastened.
- 3.4.10. All wiring furnished shall be routed in protective harnesses, either woven vinyl or corrugated vinyl or nylon types acceptable. When harnesses go through metal structure, rubber grommets shall be used to further protect the integrity of the harnesses.
- 3.4.11. All auxiliary (conversion) 12VDC power shall be obtained from the Odyne hybrid power system.
- 3.4.12. A 12VDC, LED main cabin lighting system shall be installed to provide interior lighting meeting library minimum stack ratings.
 - 3.4.12.1. Lighting fixtures shall be alternately configured on two (2) switches to allow a “zig-zag” lighting option at the user’s discretion.
 - 3.4.12.2. Lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.
 - 3.4.12.3. Light output temperature shall be a “warm” white between 4400K – 5300K.
 - 3.4.12.4. Lighting system design shall be approved by the Library prior to installation.
- 3.4.13. LED stepwell lighting (12VDC) shall be provided at the side entry.
 - 3.4.13.1. Shall be wired to operate in conjunction with the condition of the door.
- 3.4.14. Four (4) Whelen 600 series or equivalent, LED weatherproof “scene” lights shall be installed; two (2) on the exterior curbside, and two (2) on the exterior rear.
 - 3.4.14.1. Lights shall be switched in the driver’s area.
 - 3.4.14.2. Rear mounted lights shall also be engaged by putting the vehicle in reverse.

- 3.4.15. Six (6) 12VDC receptacles with standard and USB charge ports shall be installed.
 - 3.4.15.1. Receptacles shall be independently fused and powered by the hybrid battery.
 - 3.4.15.2. Locations shall be chosen during the pre-build engineering phase.
- 3.4.16. One (1) Braun, Ricon or equivalent, in-body hydraulic wheelchair lift shall be installed inside the rear doors per manufacturer specification.
 - 3.4.16.1. Lift shall have a 33"W x 51"L (approximate) platform.
 - 3.4.16.2. Lift shall have an 800 lb. (approximate) lifting capacity.
 - 3.4.16.3. Installation shall include all vehicle interlocks and safety systems offered by the manufacturer and have a manual backup system.
 - 3.4.16.4. System and installation shall adhere to ADA and FMVSS regulations.
- 3.4.17. Two (2) Fantastic Vent 6000RBTA or equivalent, 3-speed, reversible roof vents shall be installed. Vents shall include thermostatic control, automatic opening dome, and automatic rain sensors.
- 3.4.18. Two (2) Espar AIRTRONIC D5 or equivalent diesel fueled air heaters shall be installed below floor to heat the main interior cabin. Heating system shall include integrated ducting and rotatable/closable vents to help ensure even distribution of the heat and further ensure that the areas beneath the staff desks are not cold.
 - 3.4.18.1. Units shall produce 16,400 btu/hr each at 275 cfm.
 - 3.4.18.2. Units shall vent combustion air to the exterior of the body.
 - 3.4.18.3. Heating output shall be integrated throughout the interior for even heating in two (2) zones per finalized design.
 - 3.4.18.4. Units shall be controlled by the central thermostat.
 - 3.4.18.5. Units shall be fueled from the main vehicle diesel fuel tank.
 - 3.4.18.6. System shall be installed in compliance with ANSI A-119.2 and NFPA regulations.

- 3.4.19. One (1) Duo Therm Comfort Control Center 2 or equivalent, thermostat shall be installed near the front desk. Unit shall utilize a series of advanced heat sensing devices to track temperatures and activate heat or air conditioning as needed to maintain selected temperature.
 - 3.4.19.1. Unit shall be a full digital system creating two (2) zones from one centralized location.
 - 3.4.19.2. Unit shall utilize a LCD readout and Intellisist technology to allow easy setting changes.
 - 3.4.19.3. Unit shall interconnect with the hybrid power system to provide "HVAC request" auto start signal.
 - 3.4.19.4. Unit shall be mounted near the front workstation.
- 3.4.20. One (1) twenty foot (20') long Dometic 9100 Weatherpro or equivalent 12VDC power awning shall be installed on the curbside of the vehicle.
 - 3.4.20.1. Awning shall include a wind sensor to close the awning when it detects high sustained winds.
 - 3.4.20.2. Awning shall include a knee action design to allow flex in moderate wind and automatically release any accumulated water away from the door.
 - 3.4.20.3. Awning shall include a hard-wired switch mounted high inside the main patron door, as well as a hand-held wireless remote control.
 - 3.4.20.4. Color of awning shall be chosen post-award by the Library from manufacturer's standard selections.
- 3.4.21. One (1) AM/FM/CD/Bluetooth stereo with auxiliary input and wireless microphone system shall be installed near the staff work station.
 - 3.4.21.1. System shall include four (4) high-quality interior speakers mounted in the ceiling and two (2) performance quality, flush-mounted exterior speakers mounted on the curbside.
 - 3.4.21.2. System shall include three (3) wireless microphones and a mixer to integrate the exterior speakers with the music from the stereo.
 - 3.4.21.2.1. Dependent on component selection, secondary amplifier may be necessary for the exterior speakers.

- 3.4.21.3. Final design of this audio system shall be approved by the Library prior to installation.
- 3.4.22. One (1) parking sensor system with 4 front and 4 rear in-bumper sensors shall be installed. System shall detect obstacles using ultrasonic wave (sonar) echolocation technology, and include a wired LED digital display with audible alert mounted in the dash area.
- 3.4.23. Two (2) Elmech Q-scan Uniplex, or equivalent, people counters shall be installed; one (1) in each doorway.
 - 3.4.23.1. Systems shall include magnetically activated, 4-digit 12mm high LED displays.
 - 3.4.23.2. Systems shall count each person crossing the beam, regardless of the direction of approach.
 - 3.4.23.3. Systems shall include non-volatile memories to protect against power failure.
 - 3.4.23.4. Reference: <http://www.q-scan.co.uk/uniplex.htm>
- 3.4.24. One (1) rear view, color LCD system shall be installed. System shall include all components necessary for the intended application and be wired with all features enabled.
 - 3.4.24.1. Shall include one (1) 7 inch (minimum) LCD color monitor mounted on (or in) the dash for easy view of the driver.
 - 3.4.24.2. Shall include one (1) video camera with sun shields and built-in microphone mounted to rear exterior. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical.
 - 3.4.24.3. Shall include two (2) additional side-view cameras, to monitor both driver and passenger sides of the vehicle during transit.
- 3.4.25. One (1) Aqualarm 20446 or equivalent 12VDC powered security system with cell and email alert shall be installed. System shall include the following features:
 - 3.4.25.1. Keypad activation/deactivation.
 - 3.4.25.2. IR remote
 - 3.4.25.3. Motion detector
 - 3.4.25.4. Door contacts for all doors

- 3.4.25.5. One (1) Aqualarm 20421 solar powered exterior siren/strobe light.
- 3.4.26. One (1) Cradlepoint IBR1100 series or equivalent, wireless LTE advanced ruggedized modem shall be provided.
 - 3.4.26.1. Modem shall be powered by the 12VDC system and connect to the front and rear desk areas via CAT6, 10/100 Mbps RJ-45 cabling.
 - 3.4.26.2. Modem shall support LTE advanced with SIM-based auto-carrier selection, and have the ability to easily add a second modem at a later time to increase bandwidth as necessary
 - 3.4.26.3. Modem shall include 802.11 a/b/g/n/ac WiFi to provide a hotspot in and around the vehicle.
 - 3.4.26.4. Modem shall include the ability to configure a virtual private network (VPN).
 - 3.4.26.5. Modem shall include one (1) Cradlepoint 170654-000 or equivalent 5-in- 1 GPS, modem & WiFi antenna, mounted to the exterior roof of the vehicle.
 - 3.4.26.6. Installation shall include a second Cradlepoint 170653-000 or equivalent 3-in-1 modem antenna, for addition of second modem at a later time.
 - 3.4.26.7. Modem(s) will be connected to the Verizon service network.
 - 3.4.26.8. Unit shall be installed in the cab-over mechanical area.
- 3.4.27. One (1) Cobra CDR895 D or equivalent, dual channel dash camera shall be supplied and installed.
 - 3.4.27.1. Camera shall feature a 160-degree wide angle front lens, a 130-degree rear-view lens, a 2" LCD screen, parking mode (automatic record with motion detection), lane departure warning system, 16GB microSD card, and 12V power adaptor.

3.5. Miscellaneous Components

- 3.5.1. One (1) SkyScan or equivalent atomic clock shall be furnished, with a minimum 2-inch main character size. Unit shall include readouts

for interior and exterior temperature (via wireless remote sensor), day and date, and receive its synchronization signal from NIST.

- 3.5.2. One (1) battery-operated Carbon Monoxide (CO) detector shall be installed on the interior ceiling.
- 3.5.3. One (1) battery-operated smoke detector shall be installed on the interior ceiling.
- 3.5.4. Two (2) 5 lb. ABC fire extinguishers shall be installed in the interior, one front and one rear.
- 3.5.5. One (1) IL State DOT approved first aid kit shall be supplied and installed within the completed vehicle.
- 3.5.6. One (1) set of three (3) red emergency reflective triangles with dedicated ABS plastic enclosure shall be provided and installed.

4. OPTIONAL ITEMS (please quote these items separately)

4.1. Extended Warranties

- 4.1.1. Please detail all extended warranties available for the chassis and/or conversion, including pricing and full text of inclusions/exclusions (reference 1.5.1).

4.2. Full Standing Height Cab Walk-through

- 4.2.1. Increase headroom in the cab walk-through modification (reference 2.6.2) by cutting away an approximate 24" deep (minimum) by 24" wide (minimum) section of the roof of the truck cab to create headroom into the cabover area of the body.

- 4.2.1.1. The full-height walk-through must utilize a flexible gasket between the truck cab and body (rear wall and roof) for a weatherproof seal that can accommodate the cab air-ride suspension.

- 4.2.1.2. Walk-through modification shall be fully warranted against leaks for a minimum of 10 years and fully structurally approved by the chassis manufacturer.

- 4.2.2.

4.3. Additional Book Carts

- 4.3.1. One (1) Acore or equivalent 36" wall hugger, single-sided book truck with 3 shelves each. Please quote price per each.

4.4. Solar Panel System

- 4.4.1. One (1) AM Solar SunRunner or equivalent, solar panel system shall be provided and installed.
 - 4.4.1.1. System shall include two (2) GO160 solar panels, one (1) SunRunner Gold 30MPPT/8 system core, and one (1) roof C-box.
 - 4.4.1.1.1. Controller interface shall be mounted in the kick-over mechanical area.
 - 4.4.1.2. System shall charge both the main and auxiliary battery banks with a potential total of 320 watts.
 - 4.4.1.3. The design of this system is subject to approval by the Library prior to installation.

4.5. Video Surveillance System

- 4.5.1. One (1) Safety Vision or equivalent video surveillance, GPS and remote monitoring system shall be installed with all triggers/features connected. System shall be mounted in a location out of general view, but still readily accessible for staff. System shall include, but not be limited to the following components. Additional accessories (cables, power/sensor harness, antennas, interconnects, etc.) may be necessary to fulfill the general intent of the system, and vendors are urged to consult with system manufacturer to complete system operability.
 - 4.5.1.1. One (1) Safety Vision Observer 4112 HVR, with 12 camera capability, integrated Wi-Fi and external Wi-Fi capability. SD card storage for mirror recording. Recorder must have eight (8) threaded aviation style camera inputs. Molex & BNC style camera inputs are not acceptable.
 - 4.5.1.2. One (1) Safety Vision 4112-1TB HDD hard drive, 1TB SATA, for DVR.
 - 4.5.1.3. 3-Axis accelerometer embedded in the recorder.
 - 4.5.1.4. One (1) Safety Vision 41-GPS antenna w/ 16' cable.
 - 4.5.1.5. One (1) Safety Vision 4108-USB hard drive reader cable.

- 4.5.1.6. One (1) Safety Vision 41-PANIC, panic button/event marker mounted near the front staff workstation in an easy to reach, but out of direct view location.
- 4.5.1.7. One (1) Safety Vision AHD-2.8MIR-WT, Hi-Definition dome camera, mounted high in the vehicle cab area.
- 4.5.1.8. One (1) Safety Vision AHD-2.8MIR-WT, Hi-Definition dome camera, mounted above the sliding door in the main cabin area, facing the rear.
- 4.5.1.9. One (1) Safety Vision SV-EXTCAM-WHITE, side mount camera, for exterior right (curb side) application. Must automatically trigger from the vehicle's right turn signal.
- 4.5.1.10. One (1) Safety Vision SV-630A-KIT, box camera, mounted on the exterior rear, for back-up/rear vision application. This camera must show as a reverse image, and automatically trigger from the vehicle's reverse circuit, for rear view requirements
- 4.5.1.11. One (1) Safety Vision SV-CP4-HYB-KIT, 7" touch screen monitor w/ direct connect to recorder. Monitor must allow single/dual/quad view, with ability to display up to nine cameras at the same time. Monitor shall be mounted in the cab to act as a back-up (and general) monitor, and include full screen reverse gear (automatic), turn signal (automatic) and manual activation. Additional panic button integrated into monitor. Monitor must allow viewing of all four (4) cameras at user discretion.

Reference:

<http://www.safetyvision.com/products/observer-4112-hvr>

Contract

Contractor must accept contract as written if the contractor is chosen as the successful bidder.

Additional Required Documents

Contractor must complete in full and submit the following documents with the signed bid. Failure to submit or properly complete any of the documents can cause the bid to be incomplete. Incomplete bids may disqualify the respondent from consideration by the District in awarding the Contract.

- Additional Insured Endorsement
- Anti-Collusion Affidavit of Compliance
- Contractor And Subcontractor Substance Abuse Prevention Policy
- Contractor's Certification
- Contractor's Drug-Free Workplace Certification
- Fair Employment Practices Affidavit of Compliance
- Indemnification Form



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: 04/11/2019
Customer PO #: 5828-1819
Salesperson: Jennifer Rappe
Terms: 50% DEP NET 15

Fountaindale Public Library - Meeting Room Furniture 1/28/19: Re-priced using US Communities Contract 4/2/19:

Proposal Updated to reflect Haworth Price Increase 4/11/19: Union Labor and Delivery updated

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	\$716.24	\$8,594.88
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	\$106.41	\$6,384.60
3	2.00	SCT-1 Very Seating, Cart, For High Density Chairs	\$226.64	\$453.28
4	1.00	FREIGHT INCLUDED FOR STANDARD SHIPMENT. SPECIAL REQUESTS TO BE INVOICED AT ACTUAL.	\$0.00	\$0.00
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.	\$1,070.00	\$1,070.00
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.	\$1,900.00	\$1,900.00

Proposal

Total Product :	\$15,432.76
Total Labor :	\$2,970.00
Order Sub-Total :	\$18,402.76
Project Total :	\$18,402.76
Required Deposit 50.0% :	\$9,201.38

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 area 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.

Section 6 - Benefits and Services - Draft

Disclaimer

The District has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of the District. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are distributed to you as required by law and available for your examination from the Human Resources Department. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, the District reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact the Human Resources Department. If you lost or misplaced those descriptions, please contact the Human Resources Department for another copy.

Benefits – Cafeteria Plan

The District's employee benefit package is provided through a cafeteria plan established under the provisions of Section 125 of the Internal Revenue Code and is exempt from Federal, State, and FICA taxes.

All full-time employees are eligible for participation in the cafeteria plan. The following benefits are available:

- Medical
- Dental
- Vision
- Flexible Spending Account
- Life Insurance
- Accident, disability and life insurance plans as approved by the District

The District contribution to the cafeteria plan shall be determined by the Board of Trustees at their regular meeting in May. The cost of selected benefits in excess of the District contribution shall be the responsibility of the employee and shall be paid by payroll deduction. Any portion of the District contribution not used shall revert to the District.

Enrollment in the cafeteria plan shall be offered upon hire and annually in June thereafter. Every eligible employee must make a determination as to participation in the cafeteria plan upon hire and annually during the month of June thereafter. Once a determination is made there can be no changes until the next enrollment period unless there is a qualifying life event.

Employee Assistance Program (EAP)

The District provides an Employee Assistance Program for all staff members and family members who reside with them. This program provides no-cost confidential solutions to life's challenges: Confidential Emotional Support, Work-Life Solutions, Legal Guidance, Financial Resources, and Online Support.

IMRF (Illinois Municipal Retirement Fund)

The District retirement plan is with Illinois Municipal Retirement Fund (IMRF). Employees hired prior to March 9, 1989 working six hundred (600) hours or more and employees hired on or after March 10, 1989 working one thousand (1,000) hours or more per year are members of the Illinois Municipal Retirement Fund (IMRF) and contribute at the rate prescribed by law. Coverage under IMRF is in addition to Social Security coverage.

Information about the retirement plan can be obtained directly from IMRF at 1-800-ASK-IMRF or www.imrf.org.

IMRF (Illinois Municipal Retirement Fund) Benefit Protection Leave

The District supports IMRF Benefit Protection Leave subject to the terms and requirements of IMRF. In the event an employee is in unpaid status for IMRF purposes and returns to paid status, the District will pay the estimated employer portion to IMRF. The Board will vote on approval of the IMRF Benefit Protection Leave at the soonest convenient scheduled Board Meeting. The employee will be responsible for paying the employee portion to IMRF. The Human Resources Manager will facilitate discussions regarding payments subject to appropriate IMRF forms and procedures.

IMRF (Illinois Municipal Retirement Fund) Converting Military Service

IMRF members who earned military service before participating in IMRF, or did not return to IMRF participation within 90 days of discharge, can convert up to four years of military service to IMRF service. The member cost is calculated using member and “normal” employer contributions plus interest at the current rate. The Human Resources Manager will facilitate discussions regarding payments subject to appropriate IMRF forms and procedures.

IMRF (Illinois Municipal Retirement Fund) Disability Benefits

IMRF benefits include disability protection if a member becomes disabled while an IMRF member. IMRF provides two types of disability benefits: Temporary, and Total and Permanent. The Human Resources Manager can provide additional information and the necessary forms.

IMRF (Illinois Municipal Retirement Fund) Voluntary Additional Contribution

IMRF's Voluntary Additional Contribution (VAC) allows members to make additional voluntary contributions up to 10% of their IMRF reportable earnings, up to the Tier 2 wage cap. The contributions are after tax, not tax-deferred, and held in a separate individual account consisting only of your contributions and any interest you earn on them. Employers do not make any contributions to your VA account. The Human Resources Manager can provide additional information and the necessary enrollment forms.

457 Plan

A tax sheltered annuity plan under Section 457 of the Internal Revenue Service Code is available to all employees. Participation is voluntary and employees are allowed to make salary deferral, pre-tax, contributions to the 457 plan. Earnings grow on a tax-deferred basis and contributions are not taxed until the assets are distributed from the plan. Further information is available from the Human Resources Manager.

Worker's Compensation Benefits

The District is covered under statutory state Workers' Compensation Laws.

This program covers any injury or illness sustained in the course of employment.

When an accident or injury occurs that arises out of and is within the course of an employee's employment, the accident or injury must be reported immediately to the employee's supervisor or the PIC, including the date, time and place of the accident or injury and the names of any witnesses. An Employee Accident Report form must be completed and given to the Human Resources Manager as soon as possible.

Failure to report accidents or injuries may delay or preclude an employee's benefits under the Workers' Compensation Act.

COBRA – Initial Notice

Please see Appendix A for copy of COBRA Initial Notice

Section 7 - Leaving

Resignation

Resignations are to be submitted in writing stating the reason and presented to the employee's supervisor or manager. The supervisor or manager will then forward the information to the Human Resources Manager. Advance notice of two weeks is desirable. Additional notice beyond two weeks is desirable for those employees who hold managerial positions.

Upon resignation the employee shall be paid for the number of vacation hours earned and not yet used. This amount shall be included with the employee's last paycheck. Accumulated and unused sick leave and, if applicable, supplemental floating holidays and personal time will not be paid upon resignation.

Any employee who resigns and later returns to the employ of the District shall be considered a newly hired employee for all purposes.

Terminations

Illinois is an at-will employment state. Every District employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in the District's employ. The District may terminate an employee's employment, or an employee may terminate his or her employment, without cause, and with or without notice, at any time for any reason.

Terminated employees shall be paid for the number of vacation hours earned and not yet used. This amount shall be included with the employee's last paycheck. Accumulated and unused sick leave and, if applicable, supplemental floating holidays and personal time will not be paid upon termination.

Retirement

Retirement is defined as leaving the employment of the District and ceasing work. Employees are encouraged to contact Human Resources as soon as possible with their retirement date to discuss their retirement benefits, if applicable.

Reduction in Force

The District strives to provide a stable and secure environment in which to work, however under certain circumstances, it may be necessary to eliminate employee positions due to economic constraints, changes in level of services, changes in priorities of service, or other factors.

Employees whose positions are eliminated due to a reduction in force shall be paid for the number of vacation hours earned and not yet used. This amount shall be included with the employee's last paycheck. Accumulated and unused sick leave and, if applicable, supplemental floating holidays and personal time will not be paid upon termination.

Post Resignation/Termination Procedures

Exit Interview

Human Resources is responsible for scheduling an exit interview with a resigning employee on the employee's last day of employment, or as schedules allow, and for arranging the return of District property including:

- Building Security Card/Device
- Building and Office keys
- District-issued credit cards
- Library manuals
- Any additional District-owned or issued equipment and/or property

Benefits

Benefits (Medical, Dental, Vision and Life) end on the last day of the month in which your last day of employment falls. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue Medical/Dental/Vision Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations. Specific information will be provided at the exit interview.

Flexible Spending Accounts-FSA and DCA

Employees enrolled in flexible spending accounts should consult plan documents regarding the forfeiture of unused funds, should resignation occur prior to using all funds available in their account. Expenses for services incurred after your termination date are not eligible for reimbursement.

Final Wages

Employees leaving the District shall receive their final wages by direct deposit or paycheck, as previously arranged, during the next scheduled pay period. Checks shall be sent by U.S. mail unless alternative arrangements have been made with the Human Resources Department.

Retirement Plan

Employees enrolled in the Illinois Municipal Retirement Fund (IMRF) or the 457 Plan shall receive information regarding these plans at the exit interview or by contacting Human Resources prior to that time.

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Welcome to Fountaindale!

Thank you for joining the Fountaindale Team! Every person on our team plays an important role in providing the best service for our community and in welcoming our entire community.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

Neither this handbook nor any other District document, confers any contractual right, either express or implied, to remain in the District's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the District or you may resign for any reason at any time.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

Library's Mission Statement

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

Library's Vision Statement

Your exploration gateway.

Acknowledgement Form

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of Fountaindale Public Library District's Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. I understand that the District is an "at will" employer and as such employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

In addition, I understand that this Handbook states the District's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the District for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____

Section 1 - Introduction

Equal Employment Opportunity Policy

The Fountaindale Public Library District will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, and political affiliation, all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and benefits; training and professional development opportunities; formulation and application of human resource policies and procedures; facility and service accessibility; and discipline and termination.

The District is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

Any employee who believes this policy has been violated should report the situation to the Human Resources Manager or the Executive Director. All such matters will be held in confidence, thoroughly investigated and corrected if a policy violation is identified. Please refer to the Anti-Harassment and Anti-Discrimination Policy for more detailed information concerning the District's investigative procedures.

Employees who violate this policy are subject to appropriate discipline, up to and including termination.

The District prohibits retaliation against any individual for bringing forth a good faith claim, regardless of the results of the investigation. If however an investigation results in a finding that the complainant falsely brought an accusation of discrimination knowingly and/or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including termination.

Anti-Harassment and Anti-Discrimination Policy

The District is committed to a work environment in which all individuals are treated with dignity, respect and courtesy. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the District (e.g., an outside vendor, consultant or patron).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, political affiliation or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, political affiliation, or any other category protected by applicable law. The District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to an employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;

2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
6. Electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

Investigation Procedure

All District employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. Employees should not assume the District is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible person, the District will not be presumed to have knowledge of the harassment.

An employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Human Resources-Manager. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Manager.

Should the complaint be against the Human Resources Manager, the Executive Director should be notified. If the complaint is against the Executive Director, the Human Resources Manager should be notified. The Human Resources Manager will in turn bring the complaint to the President and Vice President of the Board of Trustees of the Fountaindale Public Library District.

The Human Resources Manager shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Executive Director, who will review the investigation report and make a final decision. In the case of a complaint against the Executive Director, the resolution by the Board of Library Trustees is final.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including termination.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights

Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and District policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside District

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Individuals who have questions or concerns about these policies should talk with the Human Resources Manager.

Americans with Disabilities Act Policy Statement

The District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability or record of a disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the District will provide a reasonable accommodation to a qualified individual with a disability, as defined by the ADA, provided that such accommodation does not constitute an undue hardship on the District.

Employees with disabilities who believe they need a reasonable accommodation to perform the essential functions of their job are encouraged to contact the Human Resources Manager. Supervisors who receive a request for accommodation should report the request to the Human Resources Manager.

Procedure for Requesting an Accommodation:

On receipt of an accommodation request, the Human Resources Manager and your supervisor will meet with you to begin the interactive process, which will include discussing your medical condition, work restrictions, and possible reasonable accommodations that may enable you to perform the essential functions of your position.

Employee health records submitted to the District during the interactive process will be kept confidential and may only be revealed in order to determine what reasonable accommodation can be given to the employee.

The Human Resources Manager will identify one or more reasonable accommodations, if available, that may be offered to the employee based on the totality of the circumstances.

The Human Resources Manager will inform the employee of the decision on the accommodation request or on how to make the accommodation.

The ADA does not require the District to make the best possible accommodation, to reallocate essential job functions, to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.) or to provide the accommodation preferred by the employee.

The District prohibits retaliation against any individual who requests an accommodation in good faith.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Manager or the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Whistleblower Protection

A whistleblower as defined by this policy is an employee of Fountaindale Public Library District who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. If an investigation results in a finding that the complainant falsely accused another of wrongdoing knowingly and/or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including termination.

Whistleblower protections are provided in two important areas - confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Manager or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action. If the complaint is against the Executive Director, the Human Resources Manager should be notified. The Human Resources Manager will in turn bring the complaint to the President and Vice President of the Board of Trustees of the Fountaindale Public Library District.

Employees with any questions regarding this policy should contact the Human Resources Manager or the Executive Director.

Section 2 - Employment

Administration and Appointments

Legal responsibility for the District is vested in the Board of Trustees which is the policy-forming body of the Library District. The responsibilities of the Board include selection and appointment of an Executive Director who is the administrative officer of the District.

The Executive Director is responsible for the implementation of the policies and decisions of the Board as they affect employees and the District. The Executive Director is in overall charge of District personnel and is responsible for the hiring and termination of all employees, the assignment of duties, establishing standards of service and staff development. If the position of Executive Director is vacant, the Board of Trustees designates an administrative officer of the District.

For all positions, offer of employment is made in writing and states the position to which the applicant is appointed, salary, and benefits. Acceptance of employment carries with it an obligation to abide by the terms specified in the offer letter. The District is an "at will" employer and, as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- 1) Create a supervisor/subordinate relationship with a family member;
- 2) Have the potential for creating an adverse impact on work performance; or
- 3) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, step-parent, child, sibling, step-sibling, in-law, aunt, uncle, nephew, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships. Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not result in any of the above. If one of the conditions outlined above should occur, the appropriate managers, the Human Resources Manager and the Executive Director will make reasonable efforts to reassess job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign with the Executive Director's approval. If the employees cannot determine, the Executive Director will decide.

Immediate family members of current Board members will not be considered for employment. This policy, however, will not cause a loss of employment for immediate family who are employees of the District at the time of the election of said Trustee.

Dual Positions

An employee of the District cannot hold more than one position in the District simultaneously.

An employee of the District cannot, while so employed, be a member of the Board of Trustees of the Fountaindale Public Library District. An employee who wins election or is appointed to the Board of Trustees shall have employment with the District terminated as soon as an oath of office for the Board is taken.

Employee Classification

Definitions

a. A full-time employee is any employee who is scheduled to work no less than 1,950 hours per year. The standard work week for full-time employees shall be 37 ½ hours.

b. A part-time employee is any employee who is scheduled to work less than 1,950 hours per year.

c. A seasonal employee is employed as necessary to meet the immediate staffing needs of the District and are not guaranteed a minimum level of work. These employees are classified as non-exempt and are not eligible for all earned or elective benefits.

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

e. Non-exempt employees -- Employees are classified as non-exempt employees under the Fair Labor Standards Act. Non-exempt employees who work in excess of forty (40) hours per week are entitled to overtime compensation at a rate of one and one-half times the regular rate of pay.

All employees are employees “at will” and, as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

Years of service shall be based upon years of continuous employment with the District. For the purpose of paid benefits, years of service is calculated from the date an employee changes status from part-time to full-time or full-time to part-time.

Introductory Period Policy

Every new employee goes through an initial period of adjustment in order to learn about the District and his/her job. During this time the employee will have an opportunity to find out if he/she is suited to, and likes, his/her new position.

Additionally, the introductory employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial employment period is 90 days.

During this time, the new employee will be provided with training and guidance from his/her supervisor. He/she may be discharged at any time during this period if his/her supervisor concludes that he/she is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory employment period may be extended. Additionally, as is true at all times during an employee's employment, the District is an "at will" employer and, as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

At the end of the introductory employment period, the employee and his/her supervisor will discuss his/her performance. Provided his/her job performance is "satisfactory" at the end of the introductory employment period, he/she will continue in our employment as an at-will employee. Successful completion of the introductory period provides the employee with no greater employment rights.

Transfers and Promotions

It is the policy of the District to fill vacancies with the best qualified individual. The Executive Director has final authority to approve all transfers and promotions within the District.

Employees must be in their job for at least six months before applying for a change in position. In addition, employees must have a good performance, attendance and punctuality record.

An employee is considered to have been transferred when assigned to a different position within the same pay grade.

A promotion is an advancement to a new position of greater responsibility in a different pay grade. Promotions are based upon evidence of satisfactory performance, promise of future development, and educational and technical qualifications.

A change in status from part-time to full-time or full-time to part-time is not a promotion unless a change in grade is involved.

Each employee requesting a transfer will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both departments involved. Employees should feel free to discuss their career aspirations with their supervisor/manager or the Human Resources Manager at any time.

Section 3 - Compensation and Performance

Performance Evaluation Program

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

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

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

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

Compensation Program

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

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

The Board of Trustees review and approve the compensation structure.

Payment of Salary

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

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

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

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

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

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

Overtime Policy and Procedures

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

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

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

Deductions from Pay

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

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

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

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

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

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

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

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

Attendance, Punctuality and Dependability

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

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

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

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

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

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

Timekeeping Records

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

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

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

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

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

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

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

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

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

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

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

Rest Breaks

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

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

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

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

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

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

Meal Breaks

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

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

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

Break Time for Nursing Mothers

In accordance with the Fair Labor Standards Act and the Nursing Mothers in the Workplace Act, the District shall provide reasonable break time to an employee who needs to express breast milk for her nursing infant child each time the employee has the need to express milk for one year after the child's birth.

The break time may, but is not required to, run concurrently with any break time already provided to the employee. The District shall not reduce an employee's compensation for the time used for expressing milk or nursing a baby.

The District will provide a room or location in close proximity to the nursing mother's work area, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public where the employee may express her breast milk or nurse her baby.

The District will not retaliate against any employees for exercising their rights under this policy or the law.

Personnel Records

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

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

Personnel Record Review Policy

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

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

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

Please contact the Human Resources Manager for further information.

Section 4 - Time Off

Vacation

Annually, employees need time away from the workplace. The Fountaindale Public Library District encourages staff to take time away from work to rest, relax and recharge.

All full-time and regular part-time employees of the District shall receive an annual vacation with pay. Seasonal employees are not eligible for this benefit.

Vacations for all employees are subject to prior approval by the employee's supervisor/manager. When an employee is requesting a full work week of vacation, the department manager's approval must be obtained as well. Requests should be submitted and approved as far in advance as possible. Due to the District's needs, approved employee vacation requests may be cancelled.

Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Employees who have no vacation allowance or other paid time-off benefits available may request time off without pay. Please refer to the Leave of Absence without Pay policy.

No vacation will be earned when an employee is on an unpaid leave of absence.

Employees who change employment status from part-time to full-time or full-time to part-time will receive a pro-rated vacation allowance on his or her employment anniversary date. When determining the amount of vacation allowance to be given, years of service is calculated from the date an employee changes status from part-time to full-time or full-time to part-time.

Employees are required to substitute vacation time during any period of unpaid leave under the Family and Medical Leave Act.

Accrued but unused vacation allowance shall be paid out to an employee upon termination of employment.

Exempt Full-Time

Employees in exempt full-time positions shall be granted 180 hours of annual vacation with pay.

The annual vacation allowance shall be made available to each employee on his or her employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, exempt full-time employees may take up to 90 hours of vacation time. On his or her first year anniversary, employees are granted the remaining time off from the first year's vacation allowance earned to be used during his or her second year of employment.

Non-Exempt Full-Time

Employees in non-exempt full-time positions shall have the following vacation schedule:

<u>Employment Anniversary Date</u>	<u>Vacation Hours with Pay</u>
1 year - 3 years	120
4 years - 10 years	150
11 years and over	180

The annual vacation allowance shall be made available to each employee on his or her employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt full-time employees may take up to 60 hours of vacation time. On the first year anniversary, employees are granted the remaining time off from his or her first year's vacation allowance earned to be used during his or her second year of employment.

Non-Exempt Part-Time

Employees in non-exempt part-time positions shall have the following vacation schedule:

<u>Employment Anniversary Date</u>	<u>Vacation Time with Pay(*)</u>
1 year - 3 years	1 week
4 years - 10 years	2 weeks
11 years and over	3 weeks

(*) Hours per week are equal to the number of weekly hours hired for and regularly scheduled; such as 19 or 25 hours.

The annual vacation allowance shall be made available to each employee on his or her employment anniversary date. The annual vacation allowance shall be used during the 52-week period following the employment anniversary. Vacation time not used prior to the next employment anniversary date shall be forfeited.

An exception to this rule is during the first year of employment. After the first 90 days of employment, non-exempt part-time employees may take up to one half of the annual accrual hours of vacation time; 10 hours for staff working 19 hours per week, and 15 hours for staff working 25 hours per week. On the first year anniversary, employees are granted the remaining time off from his or her first year's vacation allowance earned to be used during his or her second year of employment.

Absence Due to Illness/Sick

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

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

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

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

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

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

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

Personal Time

Each full-time employee shall receive 15 hours of personal time per year, which will be credited to the employee starting on his or her hire date and annually thereafter on his or her anniversary date. Personal time may be used at the employee's discretion with the approval of the employee's supervisor.

Personal time not used prior to the next employment anniversary date will be forfeited.

If an employee changes status from part-time to full-time, personal time will be prorated from the date of the change in status to his or her anniversary date. Upon his or her anniversary date, an employee will receive the accrual amount that reflects his or her full-time status.

If an employee changes status from full-time to part-time, unused personal time will be forfeited.

Employees are required to substitute personal time during any period of unpaid leave under the Family and Medical Leave Act.

Holidays

The Fountaindale Public Library District will be closed on the following holidays:

- 1) New Year's Day
- 2) Memorial Day
- 3) Fourth of July
- 4) Labor Day
- 5) Thanksgiving Day
- 6) Christmas Eve
- 7) Christmas Day
- 8) New Year's Eve

The Board will review the list of holidays on an annual basis.

If a holiday falls on a Saturday or Sunday, the Board will determine if the holiday will be observed on a different day and/or whether a supplemental floating holiday will be granted. The Board is under no obligation to choose either option.

All full-time employees shall be paid for 7.5 hours and part-time employees shall be paid for 4 hours for the above official holidays. Employees will not receive holiday pay if they are in an unpaid status.

Days other than official holidays when the District is closed shall be termed administrative days. Administrative days are unpaid for non-exempt employees.

Supplemental Floating Holidays

Supplemental floating holiday time may be granted by the Board in some cases. Supplemental floating holidays may be used at the employee's discretion with the approval of the employee's supervisor. Supplemental floating holiday time not used by December 31 of the calendar year in which it is granted will be forfeited.

Leave of Absence without Pay

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

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

Conditions

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

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

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

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

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

Benefits While on Leave

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

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

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

Return to work

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

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

Bereavement Leave

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

For this purpose, immediate family is defined as:

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

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

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

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

Child Bereavement Leave Act

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

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

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

Employees may use unpaid bereavement leave:

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

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

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

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

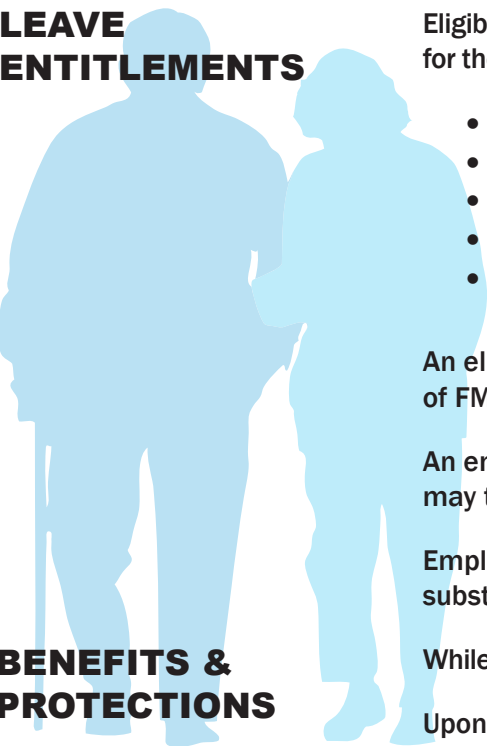
Instead of using unpaid leave under the Act, employees may elect to substitute applicable paid leave. The Fountaindale Public Library will not require employees to substitute available paid leave for unpaid leave provided under the Act.

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

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



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

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

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

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

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

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

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

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

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

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

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

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

REQUESTING LEAVE

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

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

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

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

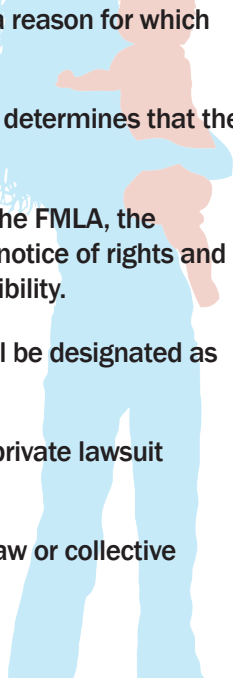
Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

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

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



For additional information or to file a complaint:

1-866-4-USWAGE

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

www.dol.gov/whd

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



Family and Medical Leave of Absence Policy

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

Basic Leave Entitlement

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

Reasons for Leave

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

Military Family Leave Entitlement

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

A. Qualifying Exigency Leave

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

B. Military Caregiver Leave

Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness to take up to a total of 26 work weeks of unpaid leave during a single 12-month period to provide care for the service member. *This single 12-month period begins with the first day the employee takes the leave.* A covered service member includes the following: (1) a current member of the U.S. Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; (2) a member who is on the temporary disability retired list; or (3) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and (i) was a member of the U.S. Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes military caregiver leave to care for the veteran. Employees may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted FMLA leave, the employee may be subject to immediate termination.

Notice of Leave

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

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

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

Certification for a Qualifying Exigency

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

Certification for Service Member Family Leave

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

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

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

Substitution of Paid Leave

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

Benefits During Leave

During an approved FMLA leave, the District will maintain the employee's health benefits as if the employee continued to remain actively employed. If the employee is substituting paid leave during unpaid FMLA leave, then the employee's health care contribution will continue to be deducted from his or her compensation per normal course. If the employee is on unpaid FMLA leave, the District may continue to require employees to pay their share of health care contributions and will inform employees how to submit such payments. If an employee fails to return to work following FMLA leave, the District may recover from the employee its share of health plan premiums paid during the employee's unpaid FMLA leave, unless the employee does not return to work due to an FMLA-qualifying reason or other circumstances beyond the employee's control.

Intermittent Leave

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

Job Restoration

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

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

Military Leave

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

Family Military Leave

Statement of Policy

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

Definitions

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

Use of time off

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

Notice Requirement

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

Scheduling

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

Verification

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

Effect on Benefits

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

Job Protection

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

Family and Medical Leave Act

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

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

Statement of Policy

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

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

Definitions

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

Coverage and Eligibility

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

Intermittent or Reduced Leave

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

Substitution of Time Off

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

Notice Requirement

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

Certification

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

Effects on Benefits

During an approved VESSA leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

Job Protection

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

Reasonable Accommodations

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

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

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

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

Jury Duty or Responding to Subpoenas

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

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

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

Employees will be permitted to retain the jury compensation.

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

School Visitation Rights Act

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

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

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

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

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

Time off to Vote

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

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

Proof of attendance at the polls may be required.

Section 5 - On-The-Job

Appearance and Dress Code Policy

As a general principle, all Library employees are expected to dress and accessorize appropriately for the work place and project a professional image at all times. Therefore, Business casual attire shall be worn everyday with the exception of Fridays when casual attire may be worn. All employees are expected to dress according to the requirements of their job duties, regardless of the day of the week.

The examples below are intended to give guidance for appropriate attire and should not be considered all inclusive.

Business casual attire includes the following:

- Casual and tailored dress shirts or blouses, shell tops, polo or golf shirts, turtlenecks, or sweaters
- Dress or casual slacks, chinos, Dockers, or capris
- Dresses or skirts
- Footwear that is safe and appropriate for the duties and responsibilities of the employee's position
- Head covers that are required as part of a Library program, for religious purposes or to honor cultural traditions and those for medical reasons are allowed

Friday casual attire includes business casual attire along with the following:

- Jeans that are not frayed, tattered, or with holes
- Plain t-shirts, without writing or images

Exceptions:

Fountaindale Public Library apparel:

Attire provided by the District that is embroidered or imprinted with the District's logo, or promoting a current District program. Staff may wear Friday casual attire, listed above, when wearing Fountaindale Public Library apparel, on any day, not limited to Fridays.

Aides:

Acquisition Aides, Circulation Services Aides, Collection Development Aides, Technical Services Aides

- Jeans may be worn every day that are not frayed, tattered, or with holes
- Business casual, Friday casual, and Fountaindale Public Library apparel as outlined above may also be worn
- Closed toed shoes at all times
- Head covers that are required as part of a Library program, for religious purposes or to honor cultural traditions and those for medical reasons

Outreach Services Staff:

- Fountaindale Public Library apparel, attire that is embroidered or imprinted with the District's logo, or promoting a current District program, must be worn at all times when participating in outreach events with the District-owned bookmobile or express van
- Outreach staff working at schools or community locations, without the bookmobile or express van, shall wear business casual attire or Fountaindale Public Library apparel. Outreach staff working on District property shall wear business casual attire, Fountaindale Public Library apparel and/or Friday casual attire as outlined above
- Closed toed shoes at all times
- Knee-length shorts may be worn on the bookmobile or express van from June 1 through August 31

- Head covers that are required as part of a Library program, for religious purposes or to honor cultural traditions and those for medical reasons

District-sponsored events, special events or time periods:

- The Executive Director may modify the dress code for District-sponsored events, special events or time periods at his/her discretion.

Unacceptable attire on business casual and Friday casual days include:

- Torn, patched or excessively faded clothing
- T-Shirts with writing or images, with the exception of those promoting the District or District programs, may not be worn alone or be visible under Fountaindale Public Library apparel
- Spandex or Lycra clothing
- Leggings unless worn with a dress or long tunic
- Halter tops, tube tops, or tank tops
- Clothing that shows a bare back, bare midriff, or off-the-shoulder tops
- Drooping pants that expose undergarments or that require constant repositioning
- Underwear should not be showing
- Sweat suits, athletic apparel
- Shower shoes, including rubber flip flops
- Caps, hats, hoods, or beanies may not be worn except as part of a Library program, for religious purposes, to honor cultural traditions, or for medical reasons

Tattoos and Piercings:

- Any tattoo that can be perceived as offensive or hostile must be covered while working
- Excessive facial piercing, ear-piercing and visible body piercing are not appropriate

Fragrances:

Employees are prohibited from wearing or maintaining in their work spaces any type of strong smelling substance, including, but not limited to, perfumes, aftershaves, colognes, potpourri, or other such substances.

Hygiene:

Employees are expected to maintain appropriate hygiene standards while at work or performing Library work. Any facial hair must not pose a safety or health risk given the nature of the employee's position.

Supervisors or managers will have additional suggestions on what is deemed appropriate or inappropriate attire. Employees who have questions about the dress code should speak to their supervisors/managers or the Human Resources Manager.

If an employee's dress or appearance violates this policy, the employee may be asked not to wear that particular item of clothing or fragrance again or to improve his/her hygiene, or he/she may be sent home without pay to change into appropriate clothing.

Reasonable Accommodations:

If an employee requires a modification of this policy to accommodate his/her sincerely held religious beliefs, then he/she should communicate his/her request for a reasonable accommodation to the Human Resources Manager.

Background and Motor Vehicle Records Checks

In order to uphold our commitment to providing a safe environment for staff and patrons, and to protect our assets, the Fountaindale Public Library District makes every effort to hire and retain trustworthy individuals. To aid in this process, the Fountaindale Public Library District conducts background checks on all final applicants being considered for employment.

All offers of employment at the Fountaindale Public Library District are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates who will be new employees and on all current employees who are finalists for promotion to a position where a background check is applicable, as stated below.

Background checks will include:

- Social Security Verification: validates the applicant's Social Security number, date of birth and former addresses.
- Prior Employment Verification: confirms the applicant's employment with the listed companies, including dates of employment, positions held and additional information available pertaining to performance ratings, reasons for departure and eligibility for rehire.
- Personal and Professional References: calls will be placed to the individuals listed as references by the applicant.
- Sex Offender Registry: search of the National Sex Offender Public Registry, including verification.
- Criminal History: includes a review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature and gravity of the offense or conduct;
 - The time that has passed since the offense or conduct and/or completion of the sentence; and
 - The nature of the job held or sought.

The following additional background searches will be required for those applicants seeking, and current employees in, the following positions:

- Motor Vehicle Record Check: provides a report on an individual's driving history and license check in the state requested. This search will be performed at the time of hire or promotion, and annually thereafter, when driving a Fountaindale Public Library District owned vehicle is an essential requirement of the position.
- Credit Report: confirms the candidate's credit history. This search will be performed for positions that involve management of the Fountaindale Public Library District funds.

Final candidates will be required to provide accurate and sufficient information necessary to conduct a thorough background check. The applicant should not disclose any information regarding arrests or conviction records that have been expunged or sealed.

A signed employment application and disclosure and authorization form authorizing the background check and the release of factual information by former employers or other organizations is part of the reference and background investigation process and should be returned to the Human Resources department of the Fountaindale Public Library District. In the case that the applicant is a minor, those persons under the age of 18, parental or legal guardian consent will be obtained. Refusal to sign such a release eliminates the applicant from further consideration for employment.

Human Resources will order the background check upon receipt of the signed release form. Either internal Human Resources staff or a designated agent, and/or an employment screening service will conduct the checks. All application fees related to the background checks will be at the expense of the Fountaindale Public Library District.

The Human Resources Manager will review all results and will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the Human Resources Manager and the

Executive Director of the Fountaindale Public Library District will assess the potential risks and liabilities related to the job's requirements.

Should an applicant's background check confirm the existence of a conviction(s), the applicant may be informed that he/she is subject to exclusion from the position due to a conviction and provided with an opportunity to submit further information regarding the conviction. The applicant may be asked to provide additional information including, but not limited to, the following:

- Confirmation that the conviction does, in fact, belong to the applicant;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- The applicant's age at the time of conviction, or release from prison;
- Rehabilitation efforts, e.g., education/training.

If the applicant does not respond to the organization's fact-finding, the employment decision will be based on the information gathered by the organization via the original background check.

If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service, if applicable.

The Fountaindale Public Library District will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her job application, resume, during an interview or during a background check process. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including discharge.

Current employees seeking promotion to a position where driving is an essential requirement of the position, or the position involves the management of the Fountaindale Public Library District funds, are subject to the same policy stated above concerning background checks.

Employees must report to the Executive Director in writing, within five business days, any criminal convictions, excluding misdemeanor offenses punishable only by fine. Failure to do so is a violation of policy and may lead to disciplinary action as appropriate.

Background check information will be maintained in a file separate from employees' personnel files.

Education Assistance

The District believes that funds spent to assist employees who wish to pursue approved programs of study in an effort to enhance current knowledge and skills that will improve their job performance are funds well spent. Because of this belief, the District encourages employees to further their education and training in work-related areas and may provide employees with the financial support to do so.

Who is Eligible?

Education assistance is available to assist any full-time and regularly scheduled 25-hour per week part-time employee who has been with the District for at least one year of continuous service and is considered by his/her direct supervisor to have a satisfactory performance rating.

Courses must have the written approval of the department manager and executive director prior to class enrollment in order to qualify for reimbursement. Availability of District funds and District needs will be primary considerations in determining educational assistance funding.

Priority for educational assistance will be given to employees who have provided six months or more notice of intent to seek educational assistance.

Employees wishing to take classes in a Library Technical Assistant (LTA) certification program or to take classes in a graduate level library school program will receive priority for educational assistance.

Employees wishing to take classes in an accredited program or to earn a certification related to their current position will be considered on a case by case basis. Other classes in a degree program that are not related to their current position will not be considered for educational assistance.

Initial approval of a course of study does not obligate the District to future/continued approval of courses in that course of study.

Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours

Reimbursement

The maximum reimbursement that will be made to an individual employee per calendar year is:

Full-time \$10,000.00

Part-time \$2,500.00

The District will reimburse employees for the actual cost of the coursework and any applicable fees. Total reimbursement to be made per calendar year is 100% with a grade of "B" or above, or upon receiving or renewing certification.

Reimbursement will be granted for approved courses at the rate stated above upon receipt of a paid tuition bill and official grade report.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the District and other sources may not exceed 100% of the allowable tuition and fees.

Should an employee be unable to pre-pay certification or educational expenses, they may contact the Executive Director for an exception to this policy. The Executive Director, at his/her discretion may allow pre-payment directly to the provider on behalf of the employee.

Employees required to take one or more courses as a condition of employment shall have his/her actual cost of the coursework and any applicable fees pre-paid directly to the provider on behalf of the employee.

Employees are required to sign an Educational Expense Agreement and agree to its terms when any coursework and applicable fees are pre-paid..

Tax consequences (if any) as a result of District reimbursement and/or the pre-payment of educational expenses under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

Repayments

An employee agrees to remain with the District for one year from the date of the educational reimbursement. If the employee resigns or is terminated within that year, he or she will be required to repay the District in full within 120 days of termination or resignation.

Meetings, Workshops, and Conferences

All staff are encouraged to attend District related events (conferences, meetings, workshops, etc.) subject to budget constraints. Staff attendance is subject to approval by the Executive Director following the "Fountaindale Public Library District Travel and Event and Membership Policy".

[See: Appendix B]

Electronic Communication and Information Systems Policy

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

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.

Telecommuting Policy

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

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

The District's policies for telecommuting are as follows:

Compensation and Work Hours

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

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

Eligibility

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

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

Equipment/Tools

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

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

Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while telecommuting. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The District must approve the site chosen as the employee's remote workspace. Employee is expected to submit three photos of the home workspace prior to implementation.

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

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

Office Supplies

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

Worker's Compensation

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

Liability

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

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

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

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

Dependent Care

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

Income Tax

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The District will not provide tax guidance nor will the District assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Communication

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

Evaluation

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

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

Ad Hoc Arrangements

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

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

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

Drug and Alcohol Use Policy

The Fountaindale Public Library District is committed to protecting the safety, health, and well being of all employees and other individuals in our workplace. The District expects all employees to report for work in a condition to perform their duties and without being under the influence of any alcohol or illegal drugs. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives.

Work Rules

1. Whenever employees are working, are operating any District vehicle, are present on District premises, or are conducting District related work off-site, they are prohibited from engaging in the following conduct:
 - using, possessing, buying, selling, manufacturing or dispensing illegal drugs;
 - possessing, buying or selling drug paraphernalia;
 - being under the influence of alcohol or an illegal drug; and
 - possessing or consuming alcohol.
2. The presence of any illegal drug or alcohol in an employee's body system, when operating a District vehicle, on District premises, or while conducting District business, is prohibited.
3. This policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications, provided that the employee is using the drug consistent with the prescription. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and shall promptly disclose any restrictions to their supervisors or managers. Employees should not, however, disclose underlying medical conditions, unless otherwise necessitated by law.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Employee Assistance

The District will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this policy or other library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Testing

Reasonable Suspicion: Employees are subject to testing if a manager reasonably suspects them of using or being under the influence of alcohol or illegal drugs while they are working, on District premises, or operating District vehicles.

Post-Accident: Employees are subject to testing when they cause or contribute to accidents involving a District vehicle, machinery, equipment or property or result in an injury requiring emergency medical treatment away from the scene of the accident.

Return to Duty and Follow-Up: Employees who have tested positive or violated this policy, and who are not terminated or are reinstated, are subject to testing prior to being returned to duty.

Collection and Testing Procedures

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

1. Employees subject to alcohol testing will be transported to a District designated clinic and directed to provide breath specimens. Breath specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee.
2. Employees subject to drug testing will be transported to a District designated clinic and directed to provide urine specimens. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested using a drug testing panel of the District's choice. There shall be a chain of custody from the time specimens are collected through testing and storage.
3. The laboratory shall transmit positive drug tests results to a medical review officer (MRO), retained by the District, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee will be treated as passing the test.

Consequences

One of the goals of the Drug and Alcohol Use policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems.

If however, an employee violates the policy, he or she may be subject to disciplinary action, up to and including termination, and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it will be subject to disciplinary action, up to and including termination.

This policy does not prohibit an employee from being disciplined or discharged for other violations and/or performance issues.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided by the medical review officer shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding.

Definitions

District Premises: includes, but is not limited to, all buildings, facilities, grounds, and vehicles owned, leased or managed by the District.

Illegal Drugs: means substances whose use or possession is controlled by and/or illegal under federal or state law or which are not being used or possessed under the supervision of a licensed healthcare professional. This definition specifically includes "medical marijuana."

Refuse to Cooperate: means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

Under the Influence of Alcohol: means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a manager to conclude that an employee is impaired because of alcohol use.

Under the Influence of Drugs: means a confirmed positive test result for illegal drug use.

Crimes Involving Drugs

The District does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the work place. Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or the District's facilities, or where such usage adversely affects the public trust in the ability of the District to carry out its responsibilities, is also cause for disciplinary action, up to and including termination.

Employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to notify the District in writing within five (5) calendar days of the conviction, plea or sentence. The District will review the nature of the charges and determine disciplinary or other action as needed.

Open Door Policy

The District has an open door policy for all employees. The purpose of this policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Employees are encouraged to openly discuss with their supervisor any problems, complaints, suggestions, or observations, so appropriate action may be taken. Discussion with an employee's immediate supervisor should occur first, but an open door policy means that he or she may also discuss issues and concerns with the next levels of management and/or the Human Resources Manager.

By listening to employees, the District is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions. While there may not be an answer or solution to every concern, employees have the opportunity to be heard by the District.

Employees who pursue his or her right to talk to any level of management will experience no retaliation.

Internal Complaint Procedure

It is the policy of the District to provide an effective and timely method for staff to bring forth workplace issues and concerns. These issues and concerns may include working conditions, performance, policies, procedures, or problems with co-workers or supervisors.

Complaints about harassment as defined by the District's Anti-Harassment and Anti-Discrimination policy will be investigated and resolved according to that policy.

If an employee believes that he or she has a legitimate work-related complaint, the employee must first attempt to resolve the issue(s) through discussions with his or her immediate supervisor.

The employee's immediate supervisor should provide fair and prompt consideration to the complaint. If a resolution to the complaint is not reached within a reasonable period of time, the employee may bring it to the attention of the next level supervisor or the Human Resources Manager as a formal complaint.

Employees must submit all formal complaints in writing. The document should describe the incident or complaint and the evidence upon which it is based.

The District will attempt to resolve the complaint while preserving the confidentiality and privacy of those involved to the extent feasible.

Employees who are not satisfied with the resolution, may submit in writing an appeal to the Executive Director, who will review the complaint and make a final decision.

Discipline Action Policy

As an integral member of the District, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, and/or the District.

Whether employees are on duty or off, his or her conduct may reflect on the District. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

These rules and regulations, and others which may be established from time to time, are published to provide and promote understanding of what is considered unacceptable conduct. These rules are not all inclusive and unacceptable conduct not specifically covered by these rules may result in disciplinary action depending upon the circumstances. Any of the following acts of misconduct are in violation of the District's rules. Repeated violations of the same rule, violations of more than one rule in a single act, violations of different rules at different times and aggravating circumstances may be cause for accelerated disciplinary action.

These guidelines apply to all employees:

Group One Rules:

1. Stopping work before the specified end of the workday.
2. Loitering during work hours.
3. Regular failure to punch time card, or to otherwise accurately account for time worked.
4. Repeated failure to be at the work station at the scheduled beginning of the workday.
5. Smoking, eating or drinking in prohibited areas.
6. Creating or fostering unsanitary conditions.
7. Repeated failure to wear protective clothing and/or equipment as mandated by the district.
8. Unexcused Absenteeism.
9. Careless operation of district equipment and/or machinery.
10. Obscene, abusive, inflammatory or derogatory language. This includes the spreading of rumors and/or malicious gossip.
11. Horseplay during working hours.
12. Threatening and/or coercing fellow employees.
13. Leaving the building or assigned work area during working hours, with the exception of approved rest breaks and meal breaks, without the expressed permission of the supervisor/manager.
14. Unauthorized use of district property.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the District, based on violations either of the above or of any other of the District's policies, rules, or regulations, you will be subject to disciplinary action as follows:

First Offense	Verbal Warning
Second Offense	Written Warning
Third Offense	Disciplinary Suspension
Fourth Offense	Termination

The District is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

Group Two Rules

1. Refusal to obey a direct, reasonable order that pertains to an employee's position as described; insubordination.
2. Negligent actions that result in injury to co-workers or damage to district property.

3. Deliberate destruction or damage to district property.
4. Falsification of any kind or type of district records.
5. Falsification of time records, or the completion of time records for another employee.
6. Theft of district property, or the property of a co-worker.
7. Any violation of local, state or federal laws on district premises.
8. Immoral or indecent actions on district premises.
9. Fighting.
10. Failure to return from an absence on the agreed upon date.
11. Revealing any confidential district information.

When a violation of a Group Two Rule occurs the employee may be subject to immediate termination. Any illegal behavior shall be reported to law enforcement as appropriate.

An employee may be placed on investigative suspension when it is necessary for the District to conduct a full investigation to determine the facts of the case. An investigative suspension is a period of time, normally not to exceed five (5) working days, during which an employee is relieved of his or her job duties with pay pending an investigation of the employee's major incident(s) of non-performance, inappropriate behavior, and/or violation of District rules. However, an investigative suspension may be extended beyond five (5) working days as circumstances warrant.

Performance Improvement Plans

All employees are expected to meet the District's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the District's policies and procedures.

If an employee does not meet these standards, the District may, under appropriate circumstances, take corrective action, other than immediate dismissal. An employee's supervisor or manager may develop a performance improvement plan (PIP) to address these issues.

The intent of the PIP is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the District's policies and procedures and/or other disciplinary problems.

The employee's supervisor or manager, and the Human Resources Manager, as appropriate, will meet with the employee to review the PIP. The employee will be asked to sign an acknowledgment to confirm that they understand. If an employee does not improve performance as outlined in the PIP, further disciplinary action may be taken, up to and including termination.

An employee's work performance will be considered when determining his or her eligibility for a merit increase, promotion, or transfer.

Written Warnings

A written warning is a serious disciplinary action. A written warning is a letter from the Executive Director, or designated Manager, to an employee of the District in which the employee's unacceptable conduct is described. The warning will outline a course of corrective action that needs to be taken within a specific time frame.

The employee's supervisor and/or manager should discuss the problem and present a written warning to the employee in the presence of the Human Resources Manager. The employee will be advised of both the corrective action and the appropriate disciplinary action that will be taken if the problem is not corrected or reoccurs. The employee will be requested to acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments will be placed in the employee's personnel file maintained by the Human Resources Department.

Workplace Violence Policy

The District maintains a zero tolerance policy towards workplace violence, or the threat of violence, by any of its employees or towards any of its employees. All employees must be afforded a safe and comfortable environment that is free from all types of violence or threats of violence, and one which complies with local, state and federal laws.

Any acts or threats of violence must be reported to the employee's supervisor, the person in charge, and/or the Human Resources Manager, including, but not limited to, the following acts or threats:

1. Threatening remarks made to an individual specifically or towards the Library generally;
2. Causing injury to an individual, regardless of the severity;
3. Aggressive or hostile behavior that creates a reasonable fear of injury or harm to an individual;
4. Causing property damage on Library premises, regardless of the severity; or
5. Possessing a weapon on Library property or while conducting Library business, except for authorized law enforcement officials.

All complaints will be fully investigated. The District will promptly respond to any incident or suggestion of violence.

An employee who has been found in violation of this policy will be subject to disciplinary action, up to and including immediate termination, and will be reported to law enforcement as appropriate.

An employee who applies for or obtains a protective or restraining order that lists the District as a protected area must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted.

Accidents and Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. All accidents or unsafe conditions must immediately be reported to a member of management or the person in charge (PIC). Failure to do so in a timely manner may be grounds for discipline, up to and including termination. Employees should immediately contact their supervisors, the PIC, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the District provides coverage and protection in accordance with the Workers' Compensation Act. When an accident or injury occurs that arises out of and is within the course of an employee's employment, the accident or injury must be reported immediately to the employee's supervisor or the PIC, including the date, time and place of the accident or injury and the names of any witnesses. An Employee Accident Report form must be completed and given to the Human Resources Manager as soon as possible.

Failure to report accidents or injuries is a serious matter because it may delay or preclude an employee's benefits under the Workers' Compensation Act.

Emergency Closings Policy

Although the Library will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, a declared state of emergency, utility disruptions, and natural disasters. In all cases, employee safety will be the primary consideration.

In the event of an emergency closing of the library, the Executive Director (or, if unavailable, the Deputy Director) shall have the option to curtail Library service. The Executive Director will notify department managers who will notify their supervisors and staff. The Human Resources Manager or a designated manager shall activate the mass notification system to notify staff of the closure.

For full day or partial day closing compensation, all exempt employees will be paid for such time off. Non-exempt employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

The Executive Director (or, if unavailable, the Deputy Director) may elect to reopen the Library later, and employees scheduled to work will be notified to report to work at their scheduled hours.

If the Library remains open, employees are expected to work their regular hours.

Employees electing not to report to work when the Library is open are required to use available time off benefits for his or her entire shift.

Any changes will be at the discretion of the Executive Director.

Smoking Policy

The District prohibits the use of tobacco products in the library and throughout the work place, including, but not limited to, the use of cigarettes, cigars, vaporizers and smokeless cigarettes or tobacco.

Smoking is prohibited within 25 feet of library entrances or exits, open windows or ventilation intakes. The District has provided designated smoking areas.

Any violation of this policy may result in appropriate corrective disciplinary action, up to and including termination.

Bloodborne Pathogens Policy

While normal library operations are not likely to involve circumstances exposing employees or patrons to bloodborne pathogens, where applicable, the Fountaindale Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

Exposure Determination:

No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with employees or patrons to which library employees in all classifications may be called upon to respond with assistance.

Universal Precautions:

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Bloodborne pathogens found in human blood and other body fluids may cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, hepatitis B and other potentially infectious materials (“OPIM”). Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan:

At any time within the Library environment that OPIM are presented, staff should notify building operations staff, the Person in Charge, and the Building Operations Manager. The area contaminated shall be immediately cordoned off by building operations staff. If building operations staff are not immediately available, the Person in Charge shall ensure that the area is cordoned off. Personal protection clothing, such as gloves, gowns, eye protection and masks, shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. bandages, gauze, cotton or clothing) and other OPIM. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The area shall remain cordoned off until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept by the Human Resources Manager.

Training and Immunizations:

The Library shall provide in-service training/educational programs for employees designated to cleanup and disposal activities. Any employee who has an OPIM exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation.

Bulletin Boards

To maintain an effective avenue for communication, the District maintains bulletin boards for both the District and staff use respectively.

The District's bulletin board, located in the staff lounge, is used to communicate official District or legal information on equal employment opportunity, wage and hour, health and safety, and other issues. It is also used to communicate information regarding District policy and its business and announcements, including, but not limited to, job postings, safety rules, health items, benefit programs and notices regarding special events. Employees may not post, tape, tack or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on District bulletin boards, on the walls, or anywhere else on District property. Violation of this policy will be grounds for disciplinary action, up to and including discharge.

The staff bulletin board, located in the staff lounge is specifically designated for employee use. Any employee, department, or committee wishing to post information should contact human resources for approval. Approved postings will be dated and will remain posted for 30 days before removal.

Contest and Program Prizes

Staff members, members of the Board of Trustees, and the members of their households, shall not be eligible to win any prize or award that may be given in any program or contest sponsored by the District.

This policy excludes programs and contests designed specifically for staff participation.

Employment Information and Verification

Furnishing of Certain Employment Information by Consent

Information regarding any current or former District employee, or his/her employment with the District, will not be furnished unless the employee authorizes the District in writing to furnish this information to the specifically named organization. To be acceptable, this consent form must indicate the general and specific types of information that can be released and release the District from all potential liability related to the authorized disclosure.

The Human Resources Department will normally handle these types of requests. Compliance with such a request will be subject to the discretion of the District.

Furnishing of Information to Other Employers

Absent a written consent as referenced above, the District will only disclose the following information when responding to requests from other employers regarding current and former employees:

- The individual's start and end dates of employment.
- Title of last position held.

Furnishing of Employment Information Pursuant to Subpoena, Court Order or Legal Requirement

The District will furnish employment information without an employee's consent upon receipt of a duly authorized subpoena, pursuant to court order or when otherwise required by law.

Reference Checks

On occasion employees may be asked to provide references for former or current District employees and/or temporary contract workers who are seeking employment outside of the District. References may not be written on the District's letterhead and/or stationary and/or official District digital communication tools. Any employee giving a personal reference is personally responsible for anything said in that reference. Such references must state that they are personal references and do not represent the views of the District.

Employer Information and Property

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

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

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

Exception

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

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

Use of District Equipment

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.

Use of Integrated Library System

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

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

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

Use of Staff Library Accounts

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

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

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

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

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

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

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

Visitors at the Workplace

The policy of the District is to provide a workplace for all employees that is professional and free from distraction. All visitors, including relatives of employees, who do not have official business with the District may not visit an employee for a prolonged period of time while the employee is working. Time spent attending to a personal visitor, especially a child, detracts from work and as such should be kept to a minimum.

Personal visitors are not allowed in the library outside of regular business hours.

Visitors who are studying and using the library during the time that the employee is working should not interrupt library operations, should follow all library policies, and should remain in public areas.

Visitors are not permitted in designated staff only areas without prior supervisor approval. Visitors must be accompanied by the employee at all times.

Section 6 - Benefits and Services

Disclaimer

The District has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of the District. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are distributed to you as required by law and available for your examination from the Human Resources Department. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, the District reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact the Human Resources Department. If you lost or misplaced those descriptions, please contact the Human Resources Department for another copy.

Benefits – Cafeteria Plan

The District's employee benefit package is provided through a cafeteria plan established under the provisions of Section 125 of the Internal Revenue Code and is exempt from Federal, State, and FICA taxes.

All full-time employees are eligible for participation in the cafeteria plan. The following benefits are available:

- Medical
- Dental
- Vision
- Flexible Spending Account
- Life Insurance
- Accident, disability and life insurance plans as approved by the District

The District contribution to the cafeteria plan shall be determined by the Board of Trustees at their regular meeting in May. The cost of selected benefits in excess of the District contribution shall be the responsibility of the employee and shall be paid by payroll deduction. Any portion of the District contribution not used shall revert to the District.

Enrollment in the cafeteria plan shall be offered upon hire and annually in June thereafter. Every eligible employee must make a determination as to participation in the cafeteria plan upon hire and annually during the month of June thereafter. Once a determination is made there can be no changes until the next enrollment period unless there is a qualifying life event.

Employee Assistance Program (EAP)

The District provides an Employee Assistance Program for all staff members and family members who reside with them. This program provides no-cost confidential solutions to life's challenges: Confidential Emotional Support, Work-Life Solutions, Legal Guidance, Financial Resources, and Online Support.

IMRF (Illinois Municipal Retirement Fund)

The District retirement plan is with Illinois Municipal Retirement Fund (IMRF). Employees hired prior to March 9, 1989 working six hundred (600) hours or more and employees hired on or after March 10, 1989 working one thousand (1,000) hours or more per year are members of the Illinois Municipal Retirement Fund (IMRF) and contribute at the rate prescribed by law. Coverage under IMRF is in addition to Social Security coverage.

Information about the retirement plan can be obtained directly from IMRF at 1-800-ASK-IMRF or www.imrf.org.

IMRF (Illinois Municipal Retirement Fund) Benefit Protection Leave

The District supports IMRF Benefit Protection Leave subject to the terms and requirements of IMRF. In the event an employee is in unpaid status for IMRF purposes and returns to paid status, the District will pay the estimated employer portion to IMRF. The Board will vote on approval of the IMRF Benefit Protection Leave at the soonest convenient scheduled Board Meeting. The employee will be responsible for paying the employee portion to IMRF. The Human Resources Manager will facilitate discussions regarding payments subject to appropriate IMRF forms and procedures.

IMRF (Illinois Municipal Retirement Fund) Converting Military Service

IMRF members who earned military service before participating in IMRF, or did not return to IMRF participation within 90 days of discharge, can convert up to four years of military service to IMRF service. The member cost is calculated using member and “normal” employer contributions plus interest at the current rate. The Human Resources Manager will facilitate discussions regarding payments subject to appropriate IMRF forms and procedures.

IMRF (Illinois Municipal Retirement Fund) Disability Benefits

IMRF benefits include disability protection if a member becomes disabled while an IMRF member. IMRF provides two types of disability benefits: Temporary, and Total and Permanent.

The Human Resources Manager can provide additional information and the necessary forms.

IMRF (Illinois Municipal Retirement Fund) Voluntary Additional Contribution

IMRF’s Voluntary Additional Contribution (VAC) allows members to make additional voluntary contributions up to 10% of their IMRF reportable earnings, up to the Tier 2 wage cap. The contributions are after tax, not tax-deferred, and held in a separate individual account consisting only of your contributions and any interest you earn on them. Employers do not make any contributions to your VA account. The Human Resources Manager can provide additional information and the necessary enrollment forms.

457 Plan

A tax sheltered annuity plan under Section 457 of the Internal Revenue Service Code is available to all employees. Participation is voluntary and employees are allowed to make salary deferral, pre-tax, contributions to the 457 plan. Earnings grow on a tax-deferred basis and contributions are not taxed until the assets are distributed from the plan. Further information is available from the Human Resources Manager.

Worker’s Compensation Benefits

The District is covered under statutory state Workers' Compensation Laws.

This program covers any injury or illness sustained in the course of employment.

When an accident or injury occurs that arises out of and is within the course of an employee’s employment, the accident or injury must be reported immediately to the employee's supervisor or the PIC, including the date, time and place of the accident or injury and the names of any witnesses. An Employee Accident Report form must be completed and given to the Human Resources Manager as soon as possible.

Failure to report accidents or injuries may delay or preclude an employee's benefits under the Workers’ Compensation Act.

COBRA – Initial Notice

Please see [Appendix A](#) for copy of COBRA Initial Notice

Section 7 - Leaving

Resignation

Resignations are to be submitted in writing stating the reason and presented to the employee's supervisor or manager. The supervisor or manager will then forward the information to the Human Resources Manager. Advance notice of two weeks is desirable. Additional notice beyond two weeks is desirable for those employees who hold managerial positions.

Upon resignation the employee shall be paid for the number of vacation hours earned and not yet used. This amount shall be included with the employee's last paycheck. Accumulated and unused sick leave and, if applicable, supplemental floating holidays and personal time will not be paid upon resignation.

Any employee who resigns and later returns to the employ of the District shall be considered a newly hired employee for all purposes.

Terminations

Illinois is an at-will employment state. Every District employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in the District's employ. The District may terminate an employee's employment, or an employee may terminate his or her employment, without cause, and with or without notice, at any time for any reason.

Terminated employees shall be paid for the number of vacation hours earned and not yet used. This amount shall be included with the employee's last paycheck. Accumulated and unused sick leave and, if applicable, supplemental floating holidays and personal time will not be paid upon termination.

Retirement

Retirement is defined as leaving the employment of the District and ceasing work. Employees are encouraged to contact Human Resources as soon as possible with their retirement date to discuss their retirement benefits, if applicable.

Reduction in Force

The District strives to provide a stable and secure environment in which to work, however under certain circumstances, it may be necessary to eliminate employee positions due to economic constraints, changes in level of services, changes in priorities of service, or other factors.

Employees whose positions are eliminated due to a reduction in force shall be paid for the number of vacation hours earned and not yet used. This amount shall be included with the employee's last paycheck. Accumulated and unused sick leave and, if applicable, supplemental floating holidays and personal time will not be paid upon termination.

Post Resignation/Termination Procedures

Exit Interview

Human Resources is responsible for scheduling an exit interview with a resigning employee on the employee's last day of employment, or as schedules allow, and for arranging the return of District property including:

- Building Security Card/Device
- Building and Office keys
- District-issued credit cards
- Library manuals
- Any additional District-owned or issued equipment and/or property

Benefits

Benefits (Medical, Dental, Vision and Life) end on the last day of the month in which your last day of employment falls. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue Medical/Dental/Vision Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations. Specific information will be provided at the exit interview.

Flexible Spending Accounts-FSA and DCA

Employees enrolled in flexible spending accounts should consult plan documents regarding the forfeiture of unused funds, should resignation occur prior to using all funds available in their account. Expenses for services incurred after your termination date are not eligible for reimbursement.

Final Wages

Employees leaving the District shall receive their final wages by direct deposit or paycheck, as previously arranged, during the next scheduled pay period. Checks shall be sent by U.S. mail unless alternative arrangements have been made with the Human Resources Department.

Retirement Plan

Employees enrolled in the Illinois Municipal Retirement Fund (IMRF) or the 457 Plan shall receive information regarding these plans at the exit interview or by contacting Human Resources prior to that time.

Section 8 – Appendix

Appendix A:

General Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA ****

Introduction

You're getting this notice because you recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.** When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Jill Boreham

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If you have questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan contact information

Human Resources Manager
Fountaindale Public Library District
Bolingbrook, IL 60440

Blue Cross Blue Shield

Appendix B:

FOUNTAINDALE PUBLIC LIBRARY DISTRICT TRAVEL AND EVENT AND MEMBERSHIP POLICY

The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

TRUSTEE AND STAFF TRAVEL AND EVENT ATTENDANCE

All trustees and staff are encouraged to attend District related events (conferences, meetings, workshops, etc.) subject to budget constraints. Trustee attendance is subject to Board of Trustees approval and staff attendance is subject to approval by the Executive Director.

A trustee may have the opportunity to attend regional, statewide and national events for library purposes upon approval by the Board at a regularly scheduled meeting and are subject to the provisions outlined below. Staff may have the opportunity to attend regional, statewide and national events for library purposes upon approval by the Executive Director and are subject to the provisions outlined below.

All event attendance must follow appropriate District procedures. Financial and informational accounting is expected of each trustee and staff member for each event. This includes completion of all required forms for the event and turning in all available receipts. No reimbursement will be made without appropriate documentation. No entertainment expenses as defined by the Local Government Travel Expense Control Act shall be paid.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Accompanying non-staff must pay additional expenses.

COMMITTEE AND OTHER APPOINTMENTS FOR TRUSTEES AND STAFF

All trustees who are asked to serve on a committee or other similar group must be authorized to do so by the Board prior to accepting appointment.

All staff who are asked to serve on a committee or other similar group must be authorized to do so by the Executive Director prior to accepting appointment. This is applicable to service which will require staff time and/or travel expenses.

TYPE OF TRAVEL AND EVENTS FOR TRUSTEES

There will be four types of authorized travel / event expense:

1. Attendance at national library conferences, such as the ALA (American Library Association) and PLA (Public Library Association) annual meetings.
2. Attendance at library conferences in Illinois, such as the ILA (Illinois Library Association) annual meeting and the annual trustee forum.
3. Attendance at committee or leadership sessions of the ALA, ILA, or United for Libraries for officers and members of such committees.
4. Attendance at regional/local training and other events sponsored by local libraries, regional library systems, the Illinois State Library, or other educational events.

Travel or event expense for other situations may be authorized by the Board when appropriate.

While travel to events is not mandatory for any trustee or for any specific event unless required by law, all trustees are encouraged to take advantage of appropriate opportunities to further their education as trustees.

TYPE OF TRAVEL AND EVENTS FOR STAFF

There will be four types of authorized travel / event expense:

1. Attendance at national conferences related to libraries and/or professional development.
2. Attendance at state conferences related to libraries and/or professional development.
3. Attendance at committee and/or leadership meetings and sessions related to library organizations and/or professional organizations for officers and/or committee members.
4. Attendance at other training sessions, meetings, and events related to libraries and/or professional development.

FREQUENCY OF TRAVEL FOR TRUSTEES

Trustees are limited to the following events, unless authorization is granted by a majority vote of the Board:

1. Attendance at one National Conference per year (ALA, PLA, or equivalent).
2. Attendance at the ILA annual meeting and the ILA Annual Trustee Forum Workshop.
3. Attendance at up to 5 regional/local training events for which a fee is charged, but which require no overnight stays. Attendance at free regional/local events is unlimited.
4. Attendance at ALA Midwinter, ALA Leadership, United for Libraries leadership or other national committee meetings, or ILA state leadership or state committee meetings is limited to trustees who serve as elected officers, committee chairs or committee members as listed in the official rosters. The Board of Trustees must authorize those trustees to serve in those elected or appointed positions for travel expense to be approved.

FREQUENCY OF TRAVEL FOR STAFF

Staff attendance at events is subject to approval of the Executive Director.

REPORTING REQUIREMENTS

Financial and informational accounting through the use of the appropriate form pages listed below is expected of each trustee and staff for each event. Each page of the form does not necessarily need to be completed for every event.

The parts are:

1. Travel and Attendance Form Page A -- Request for Conference/Continuing Education Opportunity Page. This page must be completed for approval by the Board of Trustees for trustee travel and it must be completed for approval by the Executive Director for staff travel.
2. Travel and Attendance Form Page B – Airline/Hotel Reservation Page. This page must be completed if air travel and/or hotel reservations will be required.
3. Travel and Attendance Form Page C – Request for Per Diem/Cash Advance. This page must be completed if a Per Diem/Cash Advance will be requested.
4. Travel and Attendance Form Page D – The Travel Expense Report. This page must be turned in within 30 days of the completion of the event.
5. Travel and Attendance Form Page E – Education Report. Trustees will use this page to report on what was learned at the event. Trustees are provided up to 30 days to prepare such report after the completion of the event. Trustee reports will be included in the Board Packet. Staff reports will be made using an online form. Use of the online form by staff will be dependent on the nature of the event. Agendas, if available, may be the appropriate submission in this area.
6. Travel and Attendance Form Page F – Request for Mileage Reimbursement Local Travel Only. This page must be completed for requests for reimbursement for local trips.

RESERVATIONS

Trustees and staff are responsible for their travel/event planning and expense planning and accounting.

1. Reservations must be made through the District Administration office for registration, airfare and hotel expense unless prior arrangements are made with the District Administration office.
2. Trustees and staff may use their personal frequent flyer or hotel preference account numbers when reservations are made. These should be given to the District Administration office at the time the reservation request is made.
3. Payment for authorized registration, hotel and airfare for trustees and staff will be made by library credit card.
4. Every effort should be made to take advantage of early registration specials.

REIMBURSEMENT

Reimbursement for reasonable expenses will be paid by the District upon the completion of the appropriate pages of the form with appropriate receipts. This form will be due no later than 30 calendar days after returning from a travel or education event, except that local mileage expense can be accumulated quarterly if properly documented.

The District will cover the following expenses:

1. Economy airfare to and from the out of state conference location with a not to exceed round trip amount of \$1,000.
2. Ground transportation expense (to and from airport; car for hire, cab or shuttle fare, etc.) with a not to exceed amount of \$400.
3. Per Diem rate for meals at the GSA approved rate for the city. The amount will be adjusted for meals covered in special events. Meals which qualify for reimbursement are only those which are necessary for attendance at the program. Breakfast and dinner would normally only be reimbursable when an overnight stay is involved. If an overnight stay is not involved, the per diem shall be applied proportionately at the rate of GSA daily meal breakdown for lunch and dinner applicable to the location of the event. The cost of any meal paid for with the conference or program registration shall be deducted from the total per diem payable based on the GSA breakdown for that meal type (e.g. breakfast, lunch, and dinner). Alcohol will not be paid for under any circumstances.
4. Up to \$75 per day to cover miscellaneous expenses such as tips, internet access, onsite transportation, etc. All expenses must be documented on the appropriate page of the form.
5. Luggage fees for up to two checked bags per trustee or staff at the rate charged by the airline carrier used. Receipt of payment must be provided for record purposes.
6. Conference/Event registration fees (including special program and/or meal events).
7. Automobile mileage to and from local, regional, or state events at the IRS Standard Mileage Reimbursement Rate. National events held in-state are also eligible.
8. Parking, including hotel parking when appropriate, and toll expenses.
9. Hotel Room at conference rate for up to 5 nights per national or state conference. Longer stays by Trustees must be authorized by the Board in advance when considering approval of the Request for Conference/Continuing Education Opportunity Page. The actual cost of lodging per night is not to exceed the cost of a single room at a rate of one of the conference hotels. If additional requirements are needed for a special room, the extra cost will be paid by the traveler. The District does not cover the costs of other charges, such as additional guests, telephone calls, movies, etc. However, one brief five minute phone call home is permissible. Charges beyond this five minute limit are the responsibility of the traveler. Room service charges will be paid for up to the daily per diem allowance when a cash advance for per diem was not paid. If a cash per diem was paid in advance, the trustee and/or staff member must reimburse the library for all room service charges. The total reimbursement amount should be noted on the Travel Expense Report Page with an attached check payable to Fountaindale Public Library.

OTHER

1. Newly elected or appointed Trustees are not eligible to attend a National Conference during the first year of their term, but are encouraged to attend ILA and local/regional training events to gain a greater understanding of their role as trustee.
2. For Trustees, attendance at National Conferences shall be limited to no more than 4 trustees at any given conference, except that ALA or United for Libraries or ILA elected officers, or appointed committee chairs or committee members with program responsibilities may attend in addition to the normal limit of 4. When ALA or ILA is held in the Chicago metro area, the limit of 4 trustees will be suspended due to lower expenses.
3. When more than 4 trustees wish to attend a specific conference, the Board will consider rotating attendance among trustees and may allow a preference for Board officers when conflicting requests are considered.
4. All pages of the form will be re-examined on an as-needed basis in order to provide for full accountability of trustee travel expenses.
5. Out of State travel by the Executive Director must be approved by the Board of Trustees.

MEMBERSHIPS

The District shall pay in full Trustee memberships to appropriate library organizations at the following levels subject to the availability of funds.

1. American Library Association (ALA) Basic Membership
2. United for Libraries (Association of Library Trustees, Advocates, Friends and Foundations) Basic Membership
3. One ALA Roundtable
4. Illinois Library Association Basic Membership

For staff members, individual memberships in these and other library-related organizations, professional organizations, and/or community organizations may be paid at the discretion of the Executive Director. All professional membership dues are paid dependent on budgetary considerations and may not be renewed as financial constraints of the District warrant.

COMMUNITY EVENTS

To promote public relations and goodwill in the community, the District encourages participation by Trustees and staff in community events. Tickets will be purchased for trustees and staff to attend selected functions. Payment for a guest to such functions is the responsibility of the attendees. The District may pay in advance for tickets for guests of trustees and staff. Payment to the District for such tickets must be made within 30 days. If substitutes are found, no reimbursement is necessary. It is the responsibility of the ticket holder to locate a substitute attendee(s). In the event of an emergency, the requirement to reimburse the District will be waived.

APPROVED December 15, 2016

Fountaindale Public Library celebrates the arrival and community impact of a new Micro Pantry located outside of the library

Published: April 3, 2019 3:25 pm Updated: 3:27 pm

Author [Ryan Ostry](#)

A ceremony to welcome a brand new Micro Pantry outside of Fountaindale Public Library generously designed and funded by father and daughter, Scott Silmon and Ashley Silmon-Rodriguez will open Sunday, April 7, 2019, 12:00 p.m. at Fountaindale Public Library District 300 W. Briarcliff Road, Bolingbrook, IL 60440.

With the motto, "Take what you need. Leave what you can," Micro Pantries bring communities together to help those in need by allowing neighbors to help neighbors. Everyone in the community is invited to leave or take non-perishable food items, toiletries and diapers.

This ceremony will kick off National Library Week, which this year, is celebrating the many ways libraries build strong communities. Patrons are welcome to transform the life of someone in need by donating unexpired, non-perishable food items during Food for Fines, an annual National Library Week tradition.

For each item donated, \$2 in fines will be removed from the donor's library account.

All items will be donated to the DuPage Township Food Pantry and the Micro Pantry to support local families in need.





NOURISH | CONNECT | EMPOWER

April 4, 2019

BOARD OF DIRECTORS

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Retired

Jeff Seitz
Accenture

Steve Szpytek
Bofl Federal Bank

Melissa Bradley
300 W Briarcliff Rd
Bolingbrook, IL 60440-2844

Dear Melissa,

Thank you for your donation of 30 easter baskets that we received on 4/4/2019!
For more than 10 years, West Suburban Community Pantry has offered Easter baskets to children as a way to celebrate spring and bring joy. Without your generous support, we could not run this program so successfully.

Volunteers spent the last week sorting through donations to organize baskets and prepare them for families. Then, starting next week, our team here will begin distributing baskets to children of households that have signed up to receive them.

Your creative and generous donations give children joy and fun at a time in their lives when they should be playing, not worrying about when they will eat next. You help the parents and grandparents who want to celebrate spring and the Easter holiday like every other family.

We could not provide access to food, deliver grocery boxes to senior citizens, or offer any other services to families living in poverty without your generous contributions. If you have any questions, or are looking for more ways to get involved, please feel free to get in touch with me by phone at 630-948-8131 or email at ltcoyle@wcpinc.org.

With gratitude,

Laura Traut-Coyle
Executive Director

No goods or services were provided in exchange for this contribution. West Suburban Community Pantry is a tax exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. EIN: 36-3857072. Please retain this letter as proof of your charitable contribution.

Fountaindale Public Library District

Cash and Investment

March 31, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$427,103.29	\$510,804.49
Cash Checking/Payroll	\$31,492.47	\$170,089.09	\$201,581.56
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$597,321.63	\$714,815.30
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$2,317,574.70)	\$5,791,744.86
Investment - General/IL Funds/MM	\$67,203.39	\$2,425.49	\$69,628.88
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$26,551.34	\$55,545.00
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$70,598.84	\$2,029,597.16
Investment - Working Cash/BMO Harris MM	\$878.27	\$1,066,740.35	\$1,067,618.62
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	\$2,443,823.64	\$13,702,463.69
Total Investments	\$22,492,198.93	\$224,472.43	\$22,716,671.36
Bond Fund			
4-1211-40 Invest/BMO Harris MM Accou	\$1,105,143.03	(\$1,102,154.11)	\$2,988.92
Total Bond Fund	\$1,105,143.03	(\$1,102,154.11)	\$2,988.92
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	\$22,256.54	\$28,392.36
Total Building Project Fund	\$553,719.45	(\$525,327.09)	\$28,392.36
Total Cash and Investments	\$24,268,555.08	(\$805,687.14)	\$23,462,867.94

Special Res. PMA - 2.38%
General - IL Fund - 2.474%
Money Market BMO Harris - 2.508%

Fountaindale Public Library District

Revenue Report

March 31, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	\$0.00	\$0.00	0.00 %	\$4,103,133.00	\$4,103,133.00
Property Tax Dupage 2018 - Est.	\$0.00	\$0.00	0.00 %	\$83,737.00	\$83,737.00
Property Tax Will - 2017	\$0.00	\$4,022,918.73	99.73 %	\$4,033,911.00	\$10,992.27
Property Tax Dupage - 2017	\$0.00	\$79,582.45	96.67 %	\$82,325.00	\$2,742.55
Other Tax	\$1,598.24	\$71,255.08	21.33 %	\$334,070.00	\$262,814.92
Interest	\$52,002.99	\$480,282.05	277.41 %	\$173,131.00	(\$307,151.05)
Fines	\$6,322.80	\$51,295.44	205.18 %	\$25,000.00	(\$26,295.44)
Copy Machines	\$728.40	\$6,021.27	100.35 %	\$6,000.00	(\$21.27)
Fax Machine	\$681.29	\$5,276.27	105.53 %	\$5,000.00	(\$276.27)
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,513.00	\$18,007.75	112.55 %	\$16,000.00	(\$2,007.75)
Miscellaneous	\$559.02	\$12,570.72	100.57 %	\$12,500.00	(\$70.72)
Reimbursements	\$656.72	\$4,935.16	109.67 %	\$4,500.00	(\$435.16)
Board Reimbursements	\$60.00	\$108.80	21.76 %	\$500.00	\$391.20
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$84,603.75	\$84,603.75	99.41 %	\$85,104.00	\$500.25
Total Operating Funds	\$149,726.21	\$4,836,857.47	53.95 %	\$8,965,211.00	\$4,128,353.53
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$61.76	\$719.74	0.00 %	\$0.00	(\$719.74)
Total Building Project Fund	\$61.76	\$719.74	0.00 %	\$0.00	(\$719.74)
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	\$6.35	\$16,531.47	165.31 %	\$10,000.00	(\$6,531.47)
Interest Rebate Payment - BAB	\$0.00	\$165,757.40	100.21 %	\$165,403.00	(\$354.40)
Total Bond Fund	\$6.35	\$1,499,786.74	51.35 %	\$2,920,735.00	\$1,420,948.26
Total Revenue	\$149,794.32	\$6,337,363.95	53.32 %	\$11,885,946.00	\$5,548,582.05

Fountaindale Public Library District

Expenditure Report

March 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$468,593.15	\$3,179,605.14	68.34 %	\$4,652,400.00	\$1,472,794.86
Contractual Services	\$19,070.33	\$991,339.46	71.33 %	\$1,389,815.00	\$398,475.54
Supplies & Utilities	\$31,036.27	\$333,227.30	56.34 %	\$591,500.00	\$258,272.70
Library Materials	\$65,755.69	\$574,864.39	49.37 %	\$1,164,285.00	\$589,420.61
Capital Expenditures	\$1,200.00	\$86,508.73	19.93 %	\$434,162.00	\$347,653.27
Miscellaneous	\$1,616.28	\$33,112.01	47.30 %	\$70,000.00	\$36,887.99
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	\$587,271.72	\$5,198,907.03	61.99 %	\$8,387,266.00	\$3,188,358.97
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$0.00	\$75,666.87	57.11 %	\$132,500.00	\$56,833.13
Soc Sec/IMRF Fund Expenditures	\$56,235.85	\$640,273.79	68.66 %	\$932,501.00	\$292,227.21
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$60,619.20	\$235,027.45	74.61 %	\$315,000.00	\$79,972.55
Total Other Fund Expenditures	\$116,855.05	\$959,618.11	69.04 %	\$1,390,041.00	\$430,422.89
Total Expenditures - Operating Funds	\$704,126.77	\$6,158,525.14	62.99 %	\$9,777,307.00	\$3,618,781.86
Building Project Fund Expenditures					
	\$973.00	\$11,831.90	0.00 %	\$0.00	(\$11,831.90)
Total Building Project Fund Expenditures	\$973.00	\$11,831.90	0.00 %	\$0.00	(\$11,831.90)
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	\$973.00	\$3,068,906.90	107.83 %	\$2,846,175.00	(\$222,731.90)

Fountaindale Public Library District

Expenditure Report

March 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Total Expenditures - All Funds	\$705,099.77	\$9,227,432.04	73.10 %	\$12,623,482.00	\$3,396,049.96

Fountaindale Public Library District
Bills Paid - Operating Account

April - 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - April 2019	04/01/2019	51383	1-4192-10	\$27,482.25
Dearborn National Life Insurance Company	Employer Insurance Contribution - April 2019	04/01/2019	51384	1-4192-10	\$462.91
Home Depot	Building Supplies - Brook's Café	04/01/2019	51385	8-4357-30	\$82.12
Illinois Municipal Retirement Fund	Employer Insurance Contribution - March 2019	04/01/2019	755	5-4142-10	\$34,962.51
					<u>\$62,989.79</u>


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - March 2019

	Gross Payroll	\$431,337.27
	FICA	\$31,999.10
Total Gross Payroll & FICA		<u>\$463,336.37</u>

Fountaindale Public Library District

Bills Payable Report

April 18, 2019

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General Fund

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
4imprint, Inc.	Ruler Notebook w/Flags & Pens Giveaways - PO5789-1819	7151177	1-4353-10	\$ 324.52
	<i>Totals for 4imprint, Inc.</i>			\$ 324.52
Allyse Schiller	Mileage - 3/1/19-3/29/19	AS040119	1-4171-10	8.35
	<i>Totals for Allyse Schiller</i>			\$ 8.35
Amazon	Outreach - Summer Adventure MOPs Supplies	A54-1819	1-4353-28	4.38
	Outreach - Summer Adventure MOPs Supplies	A54-1819	1-4353-28	22.93
	Outreach - Summer Adventure MOPs Supplies	A54-1819	1-4353-28	67.00
	District Supply Closet Restock - AJAX	A58-1819	1-4371-10	183.48
	CSD - Doll Brush, Paint Supplies, LED Lights, Copper Tape	A48-1819	1-4353-20	15.08
	CSD - Doll Brush, Paint Supplies, LED Lights, Copper Tape	A48-1819	1-4353-20	148.86
	CSD - Doll Brush, Paint Supplies, LED Lights, Copper Tape	A48-1819	1-4353-20	32.65
	CSD - Doll Brush, Paint Supplies, LED Lights, Copper Tape	A48-1819	1-4353-20	23.89
	CSD - Doll Brush, Paint Supplies, LED Lights, Copper Tape	A48-1819	1-4353-20	42.23
	CSD - Bobble Tail Fish Bank	A60-1819	1-4353-20	19.95
	District Flavored Coffee Creamer Restock	A44-1819	1-4351-10	27.08
	Staff Lounge - Condiment Restock	A55-1819	1-4351-10	14.41
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	9.94
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	8.50
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	7.66
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	5.82
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	45.66
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	19.99
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	31.96
	ATSD - Craft On Go, Paint Party, Marvel, Maker Programs	A45-1819	1-4353-24	172.91
	ATSD - Craft Glue Dots, Magnetic Dots	A47-1819	1-4353-24	101.36
	Building - Bookmobile Heater Replacement	A51-1819	1-4235-29	229.20
	Fanless Mini Desktop Computer	A52-1819	1-4641-14	127.64
	Books - Adult Fiction	0660346-APR	1-4540-26	13.49
	Books - Adult Non-Fiction	0660346-APR	1-4541-26	39.18
	CD Audiobooks - Adult	0660346-APR	1-4551-26	49.69
	DVD - Adult	0660346-APR	1-4557-26	212.98
	CD Music - Adult	0660346-APR	1-4550-26	19.99
	Studio - DVD Oscars Program Prizes	A46-1819	1-4353-27	86.70
	Studio - Nikon Camera Accessories	A49-1819	1-4568-27	294.70
	Studio - Elgato Stream Deck	A53-1819	1-4568-27	143.01

Fountaindale Public Library District
Bills Payable Report
April 18, 2019

General Fund Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<i>Totals for Amazon</i>				\$ 2,222.32
American Library Association				
	Valencia Membership - 4/30/19-4/30/20	2153203	1-4161-16	\$ 65.00
	Castellanos Membership - 5/1/19-4/30/20	1214724	1-4161-10	145.00
<i>Totals for American Library Association</i>				\$ 210.00
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - March 2019	INV222074	1-2220-10	181.15
<i>Totals for AmeriFlex Business Solutions</i>				\$ 181.15
Amina Ali				
	Mileage - Simply Reports - 3/20/19	AA031819	1-4171-10	21.69
	Mileage - 3/28/19	AA040119	1-4171-10	14.91
<i>Totals for Amina Ali</i>				\$ 36.60
Andrew J Krause				
	Communico Coding - Final Half Payment - PO5744-1819	AJK021119	1-4256-10	900.00
<i>Totals for Andrew J Krause</i>				\$ 900.00
Ann Burkiewicz				
	Mileage - 11/3/18	AB040119	1-4171-10	5.40
	Mileage - 1/26/19	AB040119	1-4171-10	5.74
<i>Totals for Ann Burkiewicz</i>				\$ 11.14
AT & T				
	Internet - March 2019	9236086404	1-4314-14	1,356.47
<i>Totals for AT & T</i>				\$ 1,356.47
AT & T Mobility - National Business Services				
	Telephone Service - 2/10/19-3/9/19	14751406	1-4311-14	308.76
<i>Totals for AT & T Mobility - National Business Services</i>				\$ 308.76
B&H Photo-Video				
	Studio - Camera Equipment/Accessories - PO5792-1819	155810819	1-4568-27	1,931.70
	Studio - Camera Equipment/Accessories - PO5792-1819	155795161	1-4568-27	379.90
	Studio - Camera Equipment/Accessories - PO5808-1819	156149556	1-4568-27	152.62
	Studio - Camera Equipment/Accessories - PO5808-1819	156512307	1-4568-27	116.00
	4 HP EliteDisplay Monitors - PO5800-1819	155978662	1-4641-14	716.00
<i>Totals for B&H Photo-Video</i>				\$ 3,296.22

Fountaindale Public Library District
Bills Payable Report
April 18, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - C009233				
	Books - Adult Non-Fiction	5015419799	1-4541-26	\$ 76.96
		<i>Totals for Baker & Taylor - C009233</i>		<u>\$ 76.96</u>
Baker & Taylor - L420685				
	Books - Adult World Languages	2034380840	1-4525-29	21.25
	Books - Adult World Languages	2034407347	1-4525-29	15.00
	Books - Adult Large Print	2034380840	1-4543-29	43.47
	Books - Adult Large Print	2034413498	1-4543-29	948.14
	Books - Adult Large Print	2034407523	1-4543-29	29.44
	Books - Adult Large Print	2034408311	1-4543-29	21.93
	Books - Juvenile Fiction	2034380840	1-4544-29	76.21
	Books - Juvenile Fiction	2034413498	1-4544-29	30.32
	Books - Juvenile Fiction	2034407523	1-4544-29	27.28
	Books - Juvenile Fiction	2034407347	1-4544-29	18.39
	Books - Juvenile Fiction	2034408311	1-4544-29	10.99
	Books - Juvenile Non-Fiction	2034390285	1-4545-29	284.75
	Books - Juvenile Non-Fiction	2034390253	1-4545-29	118.43
	Books - Juvenile Non-Fiction	2034407523	1-4545-29	31.58
	Books - Juvenile Non-Fiction	2034408311	1-4545-29	56.01
	Books - Juvenile Easy	2034380840	1-4546-29	142.27
	Books - Juvenile Easy	2034413498	1-4546-29	43.00
	Books - Juvenile Easy	2034407523	1-4546-29	101.39
	Books - Juvenile Easy	2034407347	1-4546-29	31.31
	Books - Juvenile Easy	2034408311	1-4546-29	26.51
	Books - Juvenile Easy	2034413514	1-4546-29	25.20
	Books - Young Adult/Fiction	2034380840	1-4548-29	10.34
	Books - Young Adult/Fiction	2034413498	1-4548-29	48.69
	Books - Young Adult/Fiction	2034408311	1-4548-29	24.97
	Books - Adult Fiction	2034380840	1-4540-29	75.45
	Books - Adult Fiction	2034413498	1-4540-29	220.02
	Books - Adult Fiction	2034407523	1-4540-29	98.02
	Books - Adult Fiction	2034407347	1-4540-29	51.48
	Books - Adult Non-Fiction	2034380840	1-4541-29	23.96
	Books - Adult Non-Fiction	2034413498	1-4541-29	140.43
	Books - Adult Non-Fiction	2034407523	1-4541-29	41.05
	Books - Adult Non-Fiction	2034407347	1-4541-29	19.05
	Books - Adult Non-Fiction	2034408311	1-4541-29	19.34
		<i>Totals for Baker & Taylor - L420685</i>		<u>\$ 2,875.67</u>

Fountaindale Public Library District
Bills Payable Report
April 18, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Adult Non-Fiction	2034382310	1-4541-29	\$ 16.10
	Books - Adult Large Print	2034388490	1-4543-26	51.49
	Books - Adult Large Print	2034382310	1-4543-26	86.62
	Books - Adult Large Print	2034414160	1-4543-26	16.79
	Books - Adult Large Print	2034409162	1-4543-26	133.92
	Books - Adult Large Print	2034396039	1-4543-26	18.00
	Books - Adult Large Print	2034401499	1-4543-26	17.94
	Books - Adult World Languages	2034382310	1-4525-26	83.13
	Books - Adult World Languages	2034409162	1-4525-26	43.93
	Books - Adult World Languages	2034393772	1-4525-26	7.19
	Books - Adult World Languages	2034396039	1-4525-26	14.35
	Books - Adult Non-Fiction	2034388408	1-4541-26	233.52
	Books - Adult Non-Fiction	2034390956	1-4541-26	93.92
	Books - Adult Non-Fiction	2034382310	1-4541-26	1,029.01
	Books - Adult Non-Fiction	2034414160	1-4541-26	784.89
	Books - Adult Non-Fiction	2034409162	1-4541-26	507.34
	Books - Adult Non-Fiction	2034393772	1-4541-26	210.23
	Books - Adult Non-Fiction	2034396039	1-4541-26	753.58
	Books - Adult Non-Fiction	2034401499	1-4541-26	1,129.50
	Books - Adult Non-Fiction	2034403964	1-4541-26	118.02
	Books - Adult Fiction	2034388490	1-4540-26	294.20
	Books - Adult Fiction	2034390956	1-4540-26	155.49
	Books - Adult Fiction	2034382310	1-4540-26	782.66
	Books - Adult Fiction	2034414160	1-4540-26	174.55
	Books - Adult Fiction	2034409162	1-4540-26	703.55
	Books - Adult Fiction	2034393772	1-4540-26	167.63
	Books - Adult Fiction	2034396039	1-4540-26	571.00
	Books - Adult Fiction	2034401499	1-4540-26	410.44
	Books - Adult Fiction	2034403964	1-4540-26	220.59
	Books - Juvenile Fiction	2034382310	1-4544-26	550.22
	Books - Juvenile Fiction	2034414160	1-4544-26	212.95
	Books - Juvenile Fiction	2034409162	1-4544-26	234.14
	Books - Juvenile Fiction	2034393772	1-4544-26	29.31
	Books - Juvenile Fiction	2034396039	1-4544-26	173.68
	Books - Juvenile Fiction	2034401499	1-4544-26	295.18
	Books - Juvenile Fiction	2034403964	1-4544-26	80.46
	Books - Juvenile Non-Fiction	2034382310	1-4545-26	259.72
	Books - Juvenile Non-Fiction	2034414160	1-4545-26	138.30

Fountaindale Public Library District
Bills Payable Report
April 18, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Non-Fiction	2034409162	1-4545-26	\$ 175.98
	Books - Juvenile Non-Fiction	2034393772	1-4545-26	21.80
	Books - Juvenile Non-Fiction	2034396039	1-4545-26	214.67
	Books - Juvenile Non-Fiction	2034401499	1-4545-26	183.11
	Books - Juvenile Non-Fiction	2034403964	1-4545-26	25.28
	Books - Juvenile Easy	2034382310	1-4546-26	182.85
	Books - Juvenile Easy	2034414160	1-4546-26	711.47
	Books - Juvenile Easy	2034409162	1-4546-26	324.86
	Books - Juvenile Easy	2034393772	1-4546-26	1,032.08
	Books - Juvenile Easy	2034396039	1-4546-26	146.04
	Books - Juvenile Easy	2034401499	1-4546-26	549.61
	Books - Juvenile Easy	2034403964	1-4546-26	2,698.30
	Books - Young Adult/Fiction	2034391229	1-4548-26	32.44
	Books - Young Adult/Fiction	2034390883	1-4548-26	75.60
	Books - Young Adult/Fiction	2034382310	1-4548-26	184.43
	Books - Young Adult/Fiction	2034414160	1-4548-26	42.51
	Books - Young Adult/Fiction	2034409162	1-4548-26	165.03
	Books - Young Adult/Fiction	2034393772	1-4548-26	9.77
	Books - Young Adult/Fiction	2034396039	1-4548-26	146.35
	Books - Young Adult/Fiction	2034401499	1-4548-26	352.75
	Books - Young Adult/Fiction	2034403964	1-4548-26	45.59
	Books - Young Adult/Non-Fiction	2034382310	1-4549-26	18.13
	Books - Young Adult/Non-Fiction	2034414160	1-4549-26	100.78
	Books - Young Adult/Non-Fiction	2034409162	1-4549-26	605.37
	Books - Young Adult/Non-Fiction	2034396039	1-4549-26	6.27
	Books - Young Adult/Non-Fiction	2034401499	1-4549-26	34.06
	<i>Totals for Baker & Taylor - L420686</i>			\$ 18,888.67
Belynda Head				
	Program - R&B Line Dancing - 5/5/19	BH050519	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
BiblioLabs LLC				
	1 Yr Plat. Com. Engage - 3/1/19-2/28/20 - PO5821-1819	1419	1-4631-14	6,662.00
	<i>Totals for BiblioLabs LLC</i>			\$ 6,662.00

Fountaindale Public Library District

Bills Payable Report

April 18, 2019

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<u>General Fund</u>				
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	CD Audiobooks - Adult	1099198	1-4551-26	\$ 3.98
	CD Audiobooks - Adult	1103573	1-4551-26	209.98
		<i>Totals for Blackstone Publishing</i>		\$ 213.96
Bolingbrook American Legion Auxiliary Unit				
	2019 Mother's Day Luncheon Bronze Sponsor - 4/27/19	5838-1819	1-4731-10	250.00
		<i>Totals for Bolingbrook American Legion Auxiliary Unit 1288</i>		\$ 250.00
Bolingbrook Park District				
	Parkie's 5k Gold Sponsorship - PO5788-1819	163	1-4731-10	500.00
	Summer Brochure Half Back Page Ad - PO5798-1819	164	1-4731-10	1,000.00
	Program - Zumba - 5/11/19	BPD051119	1-4571-24	75.00
	Program - Yoga - 4/25/19	BPD042519	1-4571-24	50.00
		<i>Totals for Bolingbrook Park District</i>		\$ 1,625.00
Bolingbrook Signs + Apparel				
	Various Promotional Banners - PO5795-1819	8599	1-4731-10	521.00
		<i>Totals for Bolingbrook Signs + Apparel</i>		\$ 521.00
Bridgeall Libraries Limited				
	Catalog Management Renewal - Yr 2 of 3	SIN004043	1-4272-12	4,500.00
	Catalog Management Renewal - Yr 2 of 3	SIN004044	1-4272-12	10,400.00
		<i>Totals for Bridgeall Libraries Limited</i>		\$ 14,900.00
Business Office Systems				
	50% Deposit - 4 Main Desk Guest Chairs - PO5814-1819	5729	1-4342-10	462.36
	50% Deposit - Meeting Rm Furn. & Labor - PO5828-1819	1167	1-4651-30	9,380.69
		<i>Totals for Business Office Systems</i>		\$ 9,843.05
Call One				
	Telephone & Internet - 4/15/19-5/14/19	1139282-APR19	1-4314-14	1,968.00
	Telephone & Internet - 4/15/19-5/14/19	1139282-APR19	1-4312-14	817.01
		<i>Totals for Call One</i>		\$ 2,785.01
Cathryn Stanek-Whisler				
	Program - DIY: Desk Organizer - 5/1/19	CSW050119	1-4571-24	255.00
	Program - Terracotta Pot Wind Chimes - 5/8/19	CSW050819	1-4573-24	197.50
	Program - DIY: String Art - 4/3/19	CSW040319	1-4571-24	200.00
		<i>Totals for Cathryn Stanek-Whisler</i>		\$ 652.50

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
CCS International				
	2nd FI Mtg Rm Design Development - PO5522-1819	119001-03202019	1-3191-10	\$ 3,920.00
	<i>Totals for CCS International</i>			<u>\$ 3,920.00</u>
Center Point Large Print				
	Books - Adult Large Print	1667687	1-4543-26	318.78
	Books - Adult Large Print	1670857	1-4543-26	156.39
	Books - Adult Large Print	1670859	1-4543-26	44.34
	Books - Adult Large Print	1669353	1-4543-26	65.31
	<i>Totals for Center Point Large Print</i>			<u>\$ 584.82</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	American Girl - Circulating Doll & Accessories	T3680-APR19	1-4569-26	\$ 576.00
	American Girl - Circulating Doll & Outfits	N3698-APR19	1-4575-10	242.00
	Jewel - March Birthday Cake	N3698-APR19	1-4711-10	37.99
	XYZDisplays - Outdoor Banner Signs	N3698-APR19	1-4731-10	202.17
	Mailchimp - Monthly Subscription	N3698-APR19	1-4731-10	50.00
	Woobox - Monthly Subscription	N3698-APR19	1-4731-10	29.00
	Facebook - Reduce Stress & Maker Faire Ads	N3698-APR19	1-4731-10	15.00
	Smartsign - Tripping Hazard Garage Signs	P3672-APR19	1-4651-30	113.80
	Michaels - Summer Maker & T(w)een Programs - Blank Cards	N3698-APR19	1-4353-27	19.50
	OTC - Summer Maker & T(w)een Programs - Frisbees	N3698-APR19	1-4353-27	21.43
	Menards - Summer Maker & T(w)een Programs - Eyebolts, PVC	N3698-APR19	1-4353-27	22.61
	Astronautfoods - Summer Adventure Blast-off Ice Cream	N3698-APR19	1-4735-10	490.87
	MyCableMart - Patron PC's Stereo Extension Cables	N3698-APR19	1-4354-14	107.90
	MicroCenter - Cracked iMac Screen Repair	N3698-APR19	1-4253-14	804.98
	Apple - CSD Use - iPod Touch 128GB	N3698-APR19	1-4641-14	376.69
	VVEEF - Spindel, Danhof, Kalnicky, Bermejo, Prohdel - Dinner	N3698-APR19	1-4173-16	322.32
	VVEEF - Spindel's Guest - Dinner & Auction	N3698-APR19	1-4173-16	60.00
	Ebay - Summer Maker & T(w)een Programs - Hollow Bolts	N3698-APR19	1-4353-24	19.78
	Walmart - ATSD Program Supplies - Gloves	N3698-APR19	1-4353-24	27.94
	Dollar Store - Summer Maker & T(w)een Programs - Nylons	N3698-APR19	1-4353-24	6.00
	Menards - Summer Maker & T(w)een Programs - Nuts	N3698-APR19	1-4353-24	7.12
	Jimmy Johns - Genealogy Day Presenters Lunch - 3/30/19	N3698-APR19	1-4353-24	69.99
	Staples - Finance Supplies & District Splenda	N3698-APR19	1-4351-10	52.57
	Marriott - Arellano - IYSI Hotel - 3/20/19-3/22/19	N3698-APR19	1-4173-10	304.64
	Meijer - CSD 3/25/19 Tween Food Program Supplies	N3698-APR19	1-4353-20	17.68
	Popcorn Supply - ATSD Popcorn & Kettle Cleaner	N3698-APR19	1-4353-20	162.19
	Brooks - 50% Deposit - Friends Annual Dinner	N3698-APR19	1-4353-10	52.00
	Jumpnpuddles - Summer Adventure Puppets	N3698-APR19	1-4353-28	136.65
	Displays2Go - Outreach Prize Wheel	N3698-APR19	1-4353-28	124.07
	PuppetU - Summer Adventure MOPs Show Puppets	N3698-APR19	1-4353-28	84.98
	HRSsource - Staff Training - Anti-Harassment DVD	N3698-APR19	1-4151-10	240.29
	IGFOA - J. Nguyen - Characteristics of an Effective Leader	N3698-APR19	1-4151-10	15.00
	IGFOA - J. Nguyen - Short-Term Cash, Long-Term Outlook	N3698-APR19	1-4151-10	30.00
	ATLAS Inst. - Ali - ATLAS Inst. Registration - 4/10/19	N3698-APR19	1-4151-10	54.67
	DuPage SHRM - Frias - Legislative Updates - 3/21/19	N3698-APR19	1-4151-10	50.00
	Mgmt Assoc - Frias - STAR Lunch - 5/10/19	N3698-APR19	1-4151-10	50.00
	Innovative User Group - Theobald - Conf. 5/6/19-5/8/19	N3698-APR19	1-4151-10	325.00
	ALA - Burkiewicz - Fund. Catalog Webinar	N3698-APR19	1-4151-10	169.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services	(Cont'd)			
	ALA - Burkiewicz - Fund. Catalog Webinar Double Charge	N3698-APR19	1-4151-10	\$ 169.00
	ILA - Cox - Elevate Conf. Registration - 4/27/19	N3698-APR19	1-4151-10	100.00
	Southwest - Theobald - IUG Conf Depart Flight Early Check In	N3698-APR19	1-4171-10	25.00
	Southwest - Theobald - IUG Conf Depart & Return Flight	N3698-APR19	1-4171-10	426.96
	Southwest - Theobald - IUG Conf Return Flight Early Check In	N3698-APR19	1-4171-10	25.00
	<i>Totals for Chase Card Services</i>			\$ 6,237.79
Christina Beaird				
	Program - Gen. Day: Ind Gen. Consult - Date 3/30/19	CB033019	1-4571-24	150.00
	<i>Totals for Christina Beaird</i>			\$ 150.00
Christina Theobald				
	Taxi Advance - IUGC Conf. - 5/6/19-5/8/19	CT032119	1-4171-10	175.00
	Per Diem - IUGC Conf. Travel - 5/6/19-5/8/19	CT032119	1-4173-10	308.00
	<i>Totals for Christina Theobald</i>			\$ 483.00
Christine Thornton				
	Program - Tangled Butterflies - 5/2/19	CT050219	1-4571-24	300.00
	<i>Totals for Christine Thornton</i>			\$ 300.00
College of DuPage				
	Damaged Item - Dumbing Us Down	ILL-194043013	1-3310-30	34.99
	<i>Totals for College of DuPage</i>			\$ 34.99
Comcast Cable				
	Cable - 4/3/19-5/2/19	0367494-APR19	1-4316-14	113.47
	<i>Totals for Comcast Cable</i>			\$ 113.47
Connie Sbarboro				
	Refund - Credit on Patron Library Account	CS031319	1-3310-10	7.09
	<i>Totals for Connie Sbarboro</i>			\$ 7.09
CyberOptik				
	Fountaindale.org Hosting - 4/30/19-4/29/20 - PO5825-1819	3361	1-4631-14	1,440.00
	<i>Totals for CyberOptik</i>			\$ 1,440.00
Dawn Calderon				
	Program - DDLN: Ballet Folklorico Infinity - 4/27/19	DC042719	1-4572-20	100.00
	<i>Totals for Dawn Calderon</i>			\$ 100.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Debra Dudek				
	Reimbursement - Genealogy Related Materials	DD031219	1-4541-26	\$ 40.00
	Reimbursement - Genealogy Related Materials	DD031219	1-4557-26	40.00
	<i>Totals for Debra Dudek</i>			\$ 80.00
Demco, Inc.				
	CMTSD - Clear Glossy Label Protector	6573957	1-4371-12	690.77
	Outreach - Color-Coding Labels	6577427	1-4351-10	21.33
	<i>Totals for Demco, Inc.</i>			\$ 712.10
Dennis Raleigh				
	Mileage - 3/6/19-3/7/19	DR040419	1-4171-10	18.10
	<i>Totals for Dennis Raleigh</i>			\$ 18.10
Dynegy Energy Services				
	Electricity - 3/1/19-3/31/19	0765236002	1-4321-30	9,734.09
	<i>Totals for Dynegy Energy Services</i>			\$ 9,734.09
Elizabeth Portillo				
	Program - Conversational ESL for Adults - 4/22/19	EP042219	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/29/19	EP042919	1-4571-24	80.00
	Program - Conversational ESL for Adults - 5/6/19	EP050619	1-4571-24	80.00
	Program - Conversational ESL for Adults - 5/13/19	EP051319	1-4571-24	80.00
	Program - Conversational ESL for Adults - 4/23/19	EP042319	1-4571-24	40.00
	Program - Conversational ESL for Adults - 4/30/19	EP043019	1-4571-24	40.00
	Program - Conversational ESL for Adults - 5/7/19	EP050719	1-4571-24	40.00
	Program - Conversational ESL for Adults - 5/14/19	EP051419	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			\$ 480.00
Findaway World, LLC				
	Playaway - Adult	281299	1-4560-26	59.38
	Playaway - Adult	281954	1-4560-26	239.77
	Playaway - YA	281306	1-4561-26	48.43
	Playaway - YA	281840	1-4561-26	262.00
	Launchpads - Juvenile	280396	1-4566-26	149.99
	<i>Totals for Findaway World, LLC</i>			\$ 759.57
Fun Express LLC				
	CSD - Ocean & Space Program Supplies - PO5778-1819	695240103-01	1-4353-20	200.62
	<i>Totals for Fun Express LLC</i>			\$ 200.62

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gale/Cengage Learning				
	Books - Adult Fiction	66715233	1-4540-26	\$ 19.46
	Books - Adult Large Print	66733516	1-4543-26	75.72
	Books - Adult Large Print	66732993	1-4543-26	69.72
	Books - Adult Large Print	66723729	1-4543-26	83.22
	Books - Adult Large Print	66732518	1-4543-26	23.99
	Books - Adult Large Print	66724093	1-4543-26	23.99
	Books - Adult Large Print	66793145	1-4543-26	28.49
	Books - Adult Large Print	66793561	1-4543-26	29.24
	Books - Adult Large Print	66826388	1-4543-26	85.47
	Books - Adult Large Print	66826102	1-4543-26	83.97
	Books - Adult Large Print	66825674	1-4543-26	140.95
	Electronic Audiobooks & Books	66856361	1-4520-26	516.80
	<i>Totals for Gale/Cengage Learning</i>			\$ 1,181.02
Gilder Lehrman Institute of American History				
	Frederick Douglas Travel Exhibit Deposit & Fee - PO5680-1819	121818.1	1-4571-24	550.00
	<i>Totals for Gilder Lehrman Institute of American History</i>			\$ 550.00
Glen Ellyn Public Library				
	Lost Item - The Magic of Thinking Big - #31322007353445	GEPL031219	1-3310-30	15.99
	<i>Totals for Glen Ellyn Public Library</i>			\$ 15.99
Graybar				
	Master Clock & Additional Clocks - PO5784-1819	9309277336	1-4651-30	2,445.51
	<i>Totals for Graybar</i>			\$ 2,445.51
Illinois American Water				
	Irrigation - 2/20/19-3/19/19	1025-210003089915	1-4331-30	109.00
	Fire Protection - 2/20/19-4/17/19	1025-210003089465	1-4331-30	43.73
	<i>Totals for Illinois American Water</i>			\$ 152.73
Illinois American Water/Bolingbrook				
	Water & Sewer - 2/20/19-3/19/19	1025-210003088318	1-4331-30	821.09
	<i>Totals for Illinois American Water/Bolingbrook</i>			\$ 821.09
Illinois Library Association				
	22 FPLD Staff - 2019 Reaching Forward	161220	1-4151-10	3,300.00
	<i>Totals for Illinois Library Association</i>			\$ 3,300.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ilya Kabirov	Program - Great Reads Book Club - 4/24/19	IK042419	1-4571-24	\$ 75.00
	<i>Totals for Ilya Kabirov</i>			\$ 75.00
Ingram Library Services	Video Games - Juvenile	39260308	1-4564-26	85.47
	Video Games - Juvenile	39260310	1-4564-26	1,177.76
	Video Games - Adult	39260307	1-4565-26	284.95
	Video Games - Adult	39260309	1-4565-26	28.49
	Video Games - Adult	39260311	1-4565-26	28.49
	Video Games - Adult	39086387	1-4565-26	170.97
	Video Games - Adult	39086388	1-4565-26	56.05
	Video Games - YA	39260307	1-4563-26	113.97
	Video Games - YA	39086387	1-4563-26	56.95
	Books - Juvenile Fiction	39086389	1-4544-26	10.14
	Books - Adult Non-Fiction	39086389	1-4541-26	12.97
	<i>Totals for Ingram Library Services</i>			\$ 2,026.21
IT Supplies	Communications Printer Ink - PO5767-1819	ITS000000434542	1-4354-14	841.30
	<i>Totals for IT Supplies</i>			\$ 841.30
ITsavvy LLC	Chromebase Mini & License - PO5801-1819	01096916	1-4641-14	427.00
	20 HP ProBooks & 1 Charging Cart - PO5807-1819	01098559	1-3191-10	18,239.80
	<i>Totals for ITsavvy LLC</i>			\$ 18,666.80
Jeffrey P. Fisher	Mileage - Soon to be Famous - 3/7/19	JF031819	1-4171-10	13.92
	Mileage - Soon to be Famous - 4/4/19	JF040819	1-4171-10	13.92
	<i>Totals for Jeffrey P. Fisher</i>			\$ 27.84
Jennie Nguyen	Mileage - 12/7/18-12/21/18	JN040819	1-4171-10	5.23
	Mileage - 2/6 Tax Levy & 4/5 IGFOA Trainings	JN040819	1-4171-10	50.74
	Per Diem - GFOA Conf. Travel - 5/18/19-5/22/19	JN040519	1-4173-10	297.00
	Per Diem - Elevate Travel - 4/27/19	JN040519	1-4173-10	82.50
	Transport. Advance - GFOA Conf. - 5/18/19-5/22/19	JN040519	1-4171-10	260.00
	<i>Totals for Jennie Nguyen</i>			\$ 695.47

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Jessica Granados				
	Program - Almohadon Decorativo/Pillow w Felt Roses - 4/25/19	JG042519	1-4571-24	\$ 100.00
	Program - DIY: Arte con Frijoles/Bean Art - 5/15/19	JG051519	1-4571-24	100.00
	<i>Totals for Jessica Granados</i>			\$ 200.00
John Matysek				
	Reimbursement - Replacement Hotspot Power Cords	JM030719	1-4354-14	62.33
	<i>Totals for John Matysek</i>			\$ 62.33
Johnson Controls Security Solutions				
	Quarterly Security - 4/1/19-6/30/19	32240843	1-4221-30	308.89
	<i>Totals for Johnson Controls Security Solutions</i>			\$ 308.89
Joseph Crookham				
	Mileage - 10/6/18-12/29/18	JC040119	1-4171-10	16.19
	Mileage - 2/9/19	JC040119	1-4171-10	5.74
	<i>Totals for Joseph Crookham</i>			\$ 21.93
Juanita Lennon				
	Reimbursement - Patron Banning Letter Postage	JL032119	1-4381-10	6.85
	<i>Totals for Juanita Lennon</i>			\$ 6.85
Kausi Chandran				
	Program - DIY Graduation Cupcakes - 5/16/19	KC051619	1-4571-24	150.00
	<i>Totals for Kausi Chandran</i>			\$ 150.00
kd Repair				
	Bkm Generator Repair Service - 3/14/19 - PO5790-1819	28809	1-4235-29	550.98
	<i>Totals for kd Repair</i>			\$ 550.98
Kellie Chase				
	Program - 6 Sewing Classes - 4/23/19	KC042319	1-4571-24	175.00
	Program - 6 Sewing Classes - 5/7/19	KC050719	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 350.00
Kendra Fitzer				
	Mileage - 12/15/18	KF040119	1-4171-10	5.40
	<i>Totals for Kendra Fitzer</i>			\$ 5.40
Kiwanis/4 Kids Sake				
	Community Partnership - Key Partner 2019	5818-1819	1-4731-10	500.00
	<i>Totals for Kiwanis/4 Kids Sake</i>			\$ 500.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Konica Minolta Business Solutions U.S.A., Inc.				
	Copy Overage - 2/15/19-3/14/19	9005504518	1-4234-14	\$ 1,220.85
	Maintenance - 3/15/19-4/14/19	9005508330	1-4234-14	323.84
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		\$ 1,544.69
Konica Minolta Premier Finance				
	Leased Equipment - March 2019	379722259	1-4234-14	1,616.00
		<i>Totals for Konica Minolta Premier Finance</i>		\$ 1,616.00
Laura Didier				
	Mileage - 3/5/19-3/29/19	LD040419	1-4171-10	85.23
		<i>Totals for Laura Didier</i>		\$ 85.23
LibrariesFirst				
	Brainfuse Subscription - 7/1/19-6/30/20	7282	1-4521-26	10,710.00
		<i>Totals for LibrariesFirst</i>		\$ 10,710.00
Linda Ciucci				
	Mileage - Advanced Find Tool - 3/26/19	LC040119	1-4171-10	13.57
		<i>Totals for Linda Ciucci</i>		\$ 13.57
Marianne Thompson				
	Mileage - 3/8/19-3/23/19	MT040419	1-4171-10	108.92
		<i>Totals for Marianne Thompson</i>		\$ 108.92
Matthew Bender & Co., Inc.				
	Adult Ref/NF Standing Order	09502270	1-4531-26	147.43
		<i>Totals for Matthew Bender & Co., Inc.</i>		\$ 147.43
Maureen Brady				
	Program - Genealogy Club: Spotlight on FamilySearch - 5/8/19	MB050819	1-4571-24	175.00
		<i>Totals for Maureen Brady</i>		\$ 175.00
Melissa Luce				
	Mileage - 2/13/19-3/15/19	ML040419	1-4171-10	64.26
		<i>Totals for Melissa Luce</i>		\$ 64.26
Midwest Coach Limousine				
	2019 Reaching Forward Transportation - PO5794-1819	100271	1-4171-10	400.00
		<i>Totals for Midwest Coach Limousine</i>		\$ 400.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	CD Audiobooks - Adult	97080717	1-4551-26	\$ 40.29
	CD Audiobooks - Adult	97143567	1-4551-26	438.61
	CD Audiobooks - Adult	97143574	1-4551-26	130.87
	CD Audiobooks - Adult	97105410	1-4551-26	301.74
	CD Audiobooks - Adult	97114279	1-4551-26	22.29
	CD Audiobooks - Adult	97114274	1-4551-26	90.58
	CD Audiobooks - Juvenile	97143568	1-4553-26	602.64
	CD Audiobooks - Juvenile	97105411	1-4553-26	1,461.86
	CD Audiobooks - Juvenile	97114275	1-4553-26	614.64
	DVD - Adult	97080716	1-4557-26	22.04
	DVD - Adult	97078646	1-4557-26	43.62
	DVD - Adult	97078643	1-4557-26	32.08
	DVD - Adult	97078670	1-4557-26	22.04
	DVD - Adult	97078545	1-4557-26	43.53
	DVD - Adult	97086984	1-4557-26	243.12
	DVD - Adult	97086985	1-4557-26	113.70
	DVD - Adult	97086986	1-4557-26	240.51
	DVD - Adult	97086989	1-4557-26	28.17
	DVD - Adult	97086987	1-4557-26	52.89
	DVD - Adult	97086404	1-4557-26	42.58
	DVD - Adult	97086405	1-4557-26	22.79
	DVD - Adult	97086409	1-4557-26	116.78
	DVD - Adult	97087160	1-4557-26	116.32
	DVD - Adult	97087161	1-4557-26	29.08
	DVD - Adult	97087162	1-4557-26	25.79
	DVD - Adult	97087164	1-4557-26	8.54
	DVD - Adult	97087165	1-4557-26	10.79
	DVD - Adult	97080713	1-4557-26	60.47
	DVD - Adult	97080710	1-4557-26	46.68
	DVD - Adult	97080708	1-4557-26	25.79
	DVD - Adult	97080709	1-4557-26	18.29
	DVD - Adult	97078648	1-4557-26	176.03
	DVD - Adult	97078649	1-4557-26	51.58
	DVD - Adult	97078647	1-4557-26	77.37
	DVD - Adult	97078642	1-4557-26	205.40
	DVD - Adult	97143580	1-4557-26	98.52
	DVD - Adult	97143579	1-4557-26	77.37
	DVD - Adult	97143578	1-4557-26	32.84

Fountaindale Public Library District
Bills Payable Report
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97143577	1-4557-26	\$ 25.79
	DVD - Adult	97143582	1-4557-26	65.68
	DVD - Adult	97143581	1-4557-26	51.58
	DVD - Adult	97143569	1-4557-26	22.79
	DVD - Adult	97142954	1-4557-26	34.89
	DVD - Adult	97143571	1-4557-26	292.24
	DVD - Adult	97133073	1-4557-26	210.51
	DVD - Adult	97133183	1-4557-26	99.24
	DVD - Adult	97133639	1-4557-26	10.79
	DVD - Adult	97133637	1-4557-26	10.79
	DVD - Adult	97133185	1-4557-26	181.40
	DVD - Adult	97133074	1-4557-26	867.07
	DVD - Adult	97145161	1-4557-26	42.39
	DVD - Adult	97145088	1-4557-26	27.29
	DVD - Adult	97143572	1-4557-26	440.97
	DVD - Adult	97143563	1-4557-26	88.16
	DVD - Adult	97133533	1-4557-26	77.66
	DVD - Adult	97133635	1-4557-26	22.04
	DVD - Adult	97143576	1-4557-26	25.79
	DVD - Adult	97149448	1-4557-26	19.89
	DVD - Adult	97149449	1-4557-26	17.64
	DVD - Adult	97143573	1-4557-26	66.12
	DVD - Adult	97143562	1-4557-26	68.37
	DVD - Adult	97133076	1-4557-26	704.39
	DVD - Adult	97143564	1-4557-26	22.04
	DVD - Adult	97048176	1-4557-26	49.89
	DVD - Adult	97105406	1-4557-26	22.04
	DVD - Adult	97105412	1-4557-26	182.95
	DVD - Adult	97105173	1-4557-26	29.08
	DVD - Adult	97105174	1-4557-26	136.74
	DVD - Adult	97105178	1-4557-26	68.66
	DVD - Adult	97105177	1-4557-26	40.33
	DVD - Adult	97105409	1-4557-26	44.08
	DVD - Adult	97105413	1-4557-26	81.87
	DVD - Adult	97104775	1-4557-26	67.98
	DVD - Adult	97105414	1-4557-26	16.04
	DVD - Adult	97105415	1-4557-26	23.54
	DVD - Adult	97104774	1-4557-26	40.14

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97105402	1-4557-26	\$ 173.03
	DVD - Adult	97114283	1-4557-26	380.68
	DVD - Adult	97114258	1-4557-26	44.08
	DVD - Adult	97114284	1-4557-26	573.28
	DVD - Adult	97114257	1-4557-26	22.04
	DVD - Adult	97114276	1-4557-26	25.79
	DVD - Adult	97114278	1-4557-26	110.20
	DVD - Adult	97114277	1-4557-26	182.61
	DVD - Adult	97114280	1-4557-26	66.12
	DVD - Adult	97114273	1-4557-26	18.29
	DVD - Adult	97114272	1-4557-26	22.04
	DVD - Adult	97114271	1-4557-26	22.04
	DVD - Adult	97114256	1-4557-26	18.29
	DVD - Adult	97114259	1-4557-26	16.04
	CD Audiobooks - Adult	97143583	1-4551-29	35.29
	DVD - Adult	97078261	1-4557-29	25.79
	DVD - Adult	97078262	1-4557-29	25.79
	DVD - Adult	97143584	1-4557-29	25.79
	DVD - Adult	97103619	1-4557-29	25.79
	DVD - Adult	97114288	1-4557-29	20.54
	CD Music - Adult	97080712	1-4550-26	12.74
	CD Music - Adult	97080714	1-4550-26	87.54
	CD Music - Adult	97143565	1-4550-26	58.25
	CD Music - Adult	97105407	1-4550-26	90.68
	CD Music - Adult	97114281	1-4550-26	9.44
	DVD - Juvenile	97078645	1-4558-26	141.56
	DVD - Juvenile	97080707	1-4558-26	44.08
	DVD - Juvenile	97086403	1-4558-26	37.39
	DVD - Juvenile	97087163	1-4558-26	22.04
	DVD - Juvenile	97086407	1-4558-26	36.59
	DVD - Juvenile	97080706	1-4558-26	249.45
	DVD - Juvenile	97080711	1-4558-26	32.54
	DVD - Juvenile	97080705	1-4558-26	32.37
	DVD - Juvenile	97143570	1-4558-26	24.54
	DVD - Juvenile	97133221	1-4558-26	19.79
	DVD - Juvenile	97143575	1-4558-26	91.45
	DVD - Juvenile	97143561	1-4558-26	14.54
	DVD - Juvenile	97133223	1-4558-26	64.16

Fountaindale Public Library District
Bills Payable Report
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	97105176	1-4558-26	\$ 16.79
	DVD - Juvenile	97105175	1-4558-26	127.28
	DVD - Juvenile	97103618	1-4558-26	26.54
	DVD - Juvenile	97105403	1-4558-26	107.52
	DVD - Juvenile	97105400	1-4558-26	35.84
	DVD - Juvenile	97105179	1-4558-26	132.70
	DVD - Juvenile	97105405	1-4558-26	66.12
	DVD - Juvenile	97105401	1-4558-26	35.84
	DVD - Juvenile	97105404	1-4558-26	71.68
	DVD - Juvenile	97114270	1-4558-26	14.54
	DVD - Juvenile	97114287	1-4558-26	91.45
	DVD - Juvenile	97114286	1-4558-26	313.23
	DVD - Juvenile	97114285	1-4558-26	435.32
	Playaway - Adult	97086406	1-4560-26	67.49
	<i>Totals for Midwest Tape</i>			\$ 14,532.10
Nancy Korczak				
	Reimbursement - Shred Event Program Safety Vests - 4/6/19	NK040119	1-4584-10	21.99
	<i>Totals for Nancy Korczak</i>			\$ 21.99
Naperville Public Library				
	4 Lost Items - Patron: Jarvis-Taylor	NPL031419	1-3310-30	108.94
	<i>Totals for Naperville Public Library</i>			\$ 108.94
Netrix, LLC				
	Cisco SMARTnet Co-Term Renewal - PO5776-1819	420438	1-4233-14	29,198.02
	<i>Totals for Netrix, LLC</i>			\$ 29,198.02
Niche Academy				
	Annual Subscription - 5/18/19-5/18/20 - PO5817-1819	2144	1-4631-14	2,040.00
	<i>Totals for Niche Academy</i>			\$ 2,040.00
Paddock Publications				
	Periodicals - Business Ledger - 1 Yr Subscription	1788	1-4511-26	49.99
	<i>Totals for Paddock Publications</i>			\$ 49.99

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Patricia B. Smith				
	Program - Native American Flute Class - 4/24/19	PBS042419	1-4571-24	\$ 25.00
	Program - Native American Flute Class - 5/1/19	PBS050119	1-4571-24	25.00
	Program - Native American Flute Class - 5/8/19	PBS050819	1-4571-24	25.00
	<i>Totals for Patricia B. Smith</i>			\$ 75.00
Paul Mills				
	Reimburse - Donuts for 2/26/19 Donuts w/Director	PM040819	1-4715-10	10.50
	<i>Totals for Paul Mills</i>			\$ 10.50
PeopleFacts				
	New Hire Background Checks - March 2019	33754-032019	1-4253-10	193.78
	<i>Totals for PeopleFacts</i>			\$ 193.78
Petty Cash - District				
	Computer Commons Tower Refill - \$5 Quarters	CC032719	1-3430-30	5.00
	Jim's Truck Inspection - Bkm & Van Bi-Annual State Insp.	1474	1-4235-29	60.00
	Will County Clerk - J. Nguyen Notary Renewal	1475	1-4351-10	10.00
	<i>Totals for Petty Cash - District</i>			\$ 75.00
Pinnacle Library Cooperative				
	ePay Payments Reimbursements - Jan-Mar 2019	19-008	1-3310-10	77.85
	<i>Totals for Pinnacle Library Cooperative</i>			\$ 77.85
Raymond Geddes & Co. Inc.				
	CSD Program Supplies - Writing Utensils, Toys - PO5779-1819	712730	1-4353-20	423.78
	<i>Totals for Raymond Geddes & Co. Inc.</i>			\$ 423.78
Raymond McConico Jr.				
	Refund: Rise & Grind	31560002330971	1-3310-10	24.10
	<i>Totals for Raymond McConico Jr.</i>			\$ 24.10
Rebecca Falasz				
	Mileage - 9/8/18-12/1/18	RF040119	1-4171-10	10.79
	<i>Totals for Rebecca Falasz</i>			\$ 10.79
Rentals Unlimited				
	3/29/19 Genealogy Day Rental Tables - PO5733-1819	01-119154-04	1-4353-24	201.50
	<i>Totals for Rentals Unlimited</i>			\$ 201.50
Repair Center LLC				
	Acer Chromebook Repair - PO5806-1819	6207	1-4253-14	89.99
	<i>Totals for Repair Center LLC</i>			\$ 89.99

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Robert Pennor				
	Program - Watercolor Pencil Drawing - 4/23/19	RP042319	1-4571-24	\$ 60.00
	Program - Watercolor Pencil Drawing - 4/30/19	RP043019	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - 5/7/19	RP050719	1-4571-24	60.00
	Program - Watercolor Pencil Drawing - 5/14/19	RP051419	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			\$ 240.00
S & S Worldwide, Inc.				
	CSD - Paper Bags & Rolls, Glue Stick Supplies - PO5737-1819	IN100083253	1-4353-20	62.85
	<i>Totals for S & S Worldwide, Inc.</i>			\$ 62.85
Sabrina Smallwood				
	Mileage - ILA Marketing Mini Forum - 4/5/19	SS040819	1-4171-10	33.18
	<i>Totals for Sabrina Smallwood</i>			\$ 33.18
Scholastic Inc.				
	CSD - Summer Reading Club 2019 - PO5781-1819	19060514	1-4353-20	58.52
	CSD - Summer Reading Club 2019 - PO5781-1819	19073969	1-4353-20	3,412.01
	CSD - Summer Reading Club 2019 - PO5781-1819	19101900	1-4353-20	14.00
	CSD - Summer Reading Club 2019 - PO5781-1819	19122117	1-4353-20	13.65
	<i>Totals for Scholastic Inc.</i>			\$ 3,498.18
Sebert Landscaping Inc.				
	Lawn Maintenance - April 2019	182110	1-4392-30	1,436.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 1,436.00
Showcases				
	CMTSD - Clear DVD Cases	310317	1-4371-12	204.12
	CMTSD - Vinyl 12 CD Albums	311116	1-4371-12	80.35
	CMTSD - Black DVD Single Poly Cases	311117	1-4371-12	459.52
	<i>Totals for Showcases</i>			\$ 743.99
SNI Companies				
	Salaries - Contracted Staff - Glade: 2/11/19-2/17/19	355342	1-4125-10	467.80
	<i>Totals for SNI Companies</i>			\$ 467.80
The Bugle Newspapers				
	Legal Ad - 4/4/19 2nd FI Mtg Bid Notice - PO5832-1819	125669	1-4243-10	159.60
	<i>Totals for The Bugle Newspapers</i>			\$ 159.60
Theatre-on-the-Hill				
	2 Full Page Ads - Doll's House 4/5-4/20, Frozen Jr 4/25-4/28	5820-1819	1-4731-10	600.00
	<i>Totals for Theatre-on-the-Hill</i>			\$ 600.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Today's Business Solutions, Inc.				
	Fax Program - 1st Quarter - Jan-Mar 2019	040819-21	1-4234-14	\$ 270.88
		<i>Totals for Today's Business Solutions, Inc.</i>		\$ 270.88
Tressler LLP				
	Legal Expense - Attorney - Election & Tax Obj. - March 2019	402193	1-4241-10	285.00
	Legal Expense - Attorney - March 2019	402192	1-4241-10	2,111.02
		<i>Totals for Tressler LLP</i>		\$ 2,396.02
Trinity Academy of Irish Dance				
	Program - DDLN: The Trinity Irish Dancers - 4/27/19	TAID042719	1-4572-20	100.00
		<i>Totals for Trinity Academy of Irish Dance</i>		\$ 100.00
Unique Management Services, Inc.				
	Collection Expense - March 2019	550545	1-4245-10	402.75
		<i>Totals for Unique Management Services, Inc.</i>		\$ 402.75
UPS				
	Shipping - Account Refillment	0000603951139	1-4382-10	300.00
		<i>Totals for UPS</i>		\$ 300.00
US - Yellow Pages				
	Quarterly Yellow Pages Listing - 3/20/19-6/18/19	2489870-39-02	1-4731-10	259.00
		<i>Totals for US - Yellow Pages</i>		\$ 259.00
Valley View School District				
	Bkm & Van Fuel - 2/1/19-2/28/19	VVSD031419	1-4359-29	281.50
	Bkm & Van Fuel - 3/1/19-3/31/19	VVSD040319	1-4359-29	299.28
		<i>Totals for Valley View School District</i>		\$ 580.78
Vanguard Energy Services, LLC				
	Gas Service - 3/1/19-3/31/19	G404408040319	1-4322-30	2,408.54
		<i>Totals for Vanguard Energy Services, LLC</i>		\$ 2,408.54
Verizon Wireless				
	Telephone Service - 2/17/19-3/16/19	9826355442	1-4311-14	546.54
		<i>Totals for Verizon Wireless</i>		\$ 546.54

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Bills Payable Report
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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Warehouse Direct				
	Sample Staff Sweaters - PO5839-1819	4226177-0	1-4711-10	\$ 498.00
	CMTSD - Markers & Cable Ties	4232884-0	1-4371-12	67.77
	District Restock & Building Batteries	4245664-0	1-4371-10	36.78
	District Restock & Building Batteries	4245664-0	1-4351-10	781.21
	Finance - "Emailed" & "Deposit Only" Stamps - PO5823-1819	4248076-0	1-4351-10	19.74
	District Coffee & Closet Restock	4251078-0	1-4351-10	100.06
	CMTSD - Markers & Cable Ties	4232884-0	1-4351-10	12.49
	Outreach - Water, Dry Erase Markers, Eraser	4232869-0	1-4351-10	46.49
	Finance - "Copy" Stamp, Envelope Moistener - PO5802-1819	4234175-0	1-4351-10	16.02
	Finance - Pencil Led, Stamp Ink - PO5813-1819	4240263-0	1-4351-10	12.51
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,591.07</u>
William Cox				
	Per Diem - Elevate Travel - 4/26/19	WC031919	1-4173-10	82.50
	<i>Totals for William Cox</i>			<u>\$ 82.50</u>
	Total for Fund 1			<u>\$ 204,763.44</u>

Fountaindale Public Library District
Bills Payable Report
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Oreck Replacement Parts	A50-1819	8-4211-30	\$ 8.01
	Building - Oreck Replacement Parts	A50-1819	8-4211-30	44.00
	Building - Oreck Replacement Parts	A50-1819	8-4211-30	28.59
	Two-Way Radios	A57-1819	8-4211-30	699.93
	Window Blind Repair - Metal Ball Chain	A42-1819	8-4357-30	46.95
	Ellison Cart Wheel Casters	A56-1819	8-4357-30	85.80
	<i>Totals for Amazon</i>			\$ 913.28
Best Quality Cleaning, Inc.				
	Cleaning Service - April 2019	28475	8-4215-30	6,921.00
	Special Clean - 3/12 3rd Fl & 1st Fl Women - PO5787-1819	28244	8-4211-30	150.00
	Special Clean - 3/19 3rd Fl Women - PO5809-1819	28574	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,146.00
Chase Card Services				
	Kully - Building Sink Control Modules	P3672-APR19	8-4211-30	172.54
	TTIFloorcare.com - Oreck Brushroll Pulley & Belt	P3672-APR19	8-4357-30	133.78
	CompSource - Main Desks & Workrooms Emergency Radios	P3672-APR19	8-4211-30	123.15
	DigiKeys - Parking Lot Entrance Sign - LED Driver	P3672-APR19	8-4211-30	32.96
	Midland - Main Desks & Workrooms Emergency Radios	P3672-APR19	8-4211-30	449.93
	Kele - Carbon Monoxide Detectors - Air Handler 1 & Boiler Rm	P3672-APR19	8-4211-30	603.50
	<i>Totals for Chase Card Services</i>			\$ 1,515.86
Cintas Corporation				
	First Aid Restock - March 2019	8404064012	8-4215-30	521.74
	<i>Totals for Cintas Corporation</i>			\$ 521.74
Cintas Corporation #344				
	Weekly Mat Service - 3/14/19	344146435	8-4215-30	30.00
	Weekly Mat Service - 3/21/19	344149920	8-4215-30	30.00
	Weekly Mat Service - 3/28/19	344153429	8-4215-30	30.00
	Weekly Mat Service - 4/4/19	344156905	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 120.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - 3/18/19	0091219	8-4211-30	213.74
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 213.74

Fountaindale Public Library District
Bills Payable Report
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cutting Edge Document Destruction, LLC	Records Shred - 4/3/19	73608	8-4215-30	\$ 30.00
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		\$ 30.00
Filter Services Inc.	Various Size M8 Perfect Pleat Filters - PO5785-1819	INV204583	8-4357-30	380.10
		<i>Totals for Filter Services Inc.</i>		\$ 380.10
Forward Space	Repair Part for Mobile Ped - Steelcase Clip - PO5793-1819	770062	8-4211-30	16.00
		<i>Totals for Forward Space</i>		\$ 16.00
Graybar	Pole Light Electric Box Plastic Cover - PO5815-1819	9309453410	8-4211-30	99.42
	Building Electric Breakers - PO5812-1819	9309361395	8-4211-30	761.91
		<i>Totals for Graybar</i>		\$ 861.33
Groot Industries, Inc.	Garbage & Recycling - 4/1/19-4/30/19	3181973	8-4215-30	357.70
		<i>Totals for Groot Industries, Inc.</i>		\$ 357.70
Hansen Services, Inc.	Monthly Pest Control - March 2019	3904002	8-4215-30	103.00
		<i>Totals for Hansen Services, Inc.</i>		\$ 103.00
Johnson Controls Fire Protection	Rebuild Backflow Preventer - PO5752-1819	85725245	8-4211-30	834.00
		<i>Totals for Johnson Controls Fire Protection</i>		\$ 834.00
Steiner Electric Company	Building Maintenance - 2019 Kohler Gen. Check	S006307875.001	8-4211-30	1,937.37
		<i>Totals for Steiner Electric Company</i>		\$ 1,937.37
Warehouse Direct	Building - Duracell Batteries	4244692-0	8-4357-30	67.07
	District Restock & Building Batteries	4245664-0	8-4357-30	314.77
	District Coffee & Closet Restock	4251078-0	8-4357-30	24.26
	Building Supplies - Monthly Supplies Restock	4251085-0	8-4357-30	2,382.76
	Building Supplies - Gloves Restock	4251264-0	8-4357-30	155.30
		<i>Totals for Warehouse Direct</i>		\$ 2,944.16
		Total for Fund 8		\$ 17,894.28

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
			Grand Total	<u>\$ 222,657.72</u>


Jennie Nguyen/Finance Manager

Fountaindale Public Library District
Board Reimbursement Report

As of March 31, 2019

Payee	Description	Date	Account Number	Amount
Kathryn Spindel	2019 Valley View Auction & Dinner	03/19/2019	1-3616-10	\$60.00
				\$60.00

Director

Micro Pantry Debuts

Our Micro Pantry debuted to great fanfare on Sunday, April 7 – the beginning of National Library Week! Mayor Claar and President Danhof both spoke at the ceremony and the pantry was full! The Silmon family will be coming back to do some touch up work on the pantry this month. Our Go Green Committee will be checking the pantry on a weekly basis. We have also added information about the Pantry on our website.

2nd Floor Room Remodel

The bid notice for the 2nd Floor Room Remodel was published in the paper. We had two general contractors attend the optional walk-through as well. The laptop cart and laptops have been ordered and arrived. These will be configured before the room becomes unavailable so that we can continue programs and activities in other rooms that require a larger number of computers.

Deputy Director (Nancy Korczak)

March brought one of our large annual programs, the Maker Faire. Staff members from different departments came together to plan this great event. This year the library was able to partner with organizations such as the Bolingbrook Arts Council, Fermilab and the Bolingbrook STEM associations to provide extra activities for our patrons. Fountaindale staff also planned some great activities. Congressman Bill Foster stopped by to visit the Make Faire and had a great time.

During March the library's partnership with SCORE continued and we were able to offer the Million Dollar Women program once again. The program hosted a panel of women entrepreneurs who shared their business experience and answered questions from the audience. The event was streamed live and an archive of it is available on our Youtube Channel.

From Wendy Birkemeier's Report

Children Services

Monthly Overview of Children's Services: Look who celebrated a milestone birthday on March 20 – *The Very Hungry Caterpillar* turned 50! There are more than 50 million copies in print worldwide (a copy sells every 30 seconds according to publisher Penguin Random House), and the book has been translated into at least 62 languages. Staff members celebrated in storytime.



Young artists at Let's Create used Eric Carle's collage technique to make their own pictures in tribute.

Highlights of the Month



Meet Tank the Therapy Dog (70) Tank is a great big slobbering explosion of joy. He was such a good boy listening to the story with the kids and then waiting patiently while they asked questions. When it was finally time to meet the kids, he could hardly contain his excitement. *Chris Z.*

Maker Faire Fountaindale's Tinker Group once again held a fabulous event showcasing all the STEAM-related resources and equipment we offer. Most of my time was spent with our robots. We had BB-8, Dash, Dash with xylophone, and my personal favorite, the Bee-Bots, available for

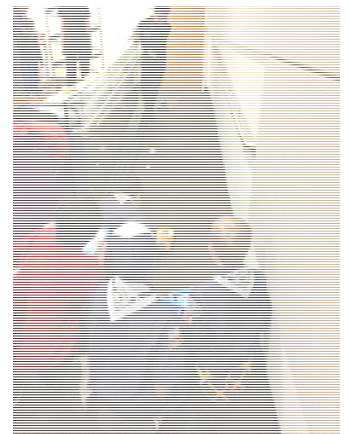
patrons to play with. The last time I helped with the Maker Faire, most of the children explored the robots on their own. This year it was great to meet so many inquisitive children and parents and guide the activity with the Bee-Bots. I asked children where they would like the Bee-Bot to start on the mat and let them choose the robot's destination...The children caught on very quickly! The youngest child I helped was 3 years old, and mom's jaw nearly dropped to the floor when the little boy successfully coded the Bee-Bot to travel to its destination! Congressman Bill Foster stopped by to try out the Bee-Bots! *Joyce A.*



Marta M. also assisted at the Faire. She helped kids with the robots and was impressed with how some of them used their imaginations to create a robot race up the ramp in the meeting room. Marta also complimented the teen volunteer who helped. "He made sure that everyone had a turn with the robots if they wanted one, and he was on guard that no one walked away too far with them. If anyone needed assistance, he was very eager to help. I even praised him for the great job that he was doing. It's so nice to have volunteers that really want to be there and are helpful and don't just sit around and do nothing."

Marta assisted Andreea with the LED card craft. "At first it looked a bit challenging to me. But as I observed Andreea and her son Silvio putting all the circuits together to make the light bulb go off, it was a cool activity. The children were amazed how the electricity flows through the copper tape and battery and makes the light bulb go off."

At the second station ...kids learned how to make an electric circuit using copper tape, LED lights and a C2R2 battery. 52 people made cards. Andreea D. and Marta M. were very involved at our busiest table.





A sticker mosaic of a springtime frog drew people into the corner. Andreea D. noted, "One mom said that she liked it so much that she and her son did the entire eye of the frog. I saw other kids that spent a lot of time filling in with stickers. One teacher that stopped by commented, 'This is the

perfect activity for my class. It teaches kids the letters, the colors, to collaborate and they practice fine motor skills.' She asked me the information where to purchase it."

Andreea D. "charged all our mighty robots - ready for a serious display of artificial intelligence: 4 Dash robots, 3 BB8s, 4 Pro-Bots cars and 6 Bee-Bots took the floor at different times....I have trained volunteer #2 to work with the robots. The boy used to come to Technokids and was familiar with Dash and BB8. The area was very busy so I was grateful when Joyce stepped in and started to assist kids with the robots."



Emerald City Theatre Presents: Mother Goose's Garden (45) The two performers presented a short play that included a series of nursery rhymes. The audience enjoyed very much their colorful costumes and the garden set. The male performer played the guitar while singing the nursery rhymes and had a very nice voice. We had very good attendance and parents had very positive comments about the program. The representative from AMITA gave a gift bag that included a nursery rhyme book to each participant. The only thing that

surprised us was that the program was shorter than expected, only 20 minutes. The program was advertised from 10-10:45 a.m. Everyone left happy, the quality of the program was very good. *Andreea D.*

Money Smart Week

Financial Literacy Storytime (11=7 J, 4 A) The presenter [from the Illinois Treasurer's office] was good. Even though a lot of the children were young she was able to relate to them. She got down on the floor and read the books and talked about saving money. ... The Franklin book had a piggy bank in it, so she showed them a piggy bank and some money...The craft was a coloring packet. *Rosemary B.*



Reading & Writing



Young Writers' Club (4) Small group today but a fun one. We read *The Interrupting Chicken* and *the Elephant of Surprise* and talked about the element of surprise. The kids loved the play on the words and through the program intentionally and unintentionally mixed them up. We then read a few books and looked for the elephant...umm... I mean the element of surprise in each. The biggest hit by far was *The Legend of Rock Paper Scissors* which I was "forced" to read twice. *Chris Z.*

S'mores Book Club: *Shiloh* & other dog stories (3) Chris observed the program and contributed to the discussion as she will be filling in for me in April. We had one new attendee, R..., who admitted that his mother made him come to the program. He was very quiet and told Chris and me that he has not read anything lately and is not reading anything for school right now. Jeffrey gave him a tour of the television studio and control room, but R... was still uninterested in participating. We decided to let him observe the other kids in Studio 300. After watching A... and D... use Comics Life for their book reviews and a brief tutorial on how to use the software, it was nice to see R... try it himself. He opened up that he had read *Dogman: Lord of the Fleas*, and after showing him how to add images, he started on his review! We ran out of time, but I made sure to save his work on our external hard drive. *Joyce A.*

STEAM & Learning Fun

Imagineers Club: Imagine Space (17) Andreea D. planned her program around two books - *How Do You Burp in Space and Other Tips Every Space Tourist Needs to Know* and *Seven Wonders of the Solar System*. Activities drew from the STEAM categories of science, engineering and art.

For the science part Andreea created a PowerPoint game show about space. It enabled her to test the format and questions she was developing for the version of Jeopardy she was working on for TechnoKids.

"The game had a huge success with the teams getting loud, competitive and enthusiastic."

Kids made a constellation lit by an LED circuit for their engineering project. "I laminated constellation cards and I showed them how to make the circuit with copper tape, LED lights and batteries . . . Most of the kids did very well."

"Some kids that finished early the circuit also wanted to work on a little math/space/fractions booklet I made. I was impressed by the homeschooled participants who have a positive attitude toward things that look like homework. Some asked to take the booklets home, some solved them in class and one wrote extra



information inside like the Einstein's relativity's equation. Mrs. Andreea was impressed." An art project was postponed for lack of time.

Mini Math Monsters (2 programs, 28), **Number Ninjas**

(2 programs, 11) This month's themes were Zip Line Adventure and Graphing, Pie Charts and Fractions. For the zip line program kids explored geometry, angles and speed. They made paper airplanes to run on the zip lines. Kids sampled data and made bar graphs, including a human one representing their favorite colors. They made Fraction Fortune Tellers (cootie catchers) to practice their fraction skills and played a Pizza Delivery Fraction game. Rosemary B. and Susan F. plan to expand these activities across two sessions next season. Younger participants checked out some of the books on display. Susan F. noted that many kids in Mini Math Monsters are homeschooled.

TechnoKids: Jeopardy (13) This was an amazing program that everybody waited for with great anticipation. For the success of the program I have to thank Jeffrey for the assistance with the Tricaster and cameras coordination. Deb greatly contributed with her knowledge of the game and was our stage director. I created the game format, the questions and managed the game on the screens for the participants. The questions included knowledge from previous Technokids programs. We had a special category dedicated to Internet Safety. The game had 30 questions divided into the following categories: Space (a lead to SRP), Presidents, Name that Book, US Geography and Mixed Trivia. Kids learned how to behave in front of the camera, technology, and from the questions ...Some parents watched the whole program from the control room. Everyone had a great time and we were positively surprised by the winners. *Andreea D.*

Andreea developed a Jeopardy game. We took the kids down to the studio where we filmed our own episode! We had anticipated that maybe they would have seen the show but they hadn't. I probably had watched the show the most of anyone attending the program so I felt very comfortable in my role as the coach of the participants. An older brother of one of the participants came along to the program to serve as the MC. He did a great job! The kids got the hang of the game. The one team was way ahead at the end of regular jeopardy but made a bad wager in final jeopardy. The last-place team ended up winning. It was exciting. I can't wait to see the final product when the studio finishes editing the episode! Jeffrey and Jeremy created a great set using green screen technology. The kids used our new buzzers to buzz in, they each have a different sound. They had a lot of fun playing the game! *Debbie S.*



STEAM Family Workshop (58) I had two tremendous teen volunteers, Jarod and Victor, and I had two tremendous adult volunteers, Usha and Valentina. I don't know what I would have done without them! We had a great crowd. Usha handled the science experiment. It consisted of seeing if cornstarch, glue and a borax solution could make a ball that could bounce, Valentina was point on our art project, a stained glass kite. We ran out toward the end so I used up the last few rainbows I

had left from the homeschool program. The boys bounced between the Magnatile engineering station, the math pyramid/Unifix Cube math experiences, and Cubelets for



technology. I was hopping between all the stations, getting people set up, redeeming their completed cards for prizes and being an extra set of hands at any of the stations that needed the help. Many of the patrons thanked us for the program and said they really enjoyed it. *Debbie S.*

Roots: Frederick Douglass, Patricia Bath (17) We had plenty of resources on Frederick Douglass, but unfortunately, there are not many books on Dr. Bath, the first African American to complete a residency in ophthalmology. Judith and Ernie used the one book we had in our collection about Dr. Bath along with articles from Scholastic Go and Time Magazine to complete their research.

In their presentation, Judith and Ernie enthusiastically promoted the History Kids nonfiction DVD series in our collection. They watched the *History Kids: Frederick Douglass* DVD as part of their research. They raved about the amount of information they gained and the kid-friendly style it was presented in. I included the DVD in the display I set up in the Storytime Room, and I noticed a couple of homeschool teachers making note of the series. I hope they checked them out!

After the presentation, I led the group in making a working eye model out of a paper template and a small magnifier. We then turned off the lights in the storytime room and used the sunlight coming through the window to project an image onto an index card. The group had a great time, and I received compliments from 2 parents who said they enjoyed the activity. *Joyce A.*



Gaming & Play



Preschool Activity Time (65=39 J + 26 A) This was a big group but it was lots of fun for all. *Rosemary B.*

Board Game Blast I walked around and found 2 tweens who wanted to participate in Board Game Blast on 3/13. They tried Harry Potter chess and Scrabble and had a good time. *Sarah D.*

Storytimes continued through the month. 1461 people attended 47 Storytimes. Children enjoyed rhyming stories, stories about dogs, rain, flowers, ducks, bugs, frogs, unicorns, pets, St. Patrick's Day, stories written by Eric Carle, spring, clothing, and more.

Polish Storytime (11=5 J, 6A) Our theme this month was "spring". I feel like I have built a small steady group that attends each month... We read three very engaging stories.... Since this month we are celebrating the 50th anniversary of *The Very Hungry Caterpillar*, I read the Polish version to the children. I told the story using felt board pieces and the

children listened very attentively. ... After storytime, I provided the children with an opportunity to play. I brought two tunnels for the children to play with. I encouraged them to pretend that they are little caterpillars and that they are climbing into their cocoons and when they come out they will be beautiful butterflies.... I also brought out magnetic animals and the Ooze Tubes and Color Mazes. As the children put the magnetic animals together we practiced the animal names in Polish. The Ooze Tubes and Color Mazes were a big hit with the children. They were so amazed how the colors went down the maze and how they mixed together. *Marta M.*



Sensory Storytime (23=10J,13A) My theme this month was colors... The two stories that we read were called *Ten Lucky Leprechauns* and *My Many Colored Days*. ...We also created our own rainbows by dancing and waving colorful scarves in the air and singing the song "Colors All Around Me". The visual schedule seems to be very helpful for the children. I overheard a mom say to her son, "Just one more song and then the bubbles." We ended our storytime with bubbles and the disco ball. The children went wild for the bubbles. ...

For the sensory component, I brought out the light table with the Duplos and light table manipulatives. I also brought out the Color Mazes and Ooze Tubes for the children to explore. The children absolutely loved the light table, and were so engaged in building with the Duplos.... Occasionally, I would change the color of the light table and the children would be amazed that first it was pink and then it changed to blue. They would say that "it's a magical table that changes colors". ...While the children were building with the Duplos and exploring the light table manipulatives we talked about colors and color mixing. ...The children were very interested in the Color Mazes and Ooze Bottles. They kept turning the bottles over so that they could see the colors mixing. *Marta M.*

Public Service

Programs without Music: I counted 12 adults and 11 children at the Family Storytime (without music) on 3/19. There didn't appear to be anyone there who was especially seeking the no-music experience, but they enjoyed a variety of books and rhymes featuring spring topics like flowers and rabbits. A few of the books by featured authors and illustrators were checked out. *Sarah D.*

1000 Books Before Kindergarten: Seven children signed up. There are 324 total participants. Three children completed the program in March.

Collaborative Projects: Kelsey Fletcher-Broucek from Bolingbrook High School contacted us again about displaying children's books by students in French and Spanish this spring. Sarah D. will coordinate.



Toys: CSD staff members discussed how to add more dramatic play opportunities for children in our department. On March 7 we put our big dollhouse on the floor for kids to play with. Susan F commented, "I worked the next morning and was able to observe many young patrons' excitement in seeing and playing with this amazing addition to our realia collection. Parents also were very excited to see it." After the first week we decided to leave some of the furniture and dolls in the house all the time (kids were climbing in the house when it was empty). We have had to reglue a few pieces of furniture, but the children love to play with it. We also added our wooden train set to the Busy Box collection.

Collection Development

Doll Collection: 60 circulations this month Sarah D. spent the remaining funds from the Friends' doll collection grant, purchasing a Luciana doll and her accessories and two Laurie Hernandez Barbies with their books and cases. Luciana is so popular that we ordered a total of three more dolls in order to satisfy the demand (18 holds!). We are planning a summer program featuring Luciana because she wants to be an astronaut.



From Amina Ali's report

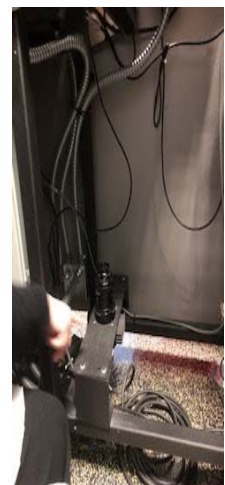
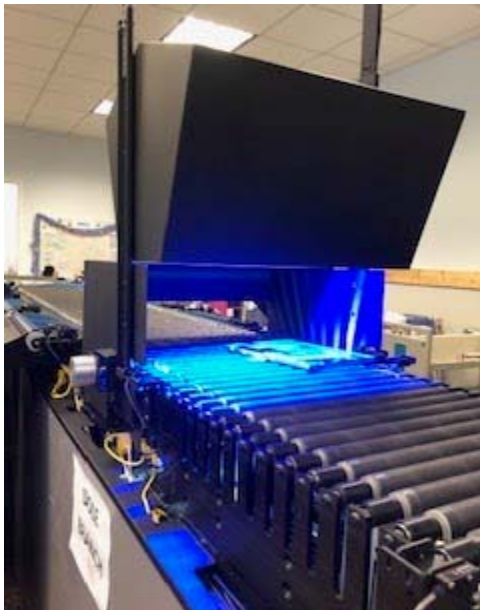
Circulation Services Department Report Updates

- **Circulation-CMTSD Meeting**

- The Circulation team (Amina, Carol, and Danny) and CMTSD (Brett, Christina, and Lynette) took the time to tour the stacks one by one. We discussed areas we could see improvement and change. The biggest takeaway of this meeting was the total in-house circulation we saw. After a meeting with Christina earlier this month, Amina asked Danny to begin doing regular floor-sweeps and tally of the number items we found:

In-House Circulation: March 2019	
Week 1	60
Week 2	645
Week 3	786
Week 4	711
Week 5	823
Total	3025

- Amina took initiative to meet with Danny and Kate to discuss how to accurately determine the totals. Danny will have the Circulation Aides do regular floor sweeps and use the back induction (near the Drive Thru) to get more specific stats for April. Amina will order a new bin, so that it will be easier for the Aides to maneuver through the building. In a few months, hopefully we can determine how to convert the in-house usage to actual checkouts.
- **AMH Meeting @ Oak Park Public Library**
 - Amina went to Oak Park Public Library to look at their AMH system by Tech Logic. They had a couple of very convenient stand out features and the overall tour and information was much appreciated.





Oak Park Public Library's AMH system by Tech Logic was replaced in December 2017. 14 years previously, they had another AMH by the same company. Kathleen Spale (Materials Services Manager) said they only kept 10% of their original AMH. One of the two features about the AMH that stood out was the dual camera. Prior to sorting, items will pass through a "tunnel" of blue sensors that are able to read RFID and non-RFID items. Unlike Fountaindale's AMH, 25% Oak Park's AMH runs through the ceiling of their building. In addition, their AMH machine is equipped with an antenna. The antenna is sensitive to outside disturbances such as weather. However, it proves useful because it connects the AMH to a computer screen that monitors mechanical issues. Kathleen gave a tour and showed some of the artwork that was displayed in the building, including "Easter Realness #2" by Kehinde Wiley who painted President Obama's 2018 portrait.

Circulation Statistics

New Patrons Registered	223
Holds Pulled From Shelves	7480
Incoming Rails Bins	266

Snags Resolved	69
Snags Retrieval Material Amount	\$1,644.00

Drive Up Statistics		
Total Visits (March)	Previous Month (February)	Previous Year (March)
859	887	878

Drive Up Statistics Summary

- We had **859** visits (pick-ups) at the drive through this March, which is down from **887** in February.
 - This amounts to a **3.16 percent decrease** from last month.
 - Also, total visits were **down 2.16 percent** from March of last year (**878** last year).
 - And we had an average of **32** visits per day this month, down from last month (**38**)

Total Checkouts (Including Drive Up)	63,439
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From Marianne Thompson's report Outreach Services

Adult Volunteers:

Two adult volunteers worked at the March 16 CSD STEAM program, providing 6 hours of service.

Highlights:



Melissa worked at the Studio 300 Maker Faire on March 16, 2019. She worked at the 3D pen station, which was a popular activity.

Sarah provided a "Blind Date with a Book" contest, running February to March for residents of Heritage Woods. Donna C. won, and had the most "dates" and ballot response. Five residents interested ballots for the chance to win a prize. Each participant enjoyed the contest. Feedback included having more books about dogs/cats. Sarah looks forward to doing this again!

Sarah participated in putting together 30 Easter baskets for children with the Staff Committee. The baskets were donated to West Suburban Community Pantry.





Cindy provided a fun puppet show "Fat Cat" at Independence & Pioneer schools. The entire class read the volunteer puppeteer's line, which they love to do. Even the older fourth & fifth grade classes enjoyed participating in the play!

Cindy was out most of March on FML. The staff and students missed her greatly!



Dennis has joined the blogging group that Melissa Bradley is starting. He will write about Outreach events to spread the word about our library service to the community.

Marleigha created and sent out a craft to our home delivery patrons during March. She included very easy to understand instructions, and placed everything in a convenient zip bag. Marleigha always goes the extra step to make sure our patrons have materials they want and need. She brought superhero books for a patron at McGee, "My Weird

School" and "Dog Man" series books to Furqaan Academy, as well as the Playaways paired with the books for students at BJ Ward. Congratulations to Marleigha for completing her Master's Degree during March!

Melissa provided storytimes for Head Start, Homeschool, and Head Start Bilingual. She uses her MOPs expertise to provide stories, songs, and activities for the preschoolers. Melissa has added Atria Memory Care to her programming for dementia patients. Her first visit was in March. Since several of the residents are Irish, Melissa read some Irish stories to them, shared facts and trivia about Ireland, and showed them several pictures of famous people born in March. The group had a nice time talking about Ireland and they look forward to Melissa's next visit. At Autumn Leaves, Melissa provided a butterfly ornament craft, and some painting sheets.

Sarah held another successful book club meeting at Heritage Woods. They discussed A Man Called Ove. Most liked the book, but it took a couple of chapters to get into the book. Sarah gave them a list of three book suggestions for the next few months, and everyone liked them.

Residents of Atria line up waiting for the arrival of the Van and library staff when we visit! We have made an impression on them! For this visit, staff brought large print copies of celebrities and famous people biographies. A resident was happy to see these books, and said wants to write her own autobiography. She told staff that when she was 10 years old, living in Hollywood, her uncle had worked at the Paramount lot.

I participated in a conference call for the ABOS Long Range Planning committee. We have the conferences set for this year (Omaha, NE) and 2020 (Dallas, TX). We are trying to set up visits to locations for 2021 and 2022. We use a consultant who also works with ALA and PLA to set up their conferences, so ABOS is having a much better experience with locating sites for our conferences.

Repairs & Maintenance of Outreach Vehicles:

March 6 – Van would not start and the battery was completely dead. Took the vehicle to Diesel Service Center; they had to order the battery for installation - lost 1 day of service; the other 2 days, service was provided using staff cars.

March 14 – Bookmobile generator would not stay on. We took it to KD Repair in Batavia. They found three corroded relays. Repairs were made and we were back in service on Saturday March 16 – lost 2 days of service.

From Jeffrey Fisher's report

Studio 300

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

- 916 patrons actively used our spaces.
- 3473 items were checked out.
 - 125 of that total circulated out of the lab.
- 52 patrons attended our 12 Orientations.
- 276 patrons came to our 24 other Adult/T(w)een programs and tours.
 - Total programming hours came to 40.5.
- 14 Non-FPLD people used Studio 300.
- Maker-related: 15 people created 132 items plus an additional 80 3D prints.
- And there were about 1898 blog page views.

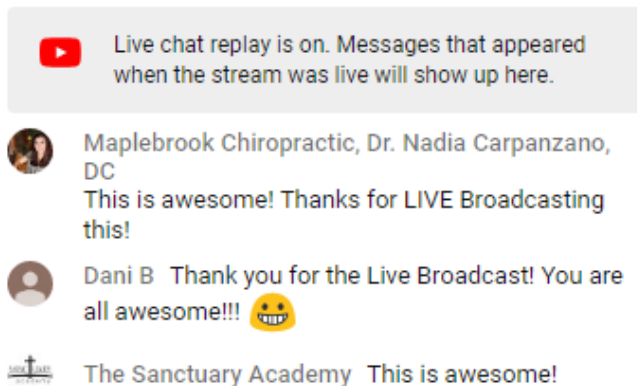


March was a month for large Studio 300 programs. First up, the *Professional Headshots* event found **Adriana A.** snapping hundreds of pictures of the 131 adults and 12 youths who stopped by. Her excellent work can be seen on the [FPLD Flickr page](#).

Next, the *Third Annual Maker Faire* saw 112 Adults and 125 Youths visiting the activities in Meeting Room A while 118 people visited Meeting Room B for our Keva Blocks *Engineering Challenge*. We noticed our patrons stayed longer this year and took advantage of the many different activities presented by the **Tinker Technology Troupe** team. Photos from the event can be [seen on this Flickr page](#). Hats off, once again, to the committee members who made this year's program a huge success: Randi C., Tara C., Melissa L., Andreea D., Brett L., Joe P., and Anna G. Our complement of teen volunteers also made the event flow smoothly. And COD Practicum student, Marcy B., spent time in Studio 300 and was invaluable helping run the engineering challenge during the day, too.

The monthly *Teen Tech Homeschoolers* learned basic graphic design principles and then used that knowledge to create their own flyers. Studio 300 assisted CSD with their *Game Show* video using the sophisticated Tricaster production tools in Studio B/C. We hosted 15 people from LCSRA with **Jeremy L.** taking the lead to guide the participants into making custom tees in the Maker Lab. We continued to host many one-on-one sessions for patrons to explore their maker projects. **Anna G.** attended the *Star Wars Day* planning committee. And **Joe P.** represented FPLD/Studio 300 at the annual VVSD STEMCathalon where he judged student entries.

Jeremy L., left his position this month to pursue an (already) thriving freelance video career. He continued to be an important asset for his 3.5+ years in Studio 300, and his skills and excellent customer service approach will be greatly missed. Best wishes to him for his new career!



Jeffrey helped stream the *Million Dollar Women* program live to YouTube. [Catch the archived recording here](#). And he once again assisted Debra D. with live streaming her successful *Genealogy Day*. The three archived live streams are also available [on the YT channel](#), too. Comments from the *Million Dollar Women* program were quite positive:

Jeffrey began his two *Learning Circles* this month (*Fiction Writing* and *FIRE*)

where patrons meet for ten weeks for in-depth study of a topic together. Both iterations are progressing well, and Jeffrey is excited to expand this concept in the Fall built around Lynda and/or Gale Courses.

Many tasks for the *Soon to Be Famous* committee related to the final round of the manuscript contest, the upcoming winner announcement, and website updates fell to Jeffrey. He also worked with BiblioBoard and STBF to make the main Indie Author Contest go live on April 1. This year the contest accepts both Adult and Young Adult fiction from self-published Illinois authors. Our Illinois winner (announced in the Fall) will go on to compete with winners from other participating states and provinces for a top prize. [Details here](#).

Jeffrey worked with CMTSD to secure training on the BiblioBoard platform, specifically related to curation of the online area and MARC records to add to the oPAC in the future. Also, late in the month, Christina T. joined Jeffrey to host 46 people at our booth and presentation during the Chamber's *Community Expo Job Fair*. He met with Communications to discuss the future of the Studio 300 blog and its integration with other departments into a single FPLD blog. And he worked with Steven F. on bringing together the finishing touches of the Maker webpage. And, of course, Jeffrey attended his usual Manager's, Programming, Summer Adventure, and PIC meetings (and fulfilled his PIC duties).

From Debra Dudek's report

Adult and Teen Services

General Comments on the Month

Our department staff have been looking forward to the spring season and the debut of this year's Summer Adventure program. There are a lot of really great ideas being put into place, and our summer reading coordinators are preparing to train our staff in registering patrons and awarding prizes for this year's program. Our department will be

hosting the Summer Adventure rocketship during certain weeks of the program, and we are anticipating the moon landing backdrop will be a big hit with our patrons.

Also this month, I sat in on a Mango Languages webinar about their new interface and usability improvements. We are currently evaluating databases in our department right now, so this may impact the verdict of a few of our staff members. I've decided to take up the Mandarin Chinese class again, as I took it several years ago and would like to see how the new improvements to the site impact the user experience.



Genealogy Day 2019 was an exceptionally successful program for us this year, as we utilized the Board Room as an overflow space for the event. Our main list of 60 attendees was completely full, with another 17 placed upstairs in the overflow room. We did have a few last minute cancellations, as well as a few last minute registrations and five drop ins. I made sure there was a large sign outside Meeting Room A with 'Genealogy Day' posted as to not confuse patrons as to the location of Early Voting happening concurrently in Meeting Room B. The lack of a vendor room for the day did not negatively impact our program, and by hosting the authors and experts in Meeting Room A and in the lunch

area of the lobby proved to be a positive experience for all concerned. We also hit a record for live streaming the event, which garnered about 28 people per webinar.

Programming (includes):

Randi's Observations: For our February Outreach visits, I pulled materials for three special displays. For the craft, students could make emoji pins or magnets. We had a bit of a hiccup in that we weren't able to make it to Humphrey Middle School this month. Technical issues kept us grounded at the library as the van was sent out for repair. We were able to persevere and head out on Thursday to Jane Addams. We pulled some materials and headed out in a staff members vehicle. I am happy we were able to finish out the visits.

Teen Programming

- Our teen makers made their own stamps in our March Teen Makers DIY. They all chose their desired images, used an app to create their stamps and then watched as the CNC Carvey Machine cut their respective stamps. We didn't have time to test them out but teens were told that they could use acrylic paints when using the stamp. The teens asked a lot of questions about the machine and all the services that the Studio has to offer. One teen in particular went away with an information sheet so that he could come in on his own to make additional projects. All in all, a great class!

- Cathryn Stanek-Whisler returned in March with a popular project, Faux Stained Glass. The teens really enjoyed this project. They had a bunch of preselected from which to choose including Pokemon characters, flowers, dragons, fairies, animals and much, much more. Once they had their favorite designs, they used a sharpie to trace their picture onto the glass of a standard 8x10 picture frame. Then they used paint to fill in their designs. The results were fantastic.



- Ashe taught a second session of Cross Stitch 101 as the first was so popular. Ashe writes, "this went so well! I think cross stitch is my favorite class to teach. 5 of 6 teens registered were able to make it and most were even able to finish their projects! I was so delighted at how well they took instruction and how their



designs came out. It was also a completely different set of kids from the first time I taught this class, so now there's even more cross stitching teens! Woo! Tia only didn't finish because she went a little overzealous and made her 1UP mushroom bigger than the pattern size. I gave her some spare thread to finish it up at home. I hope she brings it in to show me!"

- Christine Thornton returned to present “How to Draw Realistic Faces.” This class was so popular we are planning on bringing it back in the fall. Christine taught the students basic drawing techniques as well as encouraged the kids to sharpen their observation skills. They were all really in to the class and all were able to complete (or almost complete) a finished drawing.



- Our annual Maker Faire was a success! We had over 200 patrons from young children to adults attend. We had several popular vendor booths including an art project from the Bolingbrook Arts Council, coding with local computer expert Ryan Harter and this cool anatomy demo from the Bolingbrook STEM Association. With help, Tara ran our engineering challenge in Meeting Room B. Kids were challenged to use Keva planks to build a working ramp. And of course, we had all the wonderful Maker machines from Studio 300. Volunteers were on hand to help out too and they did a great job helping out.

Career Online High School:

Currently Enrolled: 7

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation:0

Students 75% Through Program: 3

Graduate: 20

Adult Programming:

Maureen’s Observations: Summer adventure planning and summer programming is in effect. I finalized our summer programming schedule this month. Jenna is planning on doing her first craft program in June. Our summer adventure theme is Read to the Moon.

Tony will be celebrating his one year FPLD Anniversary on April 2. A year goes by so fast. Jenna has been adapting to job quickly and comfortably.

Programs

- 3/6 Cooking Demo - Mediterranean Cuisine - Susan Maddox showed our patrons how to make healthy Mediterranean food. One of the dishes she made was a riced cauliflower with olives, feta, lemon and parsley. It was so delicious, I've made this twice since I got the recipe and my family loves it!



- 3/20- DIY Terrariums- back by popular demand, Cathryn Stanek-Whisler showed our patrons how to make these cute terrariums. This was a full class and she had extra supply so 21 attended.

Here is an excerpt of Tony Nguyen's Report.

General Comments – During the start of March, we finally had our first programming team meeting and I was impressed with the many craft ideas that Jenna had to offer. As for me, I am still planning programs for fall and well into spring of 2020. Later, I went over the process of purchasing program supplies with Jenna. Looking forward to the weather warming up in April and May.

History of Superheroes - Thursday, March 21 2019, 7:00pm - 8:00pm

Mike McCann returned to talk about the origins of superheroes when they were myths and legends of ancient peoples to the larger than life characters who live in page turning comics and movie blockbusters of today. 18 people attended this event.

Here is an excerpt of Jenna DiSandro's Report:

General Comments: This month at Fountaindale, I got to plan my very first craft program!! I'm looking forward to planning many more. Crescent moon string art should be a fun addition to this summer's program guide and I'm very excited. Working at the desk has been a great opportunity to get to know my fellow employees and ATSD coworkers.

From the Reference Desk of Tom Degutis

---“Wow! I really learned a lot today from you. I had no idea that the library had all these resources like Mango Languages and the three resources you showed me to learn the Microsoft Office softwares.”

--- SOURCE: Comment from a customer at the 3rd Floor Desk who was looking, initially, for where our library's CDs were for language instruction for Spanish.

On the fourth Sunday of the month, during the first hour that the library was open, a customer came to the 3rd Floor Desk and wanted to know where our CDs were for language instruction in Spanish.

I showed him several items in the Nonfiction Audiobooks area. While the customer was browsing there, I pulled some combination CD / Book items from the Nonfiction book area. When I brought them back to the customer, I pointed out the Playaway that he had taken off the shelf and I let him know about how it worked and that he should stop at the 3rd Floor Desk whenever he checks one out to get a fresh battery.

I also let him know about Mango Languages and showed him, at the 3rd Floor Desk, how to access it on the desktop computer and how to set up a user profile. Using my own iPhone, I showed the customer how to look for and download the Mango app to use as a resource that way also.

While we were talking, I showed the customer more of the library's e-Resources, including Gale Courses, Lynda.com, and Universal Class and how they were really useful for learning computer related skills, such as any of the Microsoft Office softwares.

The customer really had never explored any of the library's e-Resources and when he saw the many possibilities for learning, he said to me: "Wow! I really learned a lot today from you. I had no idea that the library had all these resources like Mango Languages and the three resources you showed me to learn the Microsoft Office softwares."

As the customer gathered up the items he was going to check out, he also said, "he was looking forward to using these eResources once he was home."

Specialist Highlight

Andre Burton

March was a lot busier and productive for me than February was. I did a lot of work with technical questions both over the phone and in the computer lab. I had a woman call and request assistance with setting up her new fax machine. Once I managed to walk her through that I had her come into the library in order to send a fax home to test that it was working properly. With the elections coming up I had a few patrons asking me to help them find information about the candidates and their positions. This was difficult because this information was not readily available online. In the end, I had to find the contact information for the candidates and provide it to the patrons so that they could ask their questions directly.

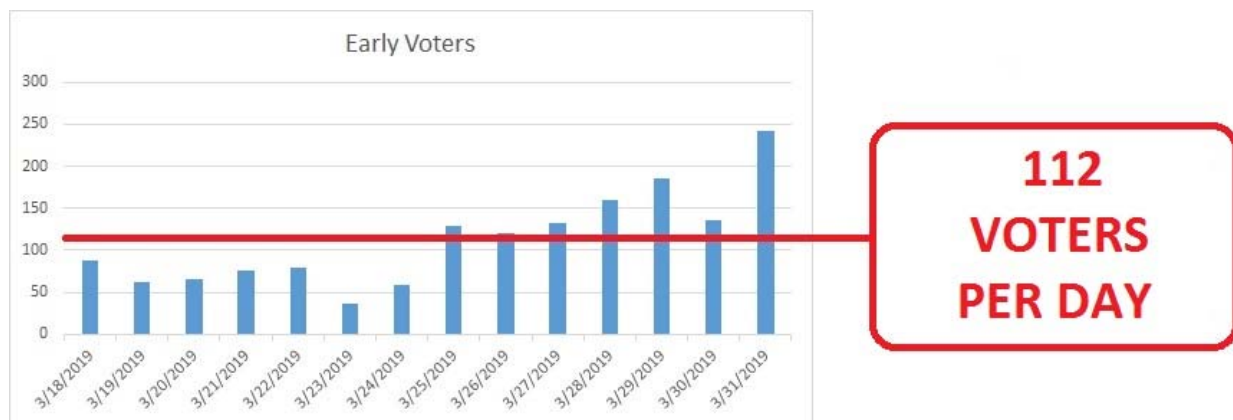
Specialist Highlight

Jay Purrazzo

I completed a blog post on the Digital Public Library of America, which received nearly 300 views. This was mostly due to the timing of an upcoming conference for the DPLA in the Chicago area, but it did show me how picking relevant topics could significantly improve our statistics.

Building Operations (Tasos Priovolos)

We hosted the early elections for the 2019 Consolidated Election in Meeting Room B. We averaged 112 voters visiting our building on a daily basis. This was a great opportunity to showcase our building and provide a great service to our community. Below is a daily voter chart:



Anabel Cecil joined our team as a Building Security Monitor on March 25th. We are happy to have her join our team!!

We continued interviewing for the available Security Monitor position and made an offer to a candidate. We are hoping to have a new team member in the next few weeks.

Finalized millwork 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 continued 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.

Continued 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.

We welcomed LTA Practicum student Marcy Biala to our department for a four-hour shift. This was a great opportunity to show her how Building Operations/Security departments operate within a library environment.



ZENDESK –

In March, 44 new maintenance tickets were created, and 48 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

Maker Faire

Brett Luminais represented CMTSD at this year's Maker Faire and promoted the new STEAMboxes. Brett used his contacts at Fermilab to borrow science equipment that provided our patrons with a fun, hands on experience!



Bolingbrook Community Expo & Job Fair

Christina and Jeffrey manned a booth and represented Fountaindale at this year's Community Business Expo. They talked with 46 different people and also gave presentations on Fountaindale Collections and Studio 300.

Biblioboards & Blogging

Christina, Brett and Lynnette have been training and working with Jeffrey to start curating content on the Biblioboards platform on a regular basis. Christina, Brett, Lynnette and Christine Jason will also be participating in Fountaindale's universal blog to help promote the collection and further engage our patrons.

Comparison of Physical Collection Circulation

March 2018 to March 2019

Collection Categories	Mar 2018 Circs	Mar 2019 Circs	Change	% Change
Adult Audiobooks	1225	1014	-211	-17%
Adult Bookmobile Collection	341	245	-96	-28%
Adult Fiction	5154	4658	-496	-10%
Adult Non-Fiction	5653	5184	-469	-8%
Foreign Language Adult	224	233	9	4%
Foreign Language Juvenile	912	593	-319	-35%
Foreign Language Young Adult	12	14	2	17%
Graphic Novels	2890	2829	-61	-2%
Interlibrary Loan	284	275	-9	-3%
Juvenile Audiobooks	495	401	-94	-19%
Juvenile Bookmobile Collection	2970	2142	-828	-28%
Juvenile Fiction	5928	5309	-619	-10%
Juvenile Non-Fiction	5419	4949	-470	-9%
Large Print	941	908	-33	-4%
Local Author Collection	18	1	-17	-94%
Magazines	965	814	-151	-16%
Movies	14532	11901	-2631	-18%
Movies - Juvenile	6707	5333	-1374	-20%
Music CDs	2418	1972	-446	-18%
On-The-Fly	17	16	-1	-6%
Picture Books	12172	10790	-1382	-11%
Reference	14	4	-10	-71%
STEAMboxes	62	45	-17	-27%
Studio 300 Collection	3215	3465	250	8%
Technology & Equipment	1181	1066	-115	-10%
Technology & Equipment - Juvenile	204	183	-21	-10%
Toys	150	112	-38	-25%
Videogames	2468	2212	-256	-10%
Young Adult Audiobooks	127	75	-52	-41%
Young Adult Bookmobile Collection	24	11	-13	-54%
Young Adult Fiction	1168	1288	120	10%
Young Adult Non-Fiction	308	293	-15	-5%
TOTALS	78198	68335	-9863	-12.6 %

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,585	vs.	DVD	14,307
CD Audiobook	1,085	vs.	Playaway Audiobook	668

Special Collections

Collection	Circs
Mobile Hotspots	40
Dolls	60
STEAMboxes	45

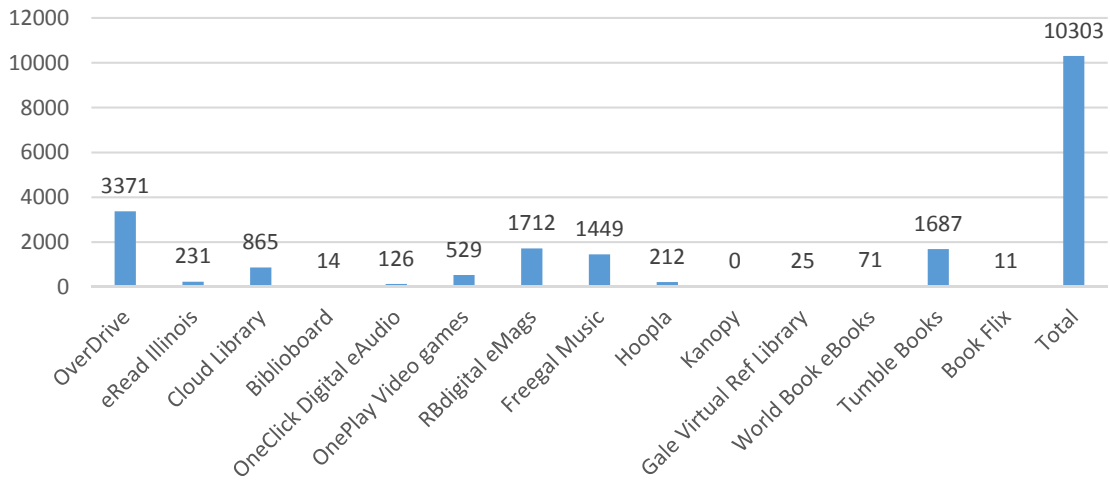
Comparison of Digital Collection Circulation

March 2018 to March 2019

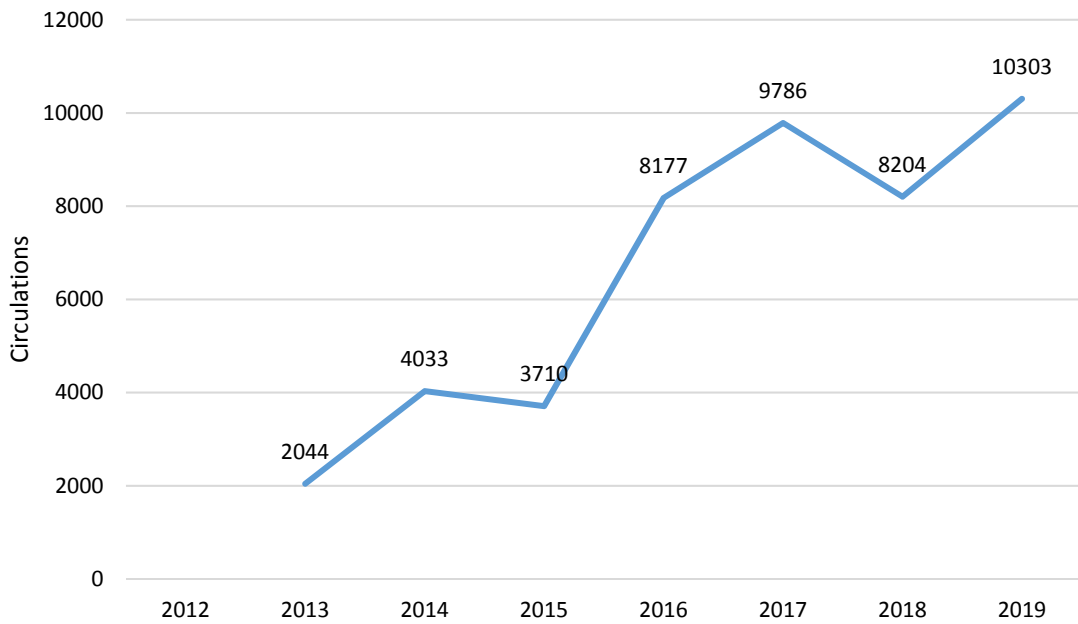
Digital Platform	Mar 2019 Circs	Mar 2018 Circs	Change	% Changed
eRead Illinois eBooks	169	77	92	119.48%
eRead Illinois eAudio	62	98	-36	-36.73%
OverDrive eBooks	2011	1902	109	5.73%
OverDrive eAudio	1360	1330	30	2.26%
cloudLibrary eAudio	131	94	37	39.36%
cloudLibrary eBooks	312	398	-86	-21.61%
cloudLibrary Shared	422	519	-97	-18.69%
Biblioboard	14	9	5	55.56%
Kanopy	212	0	212	0.00%
Rbdigital eAudio	126	95	31	32.63%
Rbdigital eMags	529	220	309	140.45%
Freegal Music Downloads	251	190	61	32.11%
Freegal Music Streaming	1461	675	786	116.44%
Hoopla	1449	1017	432	42.48%
GVRL eBooks	25	38	-13	-34.21%
World Book eBooks	71	110	-39	-35.45%
Tumblebooks	1687	1233	454	36.82%
BookFlix	11	197	-186	-94.42%
Totals	10303	8202	2101	25.62%

For March 2019, digital circulation was **13%** of the library's total circulation.

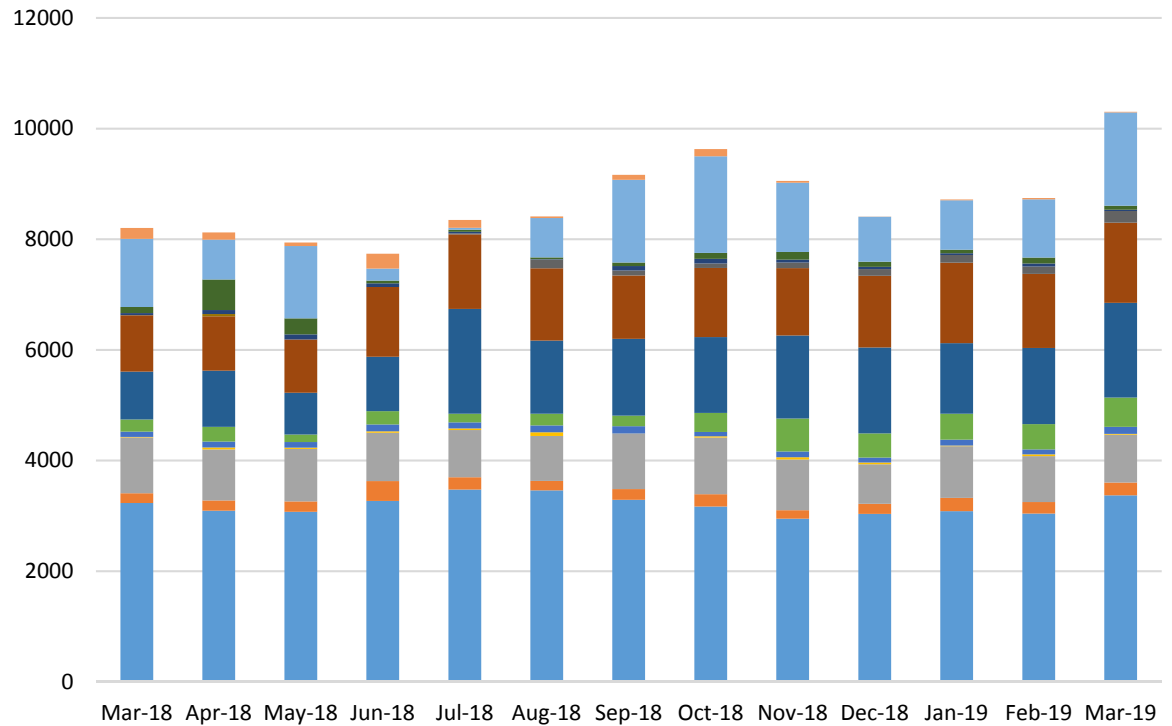
Digital Circulation March 2019



March Digital Circulation from Year to Year



Digital Collection Circulation



	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Book Flix	197	129	66	270	141	27	91	128	31	2	14	23	11
Tumble Books	1233	719	1306	216	37	711	1494	1748	1251	813	893	1052	1687
World Book eBooks	110	555	289	51	36	34	64	108	140	94	63	106	71
Gale Virtual Ref Library	38	72	93	66	28	9	80	82	52	39	33	55	25
OnePlay Video games	2	41	0	0	0	0	0	0	0	0	0	0	0
Kanopy					18	156	91	83	101	121	139	134	212
Hoopla	1017	981	963	1261	1349	1307	1145	1248	1218	1296	1454	1339	1449
Freegal Music	865	1015	756	984	1893	1320	1389	1372	1500	1553	1277	1377	1712
RBdigital eMags	220	266	136	239	157	211	192	344	596	438	469	456	529
RB Digital eAudio	95	109	101	125	109	125	131	78	105	89	106	91	126
Biblioboard	9	34	22	25	29	67	5	23	41	33	12	32	14
Cloud Library	1011	923	949	874	853	814	998	1024	916	713	933	830	865
eRead Illinois	175	186	189	357	225	170	196	223	152	184	241	207	231
OverDrive	3232	3091	3071	3270	3473	3459	3288	3167	2949	3033	3083	3041	3371

Digital Content Fast Facts

March 2019

Overdrive

- There were **4,513 unique users**, which is a **12.2% growth** from last March.
- **eBooks** accounted for **61.6%** of checkouts, while **eAudio** accounted for **38.4%** of the month's usage.
- **87.8%** of checkouts were for **Adult** titles, **7.0%** were for **Young Adult** titles, and **5.2 %** were for **Juvenile** titles.
- Our consortium has **15,768 active holds** and **7,986 titles currently checked out**.

cloudLibrary

- In March, there were **188 active users**. **Of those, 21 are new patrons**.
- There were **88 Pay Per Use eAudio circs**; 16 from Fountaindale patrons and 72 from Lemont patrons.

eRead Illinois/Axis 360

- In March, there were **100 active users**, **33** of which are **new users**.
- The top 4 best circulating subjects for March was **General Fiction, Juvenile Fiction, Biographies and Crafts & Hobbies**.

Hoopla

- There were **1,449 total circs** borrowed by **333 patrons**. The **average number of circs was 4.4 circs** per patron, with 54 individuals using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **49%** of all circs, followed by **eBooks with 18%**, **Movies with 10%**, and **Music with 9%** of circs.
- **Adult Fiction** was the most borrowed category, accounting for **48%** of all circs, followed by **Adult Non-Fiction with 28%** and **Juvenile Fiction with 14%**.

Kanopy

- The **top five most popular videos** in March were: *Camille Claudel*, *National Gallery*, *Lady Chatterley*, *To Catch a Thief*, and *Love, Cecil*.
- Our patrons played **212 distinct video titles** and **303 video plays**.
- The site was **visited 1,394 times** and received **1,737 page hits**.
- In March, there were **46 active users**.

Freegal

- March yielded **251 music downloads** and **1,461 songs streamed**.
- March's top **streaming music genres**: Pop, Rock, Classical, Jazz, Soundtracks and Country.
- February's top **downloaded music genres**: Classical, Pop, Country, Rock, Jazz/Blues.

Physical Items Added and Withdrawn

Physical Items	Mar 2019 Added	Mar 2019 Withdrawn
Adult Audiobooks	64	63
Adult Bookmobile Collection	98	2
Adult Fiction	328	759
Adult Non-Fiction	445	196
Foreign Language Adult	12	1
Foreign Language Juvenile	2	3
Foreign Language Young Adult	0	0
Graphic Novels	83	92
Juvenile Audiobooks	10	4
Juvenile Bookmobile Collection	176	149
Juvenile Fiction	207	32
Juvenile Non-Fiction	207	20
Large Print	61	7
Local Author Collection	0	0
Magazines	270	45
Movies	381	800
Movies - Juvenile	160	17
Music CDs	35	3
Picture Books	341	52
Reference	0	0
STEAMboxes	4	1
Studio 300 Collection	1	0
Technology & Equipment	7	12
Technology & Equipment - Juvenile	22	2
Toys	1	0
Videogames	41	1
Young Adult Audiobooks	4	0
Young Adult Bookmobile Collection	10	0
Young Adult Fiction	111	24
Young Adult Non-Fiction	19	7
TOTALS	3100	2292

Acquisitions

- Purchase Orders created and released: 198
- Invoices Paid: 208

Processing & Repair

- New cases: 84
- RFIDs/Stingrays: 67
- Repairs: 81
- New artwork: 38
- Stolen: 8 reports
- Disc repairs: 308
- Processed (spine & pocket): 2147
- New stickers: 512
- Discard & de-processing: 1438
- Playaway battery covers: 7
- Call no. changes: 69

Interlibrary Loan

251	Items Received for our patrons <ul style="list-style-type: none">• 186 items from IL libraries• 65 items from out of state libraries
222	Items Sent out to other libraries <ul style="list-style-type: none">• 126 to IL libraries• 84 to out of state libraries• 12 to XYZ libraries
263	Items requested by our patrons this month <ul style="list-style-type: none">• 234 submitted in OCLC• 17 items were too new to request• 8 were available in Pinnacle• 4 were out of country only• 1 videogame request by our patron• 1 VHS by our patron• 7 XYZ Patrons
443	Items requested by OCLC libraries this month <ul style="list-style-type: none">• 281 from IL libraries/ 161 from out of state• 1 out of country• 4 videogames

CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> <i>CHQ Recommendation: less than 10%</i>	16, 029 Up 828 items 15.48%	3,729 Up 282 items 19.84%	14,550 Up 1,550 items 13.03%	36,140 Up 4,575 items 13.51%
Collection Check - Anything that has not circulated in <u>4 years</u> <i>CHQ Recommendation: less than 10%</i>	2,481 Up 218 items 15.48%	547 Up 102 items 13.64 %	1,173 Up 677 items 7.29%	4,201 Up 997 items 11.62%
Grubby - Items that have circulated <u>75</u> times or more <i>CHQ Recommendation: less than 10%</i>	10,911 Up 596 items 8.88%	883 Up 22 items 4.37%	13,705 Up 495 items 12.22%	25,499 Up 1,113 items 9.53%
DOA <i>Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months. CHQ Recommendation: less than 10%</i>	2,601 Up 692 items 17.12%	595 Up 65 items 34.53%	1,794 Up 409 items 17.76%	4,990 Up 1215 items 17.47%
Turnover <i>March 27, 2018 to March 25, 2019</i>	2.65 Turnover	2.05 Turnover	2.89 Turnover	2.72 Turnover

NextReads Newsletters

Subscribers	7 New	5 Unsubscribed	3 Bounced
Newsletters	<ul style="list-style-type: none"> 398 Items clicked open March New Movies highest clicks (290) 	25.16% Mobile Views	74.84% Desktop Views
Emails	<ul style="list-style-type: none"> 900 Sent 35.45% opened 	Highest Subscribers - New York Times Fiction Bestsellers (88)	March 10, 2019 NYT Fiction Bestsellers (26) emails opened)

Displays

Lobby Tree

- Staff Picks (128)

Lobby Display

- Popular Picks (86)
- Women's History Month (190)
- Ireland (148)
- Batman (51)

3rd floor self-check

- Books You Can Count On (23)
- She HAS a Name (20)

Holiday

- Baby Animals (59)
- Spring (90)
- Rough & Tumble (38)
- Girl Power (60)
- Rhyme Time (76)
- 1000 Books Before Kindergarten (256)

Yellow Wall

- Step Into Reading (132)



Batman Display



Staff Picks on Lobby Tree



Communications (Melissa Bradley)

Communications General Updates

- Melissa spent most of the month securing Summer Adventure sponsors.
- Steven worked with Nancy and Joyce to finalize the Beanstack build for Summer Adventure.
- Melissa and Steven met with bloggers to discuss moving our separate blogs to one universal blog hosted on our website.
- Melissa and Steven demonstrated Communico for Lemont Public Library.
- Steven and Matt Hammermeister had a call with Patron Point to discuss next steps with their platform.
- Melissa, Juanita and the Staff Committee coordinated Easter basket donations to give to the West Suburban Community Pantry.
- Sabrina had an extremely busy month designing collateral for Summer Adventure, Friends Book Sale, National Library Week, Spring Break Week, Paper Shredding, Readalong Books and much more.



- Sabrina designed a new wayfinding banner for the 2nd floor desk to help patrons more easily navigate to the Computer Commons.



Media Coverage

- Office of Will County Executive Larry Walsh released a press release regarding our decision to add Narcan to our AED machines. [WJOL](#), [The Herald News](#), [The Patch](#) and [WBBM News Radio](#) picked up the story.
- [The Patch](#) and [Chicago Tribune](#) covered our early voting schedule.
- [The Chicago Tribune](#) mentioned our very own Dennis Raleigh in their coverage of Gale Borden's new Bookmobile. Dennis drove their Bookmobile from a library in Ohio to Elgin.

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 3,119 completed surveys.
 - The most frequent way people hear about our programs is via the website (44.81%) and *The Fountain* newsletter (35.24%).

Social Media Paid Ads

- The Maker Faire paid event ended. The ad ran March 2–8. We spent \$10, which reached 1,149 people and had 49 event responses.
- The Organizing to Reduce Stress paid event ended. The ad ran March 2–5. We spent \$5, which reached 549 people and had 13 event responses.

Social Media Metrics

- Facebook Metrics
 - 34 new people liked our page
 - 335 people viewed our page
 - 58,218 people saw our content
 - 29,857 people saw our content because a friend shared, liked or engaged with it
 - 3,548 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 4 new followers
 - 301 page views
 - 12,000 tweet impressions

- Instagram Metrics
 - 16 new followers
 - 466 post likes

Email Marketing Metrics

- 23 emails sent (18 of which were one-time welcome emails to new patrons)
- 197 new subscribers
- Average open rate: 48.61% (industry average is 19.85%)
- Average click rate: 22.37%

Finance (Jennie Nguyen)

Highlights

- **Artwork Appraisal** – I have been in contact with MIR Appraisal Services, Inc. to obtain a proposal to appraise all fourteen (14) of the Library's artwork collection to assess for their fair market value and replacement value for insurance purpose.
- **Reciprocal Epay Revenue** – The board of Directors of the Pinnacle Library Cooperative have form an agreement by which all reciprocal borrowers' Epay payments will be review on a quarterly basis. The quarterly revenue will be processed and payment will be issue to the Pinnacle Library Cooperative.
- **FY2020 Working Budget** – The preparation of the FY2020 working budget was off on an early start this year. The District Managers have been given their budget request forms. I have been working on reviewing the current FY2019 budget to ensure the FY2020 budget requests will meet the Library's operating requirements.
- **3M Cash Reports** - I have been working with our Circulation and CMTSD Managers to create a cash report that will accurately analyze the revenue posted in comparison to the amount collected by the Finance team.
- **County Tax Levy Worksheets** – I had to review the tax levy 2018 year worksheet from the DuPage County and Will County to the ensured the dollar amounts accurately matches our information.
- **Credit Card Purchases** – Allyse and I have been monitoring the Chase credit card balance to ensure the Library's monthly purchases stay within our credit limit amount. Finance has been experiencing some high volume of credit card purchase requests in recent months. We had to monitor the balance before the requesting staff was allowed to sign out the credit card to make their purchases.
- **PMA Investments** – With the Federal government's plan to lower the interest rates, Paul and I had reached out to PMA Financial Network for some investment options in comparison to the current liquid rate for our iPrime account. We had decided to approve the purchase of some CDs from the list of investments based on the best interest rate and maturity date that will work best for the Library.
- **Safe Contents** – A list of the contents, location, and the names of the authorized staff personnel for the safe and safe deposit box was given to the Building Operation Manager, Tasos Priovolos, as part of the Library's Disaster Plan.

- **Master Class account** – The Library's account with Master Class has been finally credited. The website had set up the Library's account as auto-renew without us realizing it. Finance reached out to Master Class for a refund. After a bit of back and forth, a refund was issued and the account closed in order to prevent the Library from being charged mistakenly.

New Finance Team Member – Sabah Sayeed



The Finance Team welcomes our newest member of our team, Sabah Sayeed, on March 4, 2019. Sabah has been busy completing her "New" staff orientation. Along the way she has learned what and how each staff and department contribute to the Library's operations and the community. Sabah has been working very hard, through her training with Allyse and Brian, to learn the different aspects of the Finance Specialist position. She has become a welcome addition to the Finance Team.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult and Teen Services Specialist
- Building Security Monitor
- Studio Services Specialist

New Employees:

- Anabel Cecil, Building Security Monitor, 3/25/19
- Carolyn Boyer, Outreach Services Assistant Manager, 4/22/19

Departures:

- Jeremy Lynch, Studio Services Specialist, 3/27/19

Training and Development;

- Grundy Will Human Resources Association Meeting; Lea
- Workshop: Defeating the Bullies and Trolls in the Library; Lea
- DuPage SHRM meeting - Legislative Updates; Noey
- Workforce Center of Will County Business Services Webinar; Noey

Meetings; Lea

- Manager's Meeting
- Board Meeting; attended meeting to present employment policy changes for Board approval
- Participated in Interviews to fill Building Security Monitor position
- United Way Impact and Investment Council; Orientation meeting for Self-Sufficiency panel

Staff Committee; Noey

- Noey participated in the staff Easter Basket drive for the West suburban Community Pantry. 30 baskets were donated for those in need.

Policy Revisions

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

Group Medical Insurance; Lea

- Met with Rob Duerr regarding upcoming Group Medical Insurance renewal
- Met with representative from Washington National regarding supplemental insurance coverage

Anti-Discrimination and Anti-Harassment Training; Lea

- Provided annual Anti-Discrimination and Anti-Harassment training for the Management Team and 23 staff members.

Information Technology (John Matysek)

- During the month of March 103 new help desk tickets were created by FPLD staff, and 100 new or existing tickets were solved by IT staff.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, deployed the remaining 20 new Windows 10 based computers to the second floor Computer Commons for patron usage. Doing all of the software imaging and physical deployment work for all of the new patron computers (children, teen, adults) in house saved the library over \$7,500.
- Along with Paul Mills met with vendor Todays Business Solutions (TBS) for a review of our account and options to upgrade the Simple Scan units in the library to new models running Windows 10 in advance of Microsoft ending support for Windows 7 in early 2020, along with a newer more economical wireless ePrinting solution for patrons.
- Worked with vendor FatPipe to roll back the software on the Warp appliance in the library network to counteract a bug in the newer version.
- Prepared and submitted a proposed budget for Information Technology expenditures in the upcoming 2019/2020 fiscal year.
- Worked with vendor Trane to configure and deploy a new VPN connection for use by Building Operations to remotely monitor HVAC equipment.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, provided IT support for initial setup of Early Voting equipment by Will County.
- Attended a webinar by vendor Bibliotecha on options for upgrading our self-check units to run Windows 10 in advance of Microsoft ending support for Windows 7 in early 2020.
- Worked with vendors Netrix and Cisco to troubleshoot and resolve an issue preventing library staff from being able to establish a VPN connection to the library network from outside of the library.

March 2019 District Statistics							Population Total	67683	
Total Circulation Statistics	78,638	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	63,439	Reading Clubs Offered	0	0	1	0	1	27,384	4,125
Bookmobile	4,896	Reading Clubs Members	0	0	324	0	324	Proctoring	Total Twitter Followers
Digital	10,303	Summer Reading Clubs	0	0	0	0	0	10	788
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	622	816
Interlibrary Loan Requests		New Physical Items	3,100	Total Visits	42,786	1,455	45,100	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	251	New Digital Items	1,403	New Cardholders	222	1	0	5,500	4,109
Items Sent to other Libraries	222	Collection Total	426,531	Active Cardholders	24,317	139	24,456	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	50,063	Drive through visits	859	22,471	8
In-house checkins (Not par of total circ)	3,025	Active cardholders	36.13%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	73.97%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				238	1,242	312	4,148	5,940	21,073
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	219	38	33	39	427	Building Front	Building Rear	Church	Ashbury's
Attendance	393	117	71	509	741	3,549	3,633	1,198	410
Programs	Programs and Tours for Adults				Programs and Tours for Teens				Mobile App Downloads
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,494
Numbered offered	37	4	35	76	39	0	1	40	Android: 802
Attendance	573	25	315	913	482	0	13	495	
Programming hours	86	6	39.5	131.5	66	0	1	67	
Programs	Programs and Tours for Children				Passive Programs for Teens				Total Offered
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	280
Numbered offered	69	69	0	138	21	0	0	21	Total Attendance
Attendance	2,023	1,884	0	3907	358	0	0	358	8,779
Programming Hours	45.5	59	0	104.5	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				303
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	115	0	0	115	20	1	5	26	
Attendance	396	0	0	396	1,834	46	1,188	3,068	
Programming hours	X	X	X	X	112	4	171		
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total	
Reference Total	161	99	611	118	645	913	864	3,411	
Library Information	17	1,623	525	184	930	45	2,259	5,583	
One on One Assistance (Scheduled)	23	0	37	0	33	0	0	93	
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older	
Circulation	78,638	86,402	-8.99%	Reference Questions	3,411	4,882	-30.13%		
Visitors	45,100	39,605	13.87%	Computer Usage	5,940	6,530	-9.04%		
Card Holders	24,456	26,715	-8.46%	Wireless Sessions	21,073	22,445	-6.11%		
Room Bookings	756	864	-12.50%	Program Attendance*	8,779	8,853	-0.84%		