

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
June 17, 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 – May 16, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Approval of Merit Increase for Fiscal Year 2020
 - b. Approval of Updated Salary Structure for Fiscal Year 2020
 - c. Approval of Working Budget for Fiscal Year 2020
 - d. Approval to Seek Requests for Proposals for Self-Checks
 - e. Approval of Request to Travel for Trustees to 2019 Illinois Library Association Annual Conference in Tinley Park, IL – October 22-24, 2019
 - f. Approval of Ordinance 2019-2 – An Ordinance Establishing Regulations for Electronic Attendance at the Fountaindale Public Library District Board Meetings
 - g. Approval of Ordinance 2019-3 – An Ordinance Approving Amendments to the By-Laws of the Board of Trustees of the Fountaindale Public Library District
 - h. Approval of Ordinance 2019-4 – An Ordinance Authorizing Certain Fund Transfers From the General Corporate Purposes Fund to the Debt Services Fund Pursuant to Section 30-90 of the Public Library District Act
 - i. Approval of Ordinance 2019-5 – An Ordinance Authorizing Certain Fund Transfers From the General Corporate Purposes Fund to the Special Reserve Fund Pursuant to Section 30-90 of the Public Library District Act
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – May, 2019
 - b. Bills Paid Report – June, 2019
 - c. Bills Payable Report – June, 2019
12. Director's Report – June, 2019
13. Unfinished Business
14. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
15. Announcements
16. Adjournment

June 2019 Agenda Background

Paul Mills

7. New Business – Action Items

a. Approval of Merit Increase for Fiscal Year 2020

Please see the memo include in the Board Packet for information regarding this recommendation.

Suggested Motion: Motion to approve a standard merit increase of 2% or 85 cents per hour, whichever is greater, to 3% or \$1.17 per hour, whichever is greater, for Fiscal Year 2020 and to approve a standard merit bonus of 2% or 85 cents per hour, whichever is greater, to 3% or \$1.17 per hour, whichever is greater, for Fiscal Year 2020 for staff at or over their position's maximum salary. The level of the merit increase and the merit bonus require reaching the appropriate score in performance evaluation system in order to be granted.

b. Approval of Updated Salary Structure for Fiscal Year 2020

Please see the memo include in the Board Packet for information regarding this recommendation.

Suggested Motion: Motion to approve the salary structure for Fiscal Year 2020 as presented with implementation to be effective as of July 1, 2019.

c. Approval of Working Budget for Fiscal Year 2020

Please see the memo included in the Board Packet for information regarding this recommendation.

Suggested Motion: Motion to approve the Working Budget for Fiscal Year 2020.

d. Approval to Seek Requests for Proposals for Self-Checks

Our current group of Self-Checks are running an operating system that will cease to receive security updates in January 2020. The quote to upgrade the operating systems we received from the vendor for our current group of Self-Checks was high and our recommendation to seek proposals from multiple vendors.

Suggested Motion: Motion to approve to seek Requests for Proposals for Self-Checks.

e. Approval of Request to Travel for Trustees to 2019 Illinois Library Association Annual Conference in Tinley Park, IL – October 22-24, 2019

The Illinois Library Association is having its annual conference in Tinley Park this year. Involvement in this conference enables our trustees to learn about statewide library issues that impact us at a local level.

Suggested Motion: Motion to approve the request to travel for trustees to the 2019 Illinois Library Association Annual Conference in Tinley Park, IL – October 22 – 24, 2019.

f. Approval of Ordinance 2019-2 – An Ordinance Establishing Regulations for Electronic Attendance at the Fountaindale Public Library District Board Meetings

In order for a trustee to participate in a Board Meeting via means other than in person, the Board is required to establish regulations for such participation. Our attorney has drafted this ordinance to comply with Open Meeting Act rules. This ordinance is the same one that was discussed at last month's meeting.

Per Board By-Laws, proposed changes to the By-Laws must be presented at one meeting and adopted at the next succeeding meeting.

Suggested Motion: Motion to approve Ordinance 2019-2 – An Ordinance Establishing Regulations for Electronic Attendance at the Fountaindale Public Library District Board Meetings.

- g. Approval of Ordinance 2019-3 – An Ordinance Approving Amendments to the By-Laws of the Board of Trustees of the Fountaindale Public Library District

Please see draft revised version of By-Laws with attorney's suggested changes in blue. These are the same draft By-Laws that were presented at last month's meeting.

Suggested Motion: Motion to approve Ordinance 2019-3 – An Ordinance Approving Amendments to the By-Laws of the Board of Trustees of the Fountaindale Public Library District.

- h. Approval of Ordinance 2019-4 – An Ordinance Authorizing Certain Fund Transfers from the General Corporate Purposes Fund to the Debt Services Fund Pursuant to Section 30-90 of the Public Library District Act

This ordinance authorizes the transfer of \$465,784 from the General Fund to the Debt Service Fund. This amount equals the amount of the tax abatement that the Board approved in January 2019 and will be used to pay in part the costs of the building bonds.

Suggested Motion: Motion to approve Ordinance 2019-4 – An Ordinance Authorizing Certain Fund Transfers from the General Corporate Purposes Fund to the Debt Services Fund Pursuant to Section 30-90 of the Public Library District Act.

- i. Approval of Ordinance 2019-5 – An Ordinance Authorizing Certain Fund Transfers from the General Corporate Purposes Fund to the Special Reserve Fund Pursuant to Section 30-90 of the Public Library District Act

This ordinance authorizes the transfer of \$1,500,000 from the General Fund to the Special Reserve Fund. We would have sufficient funding in the General Fund to meet the levels recommended by our Fund Balance Policy and to make the contribution to achieve levy goals the Board has approved.

Suggested Motion: Motion to approve Ordinance 2019-5 – An Ordinance Authorizing Certain Fund Transfers from the General Corporate Purposes Fund to the Special Reserve Fund Pursuant to Section 30-90 of the Public Library District Act.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD MAY 16, 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, May 16, 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, Ruth Newell, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Kathryn Spindel and Marcelo Valencia

Trustee Valencia entered at 7:01 p.m.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Korczak and Marianne Thompson.

PUBLIC PRESENT

The following public was present: Chuck Wang, Dennis Bermejo, Glenn Bermejo, Peter Thompson, Eric Thompson, Ryan Harter, Nancy Flores, Bertin Garcia, Dante Garcia and Frida Garcia.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – April 18, 2019

The minutes of the board meeting held April 18, 2019 were presented. A motion to approve the minutes was made by Newell, seconded by Kalnicky. Minutes were approved as read.

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

Trustee Valencia entered at 7:01 p.m.

MINUTES OF THE EXECUTIVE SESSION – April 18, 2019

The minutes of the Executive Session held April 18, 2019 were presented. A motion to approve the minutes was made by Kalnicky, seconded by Newell. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Danhof recognized Marianne Thompson for 30 years of service and presented her with a certificate, award and keychain.

COMMENTS FROM THE PUBLIC

Ryan Harter had a question regarding the draft Board of Trustees By-Laws.

FRIENDS OF THE LIBRARY

Jody Hargett was unable to attend due to illness.

NEW BUSINESS

Acceptance of Election Results of the April 2, 2019 Consolidated Election

A motion to accept the election results of the April 2, 2019 Consolidated Election was made by Valencia, seconded by Kalnicky.

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

Administration of Oath of Office for Margaret J. (Peggy) Danhof

Trustee Prodehl administered the Oath of Office for Margaret J. (Peggy) Danhof. Trustee Danhof took her seat with the Board.

Administration of Oath of Office for Celeste Bermejo

Trustee Prodehl administered the Oath of Office for Celeste Bermejo. Trustee Bermejo took her seat with the Board.

Administration of Oath of Office for Marcelo Valencia

Trustee Prodehl administered the Oath of Office for Marcelo Valencia. Trustee Valencia took his seat with the Board.

Nominations for and Election of President Pro Tempore

A motion to approve Ruth Newell for the position of President Pro Tempore was made by Newell, seconded by Prodehl.

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

Election of Board President and Officers

The President Pro Tempore, Ruth Newell accepted nominations for the position of President. A motion to nominate Margaret J. (Peggy) Danhof for the position of President was made by Prodehl, seconded by Kalnicky.

A motion to keep the current Board officers, Trustee Margaret J. (Peggy) Danhof as President, Robert Kalnicky as Vice President, Steven Prodehl as Secretary and Kathryn Spindel as Treasurer was made by Bermejo, seconded by Valencia.

A motion to close the nominations for the positions of President, Vice President, Secretary and Treasurer was made by Prodehl, seconded by Kalnicky.

The slate of officers was accepted by acclamation.

Approval of Resolution 2019-2 – Resolution Approving Agreement with Contractor Re 2nd Floor Meeting Room and Performance Payment Bond

A motion to approve Resolution 2019-2 – Resolution approving agreement with contractor regarding the 2nd Floor Meeting Room and performance payment bond was made by Prodehl, seconded by Kalnicky.

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

Approval to Seek Requests for Proposals for Banking Services

A motion to approve seeking requests for proposals for banking services was made by Prodehl, seconded by Valencia.

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

Approval of Health Insurance for Fiscal Year 2019/2020

A motion to approve funding the allocation for health insurance for Fiscal Year 2019/2020 at \$6,780 per eligible employee for those employees selecting health insurance and to fund the allocation of \$500 for those employees who do not select insurance was made by Newell, seconded by Bermejo.

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

Approval of Revised Library Conduct Policy

A motion to repeal the existing Library Conduct Policy and approve the revised Library Conduct Policy was made by Kalnicky, seconded by Newell.

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

Presentation of Draft Ordinance 2019-2 – An Ordinance Establishing Regulations for Electronic Attendance at the Fountaindale Public Library District Board Meetings

It was discussed that the Board must adopt rules before electronic attendance for trustees at Board Meetings is allowed. Mills noted that the library's attorney had drafted this ordinance and that current Board By-Laws require proposed changes to be presented at one meeting but not adopted until the next meeting.

Presentation of Draft Ordinance 2019-3 – An Ordinance Approving Amendments to the By-Laws of the Board of Trustees of the Fountaindale Public Library District

President Danhof accepted a question from Ryan Harter regarding Article II, Section 8 – insurance. Mills replied that the types of insurance that is usually purchased include treasurers bonds and directors and officers insurance.

Mills also noted that the proposed changes to the By-Laws were recommended by the library's attorney. The proposed changes presented today may be adopted at the next meeting.

LIBRARY PROJECTS

Mills reported that the Studio 300 Maker Space construction has been completed.

CORRESPONDENCE

Illinois State Library Director Greg McCormick sent President Danhof and Director Mills a letter. The letter was sent to all public library districts and served as a reminder that public library districts are required to inform the State Librarian of board member changes and vacancies within 60 days.

TREASURER'S REPORT

The Treasurer's Report for April, 2019 was presented by Vice President Kalnicky and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – May, 2019

Bills paid for the month of May in the amount of \$26,982.56 was presented for approval. Motion to approve was made by Kalnicky, seconded by Newell.

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

Bills Payable Report – May, 2019

Bills payable for the month of May in the amount of \$267,700.83 was presented for approval. Motion to approve was made by Newell, seconded by Valencia.

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

DIRECTOR'S REPORT – May, 2019

Director Mills updated the Board regarding a meeting with Will County representatives regarding early voting. Representatives from Will County will be attending a future Board Meeting to continue the discussion.

Trustee Prodehl commented on the thoroughness of the Director's Report.

Trustee Newell asked how the Micro Pantry is doing.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – The Finance Liaisons met earlier this month and discussed the RFP for Banking Services.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

President Danhof reminded the Board that June Board Meeting is on Monday, June 17.

Heart Haven Outreach (H2O)'s Annual Golf Outing & Christmas in July Gala Dinner will be on Thursday, July 11.

The Lawyers in the Library event will be held on Saturday, June 1 at 9 a.m. in Meeting Room A.

The Bolingbrook Lions will have a tent at the Village Carnival during Memorial Day weekend.

The Bolingbrook Lions will be holding their annual Beep Baseball Tournament on June 8 and 9 at the BRAC.

ADJOURNMENT

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

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

Date: June 17, 2019
From: Paul D. Mills
To: Board of Trustees
Subj: Merit Increase and Minimum Wage Memo for Fiscal Year 2020

In order to attract and retain staff in the competitive labor market, it is recommended that the District take a proactive response to meet the new minimum wage requirements. It is recommended that starting salaries be adjusted on an incremental basis with a goal of reaching a base starting salary of \$15.00 by January 2024, one year in advance of the requirement.

The District's base starting salary is currently \$10.35 per hour. It is recommended to increase the base rate to \$11.00 per hour beginning January 2020, and current staff merit increases be adjusted beginning in July 2019 upon their anniversary date. Delaying the increase to the base starting salary will address the issue of newly hired staff earning a higher rate of pay than a successful staff member who has one year of service.

As the proposed chart below shows, the District aspires to be ahead of the upcoming minimum wage requirements at this time.

Proposed schedule for new minimum hire salary:	Required Minimum Wage:
January 2020 \$11.00	January 2020 \$ 9.25
July 2020 \$11.00	July 2020 \$10.00
January 2021 \$11.52	January 2021 \$11.00
January 2022 \$12.69	January 2022 \$12.00
January 2023 \$13.86	January 2023 \$13.00
January 2024 \$15.03	January 2024 \$14.00
	January 2025 \$15.00

It should be noted that this plan is contingent upon future successive budgets and is thus not guaranteed. An annual evaluation of progress towards this goal is recommended and adjustments may very well be required.

To maintain the appropriate separation of pay grades on the District's salary structure, it is recommended that current staff continue to be evaluated annually and those eligible for merit increases receive pay adjustments upon their anniversary date.

For the fiscal year 2019-2020, based upon overall performance evaluation scores, merit increases will generally be awarded in the amounts of:

\$0.85 per hour, or 2% of current salary, whichever is greater; or
\$1.17 per hour, or 3% of current salary, whichever is greater

It is possible for staff members to earn more or less than these amounts depending upon their evaluation score.

These proposed increases are recommended to ensure that we can reach the required minimum wage amount one year ahead of schedule, maintain the appropriate separation of the pay grades, and still provide a financial incentive for performance.

It is also recommended that staff who are over their maximum salary be eligible for a merit bonus, equivalent to the merit increase earned, as listed above. It is possible for staff members to earn more or less than this standard bonus amount depending upon their evaluation. This bonus would not be added to their salary.

Date: June 17, 2019
From: Paul D. Mills
To: Board of Trustees
Subj: Salary Structure for Fiscal Year 2020

The updated salary structure with an effective date of July 1, 2019 is attached. After discussion with HR Source, formerly the Management Association, the scale for exempt and non-exempt staff was adjusted by +2.0%.

There are 3 non-exempt employees who fall below the minimum for their position grade in the Fiscal Year 2020 salary structure and should have their wages adjusted to bring them up to the minimum for their position grade. The cost to bring these 3 employees up to the minimum for their position grade is \$975.00.

There are no exempt employees who fall below the minimum for their positions grade in the Fiscal Year 2020 salary structure.

[illegible]

Date: June 17, 2019
From: Paul D. Mills
To: Board of Trustees
Subj: Working Budget for Fiscal Year 2020

The proposed budget includes recommendations from our staffing analysis. The recommendations include the addition of one full time position and two part time positions. The full time position would be a Readers' Advisory Librarian in our Adult & Teen Services Department. This position would be responsible for readers' advisory, book clubs, large reading initiatives, leading library wide committees, and providing reference service. Along with this position would be a part time specialist position that would assist in these areas and provide desk coverage. Our Adult & Teen Services Department covers many service points and these two positions will provide both coverage for those points and for more planning time for the rest of the department. This will also be very helpful as we anticipate expanding services in this department – particularly passports.

The other part time position would be a part time specialist in our Children's Services Department. Our Children's Services Department creates and run a large number of programs. The addition of a part time position will assist with scheduling and provide for off-desk time to assist with program planning.

There are other recommendations that will be considered as the fiscal year progresses.

Our staffing levels compare favorably to peer libraries in terms of population served, budget, and square footage.

There are also multiple capital items in the proposed working budget. Here is a review of the projects.

Bookmobile Opening Day Collection. This is a new budget line for just this year and will provide a new collection for our new vehicle.

Outreach Equipment – Capital. This line contains the funds for the purchase of the bookmobile and for the purchase of the necessary infrastructure work to support a hybrid vehicle. The funding for this will come from the TIF Refunds we received and the General Fund Balance.

Telephone Services. This line covers expenses for cellular service. We had reduced last year's amount for this line below what expenses turned out to be for the year, and we added additional service for our bookmobile as well.

Legal Expense – Attorney. This line covers our expenses for our attorney. Our expenses this fiscal year increased with several projects we undertook, and I do

anticipate spending a similar amount this coming fiscal year, particularly with our planned Requests for Proposals.

Special Projects. This line contains funding for a UPS Project for our Server Room and the building of a display area for our 3rd Floor.

PC Computer Equipment. This budget line would cover the replacement costs for 13 new Self-Checks, staff PCs, and patron Chromebooks.

Buildings – Capital. This budget line would provide for the completion of the 2nd Floor Meeting Room Project and also an upgrade to our Trane system, which is our building automation system. Our main processor was phased out and as of the beginning of this year repair parts are no longer available. Since our mechanical systems and building automation is Trane equipment, we will need to replace the main controller with a Trane main processor. Any other manufacturer's main processor will require extensive replacement of additional devices in order to communicate with the Trane mechanical systems. Additionally, our architect has identified several issues that should be addressed this coming year and we have included funding for that as well. The funding for these projects would come from our General Fund Balance.

Escrow Expense. This budget line includes the funds from the General Fund Balance that will be used to lower the cost of the building bonds.

Bond Principal Payable – Abatement. This budget line includes the funds from the General Fund Balance that will be used to cover the abatement that the Board approved in January 2019.

Working Budget
Fiscal Year 2019-2020

Description	2019 - 2020	2018 - 2019	Difference Over/-Under	%
Estimated Expenditures				
Salaries	\$4,343,000.00	\$4,147,000.00	\$196,000.00	4.7%
Total Salaries	\$4,343,000.00	\$4,147,000.00	\$196,000.00	4.7%
Prof. Dev. & Training	\$38,000.00	\$38,000.00	\$0.00	0.0%
Employee Recognition	\$4,000.00	\$4,000.00	\$0.00	0.0%
Membership Dues	\$9,000.00	\$9,000.00	\$0.00	0.0%
Dues - Institutional	\$2,000.00	\$2,200.00	(\$200.00)	-9.1%
Mileage & Transportation	\$24,000.00	\$24,000.00	\$0.00	0.0%
Room/Board / Meals	\$31,000.00	\$34,000.00	(\$3,000.00)	-8.8%
Hiring and Placement	\$800.00	\$800.00	\$0.00	0.0%
Cafeteria Plan	\$395,000.00	\$391,400.00	\$3,600.00	0.9%
EAP	\$2,000.00	\$2,000.00	\$0.00	0.0%
Total Personnel	\$505,800.00	\$505,400.00	\$400.00	0.1%
Building Security	\$2,000.00	\$2,000.00	\$0.00	0.0%
Equipment Rental	\$6,000.00	\$6,000.00	\$0.00	0.0%
Equipment Maintenance	\$155,000.00	\$145,000.00	\$10,000.00	6.9%
Leased Equipment	\$60,000.00	\$55,000.00	\$5,000.00	9.1%
Bookmobile Maintenance	\$21,000.00	\$21,000.00	\$0.00	0.0%
Legal Expense - Attorney	\$55,000.00	\$25,000.00	\$30,000.00	120.0%
Legal Expense - Publication	\$2,500.00	\$2,500.00	\$0.00	0.0%
Bank Service Fees	\$5,040.00	\$5,040.00	\$0.00	0.0%
Payroll Service	\$18,000.00	\$18,000.00	\$0.00	0.0%
Professional Services	\$80,000.00	\$135,000.00	(\$55,000.00)	-40.7%
Contractual Services - Public Relations	\$53,000.00	\$43,000.00	\$10,000.00	23.3%
Collection Services	\$6,000.00	\$6,000.00	\$0.00	0.0%
Internet Services	\$40,000.00	\$41,000.00	(\$1,000.00)	-2.4%
Cable TV Services	\$1,500.00	\$1,500.00	\$0.00	0.0%
Catalog Management	\$25,000.00	\$24,000.00	\$1,000.00	4.2%
Computer Circulation Expense	\$110,000.00	\$100,000.00	\$10,000.00	10.0%
Total Contractual Services	\$640,040.00	\$630,040.00	\$10,000.00	1.6%
Telephone Service	\$11,000.00	\$8,000.00	\$3,000.00	37.5%
Telephone Data	\$7,000.00	\$6,500.00	\$500.00	7.7%
Electricity	\$187,000.00	\$190,000.00	(\$3,000.00)	-1.6%
Gas	\$47,000.00	\$50,000.00	(\$3,000.00)	-6.0%
Water & Sewer	\$30,000.00	\$30,000.00	\$0.00	0.0%
Minor Library Equipment	\$13,500.00	\$15,000.00	(\$1,500.00)	-10.0%
Minor Office Equipment	\$5,000.00	\$5,000.00	\$0.00	0.0%
Minor Library Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Minor Office Furniture	\$2,500.00	\$2,500.00	\$0.00	0.0%
Office Supplies	\$30,000.00	\$30,000.00	\$0.00	0.0%
Program Supplies	\$53,200.00	\$49,000.00	\$4,200.00	8.6%
Computer Supplies	\$8,000.00	\$8,000.00	\$0.00	0.0%
Board Supplies	\$2,000.00	\$2,000.00	\$0.00	0.0%
Fuel Expense Bookmobile/Vehicles	\$7,500.00	\$7,500.00	\$0.00	0.0%
Library Supplies	\$62,200.00	\$51,000.00	\$11,200.00	22.0%
Postage	\$15,500.00	\$15,000.00	\$500.00	3.3%
Shipping	\$10,000.00	\$12,000.00	(\$2,000.00)	-16.7%
Buildings	\$15,000.00	\$15,000.00	\$0.00	0.0%
Grounds	\$50,000.00	\$50,000.00	\$0.00	0.0%
Total Supplies & Utilities	\$558,900.00	\$549,000.00	\$9,900.00	1.8%
Books and AV	\$761,500.00	\$774,500.00	(\$13,000.00)	-1.7%
Bookmobile Opening Day Collection	\$60,000.00	\$0.00	\$60,000.00	
Programs - Adult	\$41,700.00	\$35,600.00	\$6,100.00	17.1%
Programs - Children	\$16,000.00	\$16,000.00	\$0.00	0.0%
Programs - Young Adult	\$20,000.00	\$15,000.00	\$5,000.00	33.3%
Donations Expended	\$10,767.00	\$13,000.00	(\$2,233.00)	-17.2%
Computer Software	\$329,000.00	\$312,500.00	\$16,500.00	5.3%
Special Services/Events	\$7,000.00	\$7,000.00	\$0.00	0.0%

Working Budget
Fiscal Year 2019-2020

Total Library Materials	\$1,245,967.00	\$1,173,600.00	\$72,367.00	6.2%
Library Equipment - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Office Equipment - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Library Furniture - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Office Furniture - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Outreach Equipment - Capital (To Be Paid from TIF Refund and General Fund Balance)	\$370,000.00	\$20,000.00	\$350,000.00	1750.0%
Special Projects	\$72,900.00	\$20,662.00	\$52,238.00	252.8%
Automated Systems	\$75,000.00	\$78,500.00	(\$3,500.00)	-4.5%
PC Computer Equipment	\$275,000.00	\$40,000.00	\$235,000.00	587.5%
Buildings - Capital	\$335,000.00	\$245,000.00	\$90,000.00	36.7%
Grounds - Capital	\$10,000.00	\$10,000.00	\$0.00	0.0%
Total Capital Expenditures	\$1,157,900.00	\$434,162.00	\$723,738.00	166.7%
Miscellaneous	\$20,000.00	\$20,000.00	\$0.00	0.0%
Public Relations	\$48,000.00	\$43,000.00	\$5,000.00	11.6%
Total Miscellaneous	\$68,000.00	\$63,000.00	\$5,000.00	7.9%
Per Capita Grant	\$84,604.00	\$84,604.00	\$0.00	0.0%
Total Per Capita Grant	\$84,604.00	\$84,604.00	\$0.00	0.0%
Other Grants	\$500.00	\$500.00	\$0.00	0.0%
Total Other Grants	\$500.00	\$500.00	\$0.00	0.0%
Total General Fund	\$8,604,711.00	\$7,587,306.00	\$1,017,405.00	13.4%
Audit Expense	\$12,000.00	\$10,000.00	\$2,000.00	20.0%
Total Audit Fund	\$12,000.00	\$10,000.00	\$2,000.00	20.0%
Unemployment Insurance	\$5,000.00	\$15,000.00	(\$10,000.00)	-66.7%
Workmen's Compensation	\$30,000.00	\$40,000.00	(\$10,000.00)	-25.0%
Liability Insurance	\$40,000.00	\$55,000.00	(\$15,000.00)	-27.3%
Umbrella Policy	\$13,000.00	\$15,000.00	(\$2,000.00)	-13.3%
Treasurer's Bond	\$7,500.00	\$7,500.00	\$0.00	0.0%
Total Liability Insurance	\$95,500.00	\$132,500.00	(\$37,000.00)	-27.9%
FICA	\$335,000.00	\$314,951.00	\$20,049.00	6.4%
IMRF	\$435,000.00	\$617,550.00	(\$182,550.00)	-29.6%
Total Social Security	\$770,000.00	\$932,501.00	(\$162,501.00)	-17.4%
Building Maintenance	\$285,000.00	\$285,000.00	\$0.00	0.0%
Building Supplies	\$36,000.00	\$30,000.00	\$6,000.00	20.0%
Total Maintenance	\$321,000.00	\$315,000.00	\$6,000.00	1.9%
Total Operating Funds	\$9,803,211.00	\$8,977,307.00	\$825,904.00	9.2%
Escrow Expense (To Be Paid from the General Fund Balance)	\$3,000,000.00	\$800,000.00	\$2,200,000.00	275.0%
Bond Principal Payable - Abatement (To Be Paid from the General Fund Balance)	\$465,784.00	\$0.00	\$465,784.00	
Bond Principal & Interest Pymts.	\$2,964,025.00	\$2,846,175.00	\$117,850.00	4.1%
Total Bond P&I Payments	\$6,429,809.00	\$3,646,175.00	\$2,783,634.00	76.3%
Total Estimated Expenditures	\$16,233,020.00	\$12,623,482.00	\$3,609,538.00	28.6%

Introduction

The staffing analysis reflects the current level of staffing in each department including the hours available per week and the average non-work hours per week for current staff. Non-work hours consist of vacation and personal time; sick time is not reflected. Departmental reports describe current staff coverage, coverage at service points, coverage for programming, any departmental concerns, staffing requests, and recommendations.

Administration Services

Executive Director: Paul Mills

Current Staffing:

Executive Director, direct reports:

Deputy Director (1) - Full Time, exempt

Executive Assistant (1) - Full Time, 37.5 hrs/week, Non-Exempt

Building Operations Manager (1) - Full Time, exempt

Collection Management and Technical Services Manager (1) - Full Time, exempt

Communications Manager (1) - Full Time, exempt

Finance Manager (1) - Full Time, exempt

Human Resources Manager (1) - Full Time, exempt

Information Technology Manager (1) - Full Time, exempt

Deputy Director, direct reports:

Adult and Teen Services Manager (1) - Full Time, exempt

Children's Services Manager (1) - Full Time, exempt

Circulation Services Manager (1) - Full Time, exempt

Outreach Services Manager (1) - Full Time, exempt

Studio Services Manager (1) - Full Time, exempt

Hours available per week with current staffing level: 525

Average non-work hours per week - current staff; vacation and personal time: 52

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

Coverage:

Exempt staff. The Management team provides coverage to address the needs of individual departments and the library as a whole. Schedules are adjusted as necessary.

Non-exempt staff. The Executive Assistant currently provides coverage of 8:30am-4:30pm Monday-Friday. The Executive Assistant is also present at all evening Board of Trustee meetings as required; adjusting hours during the week to accommodate the one evening a month.

Department concerns:

- Feasibility of keeping the Administration Office area open/unlocked until 5:00pm Monday-Friday. Currently the area is locked at 4:30pm.
- Work with staff from the Finance and Human Resources departments, as well as the Executive Assistant, to provide the extra coverage on a rotating basis.

Staffing Requests:

No requests at this time.

Recommendation:

No additional staffing required at this time.

Adult and Teen Services Department

Manager: Debra Dudek

Current Staffing:

Adult and Teen Services Manager (1) - Full Time, 37.5 hrs/week

Adult and Teen Services Assistant Manager (1) - Full Time, 37.5 hrs/week

Adult Services Programming Librarian (1) - Full Time, 37.5 hrs/week

Teen Librarian (1) - Full Time, 37.5 hrs/week

Adult Services Librarian (2) - Full Time, 37.5 hrs/week

Adult and Teen Services Specialist (9) - Part Time, 25 hrs/week

Adult Computer Aide (4) - Part Time, 25 hrs/week

Hours available per week with current staffing level, excluding manager and adult computer aides: 412.50

Average non-work hours per week - current staff; vacation, personal time: 24

Hours available per week with current staffing level, Adult Computer Aides: 100

Average non-work hours per week - current staff; vacation: 2.5

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

Coverage:

Patron Service Points. Adult and Teen Services is responsible for staffing four service points; Second Floor Media desk, Third Floor Desk, Vortex, Computer Commons.

Coverage of patron service points, when fully staffed:

Second Floor Media desk

Monday-Thursday Mornings and Afternoons- 1

Friday-Saturday Mornings and Afternoons- 2

Monday-Thursday Evenings- 2

Sunday- 2
Third Floor Desk
All open hours- 2
Vortex
All Vortex open hours- 1
Additional staff member during programs

Hours needed to staff patron service points- 2nd floor, 3rd floor, Vortex, per week, when fully staffed: 294.50

Computer Commons
Monday-Friday Mornings- 1
Monday and Friday Afternoons- 1
Tuesday-Thursday Afternoons- 2
Monday Evenings- 1
Tuesday-Thursday Evenings- 2
Saturday Mornings and Afternoons- 1
Sunday Afternoons- 2

Hours needed to staff Computer Commons, per week, when fully staffed: 105

Coverage for minimal staffing of patron service points:

2nd Floor Media Desk
All open hours - 1
3rd Floor Desk
All open hours - 2
Vortex
All Vortex open hours - 1

Hours needed for minimal staffing of patron service points- 2nd Floor, 3rd Floor, and Vortex, per week: 256.5

Computer Commons
All open hours – 1

Hours needed for minimal staffing Computer Commons, per week: 72

Programming.

A wide variety of programs are scheduled to fit the needs of teens and adults in our community. Programming fluctuates from month to month in number and attendance. The following chart reflects programming for the 4th quarter of 2018.

Young Adult programming; examples- marker cart, craft on the go, answer questions of the week, movies, gaming, teen volunteers.

Adult programming; examples- drop in programs, book clubs, ESL groups, active programming, art programming.

Programming and attendance during the month of December decrease due to the holidays.

2018 Programs	October	November	December	4th Quarter Totals	4th Quarter Average
Young Adult	39	42	37	118	39
Adult	48	40	35	123	41
Total # of Programs	87	82	72	241	80
2018 Attendance	October	November	December	4th Quarter Totals	4th Quarter Average
Young Adult	974	586	652	2212	737
Adult	741	546	378	1665	555
Total Attendance	1715	1132	1030	3877	1292

Off desk time.

This time varies from month to month and is used for programming, program preparation, meetings, continuing education, managerial responsibilities and other functions.

Average off desk time allocated to department staff with current staffing, excluding the manager, is 80.75 hours per week

Department concerns:

- Patron Service Points. The number of patron services points that need to be staffed during all open hours creates scheduling difficulties. Short staffing due to illness or scheduled vacations often leads to the Manager and Assistant Manager to provide that coverage. The locations of these service points, on different floors, does not allow any to be “closed” when short staffed; cannot easily re-direct patrons to a different desk for assistance.
- Programming. There is a need for staff to be able to assist/lead Spanish language programming. There is an increased demand for these programs.
- Off desk time. Staff need additional off desk time in order to prepare and accomplish their assigned duties.

- Lack of advancement for Specialists within the department; no upward mobility, difficulty in retaining specialists.
- Spanish program assistants.

Staffing Requests:

- Adult and Teen Services Specialist. Part time position. This additional specialist will allow for more flexibility in desk coverage.
- Readers' Advisory Librarian. Full time position. Due to organizational restructuring in 2015, the Senior Librarian position, responsible for Readers Advisory, was eliminated and the employee was moved to the Collection Management and Technical Services department. This position would fill the gap in service created by that move.

Possible duties for this position include:

- Readers Advisory
- Oversee Book Clubs
- Coordinate the Great Read
- Mentor / Trainer for Specialists
- Provide one on one classes and training

Recommendation:

Our recommendation is to add a Readers' Advisory Librarian position and a Specialist position to assist with Readers' Advisory duties and provide additional desk coverage. The Specialist position would provide more flexibility in desk coverage.

Building Operations Department

Manager: Tasos Priovolos

Current Staffing:

Building Operations Manager (1) - Full Time, 37.5 hrs/week

Building Technician (1) - Full Time, 37.5 hrs/week

Building Security Monitor (2) - Full Time, 37.5 hrs/week

Building Security Monitor (3) - Part Time, 25 hrs/week

Building Security Monitor (1) - Part Time, 19 hrs/week

Building Security Monitors:

Hours available per week with current staffing level, excluding manager: 169

Average non-work hours per week - current staff; vacation, personal time: 8

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

Coverage:

Building Technician. Provides regularly scheduled coverage Monday-Friday in order to open the building, maintain the building and grounds as required, and work with contracted service technicians. Schedule is adjusted to respond to emergency maintenance issues as necessary. The Building Technician also serves as a security monitor when the department is short staffed.

Building Security Monitors. Building Security Monitors provide coverage during all hours the library is open. When fully staffed, the desired coverage is:

Monday-Friday	9:00am-1:00pm	1 Monitor
Monday-Thursday	1:00pm-4:00pm	2 Monitors
Monday-Thursday	4:00pm-9:00pm	3 Monitors
Friday	1:00pm-6:00pm	2 Monitors
Saturday	9:00am-12:00pm	1 Monitor
Saturday	12:00pm-6:00pm	2 Monitors
Sunday	12:00pm-6:00pm	1 Monitor

Hours needed to provide desired coverage; per week: 135

The turnover rate for the Building Security Monitor positions have consistently been higher than other departments within the District:

Year	Turnover Rate	Average # of Days to Fill
2016	36.4%	72
2017	55.4%	36
2018	82.2%	42

Several attempts have been made to decrease turnover.

- Salaries have been reviewed for this position and increases have been made to improve retention.
- In mid-2018, a part-time Building Security Monitor position was changed to full-time to encourage staff retention. That staff member has since tendered his resignation. It was determined to return that position to part-time, allowing more flexibility in scheduling.
- Alternative ways to post open positions have been explored; advertising on our website, social media, RAILS, local colleges, and the Bolingbrook Patch have not proved to decrease the number of days needed to fill these positions.

The Building Operations Manager has looked at options to contract with outside vendors to fill these positions. This has not been a viable option. While turnover for this department is high, it is not unusual to see these rates in other libraries and within the security industry.

Department Concerns:

- Continue to find new ways to advertise open Building Security Monitor positions; decreasing the number of days it takes to fill the position.
- Continue to monitor the competitiveness of our starting salary with surrounding libraries and industries to better attract candidates.
- Provide continued training and support to current staff to increase retention.

Staffing Requests:

None at this time.

Future Consideration:

Look at the possibility of a full time Building Operations Supervisor position. The supervisor position would be responsible for providing consistency during evening hours when the Building Operations Manager is not in the building. This employee would help to maintain consistency when dealing with patrons and provide assistance to Building Security Monitors who are newer to these positions.

Children's Services Department

Manager: Wendy Birkemeier

Current Staffing:

Children's Services Manager (1) - Full Time, 37.5 hrs/week

Children's Services Assistant Manager (1) - Full Time, 37.5 hrs/week

Children's Services Librarian (1) - Full Time, 37.5 hrs/week

Children's Services Specialist (2) - Full Time, 37.5 hrs/week

Children's Services Specialist (5) - Part Time, 25 hrs/week

Hours available per week with current staffing level, excluding manager: 275

Average non-work hours per week - current staff; vacation, personal time: 15

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

Coverage:

Patron Service Points. Children's Services is responsible for staffing the main desk at the front of the Children's Department. Stations at the desk consist of: 1 computer station, 1 check out station, and 2 general stations.

Coverage of patron service points, when fully staffed:

Monday-Friday Mornings - 3

Monday-Friday Afternoons- 3; can manage with 2 prior to school being released

Monday, Tuesday, Thursday Evenings- 4

Wednesday Evenings- 3

Saturdays- 4
Sundays- 3

Hours needed to staff patron service points, per week, when fully staffed: 234

Programming.

A wide variety of programs and storytimes are scheduled to fit the needs of children, and their families, from newborn through 5th grade. Programming fluctuates from month to month in number and attendance. The following chart reflects programming for the 4th quarter of 2018. There are four major types of programming available: Storytimes, Active Programs, Passive Programs, and Games Played in the Library.

Program Type	October	November	December	4th Quarter Totals	4th Quarter Average
Storytimes	57	44	25	126	42
Active Programs	20	20	13	53	18
Passive Programs	5	10	32	47	16
Games Played In the Library	133	104	78	315	105
Total # of Programs	215	178	148	541	180
Total Attendance	2768	2592	2294	7654	2551

Programming and attendance during the month of December decreased due to the holidays.

The number of staff hours needed for programming varies from month to month depending on the programs being presented. Due to this fluctuation, it is difficult to quantify. However, as an example, the number of staff hours needed for programming during the month of October 2018 was:

Programming: 81 hours
Preparation: 17.5 hours
Wrap-up: 14.5 hours

Off desk time.

This time varies from month to month and is used for program preparation time, meetings, continuing education, managerial responsibilities and other functions. Average off desk time

allocated to department staff, excluding the manager, was 47.50 hours per week. During the month of August, a slower month for programming, an average of 62.25 hours of off desk time was available.

Department concerns:

- Patron Service Points. Additional coverage during evening meal breaks and weekends is requested. Staffing on Wednesday evenings is currently 3 instead of the desired 4 staff members.
- Programming. Currently, there are only two program-free times in the week, Wednesday evenings and Thursday mornings, limiting the addition of other programs.
 - Evaluate programs to determine if they still fulfill a need and if they are the best use of staffing hours; Board Game Blast, Imagineers Club, Polish Storytime, Romanian Storytime.
 - Desire to add additional programming as staffing allows;
 - Parent/Child DIY, monthly
 - Bi-lingual Parent/Child DIY
 - Book Discussion for grades 1-2
 - Spanish STEAM programs
 - Computer / Chromebook classes
 - Bootcamps
 - Robot programming
 - Preschool storytime
 - Winter Reading Program
 - Podcasts
 - Use of Adult Volunteers to assist with programming; program preparation and during actual program.
- Off desk time. Staff request additional off desk time in order to prepare and accomplish their assigned duties.
 - The Children's Services Manager and Children's Services Assistant Manager are scheduled similarly to all other staff to work the front desk, limiting the number of off desk hours they have per week to accomplish their managerial duties.
- Provide more assistance for Spanish speaking patrons; community requesting more Spanish programming.
- Find ways to promote readers advisory

Staffing Requests:

Request to add 2 part time, 25 hours per week, Children's Services Specialist positions.

Flexibility for scheduling, re-assign responsibilities, and allow for additional off-desk time for all staff.

Recommendation:

Our recommendation is to add one 25 hour part time Children's Services Specialist position.

The addition of a part time position will assist in providing more off-desk time for the Manager and Assistant Manager.

Circulation Services Department

Manager: Amina Ali

Current Staffing:

Circulation Services Manager (1) - Full Time, 37.5 hrs/week
Circulation Services Assistant Manager (1) - Full Time, 37.5 hrs/week
Circulation Services Associate Manager (1) - Full Time, 37.5 hrs/week
Circulation Services Lead Specialist (4) - Full Time, 37.5 hrs/week
Circulation Services Specialist (8) - Part Time, 25 hrs/week
Circulation Services Lead Aide (1) - Part Time, 25 hrs/week
Circulation Services Aide (13) - Part Time, 19 hrs/week

Hours available per week with current staffing level-Patron Services points: Assistant Manager, Associate Manager, Lead Specialists, Specialists- 425

Average non-work hours per week - current staff; vacation, personal time: 23

Hours available per week with current staffing level-Shelving: Lead Aide, Aides- 272

Average non-work hours per week - current staff; vacation, personal time: 8

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

Coverage:

Patron Service Points. Circulation Services is responsible for staffing 3 service points within the building; Information Desk, Front Circulation Desk, Drive-up / workroom

Coverage of Patron Service Points, when fully staffed:

Information Desk- 1, all hours of operation
Front Circulation Desk- 2, all hours of operation
Drive-up / workroom- 2, all hours of operation

Hours needed to staff patron service points, per week, when fully staffed: 360

This coverage is provided by the Circulation Specialists and Circulation Services Lead Specialists. The Circulation Services Assistant Manager and Circulation Services Associate Manager assist when short staffed, covering for breaks, vacations, sick time.

Shelving coverage, when fully staffed:

Monday-Friday

Mornings (9:00am-2:00pm) - 4
Afternoons (12:00pm-5:00pm) - 2-3
Evenings (4:00pm-9:00pm) - 4

Saturday

Morning (9:00am-2:00pm) - 3-4

Afternoon (1:00pm-6:00pm) - 3-4
Sunday

Afternoon- 1st shift (12:00pm-5:00pm) - 3-4 Afternoon- 2nd shift (1:00pm-6:00pm) - 3-4

Hours needed for shelving functions, per week, when fully staffed: 270

This coverage is provided by the Circulation Services Lead Aide and Circulation Services Aides.

Department concerns:

- Monitor the need for additional staff, with the input from newly hired Circulation Services Manager.

Staffing Requests:

None at this time from the new Circulation Services Manager.

Recommendation:

Our recommendation is to work with our new Circulation Services Manager to evaluate staffing needs.

Collection Management and Technical Services Department

Manager: Christina Theobald

Current Staffing:

CMTSD Manager (1) - Full Time, 37.5 hrs/week
Adult Collection Development Librarian (1) - Full Time, 37.5 hrs/week
Collection Development Aide (2) - Part Time, 19 hrs/week
Interlibrary Loan Specialist (1) - Full Time, 37.5 hrs/week
Children's Collection Development Librarian (1) - Full Time, 37.5 hrs/week
Processing Supervisor and Cataloger (1) - Full Time, 37.5 hrs/week
Repair Specialist (1) - Part Time, 19 hrs/week
Technical Services Aide (2) - Part Time, 9 hrs/week; 15 hrs/week
Cataloger (1) - Full Time, 37.5 hrs/week
Acquisitions Supervisor (1) - Full Time, 37.5 hrs/week
Acquisitions Aide (2) - Part Time, 19 hrs/week
Acquisitions Specialist (1) - Part Time, 25 hrs/week
Periodicals Specialist (1) - Part Time, 19 hrs/week
Hours available per week with current staffing level, excluding manager: 388
Average non-work hours per week - current staff; vacation, personal time: 24

Job Descriptions:

These have been reviewed and edited to correctly reflect the job duties and functions for each position. A job description for the newly created Acquisitions Aide position was developed. The revised job description for the Acquisitions Supervisor position was benchmarked by HR Source

and the Pay Grade was adjusted accordingly. As the needs of the department change, ongoing review of job descriptions will be necessary.

Coverage:

The coverage needed for this department is dependent upon the workloads assigned to each area.

Staffing Requests:

None at this time.

Recommendation:

No changes at this time as the department recently re-organized to meet its needs.

Communications Department

Manager: Melissa Bradley

Current Staffing:

Communications Manager (1) - Full Time, 37.5 hrs/week

Digital Communications Administrator (1) - Full Time, 37.5 hrs/week

Communications Design Specialist (1) - Full Time, 37.5 hrs/week

Hours available per week with current staffing level, excluding manager: 75,

Average non-work hours per week - current staff; vacation, personal time: 6

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

The Communications department manages all aspects of communication, marketing, and public relations for the District. Staff manage the implementation, operation and evaluation of all appropriate systems, including, the library's customer service and online communication, mobile applications, room reservation, program booking, and other related systems. Communications in conjunction with the Information Technology department, manages the library's website; regular maintenance and troubleshooting, keeps content current, designs and codes new additions as needed, and analyzes statistics to measure usage.

The Communications department designs and produces publicity materials for library programs and events. Staff design and produce the library's newsletter, internal and external signage, and other library publications, to maintain the brand and visual identity of the library.

The Communications Manager is the Owner of Goal Team 2 of the current strategic plan. This team is responsible for enhancing the community's knowledge of the library's services in conjunction with Fountaindale's 50th anniversary. The communications department will be

heavily involved in this goal. A new branding campaign for the library will be recommended during the next strategic planning process.

Coverage:

The coverage needed for this department is dependent upon the number of projects assigned and deadlines. Staff are flexible with scheduling in order to accommodate the fluctuating workflow.

Staffing Requests:

No additional staffing or changes requested at this time.

Future Considerations:

- Increase video production capabilities within the Communications department; to limit the reliance upon Studio 300 staff to create this content.
- Website developer; to expand knowledge of design and functionality.
- Development coordinator; look for ways to generate corporate sponsorship.
- Explore the availability of grants library wide.

Finance Department

Manager: Jennie Nguyen

Current Staffing:

Finance Manager (1) - Full Time, 37.5 hrs/week

Finance Supervisor (1) - Full Time, 37.5 hrs/week

Finance Specialist (2) - Part Time, 25 hrs/week

Hours available per week with current staffing level, excluding manager: 87.5

Average non-work hours per week - current staff; vacation, personal time: 1.25

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

The Finance department personnel has undergone substantial change since late in 2017.

The retirement of the Finance Manager led to the promotion of the Finance Supervisor to that position. The part-time (25 hours per week) Finance Specialist was then promoted into the full-time Finance Supervisor position, and an external candidate was hired to fill the vacant specialist position. These promotions allowed for continuity in the department and gave current staff a chance for advancement. Temporary staff was hired through the Office Team Staffing Agency while these vacancies were filled. Hiring temporary staff was challenging due to the skill levels possessed by the employees sent to us through the agency. Overall, this did not serve as an effective solution.

The hiring of the retired Finance Manager as an outside consultant, provided valuable support to the new manager during this transition. It was noted that the time spent on providing training to all staff in the Finance department increased due to these changes.

Some additional tasks assigned to the Finance Department include: Studio 300 credit card processing, additional Polaris reports needing to be generated, addition/splitting the Amazon account to better handle purchasing for library materials and other expenses, creation of a new Capital Assets policy, and additional training and time to review procedures.

Coverage:

At least one Finance Specialist in the Administration Office during the hours of Monday-Friday, 8:00am-4:30pm. The Finance Supervisor is available starting at 8:00am.

Department concerns:

- Cross-training so that the Finance Supervisor and Finance Manager may provide coverage for each other, should one or the other be absent due to vacation or illness.
- Work with Specialists so that scheduling provides the desired coverage, M-F 8:00am-4:30pm. Reduce overlapping of schedules to provide more coverage if needed.
- Work with Executive Director and Human Resources Manager to provide coverage of the reception area of the Administration Offices. The Finance Supervisor and Finance Specialist(s) will be available to work one evening each during the week; working until 5:00pm.

Staffing Requests:

None at this time.

Recommendation:

No staffing changes needed at this time.

Administration: Human Resources Department

Manager: Lea Pottle

Current Staffing:

Human Resources Manager (1) - Full Time, 37.5 hrs/week

Human Resources Representative (1) - Full Time, 37.5 hrs/week

Hours available per week with current staffing level, excluding manager: 37.5,

Average non-work hours per week - current staff; vacation, personal time: 3

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

The Human Resources department handles day to day personnel functions for 113 staff members; 57 full time staff and 56 part time staff. The department's workload is also dependent

upon the turn-over rate experienced by the District. The department handles all clerical work associated with the hiring process; post job openings, distribute submitted applications, schedule interviews, process background checks, contact references, make job offers to selected candidates, and draft offer letters. The Human Resources department handles all paperwork for new hires and internal promotions; includes initial onboarding, payroll training, and benefit enrollment when applicable. When employees depart the District through resignation, retirement, or termination, the Human Resources department handles all filings and paperwork required to remain compliant with state and federal law.

Calendar Year	Turn-over Rate	New Hires/Promotions	Resignation, Retirement, Termination
2016	20.5%	34	22
2017	27.3%	36	29
2018	23.5%	34	25

Over the past year, the staff of Human Resources has taken steps to streamline processes to make better use of the hours available within the department. The department worked with Paylocity, the District's payroll provider, to automate all paid-time off accruals for part time and full time staff. While the transition period required additional hours, once the system was tested and verified to be working correctly, the time spent to handle these accruals decreased.

Coverage:

One staff member from Human Resources should be present in the Administration Office M-F, 8:00am-5:30pm. Staggered schedules for the HR Representative and HR Manager allow for this coverage. During paid time off or sick time, coverage is either 8:00am-4:00pm or 9:30am-5:30pm. The slightly reduced coverage still provides availability to staff should they have questions for the HR department. The Human Resources Manager provides evening coverage, working 12:00pm-8:00pm one night a week on a rotating basis. Currently there is no weekend coverage from the department.

Department concerns:

- Work with Executive Director and Finance Manager to provide coverage of the reception area of the Administration Offices. Human Resources Representative will be available one evening a week; working until 5:00pm.
- Continued review of current processes and procedures are recommended. Streamline functions to become more efficient.

- Continue to monitor the need for additional coverage; addition of a second evening per week, should staff express an interest in being able to contact/speak with Human Resources during the evening shifts.

Staffing Requests:

None at this time.

Recommendation:

No staffing changes needed at this time.

Future Consideration:

At this time, staffing is adequate for the Human Resources Department. However, should the District see a substantial increase in turn-over rate and/or an increase in the number of employees, the necessity for hiring a part-time Human Resources Aide should be researched. An aide position would allow for a shift in entry-level clerical tasks to that position while allowing the HR Representative to assist the HR Manager with advanced functions.

Administration: Information Technology Department

Manager: John Matysek

Current Staffing:

Information Technology Manager (1) - Full Time, 37.5 hrs/week

Support Administrator (1) - Full Time, 37.5 hrs/week

Support Technician (2) - Full Time, 37.5 hrs/week

Hours available per week with current staffing level, excluding manager: 112.5

Average non-work hours per week - current staff; vacation, personal time: 9

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of these positions.

The Information Technology department staff is responsible for, and provides support for, all aspects of Information Technology and website services available to District patrons and staff. The staff evaluates, designs, plans, and implements the present and future Information Technology needs of the District. Oversees training and instruction of staff on Information Technology services.

Coverage:

The need to address technology issues in a timely manner requires that the staffing in the department cover all library hours.

- Serve as first responder for the internal helpdesk system for staff.
- Troubleshoot and provide assistance for technology issues arising throughout the library.
- Supports building audio visual and automation systems technology; meeting room assistance.

Current staffing and scheduling provide the following coverage:

Sunday	12:00pm-6:00pm
Monday	8:00am-9:00pm
Tuesday	8:00am-9:00pm
Wednesday	8:00am-9:00pm
Thursday	8:00am-9:00pm
Friday	8:00am-5:00pm (*)
Saturday	9:00am-5:00pm (*)

(*)Library closes at 6:00pm

Hours needed for minimal staffing, one staff member for all open hours, per week: 72

Additional staffing is not recommended at this time. Staffing covers all library hours with the exception of one hour on Friday evening and one hour on Saturday evening. Having three staff members, in addition to the department manager, provides adequate coverage.

Future Consideration:

Look at the possibility of a full time Information Technology Supervisor position.

Supervisor will be responsible for; acting as department lead in the absence of the Information Technology Manager, training, supervising, and evaluating Support Technicians, assisting the Information Technology Manager in the hiring process, purchasing process, and managing the departmental budget.

Outreach Services Department

Manager: Marianne Thompson

Current Staffing:

Outreach Services Manager (1) - Full Time, 37.5 hrs/week

Outreach Services Assistant Manager (1) - Full Time, 37.5 hrs/week

Outreach Services Specialist (6) - Full Time, 37.5 hrs/week

Hours available per week with current staffing level, excluding manager: 262.50

Average non-work hours per week - current staff; vacation, personal time: 21

Job Descriptions:

These have been reviewed. The Outreach Services Manager and Outreach Services Assistant Manager positions are accurately depicted in their job descriptions. Edits were requested to the Outreach Services Specialist position job description to include:

- Basic skills/knowledge for troubleshooting mechanical issues for Bookmobile/Library Express Van.
- Knowledgeable to perform daily pre & post-trip safety checks for Outreach vehicles.

Coverage:

Outreach Services is responsible for providing staff for the District's Bookmobile and Express Van. Outreach Services represents the District throughout the community; school visits, community stops, storytimes at local businesses, senior facilities, homebound deliveries, and community events.

All staff in the Outreach Department are full time and licensed to drive either one or both of the District owned vehicles.

Bookmobile:

2 staff members, one driver and one passenger, are required when operating the vehicle

Express Van:

2 staff members, one driver and one passenger, should be on the vehicle when in use.

Exception is for running errands and emptying book drops when 1 staff member is allowed.

Scheduled Shifts:

Monday-Friday 8:30am-4:30pm

Monday-Friday 8:00am-4:00pm for staff going to schools, during the school year

Tuesday, Thursday 11:30am-7:30pm, for evening community stops

Saturday 8:00am-4:00pm

Shifts may fluctuate to accommodate the needs of the department when attending Community events.

Off desk time.

This time varies from month to month and is used for programming, program preparation, meetings, continuing education, managerial responsibilities and other functions. Staff average 2-3 hour per week, per staff member, of off desk time dependent upon scheduling, projects, and programs scheduled.

Request for additional staff:

- Substitute drivers or vehicle passengers:
 - In order to keep the Bookmobile and Express Van in service, when staff call in sick or are unable to work with short notice, the use of substitute staff would help eliminate the need to cancel community stops.
 - Staffing shortages are difficult to fill on Tuesday and Thursday evenings, for night stops, and on Saturdays. Shortages that occur on Saturdays cannot be easily filled as full time staff have reached their scheduled hours for the week.
- Seasonal staff:
 - Desire to increase summer programming within the community; propose fewer stops but extend the length of the stops throughout the summer.
 - Provide storytime from the Bookmobile
 - Offer STEM/Maker programs in the parks
 - Partner with Teen Librarian to bring programming to the parks

- Partner with schools who provide summer library programs

Recommendation:

Our recommendation is to explore staffing options to ensure minimal cancellation of services.

Studio Services Department

Manager: Jeffrey Fisher

Current Staffing:

Studio Services Manager (1) - Full Time, 37.5 hrs/week

Studio Services Assistant Manager (1) - Full Time, 37.5 hrs/week

Studio Services Specialist (3) - Full Time, 37.5 hrs/week

Studio Services Specialist (3) - Part Time, 25 hrs/week

Hours available per week with current staffing level, excluding manager: 225

Average non-work hours per week - current staff; vacation, personal time: 12

Job Descriptions:

These have been reviewed and accurately depict the duties and functions of the Assistant Manager, and Specialist positions. The job description of the Studio Services Manager needs to be edited to add references to the newly created Studio Services Assistant Manager position, as well as other adjustments.

Coverage:

Current coverage is at least two staff members during all open hours of Studio 300. During classes, and programs, an additional staff member is available. Part time staff are scheduled to work, on average, 4 days per week.

Hours needed for minimal staffing, two staff members during all Studio 300 open hours, no programming, per week: 124

Staffing Requests:

No additional staff requested at this time. Manager will continue to monitor staffing needs of the Studio for future needs.

Recommendation:

Our recommendation is to continue monitor staffing needs.

Fountaindale Public Library District

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Self-Check Request for Proposals

The Fountaindale Public Library District (FPLD) will accept sealed proposals for the following request for Self-Checks and related services. Visit <https://www.fountaindale.org> to view this document online.

Executive Summary

FPLD is located in Bolingbrook, IL and currently has 13 3M/Bibliotheca Self-Checks located on three floors. FPLD is soliciting proposals to replace all 13 Self-Checks. The selected vendor will be our primary source for the following:

- 13 Self-Checks.
- Installation, configuration and training services for selected equipment and software.
- Maintenance, repair, support, and updates of purchased and installed equipment and software.

Vendor Information

- The vendor must include the company name, website, company contact with address, telephone and numbers, and brief vendor profile and stability.
- Describe your company's history, size, and stability in terms that most meaningfully communicates its ability to support FPLD requirements on a continuing basis.

References

In addition to the information highlighted below, the vendor must include three references in designing and installing a Self-Check solution of similar size and complexity. Preferred references are in a library environment. Include the size of the project, a brief overview of the project, and contact information for each reference.

Solution Scope

This section details our needs and expectations for a Self-Check solution.

Please describe if solution offers additional benefits, features and/or functionality not specifically described. Please specify if solution does not address or support an area listed.

Proposals must include both initial cost of solution and annual pricing for all maintenance, repair, support and updates of equipment and software. Please specify whether the initial cost of solution includes annual pricing for all maintenance, repair, support, and updates of equipment and software.

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On-site support must be available. Please provide costs for support response within standard weekday business hours (after hour or 24 hour support not required) for the following:

- 4 hour service response
- Next Business Day (NBD) service response

FPLD requires that all equipment be standardized. We will not accept proposals that include different models of Self-Check units.

FPLD Existing Setup

FPLD currently has 13 3M/Bibliotheca model 8410 Self-Checks in the following locations;

Circulation Department

Qty: 7

Childrens Services Department

Qty: 2

2nd Floor

Qty: 2

3rd Floor

Qty: 2

Integration Components

FPLD is part of the Pinnacle Library Cooperative (PLC) which uses a hosted Polaris Integrated Library System. PLC is currently running version 6.2 of Polaris and anticipates upgrading to version 6.3 this year.

Software and Equipment Requirements

Proposed solutions must integrate into existing countertop and cabinet structures without changing existing countertops and cabinet structures. Please see below for sample photos.

Fountaindale Public Library District

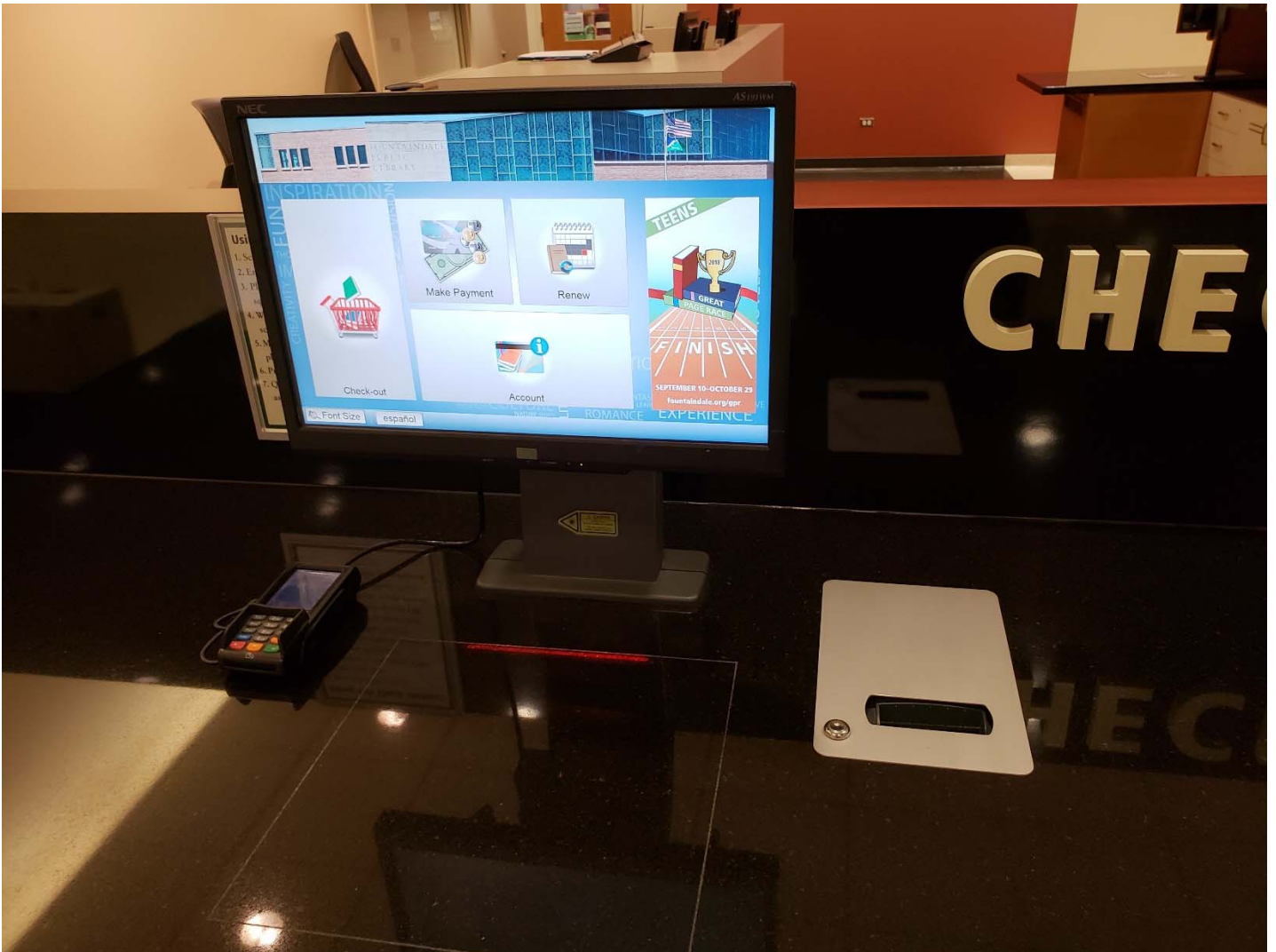
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CIRCULATION (Wide view)

Fountaindale Public Library District

Fountaindale Public Library District | 300 West Briarcliff Road | Bolingbrook, IL 60440 | www.fountaindale.org



CIRCULATION (close up view)

Fountaindale Public Library District

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CHILDRENS

Fountaindale Public Library District

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2ND & 3RD FLOOR

Proposed solutions must

- Support FPLD's 3M/Bibliotheca RFID and Security Gate (model 9100) system.
- Include a PCI Data Security Standard (PCI DSS) compliant credit card payment system that integrates with the hosted Polaris Integrated Library System, with chipped card support and accepts at least the following credit cards; Visa, Master Card, Discover.
- Provide at least one cash payment station.
- Support industry standard RFID tags, and specifically SLIX/SLIX2 chipsets.

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- Support a mixed checkout environment of RFID and barcode items.
- Provide an operating system supported by the manufacturer for the life of the self-check systems
- Allow patrons to review their library account; displaying overdue amounts with reason along with option to immediately pay the overdue amount directly from the Self-Check unit.
- Allow patrons to view a listing of all items currently checked out on their account along with the option to renew any or all of said items directly from the Self-Check unit, depending on ILS policies.
- Allow the option of printing (to attached receipt printer) or emailing a patron account report directly from the Self-Check unit to the email address associated with their ILS account, or to an email address manually entered directly on the self-check unit.
- Allow the option for a graphic of the library logo to be printed on each patron receipt.
- Allow the option for a library generated message to be printed on each patron receipt.
- Allow the option for other ILS generated patron account information (number of items currently checked out, number of items currently overdue, etc.) to be printed on each patron receipt.
- Allow the following patron receipt options; no receipt, print, or email sent to the email address associated with their ILS account, or to an email address manually entered directly on the Self-Check unit.
- Provide multi language support in the patron interface software with an easy method, such as an on screen button, for patrons to switch languages. When selected, this language change shall also be in effect for all patron print and email options.
- Provide patron accessibility option in the patron interface software with an easy method, such as on screen button, to increase font size for improved readability.
- Provide an “offline” mode for when network/ILS access is unavailable which will allow patrons to check out items while storing transactions locally with an easy to use method of bulk uploading said offline transactions at a later time when network/ILS access is once again available.
- Provide local network remote backend administrative access to each Self-Check unit (i.e. via IP address in a web browser) for accessing all administrative functions and settings the same as physically being at the Self-Check unit.

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- Provide centralized command console (preferably cloud based) for aggregate administrative functions and settings for all Self-Check units. Changes made must be able to be applied to any quantity or all of the Self-Check units.
- Provide centralized command console (preferably cloud based) for accessing aggregate statistical tracking and reporting from all Self-Check units, i.e. check out/in transactions, cash/credit card monetary transactions.

Optional Hardware Equipment and Software Features

- Self-Check units provide Reading Recommendations (based on items currently being checked out) on screen and optionally on receipt and/or via email for print and/or eBook titles (utilizing optional 3rd party subscription services like Novelist and Cloud Library) with the option to place a hold on a recommended item directly from the Self-Check unit.
- Self-Check units provide multiple graphical “themes” for patron front-end interface on each unit, including multiple Children specific graphical “themes”. All “themes” to support library customization, i.e. logos, pictures, text, fonts, colors, etc.
- Self-Check units provide the option for displaying library created graphical images onscreen in the patron front-end interface, i.e. “digital signage”, for promoting library programs and events.
- RFID Security Gate System to replace FPLD’s existing 3M/Bibliotheca Model 9100 system. System must provide audible and visual alerts when RFID tagged materials are transported through said gates with an RFID tag’s security bit enabled. System options (i.e. alarm mode, visual alert color, audible alert number/duration, etc.) should be configurable by staff through an easy to use web interface, preferably cloud based. (OPTIONAL) System communicates with Polaris ILS for identification of items that trigger gate alerts and can compile a list/report of such items for staff retrieval.
- *Call out separately in proposal if any of the above Optional items are included along with any associated additional cost.*

Design and Equipment Considerations

- All Self-Check units to include touch screen monitors for all Self-Check units that will allow patrons to complete all onscreen tasks solely using the touch screen, and all associated hardware; i.e. receipt printer, RFID reader, barcode scanner, credit card reader, etc.

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- Self-Check units must be integrated into existing countertop settings. i.e. CPU, RFID pad, receipt printer mounted below countertop, touch screen monitor with bar code scanner and credit card processing device mounted above countertop.

Deployment and Installation

It is understood that deployment timing depends on equipment availability and winning vendor's project planning. FPLD will work with winning vendor to will develop an appropriate deployment plan. However, the project must be completed before November 1, 2019.

Winning vendor shall provide setup and configuration of all equipment.

Training

Include in proposal training documentation and two training sessions.

Please indicate if any recorded or online training is available.

Project Planning and Documentation

Winning vendor will provide project planning, scope of work and deliverable documentation for project.

Submission Information

Questions must be submitted to pmills@fountaindale.org no later than 3:00 PM on Monday, July 15, 2019. All questions received by the deadline will be posted with an answer to www.fountaindale.org by 3:00 PM on Friday, July 19, 2019.

All proposals must be submitted via email and are due no later than 3:00 PM on Friday, July 26, 2019.

Proposals must be emailed to pmills@fountaindale.org with a subject line of "FPLD Self -Check Proposals 2019"

Late proposals shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date and time shall not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

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Proposals must be submitted for the entire Self-Check solution. Proposals must include all costs. Proposals must be held firm for 60 days. Delivery must be accomplished within 60 days of award. Proposal documents, information, and answers to questions may be obtained by contacting pmills@fountaindale.org

Proposals will be opened on Monday, July 29th 2019 at 9:00 AM in the Board Room on the 2nd Floor at 300 West Briarcliff Road, Bolingbrook IL 60440.

The award date will be Thursday, August 15th 2019 at the Board Meeting.

Fountaindale Public Library District reserves the right to reject all proposals or to waive any or all technicalities in any proposals in its best interest.

All guarantees and warranties must be stated in writing and submitted as part of the proposal.

The successful respondent(s) will be expected to enter into a contract with the Library pursuant to the documents that include the RFP, the vendor's proposal, the summary of negotiation, and any and all other additional materials submitted by the vendor. The only official answer or position of the Library will be the one stated in writing.

FPLD reserves the right to reject all bids or to waive any or all technicalities in any proposals in its best interest. Vendors shall note that a response to this RFP does not commit FPLD to any course of action resulting from its receipt. This document shall not be construed as a contract between the parties and no communication shall create such a contract with respect to the products or services specified in this RFP. FPLD will select the vendor based upon the best overall solution and value, and is not obligated to select the lowest price proposal. Additionally, this RFP does not commit FPLD to any specific course of action. FPLD reserves the right to not select any vendor or purchase any goods and services resulting from this RFP.

ORDINANCE 2019-2

AN ORDINANCE ESTABLISHING REGULATIONS FOR ELECTRONIC ATTENDANCE AT THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT BOARD MEETINGS

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

WHEREAS, the Open Meetings Act, 5 ILCS 120/1 *et seq.* has been revised to permit electronic attendance at meetings of public bodies; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois ("Library Board"), believes and hereby declares that it is in the best interests of the Library Board to allow electronic attendance by Trustees at Library Board meetings, subject to certain conditions; and

WHEREAS, before electronic attendance may be permitted, procedural rules must be adopted by the Board of Trustees;

**NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE
FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL and DUPAGE COUNTY, ILLINOIS AS FOLLOWS:**

Section 1: The foregoing recitals are incorporated in and made a part of this Ordinance as though fully set forth herein.

Section 2: The following regulations shall apply to electronic attendance at meetings of the Board of Trustees of the Fountaindale Public Library District (the "Board"):

1. If a quorum of the members of the Board is physically present as required by Section 2.01 of the Open Meetings Act, 5 ICLS 120/2.01, the Board may allow a physically absent Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of: (a) personal illness or disability; (b) employment purposes or the business of the public body; or (c) a family or other emergency; provided, no Trustee may attend a Board meeting by other means more than five times in any calendar year.
2. "Other means," as used in these regulations, shall mean by video or audio conference.
3. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary of the Library District before the meeting unless advance notice is impractical.
4. A Trustee may participate by other means at either an open meeting or a closed meeting of the Board.

5. Written minutes of all Board meetings, whether open or closed, shall include whether the Trustee was physically present or present by means of audio or video conference.
6. As the first item of business, the Trustees who are physically in attendance at a Library Board meeting shall determine, by majority vote, whether a Trustee who is not physically in attendance may participate in that meeting by other means. After such a vote in favor of participation, the remote Trustee may vote on matters before the Board.

Section 3: The language contained in this Ordinance shall be added to Article III of the By-Laws of the Library District. All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 4: This Ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this 17th day of June, 2019.

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

Steven J. Prodehl
Secretary, Board of Trustees

ORDINANCE 2019-3

AN ORDINANCE APPROVING AMENDMENTS TO THE BY-LAWS OF THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT

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

WHEREAS, the Fountaindale Public Library District desires to make certain amendments to its By-Laws; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois find that approving the By-Laws of the Board of Trustees of the Fountaindale Public Library District attached as Exhibit A is in the best interest of the District;

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL and DUPAGE COUNTY, ILLINOIS AS FOLLOWS:

Section 1: The foregoing recitals are incorporated in and made a part of this Ordinance as though fully set forth herein.

Section 2: The By-Laws of Fountaindale Public Library District attached as Exhibit A are hereby approved.

Section 3: The Board of Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois are authorized to take such further actions as may be necessary to carry out the purpose of this Ordinance.

Section 4: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 5: This Ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this 17th day of June, 2019.

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

Steven J. Prodehl
Secretary, Board of Trustees

ORDINANCE 2019-4

AN ORDINANCE AUTHORIZING CERTAIN FUND TRANSFERS FROM THE GENERAL CORPORATE PURPOSES FUND TO THE DEBT SERVICES FUND PURSUANT TO SECTION 30-90 OF THE PUBLIC LIBRARY DISTRICT ACT

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

WHEREAS, on September 20th, 2018, the Board of Trustees of the Fountaindale Public Library District, Will and Du Page County, Illinois ("Library Board") adopted Ordinance 2018-2 entitled "Budget and Appropriation Ordinance of the Fountaindale Public Library District Will and Du Page County, Illinois for Fiscal Year July 2, 2018 to June 30, 2019" (the "Ordinance") following publication, notice and public hearing in accordance with Section 30-85 of the Public Library District Act of 1991 (75 ILCS 16/30-85); and

WHEREAS, pursuant to Section 30-90 of the Public Library District Act of 1991 (75 ILCS 16/30-90), the Library Board may from time to time make transfers from appropriations of any amount specified for any object or purpose, by ordinance if approved by a 2/3 vote of all trustees present and so long as the total amount appropriated is not thereby increased; and

WHEREAS, the Library Board desires to make transfers of certain funds from the General Fund for FY 2018-19 to the Debt Services Fund, which do not exceed in the aggregate 10% of the total amount appropriated in the aforementioned fund of the Library District, and the total of which will not increase the amount appropriated; and

WHEREAS, the Library Board desires to utilize these transferred funds to make payments toward the Library District's bond obligations.

**NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF TRUSTEES OF THE
FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DUPAGE COUNTY, ILLINOIS AS FOLLOWS:**

Section 1: The foregoing recitals are incorporated in and made a part of this Ordinance as though fully set forth herein.

Section 2: That the authority to expend the following sums of money is hereby granted, from and to the indicated Funds:

From the Library District's General Fund in the amount of Four Hundred Sixty Five Thousand Seven Hundred Eighty Four dollars (\$465,784.00) to the Library District's Debt Services Fund to expend on payment of the following bond obligations of the Library District:

\$10,000,000 General Obligation Library Building Bonds, Series 2008

Section 3: The President of the Board of Trustees, or her designees are authorized to execute all necessary documents and take all necessary steps to carry out this Resolution.

Section 4: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance are hereby modified or repealed to the extent of such conflict. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 5: Ordinance 2019-4 shall be in full force and effect from and after its adoption as provided by law.

Adopted by roll call vote this 17th day of June, 2019.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Margaret (Peggy) Danhof, President
Board of Library Trustees

ATTEST:

Steven J. Prodehl, Secretary
Board of Library Trustees

ORDINANCE 2019-5
AN ORDINANCE AUTHORIZING CERTAIN FUND TRANSFERS FROM THE
GENERAL CORPORATE PURPOSES FUND TO THE SPECIAL RESERVE FUND
PURSUANT TO SECTION 30-90 OF THE PUBLIC LIBRARY DISTRICT ACT

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

WHEREAS, pursuant to 75 ILCS 16/30-90, the Board of Library Trustees may authorize the transfer from one appropriation of any amount specified to any other object or purpose; and

WHEREAS, such a transfer requires the affirmative vote of two-thirds (2/3) of all the trustees present and voting; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District believe, and hereby declare, that it is in the best interests of the Library District to transfer certain funds, as hereinafter provided; and

WHEREAS, the General Fund/Operating Fund surplus account has a legal appropriation for transfer to the Special Reserve Fund for fiscal year 2019; and

WHEREAS, the transfer of funds from this account to the Special Reserve Fund is a lawful transfer.

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

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

SECTION TWO: The unexpended balances of the proceeds received from annual public library taxes (General Fund/Operating Fund), the sum of \$1,500,000 shall be transferred to the Library District's Special Reserve Fund to fund future Capital Needs as defined in the Special

Reserve Plan.

SECTION THREE: Any policy, resolution, or ordinance of the Fountaindale Public Library District that conflict with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

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

PASSED THIS 17th day of June, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 17th day of June, 2019.

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

ATTEST:

Steven J. Prodehl, Secretary
Board of Library Trustees



Bolingbrook Park District

May, 2019

Fountaindale Public Library
Outreach Program Services
300 W. Briarcliff Road
Bolingbrook, IL 60440

Administrative Offices

201 Recreation Drive
Bolingbrook, IL 60440
p: (630) 739-0272
f: (630) 739-1039

We are sincerely grateful for Fountaindale Public Library's support of our Week of the Young Child celebration again this year. Because of your very generous sponsorship, we were able to provide a week full of free events to families in our community. Through these events, we can build support for education and programming vital for young children.

We had an amazing week and Fountaindale was involved all along the way! From bringing the Bookmobile to Tons of Trucks and hosting a table at our Kid's Vendor Fair, to co-sponsoring our entertaining and successful Magic Show, not to mention the activity at our STEAM Family Night and providing the ever-popular story time at our rainy Craft and S'mores night! We are thrilled with the success of these events and owe gratitude to you for your big part in that. We want to share with you that we get many positive comments from families about how much they look forward to this week and will continue to get involved in educational activities in the future.

On behalf of the Week of the young Child Committee, we thank you for sharing our dedication to children and families in the community. Because of your donation and involvement, Week of the Young Child 2019 was a huge success! We hope to continue this relationship in the future.

With Kind Regards,


Kathy Hassert

Kathy Hassert
Recreation Supervisor
WOYC Chairperson

Lori Zoeller

Lori Zoeller
Preschool Coordinator
WOYC Chairperson

VILLAGE NEWS >> BOLINGBROOK

Lawyers return for free consultations

Bolingbrook lawyers return for second year to provide free consultations

BY RYAN OSTRY
Bugle Staff
@RyanOstry_BR18
rostry@buglenewspapers.com

Fourteen local Bolingbrook lawyers from 12 different law firms joined forces on June 1 at Fountaindale Public Library to provide free consultations to residents.

This was the second year for the event which last year drew more than 100 residents with various

legal questions last year.

"Everyone that participated as far as attorneys from last year is back which is always nice," said Bolingbrook attorney Joe Giamanco of Giamanco Law Partners. "Everyone that's hear either lives or practices in Bolingbrook so it's all local attorneys."

The event is intended to assist residents with legal problems by giving them an opportunity to speak one-on-one with a licensed attorney.

One of the event's founders was Giamanco, who initially proposed the idea to several of his colleagues within the local legal community.

The event took place from 9 a.m. until noon, where consulta-

tions with attorneys were on a first come, first served basis and lasted approximately 20 minutes.

One of the intriguing parts for bystanders was that there was absolutely no cost for the event and no obligation to hire the attorney.

Practice areas covered by the event included: Family Law, Divorce and Custody, Immigration, Workman's Compensation, Personal Injury, Wills, Trusts and Estate Planning, Real Estate, Civil Litigation, Debt Collection Defense, Bankruptcy, HOA Law, Contract Law, Criminal Defense, Traffic and DUI Law and Employment and Labor Law.

Participating attorneys included: Jaime Olson, Steven Prodehl, Wayne Kwiat, Kimberly Anderle-

Abma, Anita Kontoh Scott, Brian Keeley, Joel Brown, Molly Stojanov, Mary Helen Reyna, John O'Driscoll, Monica Weber, Melisa Quinones, Phyllis Roman and Joe Giamanco.

This whole activity that was brought on by Giamanco started when his local law firm kept getting calls everyday about legal questions.

Giamanco said that there is some reluctance when people do have legal questions because they are not sure if the money is worthwhile to spend if something isn't cost effective in their minds.

As it was last year, the 2019 crowd drew so much interest, bystanders were out the door ready with their legal questions.

Giamanco also added that with people being very mindful of the cost to ask a question to an attorney, there are free law firms that do free phone consultation and meet face-to-face with an attorney.

"I had several people who came in today that could never hire an attorney," Giamanco said. "They have legitimate questions and want to find the answer to it, but simply just can't afford it."

"To sit face-to-face with a licensed attorney who gives you advice that you might not have before because of the cost, really seemed to help people put today which I really enjoyed."

Fountaindale Public Library District

Cash and Investment

May 31, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$686,175.61	\$769,876.81
Cash Checking/Payroll	\$31,492.47	\$156,589.38	\$188,081.85
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$842,894.24	\$960,387.91
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$3,113,481.93)	\$4,995,837.63
Investment - General/IL Funds/MM	\$67,203.39	\$2,710.22	\$69,913.61
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$28,018.72	\$57,012.38
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$79,198.23	\$2,038,196.55
Investment - Working Cash/BMO Harris MM	\$878.27	\$1,071,574.90	\$1,072,453.17
Investments - Working Cash/Madison	\$629,365.30	(\$629,365.30)	\$0.00
Investment - Working Cash/MM	\$22,179.12	(\$22,179.12)	\$0.00
Investment - Morgan Stanley - CD/Bond	\$416,621.26	(\$416,621.26)	\$0.00
Investment - Special Reserve/PMA	\$11,258,640.05	\$2,484,841.57	\$13,743,481.62
Total Investments	\$22,492,198.93	(\$515,303.97)	\$21,976,894.96
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	(\$1,013,121.31)	\$92,021.72
Total Bond Fund	\$1,105,143.03	(\$1,013,121.31)	\$92,021.72
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	\$547,583.63	(\$547,583.63)	\$0.00
9-1211-90 Invest/BMO Harris MM Account	\$6,135.82	\$4,455.31	\$10,591.13
Total Building Project Fund	\$553,719.45	(\$543,128.32)	\$10,591.13
Total Cash and Investments	\$24,268,555.08	(\$1,228,659.36)	\$23,039,895.72

Special Res. PMA - 2.40%
General - IL Fund - 2.441%
Money Market BMO Harris - 2.517%

Fountaindale Public Library District

Expenditure Report

May 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$329,074.83	\$3,832,282.03	82.37 %	\$4,652,400.00	\$820,117.97
Contractual Services	\$24,498.15	\$1,071,477.67	77.10 %	\$1,389,815.00	\$318,337.33
Supplies & Utilities	\$47,275.35	\$412,314.43	69.69 %	\$591,650.00	\$179,335.57
Library Materials	\$131,288.37	\$766,319.91	65.83 %	\$1,164,135.00	\$397,815.09
Capital Expenditures	\$21,270.50	\$131,489.87	30.29 %	\$434,162.00	\$302,672.13
Miscellaneous	\$5,309.53	\$43,406.35	62.01 %	\$70,000.00	\$26,593.65
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	\$558,716.73	\$6,257,540.26	74.61 %	\$8,387,266.00	\$2,129,725.74
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$2,785.66	\$78,452.53	59.21 %	\$132,500.00	\$54,047.47
Soc Sec/IMRF Fund Expenditures	\$45,099.09	\$741,736.72	79.54 %	\$932,501.00	\$190,764.28
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$16,345.19	\$269,270.03	85.48 %	\$315,000.00	\$45,729.97
Total Other Fund Expenditures	\$64,229.94	\$1,098,109.28	79.00 %	\$1,390,041.00	\$291,931.72
Total Expenditures - Operating Funds	\$622,946.67	\$7,355,649.54	75.23 %	\$9,777,307.00	\$2,421,657.46
Building Project Fund Expenditures					
	\$17,903.00	\$29,368.66	0.00 %	\$0.00	(\$29,368.66)
Total Building Project Fund Expenditures	\$17,903.00	\$29,368.66	0.00 %	\$0.00	(\$29,368.66)
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	\$17,903.00	\$3,086,443.66	108.44 %	\$2,846,175.00	(\$240,268.66)

Fountaindale Public Library District
Expenditure Report
May 31, 2019

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Total Expenditures - All Funds	\$640,849.67	\$10,442,093.20	82.72 %	\$12,623,482.00	\$2,181,388.80

Fountaindale Public Library District

Revenue Report

May 31, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	\$330,240.63	\$330,240.63	8.05 %	\$4,103,133.00	\$3,772,892.37
Property Tax Dupage 2018 - Est.	\$1,928.89	\$1,928.89	2.30 %	\$83,737.00	\$81,808.11
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	\$35,560.87	\$351,567.32	105.24 %	\$334,070.00	(\$17,497.32)
Interest	\$40,805.91	\$557,865.50	322.22 %	\$173,131.00	(\$384,734.50)
Fines	\$5,419.10	\$65,720.51	262.88 %	\$25,000.00	(\$40,720.51)
Copy Machines	\$732.99	\$7,942.08	132.37 %	\$6,000.00	(\$1,942.08)
Fax Machine	\$515.94	\$6,500.66	130.01 %	\$5,000.00	(\$1,500.66)
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,160.87	\$22,326.52	139.54 %	\$16,000.00	(\$6,326.52)
Miscellaneous	\$1,271.68	\$13,993.44	111.95 %	\$12,500.00	(\$1,493.44)
Reimbursements	\$0.00	\$5,450.04	121.11 %	\$4,500.00	(\$950.04)
Board Reimbursements	\$0.00	\$108.80	21.76 %	\$500.00	\$391.20
Leases	\$0.00	\$300.00	100.00 %	\$300.00	\$0.00
Grant Income	\$0.00	\$84,603.75	99.41 %	\$85,104.00	\$500.25
Total Operating Funds	\$418,636.88	\$5,551,049.32	61.92 %	\$8,965,211.00	\$3,414,161.68
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$42.40	\$821.51	0.00 %	\$0.00	(\$821.51)
Total Building Project Fund	\$42.40	\$821.51	0.00 %	\$0.00	(\$821.51)
Bond Fund					
Property Tax - Will 2018 - Est.	\$88,487.25	\$88,487.25	6.34 %	\$1,394,959.00	\$1,306,471.75
Property Tax - Dupage 2018 - Est.	\$520.61	\$520.61	1.83 %	\$28,469.00	\$27,948.39
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	\$18.69	\$16,556.41	165.56 %	\$10,000.00	(\$6,556.41)
Interest Rebate Payment - BAB	\$0.00	\$165,757.40	100.21 %	\$165,403.00	(\$354.40)
Total Bond Fund	\$89,026.55	\$1,588,819.54	54.40 %	\$2,920,735.00	\$1,331,915.46
Total Revenue	\$507,705.83	\$7,140,690.37	60.08 %	\$11,885,946.00	\$4,745,255.63

Fountaindale Public Library District

Bills Paid - Operating Account

MAY - 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
Jacob M. Luce	Tuition Reimbursement - Info Represent & Organization	05/17/2019	51714	1-4151-10	\$2,283.00
Mobile Beacon	Renewal 11 Patron Hotspot Service Plans	5/17/2019	51713	1-4348-14	\$220.00

\$2,503.00

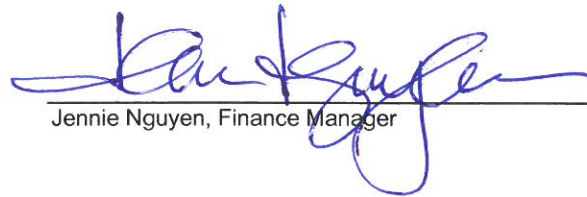


Jennie Nguyen, Finance Manager

Fountaindale Public Library District
Bills Paid - Operating Account

JUNE- 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - May 2019	06/01/2019	759	1-4192-10	\$36.29
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - June 2019	06/01/2019	51715	1-4192-10	\$30,247.37
Dearborn National Life Insurance Company	Employer Insurance Contribution - June 2019	06/01/2019	51716	1-4192-10	\$487.50
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - June 2019	06/01/2019	51717	1-4192-10	\$150.07
Home Depot	Building Operation Supplies	06/01/2019	51718	8-4211-30	\$83.10
	Building Maintenance			8-4357-30	\$116.77
Illinois Municipal Retirement Fund	Employer Contribution - May 2019	06/01/2019	763	5-4142-10	\$23,683.65
Warren-Newport Public Library	B'LONG Roundup & Conference - Outreach Dept - 07/12/2019	06/01/2019	51719	1-4151-10	\$175.00
					<u>\$54,979.75</u>


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - MAY 2019
 Gross Payroll \$292,437.75
 FICA \$21,715.18
 Total Gross Payroll & FICA **\$314,152.93**

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Allegra Print & Imaging	Bkm Summer Adventure Sign - PO5893-1819	14769	1-4731-10	\$ 150.00
	<i>Totals for Allegra Print & Imaging</i>			<u>\$ 150.00</u>
Amazon	DVD - Adult	0660346-JUNE	1-4557-26	195.16
	Video Games - YA	0660346-JUNE	1-4563-26	105.54
	Realia - Juvenile - American Girl Hair Brush	0660346-JUNE	1-4569-26	82.50
	Studio - 16GB & 64GB Flashdrives	A71-1819	1-4371-27	219.84
	Studio - Sterilite Storage Bins	A79-1819	1-4568-27	24.59
	Studio - Program & Storage Equip. & Supplies	A79-1819	1-4568-27	157.54
	Electronic Devices	0660346-JUNE	1-4527-26	563.39
	Outreach - Story Strolls Books	A83-1819	1-4353-28	66.08
	District Supply Restock - Rubber Fingers	A81-1819	1-4351-10	5.99
	Finance - Appraisal Flashdrives & Calculator	A84-1819	1-4351-10	33.98
	CSD - Space Standups	A78-1819	1-4256-10	44.99
	CSD - Olive Green Leaf Trim Program Supplies	A72-1819	1-4353-20	11.98
	CSD - Rubberbands, Pkmn Figures, Pots, Ping Pong, Pkmn Cards	A72-1819	1-4353-20	83.77
	CSD - Outerspace Party Decorations	A78-1819	1-4353-20	27.90
	CSD - Space Standups	A78-1819	1-4353-20	44.99
	ATSD - Inflatable Space Shuttle	A74-1819	1-4353-24	29.97
	ATSD - Vortex Snacks & Space Items	A74-1819	1-4353-24	122.32
	ATSD - Youth Astronaut Helmet	A74-1819	1-4353-24	22.26
	IT - PRO-Display Monitor	A82-1819	1-4641-14	110.00
	IT - Circ OPAC Equip.	A82-1819	1-4641-14	198.96
	IT - 2nd & 3rd Fl. Public Desk Monitor Swivels	A85-1819	1-4354-14	25.90
	Books - Adult Fiction	0660346-JUNE	1-4540-26	147.10
	Books - Adult Non-Fiction	0660346-JUNE	1-4541-26	184.29
	Books - Young Adult/Fiction	0660346-JUNE	1-4548-26	25.98
	Books - Juvenile Storytime & Professional Reference	0660346-JUNE	1-4547-26	9.99
	CD Music - Juvenile	0660346-JUNE	1-4554-26	12.98
	<i>Totals for Amazon</i>			<u>\$ 2,557.99</u>
AmeriFlex Business Solutions	Benefit/Cobra Administration Fees - June 2019	INV238252	1-2222-10	181.15
	<i>Totals for AmeriFlex Business Solutions</i>			<u>\$ 181.15</u>
AT & T	Internet - May 2019	7591267404	1-4314-14	1,352.72
	<i>Totals for AT & T</i>			<u>\$ 1,352.72</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
AT & T Mobility - National Business Services				
	Telephone Service - 4/10/19-5/9/19	14976312	1-4311-14	\$ 320.34
<i>Totals for AT & T Mobility - National Business Services</i>				<u>\$ 320.34</u>
Baker & Taylor - C009233				
	Books - Adult Fiction	5015525193	1-4540-26	8.10
	Books - Adult Non-Fiction	5015525193	1-4541-26	240.97
	Books - Adult Non-Fiction	5015505932	1-4541-26	75.08
<i>Totals for Baker & Taylor - C009233</i>				<u>\$ 324.15</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Adult World Languages	2034524323	1-4525-29	\$ 17.24
	Books - Adult World Languages	2034538747	1-4525-29	6.89
	Books - Juvenile World Languages	2034563345	1-4526-29	18.92
	Books - Juvenile World Languages	2034546901	1-4526-29	53.40
	Books - Adult Fiction	2034477419	1-4540-29	33.58
	Books - Adult Fiction	2034493674	1-4540-29	156.82
	Books - Adult Fiction	2034510722	1-4540-29	201.74
	Books - Adult Fiction	2034524323	1-4540-29	79.08
	Books - Adult Fiction	2034563345	1-4540-29	227.58
	Books - Adult Fiction	2034546901	1-4540-29	1.62
	Books - Adult Fiction	2034546397	1-4540-29	130.93
	Books - Adult Fiction	2034546669	1-4540-29	15.35
	Books - Adult Fiction	2034539446	1-4540-29	65.58
	Books - Adult Fiction	2034538747	1-4540-29	55.89
	Books - Adult Non-Fiction	2034477419	1-4541-29	30.48
	Books - Adult Non-Fiction	2034493674	1-4541-29	99.26
	Books - Adult Non-Fiction	2034524534	1-4541-29	259.50
	Books - Adult Non-Fiction	2034510722	1-4541-29	132.89
	Books - Adult Non-Fiction	2034524323	1-4541-29	64.95
	Books - Adult Non-Fiction	2034563345	1-4541-29	151.66
	Books - Adult Non-Fiction	2034546397	1-4541-29	45.40
	Books - Adult Non-Fiction	2034538747	1-4541-29	88.72
	Books - Adult Large Print	2034477419	1-4543-29	84.25
	Books - Adult Large Print	2034493674	1-4543-29	83.88
	Books - Adult Large Print	2034524495	1-4543-29	1,114.71
	Books - Adult Large Print	2034510722	1-4543-29	65.78
	Books - Adult Large Print	2034524323	1-4543-29	34.79
	Books - Adult Large Print	2034563345	1-4543-29	148.66
	Books - Adult Large Print	2034546397	1-4543-29	136.76
	Books - Adult Large Print	2034538747	1-4543-29	19.20
	Books - Juvenile Fiction	2034477419	1-4544-29	85.92
	Books - Juvenile Fiction	2034493674	1-4544-29	363.77
	Books - Juvenile Fiction	2034524945	1-4544-29	8.87
	Books - Juvenile Fiction	2034510722	1-4544-29	285.16
	Books - Juvenile Fiction	2034524323	1-4544-29	273.92
	Books - Juvenile Fiction	2034563345	1-4544-29	166.53
	Books - Juvenile Fiction	2034546901	1-4544-29	10.92
	Books - Juvenile Fiction	2034546397	1-4544-29	296.42

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 4

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685	(Cont'd)			
	Books - Juvenile Fiction	2034546669	1-4544-29	\$ 135.04
	Books - Juvenile Fiction	2034538747	1-4544-29	66.55
	Books - Juvenile Non-Fiction	2034477419	1-4545-29	92.69
	Books - Juvenile Non-Fiction	2034493674	1-4545-29	110.58
	Books - Juvenile Non-Fiction	2034524945	1-4545-29	12.59
	Books - Juvenile Non-Fiction	2034510722	1-4545-29	57.10
	Books - Juvenile Non-Fiction	2034524323	1-4545-29	29.25
	Books - Juvenile Non-Fiction	2034563345	1-4545-29	34.15
	Books - Juvenile Non-Fiction	2034546397	1-4545-29	31.75
	Books - Juvenile Non-Fiction	2034546669	1-4545-29	15.13
	Books - Juvenile Non-Fiction	2034538747	1-4545-29	22.16
	Books - Juvenile Easy	2034477419	1-4546-29	55.43
	Books - Juvenile Easy	2034493674	1-4546-29	166.74
	Books - Juvenile Easy	2034524945	1-4546-29	14.99
	Books - Juvenile Easy	2034510722	1-4546-29	94.26
	Books - Juvenile Easy	2034524323	1-4546-29	683.74
	Books - Juvenile Easy	2034563345	1-4546-29	55.21
	Books - Juvenile Easy	2034546397	1-4546-29	22.18
	Books - Juvenile Easy	2034538747	1-4546-29	65.82
	Books - Young Adult/Fiction	2034477419	1-4548-29	22.41
	Books - Young Adult/Fiction	2034493674	1-4548-29	8.04
	Books - Young Adult/Fiction	2034510722	1-4548-29	35.62
	Books - Young Adult/Fiction	2034524323	1-4548-29	7.47
	Books - Young Adult/Fiction	2034563345	1-4548-29	9.77
	Books - Young Adult/Fiction	2034546397	1-4548-29	10.92
<i>Totals for Baker & Taylor - L420685</i>				\$ 6,976.61

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 5

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Books - Juvenile World Languages	2034508254	1-4526-26	\$ 119.44
	Books - Juvenile World Languages	2034486135	1-4526-26	773.67
	Books - Juvenile World Languages	2034488804	1-4526-26	10.34
	Books - Juvenile World Languages	2034483094	1-4526-26	53.98
	Books - Juvenile World Languages	2034525521	1-4526-26	131.09
	Books - Adult World Languages	2034508254	1-4525-26	43.94
	Books - Adult World Languages	2034475762	1-4525-26	24.11
	Books - Adult World Languages	2034488804	1-4525-26	16.09
	Books - Adult World Languages	2034525521	1-4525-26	44.18
	Books - Adult World Languages	2034540389	1-4525-26	6.89
	Books - Adult Large Print	2034508254	1-4543-26	223.94
	Books - Adult Large Print	2034475762	1-4543-26	70.59
	Books - Adult Large Print	2034525521	1-4543-26	369.79
	Books - Juvenile Fiction	2034508254	1-4544-26	1,615.67
	Books - Juvenile Fiction	2034475762	1-4544-26	510.05
	Books - Juvenile Fiction	2034486135	1-4544-26	400.16
	Books - Juvenile Fiction	2034488804	1-4544-26	106.80
	Books - Juvenile Fiction	2034483094	1-4544-26	899.08
	Books - Juvenile Fiction	2034496039	1-4544-26	569.19
	Books - Juvenile Fiction	2034525521	1-4544-26	2,459.57
	Books - Juvenile Fiction	2034540389	1-4544-26	34.04
	Books - Juvenile Non-Fiction	2034508254	1-4545-26	157.59
	Books - Juvenile Non-Fiction	2034475762	1-4545-26	46.85
	Books - Juvenile Non-Fiction	2034486135	1-4545-26	181.25
	Books - Juvenile Non-Fiction	2034488804	1-4545-26	32.68
	Books - Juvenile Non-Fiction	2034483094	1-4545-26	96.69
	Books - Juvenile Non-Fiction	2034496039	1-4545-26	190.22
	Books - Juvenile Non-Fiction	2034525521	1-4545-26	1,643.27
	Books - Juvenile Non-Fiction	2034540389	1-4545-26	56.06
	Books - Juvenile Easy	2034508254	1-4546-26	682.74
	Books - Juvenile Easy	2034475762	1-4546-26	141.14
	Books - Juvenile Easy	2034486135	1-4546-26	226.48
	Books - Juvenile Easy	2034488804	1-4546-26	37.76
	Books - Juvenile Easy	2034483094	1-4546-26	147.26
	Books - Juvenile Easy	2034496039	1-4546-26	584.79
	Books - Juvenile Easy	2034525521	1-4546-26	649.51
	Books - Juvenile Storytime & Professional Reference	2034508254	1-4547-26	25.18
	Books - Juvenile Storytime & Professional Reference	2034486135	1-4547-26	250.53

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 6

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Storytime & Professional Reference	2034496039	1-4547-26	\$ 11.19
	Books - Juvenile Storytime & Professional Reference	2034525521	1-4547-26	46.69
	Books - Young Adult/Fiction	2034508254	1-4548-26	247.07
	Books - Young Adult/Fiction	2034475762	1-4548-26	91.22
	Books - Young Adult/Fiction	2034486135	1-4548-26	78.64
	Books - Young Adult/Fiction	2034488804	1-4548-26	18.71
	Books - Young Adult/Fiction	2034483094	1-4548-26	171.73
	Books - Young Adult/Fiction	2034496039	1-4548-26	135.49
	Books - Young Adult/Fiction	2034525521	1-4548-26	561.71
	Books - Young Adult/Fiction	2034540389	1-4548-26	247.37
	Books - Young Adult/Non-Fiction	2034508254	1-4549-26	69.60
	Books - Young Adult/Non-Fiction	2034475762	1-4549-26	20.89
	Books - Young Adult/Non-Fiction	2034486135	1-4549-26	11.48
	Books - Young Adult/Non-Fiction	2034483094	1-4549-26	13.22
	Books - Young Adult/Non-Fiction	2034496039	1-4549-26	20.68
	Books - Young Adult/Non-Fiction	2034525521	1-4549-26	72.84
	Books - Young Adult/Non-Fiction	2034540389	1-4549-26	15.19
	Books - Adult Non-Fiction	2034508254	1-4541-26	1,695.18
	Books - Adult Non-Fiction	2034475762	1-4541-26	497.77
	Books - Adult Non-Fiction	2034486135	1-4541-26	181.83
	Books - Adult Non-Fiction	2034488804	1-4541-26	69.74
	Books - Adult Non-Fiction	2034483094	1-4541-26	778.21
	Books - Adult Non-Fiction	2034496039	1-4541-26	535.40
	Books - Adult Non-Fiction	2034525521	1-4541-26	1,104.31
	Books - Adult Non-Fiction	2034540389	1-4541-26	103.88
	Books - Adult Fiction	2034508254	1-4540-26	1,499.62
	Books - Adult Fiction	2034475762	1-4540-26	419.19
	Books - Adult Fiction	2034486135	1-4540-26	187.56
	Books - Adult Fiction	2034488804	1-4540-26	378.73
	Books - Adult Fiction	2034483094	1-4540-26	707.61
	Books - Adult Fiction	2034496039	1-4540-26	661.36
	Books - Adult Fiction	2034525521	1-4540-26	1,357.54
	Books - Adult Fiction	2034540389	1-4540-26	608.57
	<i>Totals for Baker & Taylor - L420686</i>			\$ 26,252.83
Bibliotheca, LLC				
	Prepaid Cloud Acct #0000054C - eContent	SIPREX103-US	1-4805-10	31,060.80
	<i>Totals for Bibliotheca, LLC</i>			\$ 31,060.80

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 7

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	CD Audiobooks - Adult	1114858	1-4551-26	\$ 232.45
	CD Audiobooks - Adult	1115661	1-4551-26	74.98
	<i>Totals for Blackstone Publishing</i>			<u>\$ 307.43</u>
Bolingbrook Park District				
	Program - Yoga - 6/27/19	BPD062719	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			<u>\$ 50.00</u>
Brett Luminais				
	Reimbursement - TOYS Meeting - Light Breakfast	BL052919	1-4715-10	46.97
	<i>Totals for Brett Luminais</i>			<u>\$ 46.97</u>
Brooks Cafe				
	5/21 Donuts w/Director Coffee - PO5857-1819	13299	1-4715-10	12.00
	5/16 Board Meeting Wraps & Coffee - PO5856-1819	13298	1-4355-16	46.00
	Lawyers in the Library Coffee - PO5855-1819	13300	1-4353-10	37.25
	<i>Totals for Brooks Cafe</i>			<u>\$ 95.25</u>
BRT Outdoor LLC				
	Sum. Adv. & Ice Cream Social Ads - 5/27-8/18/19 -PO5716-1819	6693	1-4731-10	3,000.00
	<i>Totals for BRT Outdoor LLC</i>			<u>\$ 3,000.00</u>
Business Office Systems				
	Main Desk Rolling Guest Chairs - PO5814-1819	3976	1-4342-10	924.72
	<i>Totals for Business Office Systems</i>			<u>\$ 924.72</u>
Cathryn Stanek-Whisler				
	Program - Galaxy Tees - 6/20/19	CSW062019-Tees	1-4573-24	227.50
	Program - DIY: Galaxy Wine Glasses - 6/20/19	CSW062019-WineG	1-4571-24	255.00
	<i>Totals for Cathryn Stanek-Whisler</i>			<u>\$ 482.50</u>
Center Point Large Print				
	Books - Adult Large Print	1690116	1-4543-26	224.10
	Books - Adult Large Print	1687309	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			<u>\$ 542.88</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 8

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	IL SHRM - Frias - 2019 ILA Conf. - 9/23/19-924/19	N5815-JUNE19	1-4151-10	\$ 540.00
	IL SHRM - Pottle - 2019 IL SHRM Conf. - 9/23-9/24/19	N5815-JUNE19	1-4151-10	450.00
	DuPage SHRM - Frias - Fiduciary Resp. - 5/16/19	N5815-JUNE19	1-4151-10	35.00
	LACONI - Pottle, Frias - Min. Wage Comp. Wksp - 5/31/19	N5815-JUNE19	1-4151-10	60.00
	Photopie Backdrops - MOPs Shows Backdrops	N5815-JUNE19	1-4353-28	57.00
	Westin Hotel - J. Nguyen - GFOA Conf. Hotel - 5/18-5/22/19	N5815-JUNE19	1-4173-10	1,175.47
	Sheraton - Theobald - IUG Hotel - 5/9/19 Checkout Charge	N5815-JUNE19	1-4173-10	0.01
	Target - I Spy Bkm Gift Card Prizes	N5815-JUNE19	1-4256-10	75.00
	Midwest Coach - J. Nguyen - GFOA Conf. Trans. - 5/8 & 5/22	N5815-JUNE19	1-4171-10	145.86
	Home Cut Donuts - Lawyers in the Library Program - 6/1/19	M3664-JUNE19	1-4353-10	31.50
	Hobby Lobby - CSD Spa Day Program Supplies	N5815-JUNE19	1-4353-20	58.99
	Jewel - CSD Spa Day Program Supplies	N5815-JUNE19	1-4353-20	5.73
	Meijer - ATSD - Food, Drink, Utensil Program Supplies	N5815-JUNE19	1-4353-24	173.28
	Domino's - Teen Trivia Gift Card Prizes	N5815-JUNE19	1-4353-24	15.00
	Domino's - Teen Trivia Gift Card Prizes	N5815-JUNE19	1-4353-24	15.00
	GameStop - ATSD Teen Trivia Gift Card Prizes	N5815-JUNE19	1-4353-24	30.00
	Panera - ATSD Teen Trivia Gift Card Prizes	N5815-JUNE19	1-4353-24	30.65
	American Airlines - Newell - 2019 ALA Conf. - 6/19-6/25/19	N5815-JUNE19	1-4171-16	422.60
	LACONI - Danhof - 2019 LACONI Trustee Banquet - 5/10/19	N5815-JUNE19	1-4173-16	65.00
	Bayscan Tech - Circ Staff - Epson TM-T88 ReStick Label Print	N5815-JUNE19	1-4354-14	680.00
	Wordpress - Oye Blog Annual Renewal	N5815-JUNE19	1-4631-14	99.00
	Wordpress - CSD Blog Annual Renewal	N5815-JUNE19	1-4631-14	99.00
	Wordpress - Studio Blog Annual Renewal	N5815-JUNE19	1-4631-14	99.00
	Wordpress - Reference Blog Annual Renewal	N5815-JUNE19	1-4631-14	99.00
	Wordpress - Genealogy Blog Annual Renewal	N5815-JUNE19	1-4631-14	99.00
	Panera - Circ Roundtable Food & Beverages - 5/8/19	N5815-JUNE19	1-4715-10	118.43
	US Cutter - Studio - Maker Lab Vinyl Supplies	N5815-JUNE19	1-4371-27	691.93
	Piriform - Office PC Ccleaner Annual Subscription	M3664-JUNE19	1-4522-14	24.95
	Target.com - Teen Summer Adventure Prize	N5815-JUNE19	1-4731-10	77.49
	Facebook - Promotional Ads - Programs & Summer Adventure	N5815-JUNE19	1-4731-10	24.78
	Woobox - Monthly Subscription	N5815-JUNE19	1-4731-10	29.00
	Mailchimp - Monthly Subscription	N5815-JUNE19	1-4731-10	50.00
	Beggar's Pizza - CMTSD After Hours Weeding Party	N5815-JUNE19	1-4711-10	93.95
	Jewel - May Birthday Cake	N5815-JUNE19	1-4711-10	37.99
<i>Totals for Chase Card Services</i>				\$ 5,709.61

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund Page 9

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Cheryl Borrowdale	Refund - Lost Item: Freshwater Road	30401700190915	1-3310-10	\$ 18.95
	<i>Totals for Cheryl Borrowdale</i>			<u>\$ 18.95</u>
Christina Theobald	Reimbursement - After Hours Weeding Refreshments - 5/29/19	CT053019	1-4711-10	37.00
	Mileage - 3/5 PinDigital, 4/12 PinPOD, 5/16 Weed & Collect	CT052919	1-4171-10	30.74
	<i>Totals for Christina Theobald</i>			<u>\$ 67.74</u>
Cintas Corporation	16 Staff First Aid Training - 5/22/19 - PO5846-1819	8404162538	1-4151-10	1,519.65
	<i>Totals for Cintas Corporation</i>			<u>\$ 1,519.65</u>
Comcast Cable	Cable - 6/3/19-7/2/19	0367494-JUNE19	1-4316-14	113.48
	<i>Totals for Comcast Cable</i>			<u>\$ 113.48</u>
Compsych	Guidance Resources - 7/1/19-6/30/20	19070623	1-4193-10	1,735.68
	<i>Totals for Compsych</i>			<u>\$ 1,735.68</u>
Creekside Printing	Newsletter - June-August 2019 - PO5908-1819	1095	1-4256-10	7,812.12
	<i>Totals for Creekside Printing</i>			<u>\$ 7,812.12</u>
D & Z House of Books	Books - Juvenile World Languages	2019/I101430	1-4526-26	246.96
	<i>Totals for D & Z House of Books</i>			<u>\$ 246.96</u>
Daily Southtown	Periodicals	74033238	1-4511-26	156.00
	<i>Totals for Daily Southtown</i>			<u>\$ 156.00</u>
Demco, Inc.	CMTSD - Scotch & Vinyl Tape Rolls	6624931	1-4351-10	26.31
	CMTSD - Scotch & Vinyl Tape Rolls	6624931	1-4371-12	100.88
	<i>Totals for Demco, Inc.</i>			<u>\$ 127.19</u>
Dennis Raleigh	Mileage - 5/8/19-5/25/19	DR060319	1-4171-10	53.30
	<i>Totals for Dennis Raleigh</i>			<u>\$ 53.30</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund Page 10

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
DEO Consulting, Inc.	Program - Dale Obrochta's The Art of Inflation - 6/18/19	DEOC061819	1-4572-20	\$ 395.00
	<i>Totals for DEO Consulting, Inc.</i>			\$ 395.00
Diesel Service Center	BKM Oil Change - 5/22/19 - PO5900-1819	D064907	1-4235-29	403.45
	BKM Van Tow & Battery Replacement - PO5775-1819	D064542	1-4235-29	855.60
	<i>Totals for Diesel Service Center</i>			\$ 1,259.05
Elayne Nickolaou	Refund - Lost Item: Goosebumps: The Blob That Ate Everything	30401527882652	1-3310-10	15.00
	<i>Totals for Elayne Nickolaou</i>			\$ 15.00
Findaway World, LLC	Playaway - Juvenile	284790	1-4562-29	492.58
	Launchpads - Juvenile	285597	1-4566-26	1,109.93
	Playaway - YA	286479	1-4561-26	48.43
	Playaway - Juvenile	285847	1-4562-26	590.41
	Playaway - Juvenile	285592	1-4562-26	879.35
	Playaway - Juvenile	286522	1-4562-26	416.76
	Playaway - Adult	284870	1-4560-26	473.39
	Playaway - Adult	281497	1-4560-26	519.19
	<i>Totals for Findaway World, LLC</i>			\$ 4,530.04
Fun Express LLC	CSD - Rocket Flyers - PO5895-1819	696486686-01	1-4353-20	218.05
	Outreach - Space Program Items - PO5902-1819	696521186-01	1-4353-28	84.83
	Outreach - Space Program Items - PO5882-1819	696385290-01	1-4353-28	92.02
	Outreach - Space Items & Finger Puppets - PO5871-1819	696220923-01	1-4353-28	119.20
	<i>Totals for Fun Express LLC</i>			\$ 514.10
Gale/Cengage Learning	Books - Adult Fiction	67022795	1-4540-26	19.46
	Books - Adult Large Print	67072054	1-4543-26	133.45
	Books - Adult Large Print	67039456	1-4543-26	85.47
	Books - Adult Large Print	67039081	1-4543-26	140.20
	Books - Adult Large Print	67039853	1-4543-26	73.47
	Books - Adult Large Print	67046670	1-4543-26	69.72
	Books - Adult Large Print	67046971	1-4543-26	75.72
	Electronic Audiobooks & Books	67052909	1-4520-26	258.40
	<i>Totals for Gale/Cengage Learning</i>			\$ 855.89

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 11

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Gary Auerbach				
	Program - The Frisbee Guy - 6/27/19	GA062719	1-4572-20	\$ 900.00
		<i>Totals for Gary Auerbach</i>		<u>\$ 900.00</u>
Graybar				
	Replacement Clocks - PO5859-1819	9309909221	1-4651-30	2,896.00
	Replacement Clocks Freight - PO5859-1819	9309976995	1-4651-30	110.00
		<i>Totals for Graybar</i>		<u>\$ 3,006.00</u>
Grey House Publishing, Inc.				
	Books - Adult Non-Fiction	944599	1-4541-26	242.05
		<i>Totals for Grey House Publishing, Inc.</i>		<u>\$ 242.05</u>
HR Source				
	2019 LACONI Library Survey Participant	9286	1-4253-10	100.00
		<i>Totals for HR Source</i>		<u>\$ 100.00</u>
Illinois American Water				
	Fire Protection - 4/18/19-6/19/19	1025-210003089465	1-4331-30	43.30
	Irrigation - 4/18/19-5/17/19	1025-210003089915	1-4331-30	147.05
		<i>Totals for Illinois American Water</i>		<u>\$ 190.35</u>
Illinois American Water/Bolingbrook				
	Water & Sewer - 4/18/19-5/17/19	1025-210003088318	1-4331-30	881.18
		<i>Totals for Illinois American Water/Bolingbrook</i>		<u>\$ 881.18</u>
Ilya Kabirov				
	Program - Great Reads Book Club - 6/26/19	IK062619	1-4571-24	75.00
		<i>Totals for Ilya Kabirov</i>		<u>\$ 75.00</u>
Ingram Library Services				
	Video Games - Juvenile	40148877	1-4564-26	237.45
	Video Games - Adult	39891072	1-4565-26	427.42
	Video Games - Adult	40093751	1-4565-26	142.47
	Video Games - Adult	40166837	1-4565-26	313.41
	Video Games - YA	39891073	1-4563-26	294.41
	Video Games - YA	40093752	1-4563-26	170.96
	Video Games - YA	40166838	1-4563-26	474.73
	Books - Juvenile Non-Fiction	39856956	1-4545-29	10.16
	Books - Juvenile Non-Fiction	39856956	1-4545-26	158.10
		<i>Totals for Ingram Library Services</i>		<u>\$ 2,229.11</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund Page 12

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ITsavvy LLC				
	Hard Drives, Privacy Filters, Optical Mouse - P5905-1819	01110658	1-4354-14	\$ 1,018.00
	ASG Professional Service - PO5777-1819	05042411	1-4253-14	3,800.00
	<i>Totals for ITsavvy LLC</i>			\$ 4,818.00
J. W. Kramer Co., Inc				
	Interior & Exterior Caulking - PO5877-1819	322	1-4392-30	1,500.00
	<i>Totals for J. W. Kramer Co., Inc</i>			\$ 1,500.00
Jacob M. Luce				
	Mileage - 3/20-3/23/19 Evolve Bootcamp, 4/30 Simple Reports	JL051319	1-4171-10	71.66
	<i>Totals for Jacob M. Luce</i>			\$ 71.66
Janette Almanzar				
	Refund - Lost: Heads and Tails! Animals	30401528348273	1-3310-10	59.99
	<i>Totals for Janette Almanzar</i>			\$ 59.99
Jeffrey P. Fisher				
	Mileage - RAILS Maker Networking - 5/31/19	JF060319	1-4171-10	22.04
	<i>Totals for Jeffrey P. Fisher</i>			\$ 22.04
Jennie Nguyen				
	Trans. Reimbursement - 2019 GFOA Conf. - 5/18/19-5/22/19	JN060619	1-4171-10	257.59
	<i>Totals for Jennie Nguyen</i>			\$ 257.59
Kanopy				
	Electronic Audio Visual	152024	1-4523-26	424.00
	Electronic Audio Visual	155026	1-4523-26	344.00
	<i>Totals for Kanopy</i>			\$ 768.00
kd Repair				
	BKM Gen. Prevent Maint. - 5/29/19 - PO5894-1819	28972	1-4235-29	264.17
	<i>Totals for kd Repair</i>			\$ 264.17
Kellie Chase				
	Program - 6 Sewing Classes - 6/25/19	KC062519	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 175.00
Kidzmagic				
	Program - Kidzmagic - 6/19/19	KM061919	1-4572-28	275.00
	<i>Totals for Kidzmagic</i>			\$ 275.00

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 13

<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.				
	Maintenance - 5/15/19-6/14/19	9005694518	1-4234-14	\$ 323.84
	Copy Overage - 4/15/19-5/14/19	9005692125	1-4234-14	1,176.53
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		\$ 1,500.37
Lands' End Business Outfitters				
	Staff Polos - PO5887-1819	SIN7420465	1-4711-10	393.15
		<i>Totals for Lands' End Business Outfitters</i>		\$ 393.15
Laura Didier				
	Mileage - 5/1/19-5/17/19	LD060319	1-4171-10	67.85
	Reimbursement - MOPs Rug	LD060619	1-4353-28	25.99
		<i>Totals for Laura Didier</i>		\$ 93.84
Maria Jensen				
	Refund - Lost: The Office Season Three	30401526927789	1-3310-10	30.00
		<i>Totals for Maria Jensen</i>		\$ 30.00
Marianne Thompson				
	Mileage - 5/10 B'LONG Committee Mtg & 5/21 BKM Pickup	MT060319	1-4171-10	54.52
		<i>Totals for Marianne Thompson</i>		\$ 54.52
Mark Hayward				
	Program - Mark Hayward: Juggler, Yo-Yoer - 6/25/19	MH062519	1-4572-20	675.00
		<i>Totals for Mark Hayward</i>		\$ 675.00
Meredith Books				
	Books - Adult Non-Fiction	52726-1782	1-4541-26	33.91
		<i>Totals for Meredith Books</i>		\$ 33.91

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 14

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	CD Audiobooks - Adult	97425143	1-4551-26	\$ 113.87
	CD Audiobooks - Adult	97425145	1-4551-26	574.48
	CD Audiobooks - Adult	97422321	1-4551-26	9.99
	CD Audiobooks - Juvenile	97363748	1-4553-26	40.29
	CD Audiobooks - Juvenile	97425142	1-4553-26	20.29
	CD Music - Juvenile	97344042	1-4554-26	14.24
	CD Music - Juvenile	97398678	1-4554-26	13.49
	CD Music - Juvenile	97395380	1-4554-26	15.74
	CD Music - Juvenile	97421446	1-4554-26	20.99
	CD Music - Juvenile	97425434	1-4554-26	12.14
	CD Audiobooks - Adult	97393011	1-4551-26	9.99
	CD Audiobooks - Adult	97334012	1-4551-26	40.29
	CD Audiobooks - Adult	97334005	1-4551-26	219.45
	CD Audiobooks - Adult	97343002	1-4551-26	55.29
	CD Audiobooks - Adult	97363747	1-4551-26	40.29
	CD Audiobooks - Adult	97367430	1-4551-26	31.29
	CD Audiobooks - Adult	97363753	1-4551-26	45.29
	CD Audiobooks - Adult	97367421	1-4551-26	70.58
	CD Audiobooks - Adult	97395037	1-4551-26	35.29
	CD Audiobooks - Adult	97395030	1-4551-26	197.16
	CD Audiobooks - Adult	97395039	1-4551-26	95.58
	CD Audiobooks - Adult	97395041	1-4551-26	75.58
	CD Audiobooks - Adult	97395386	1-4551-26	100.58
	CD Audiobooks - Adult	97422249	1-4551-26	53.29
	CD Audiobooks - Adult	97422472	1-4551-26	113.87
	CD Audiobooks - Adult	97422898	1-4551-26	70.58
	CD Audiobooks - Adult	97422735	1-4551-26	599.77
	CD Audiobooks - Young Adult	97334013	1-4555-26	40.29
	CD Audiobooks - Young Adult	97367420	1-4555-26	120.87
	CD Audiobooks - Young Adult	97363744	1-4555-26	25.29
	CD Audiobooks - Young Adult	97394994	1-4555-26	45.29
	CD Audiobooks - Young Adult	97422911	1-4555-26	175.87
	CD Audiobooks - Young Adult	97425144	1-4555-26	158.16
	CD Audiobooks - Young Adult	97425654	1-4555-26	45.29
	DVD - Adult	97363746	1-4557-26	40.33
	DVD - Adult	97363745	1-4557-26	68.66
	DVD - Adult	97363831	1-4557-26	34.89
	DVD - Adult	97363833	1-4557-26	42.39

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97366857	1-4557-26	\$ 27.79
	DVD - Adult	97395059	1-4557-26	34.89
	DVD - Adult	97395111	1-4557-26	31.14
	DVD - Adult	97395032	1-4557-26	29.54
	DVD - Adult	97395038	1-4557-26	27.29
	DVD - Adult	97395027	1-4557-26	39.39
	DVD - Adult	97395385	1-4557-26	18.29
	DVD - Adult	97334014	1-4557-26	29.08
	DVD - Adult	97334010	1-4557-26	16.04
	DVD - Adult	97334008	1-4557-26	180.07
	DVD - Adult	97334006	1-4557-26	53.37
	DVD - Adult	97333989	1-4557-26	588.91
	DVD - Adult	97333988	1-4557-26	36.58
	DVD - Adult	97333987	1-4557-26	16.04
	DVD - Adult	97334016	1-4557-26	98.52
	DVD - Adult	97334015	1-4557-26	146.78
	DVD - Adult	97334009	1-4557-26	281.47
	DVD - Adult	97343011	1-4557-26	65.68
	DVD - Adult	97343010	1-4557-26	32.08
	DVD - Adult	97343009	1-4557-26	54.87
	DVD - Adult	97343008	1-4557-26	43.62
	DVD - Adult	97343007	1-4557-26	29.54
	DVD - Adult	97343006	1-4557-26	25.79
	DVD - Adult	97343005	1-4557-26	77.37
	DVD - Adult	97363138	1-4557-26	44.08
	DVD - Adult	97363742	1-4557-26	257.90
	DVD - Adult	97363750	1-4557-26	109.77
	DVD - Adult	97366856	1-4557-26	135.23
	DVD - Adult	97367425	1-4557-26	128.95
	DVD - Adult	97367426	1-4557-26	98.52
	DVD - Adult	97367427	1-4557-26	75.12
	DVD - Adult	97367428	1-4557-26	100.77
	DVD - Adult	97367429	1-4557-26	98.52
	DVD - Adult	97367431	1-4557-26	65.68
	DVD - Adult	97367432	1-4557-26	14.54
	DVD - Adult	97367435	1-4557-26	38.08
	DVD - Adult	97367438	1-4557-26	41.08
	DVD - Adult	97367437	1-4557-26	59.08

Fountaindale Public Library District

Bills Payable Report

June 17, 2019

General Fund

Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97367434	1-4557-26	\$ 22.04
	DVD - Adult	97365039	1-4557-26	66.12
	DVD - Adult	97395036	1-4557-26	185.01
	DVD - Adult	97398860	1-4557-26	439.89
	DVD - Adult	97395040	1-4557-26	238.64
	DVD - Adult	97394998	1-4557-26	105.70
	DVD - Adult	97394993	1-4557-26	44.08
	DVD - Adult	97398679	1-4557-26	135.10
	DVD - Adult	97398399	1-4557-26	195.45
	DVD - Adult	97398398	1-4557-26	225.48
	DVD - Adult	97363743	1-4557-26	22.04
	DVD - Adult	97366858	1-4557-26	152.34
	DVD - Adult	97370065	1-4557-26	259.58
	DVD - Adult	97370066	1-4557-26	160.56
	DVD - Adult	97398671	1-4557-26	27.39
	DVD - Adult	97398673	1-4557-26	42.93
	DVD - Adult	97398677	1-4557-26	22.04
	DVD - Adult	97343452	1-4557-26	14.54
	DVD - Adult	97343999	1-4557-26	83.75
	DVD - Adult	97343001	1-4557-26	176.32
	DVD - Adult	97343000	1-4557-26	22.04
	DVD - Adult	97363740	1-4557-26	54.87
	DVD - Adult	97363137	1-4557-26	45.58
	DVD - Adult	97363136	1-4557-26	18.29
	DVD - Adult	97370020	1-4557-26	146.17
	DVD - Adult	97368796	1-4557-26	33.54
	DVD - Adult	97367439	1-4557-26	219.48
	DVD - Adult	97395035	1-4557-26	26.14
	DVD - Adult	97395388	1-4557-26	22.04
	DVD - Adult	97395384	1-4557-26	311.70
	DVD - Adult	97398862	1-4557-26	173.67
	DVD - Adult	97398865	1-4557-26	31.08
	DVD - Adult	97423323	1-4557-26	20.54
	DVD - Adult	97423322	1-4557-26	23.54
	DVD - Adult	97423321	1-4557-26	29.54
	DVD - Adult	97425109	1-4557-26	13.79
	DVD - Adult	97425656	1-4557-26	204.82
	DVD - Adult	97425651	1-4557-26	40.33

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 17

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97422941	1-4557-26	\$ 18.64
	DVD - Adult	97425653	1-4557-26	19.29
	DVD - Adult	97423380	1-4557-26	69.78
	DVD - Adult	97422947	1-4557-26	314.82
	DVD - Adult	97422945	1-4557-26	51.58
	DVD - Adult	97422942	1-4557-26	62.37
	DVD - Adult	97422946	1-4557-26	77.37
	DVD - Adult	97422949	1-4557-26	408.66
	DVD - Adult	97425652	1-4557-26	55.94
	DVD - Adult	97425344	1-4557-26	46.89
	DVD - Adult	97425343	1-4557-26	37.14
	DVD - Adult	97423320	1-4557-26	38.83
	Electronic AV - Hoopla Advance Digital Payment	97451983	1-4523-26	12,000.00
	Books - Juvenile World Languages	97423326	1-4526-29	48.29
	Books - Juvenile World Languages	97398771	1-4526-29	14.24
	CD Music - Juvenile	97425188	1-4554-29	12.14
	Books - Adult World Languages	97395034	1-4525-26	87.27
	Books - Adult World Languages	97395036	1-4525-26	65.22
	Books - Adult World Languages	97368799	1-4525-26	25.79
	Books - Adult World Languages	97367436	1-4525-26	16.79
	Books - Adult World Languages	97395384	1-4525-26	33.73
	Books - Adult World Languages	97422947	1-4525-26	36.73
	Books - Adult World Languages	97422943	1-4525-26	34.89
	Books - Juvenile World Languages	97398674	1-4526-26	154.07
	Books - Juvenile World Languages	97422944	1-4526-26	48.29
	Playaway - YA	97363741	1-4561-26	63.49
	DVD - Juvenile	97395033	1-4558-26	73.18
	DVD - Juvenile	97394999	1-4558-26	257.90
	DVD - Juvenile	97394996	1-4558-26	67.56
	DVD - Juvenile	97395031	1-4558-26	36.59
	DVD - Juvenile	97395382	1-4558-26	87.12
	DVD - Juvenile	97334007	1-4558-26	29.08
	DVD - Juvenile	97334002	1-4558-26	22.04
	DVD - Juvenile	97334001	1-4558-26	109.74
	DVD - Juvenile	97334011	1-4558-26	179.20
	DVD - Juvenile	97363754	1-4558-26	29.08
	DVD - Juvenile	97367433	1-4558-26	52.16
	DVD - Juvenile	97394997	1-4558-26	48.29

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 18

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Juvenile	97363749	1-4558-26	\$ 29.78
	DVD - Juvenile	97398861	1-4558-26	33.64
	DVD - Juvenile	97363139	1-4558-26	129.87
	DVD - Juvenile	97363135	1-4558-26	43.62
	DVD - Juvenile	97367424	1-4558-26	16.89
	DVD - Juvenile	97395387	1-4558-26	154.29
	DVD - Juvenile	97395381	1-4558-26	43.29
	DVD - Juvenile	97398864	1-4558-26	627.77
	DVD - Juvenile	97422431	1-4558-26	33.78
	DVD - Juvenile	97425650	1-4558-26	92.35
	DVD - Juvenile	97423324	1-4558-26	73.18
	DVD - Juvenile	97422948	1-4558-26	68.41
	CD Music - Adult	97334003	1-4550-26	13.49
	CD Music - Adult	97334000	1-4550-26	16.49
	CD Music - Adult	97363751	1-4550-26	16.49
	CD Music - Adult	97344038	1-4550-26	34.48
	CD Music - Adult	97343003	1-4550-26	80.80
	CD Music - Adult	97368797	1-4550-26	12.74
	CD Music - Adult	97367422	1-4550-26	12.74
	CD Music - Adult	97394989	1-4550-26	348.05
	CD Music - Adult	97394995	1-4550-26	27.73
	CD Music - Adult	97398672	1-4550-26	24.73
	CD Music - Adult	97398863	1-4550-26	25.33
	CD Music - Adult	97398675	1-4550-26	14.84
	CD Music - Adult	97395389	1-4550-26	206.20
	CD Music - Adult	97395383	1-4550-26	16.49
	CD Music - Adult	97422854	1-4550-26	13.49
	CD Music - Adult	97422852	1-4550-26	13.04
	CD Music - Adult	97422702	1-4550-26	425.40
	CD Music - Adult	97425431	1-4550-26	169.94
	CD Music - Adult	97425433	1-4550-26	16.64
	CD Music - Adult	97425435	1-4550-26	14.84
	CD Music - Adult	97393012	1-4550-26	44.99
	CD Audiobooks - Adult	97363756	1-4551-29	40.29
	CD Audiobooks - Adult	97395045	1-4551-29	156.87
	CD Audiobooks - Adult	97363757	1-4551-29	45.29
	CD Audiobooks - Adult	97422816	1-4551-29	40.29
	CD Audiobooks - Adult	97425186	1-4551-29	80.58

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 19

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	97334019	1-4557-29	\$ 14.54
	DVD - Adult	97334018	1-4557-29	20.54
	DVD - Adult	97334017	1-4557-29	14.54
	DVD - Adult	97343012	1-4557-29	20.54
	DVD - Adult	97367441	1-4557-29	25.04
	DVD - Adult	97367440	1-4557-29	25.79
	DVD - Adult	97395046	1-4557-29	96.99
	DVD - Adult	97395044	1-4557-29	22.04
	DVD - Adult	97398770	1-4557-29	55.16
	DVD - Adult	97363755	1-4557-29	47.83
	DVD - Adult	97425187	1-4557-29	18.29
	DVD - Adult	97423327	1-4557-29	32.83
	DVD - Adult	97423325	1-4557-29	22.04
	DVD - Adult	97423329	1-4557-29	20.54
	DVD - Juvenile	97395261	1-4558-29	20.89
	DVD - Juvenile	97398773	1-4558-29	106.29
	DVD - Juvenile	97423328	1-4558-29	46.83
	DVD - Juvenile	97425185	1-4558-29	92.49
	<i>Totals for Midwest Tape</i>			\$ 29,591.17
Mobility Works				
	BKM Van Lift Work - 4/18/19 - PO5851-1819	RO#PLN-287115	1-4235-29	1,123.42
	<i>Totals for Mobility Works</i>			\$ 1,123.42
Mohammad Saad Chaudry				
	Refund - Lost: The Oxford Shakespeare Complete Works	30401700356888	1-3310-10	35.00
	<i>Totals for Mohammad Saad Chaudry</i>			\$ 35.00
Otaku USA				
	Periodicals	73578895	1-4511-26	16.95
	<i>Totals for Otaku USA</i>			\$ 16.95
Pace Systems, Inc.				
	Acronis Adv Premier Support Yearly Renewal - PO5901-1819	IN00026205	1-4631-14	297.50
	<i>Totals for Pace Systems, Inc.</i>			\$ 297.50
Paul Mills				
	Mileage - 5/9/19 LIRA Mtg	PM050919	1-4171-10	36.28
	Reimbursement - Donuts w/Director Donuts - 5/21/19	PM052119	1-4715-10	10.50
	<i>Totals for Paul Mills</i>			\$ 46.78

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 20

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
PeopleFacts				
	New Hire Background Checks - May 2019	33754-052019	1-4253-10	\$ 334.76
		<i>Totals for PeopleFacts</i>		<u>\$ 334.76</u>
Pinnacle Library Cooperative				
	OverDrive Platform Fees & Collection Development	19-015	1-4805-10	38,542.95
	RefUSA Ref. & EBSCO Databases	19-014	1-4521-26	27,476.36
		<i>Totals for Pinnacle Library Cooperative</i>		<u>\$ 66,019.31</u>
Pitney Bowes				
	Equipment Lease - 3/30/19-6/29/19	3103162545	1-4231-10	639.51
		<i>Totals for Pitney Bowes</i>		<u>\$ 639.51</u>
Pitney Bowes Inc.				
	Red Postage Ink Cartridge - PO5879-1819	1012579320	1-4381-10	113.04
		<i>Totals for Pitney Bowes Inc.</i>		<u>\$ 113.04</u>
Priyanka Kansara				
	Refund: Three Billy Goats Gruff	30401528676814	1-3310-10	9.99
		<i>Totals for Priyanka Kansara</i>		<u>\$ 9.99</u>
ProQuest LLC				
	Fold3 Library Edition Renewal - 6/1/19-5/31/20	70574935	1-4521-26	2,280.72
		<i>Totals for ProQuest LLC</i>		<u>\$ 2,280.72</u>
Reaching Across Illinois Library System (RAILS)				
	J. Nguyen - 7/11 Intro to Stats for Librarians - PO5921-1819	168859	1-4151-10	20.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		<u>\$ 20.00</u>
Renee Baker				
	Program - Scoring a Trip to the Moon - 7/8/19	RB070819	1-4571-27	75.00
	Program - Scoring a Trip to the Moon - 7/10/19	RB071019	1-4571-27	75.00
		<i>Totals for Renee Baker</i>		<u>\$ 150.00</u>
Ronald Goldie				
	Program - Monthly Dungeons and Dragons Nights - 6/18/19	RG061819	1-4573-24	60.00
		<i>Totals for Ronald Goldie</i>		<u>\$ 60.00</u>
Rosemary Bauer				
	Educ. Reimburse - Intro to Ref. & Info. Services	RB052119	1-4151-10	626.50
		<i>Totals for Rosemary Bauer</i>		<u>\$ 626.50</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 21

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Sabah Sayeed	Mileage - NARCAN Training - 5/23/19	SS060319	1-4171-10	\$ 6.03
	<i>Totals for Sabah Sayeed</i>			<u>\$ 6.03</u>
Scholastic Inc.	ATSD - Summer Adventure Book Prizes - PO5872-1819	19374361	1-4353-24	20.43
	ATSD - Summer Adventure Book Prizes - PO5872-1819	19366574	1-4353-24	1,455.66
	ATSD - Summer Adventure Book Prizes - PO5872-1819	19457258	1-4353-24	11.38
	CSD - Summer Reading Club Books - PO5781-1819	19297697	1-4353-20	11.94
	<i>Totals for Scholastic Inc.</i>			<u>\$ 1,499.41</u>
Sebert Landscaping Inc.	Winter Turf Repairs - PO4455-1617	S492161	1-4392-30	1,789.00
	Severe Weather Property Cleanup - PO5913-1819	S493039	1-4392-30	300.00
	<i>Totals for Sebert Landscaping Inc.</i>			<u>\$ 2,089.00</u>
Showcases	CMTSD - CD Cases	312168	1-4371-12	42.50
	<i>Totals for Showcases</i>			<u>\$ 42.50</u>
Team One Repair, Inc.	MAXStick Receipt Paper - PO5916-1819	861711	1-4351-10	638.40
	<i>Totals for Team One Repair, Inc.</i>			<u>\$ 638.40</u>
Terryberry	Thompson - 30 Yrs Recog. Pressure Cooker - PO5907-1819	G18005	1-4153-10	407.08
	<i>Totals for Terryberry</i>			<u>\$ 407.08</u>
Today's Business Solutions, Inc.	FPLD Library Cards - PO5912-1819	052719-10	1-4371-10	3,500.00
	<i>Totals for Today's Business Solutions, Inc.</i>			<u>\$ 3,500.00</u>
Toni Greathouse	Program - Tuesdays with Toni Book Club - 6/18/19	TG061819	1-4571-24	75.00
	<i>Totals for Toni Greathouse</i>			<u>\$ 75.00</u>
Top Secret Studios	2019 Summer Adventure & MOPs Staff Shirts - PO5842-1819	1132	1-4735-10	960.70
	<i>Totals for Top Secret Studios</i>			<u>\$ 960.70</u>
Tria Architecture, Inc.	Facility Assessment - Professional Services Through 3/31/19	3009	1-4253-10	26,865.00
	<i>Totals for Tria Architecture, Inc.</i>			<u>\$ 26,865.00</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

General Fund

Page 22

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Unique Management Services, Inc.				
	Collection Expense - May 2019	553927	1-4245-10	\$ 340.10
		<i>Totals for Unique Management Services, Inc.</i>		<u>\$ 340.10</u>
UPS				
	Shipping - Account Refillment	0000603951229	1-4382-10	2,000.00
		<i>Totals for UPS</i>		<u>\$ 2,000.00</u>
Valley View School District				
	Bkm & Van Fuel - 5/1/19-5/31/19	VVSD060319	1-4359-29	172.58
		<i>Totals for Valley View School District</i>		<u>\$ 172.58</u>
Vanguard Energy Services, LLC				
	Gas Service - 5/1/19-5/31/19	G404408060519	1-4322-30	790.91
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 790.91</u>
Verizon Wireless				
	Telephone Service - 5/17/19-6/16/19	9830325729	1-4311-14	546.41
		<i>Totals for Verizon Wireless</i>		<u>\$ 546.41</u>
Village of Bolingbrook				
	Wireless Alarm Monitoring - 5/1/19-4/30/20	62549	1-4221-30	1,032.00
		<i>Totals for Village of Bolingbrook</i>		<u>\$ 1,032.00</u>
Warehouse Direct				
	Outreach - Desk Trays, Laminating Pouch, Water	4298856-0	1-4351-10	54.46
	Outreach - Letter Tray	4298856-1	1-4351-10	18.66
	HR - Binders	4302043-0	1-4351-10	211.60
	Finance - FY File Folders & Banker Boxes - PO5910-1819	4305162-0	1-4351-10	126.84
	District Supply Restock - May 2019	4308100-0	1-4351-10	1,141.45
	CMTSD - Planetary Purple Paper	4308190-0	1-4351-10	51.38
	CMTSD - Sharpie Markers	4302017-0	1-4371-12	24.98
	District Supply Restock - May 2019	4308100-0	1-4371-12	89.01
	Staff Apparel Freight & Board Apparel - PO5922-1819	4284740-0	1-4355-16	485.00
	Staff Apparel Freight & Board Apparel - PO5922-1819	4284740-0	1-4711-10	2.50
		<i>Totals for Warehouse Direct</i>		<u>\$ 2,205.88</u>
Wild Times Exotics, LLC				
	Program - Wild Times Exotics Animal Show - 6/20/19	WTE062019	1-4572-20	700.00
		<i>Totals for Wild Times Exotics, LLC</i>		<u>\$ 700.00</u>

**Fountaindale Public Library District
Bills Payable Report
June 17, 2019**

General Fund

Page 23

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
World Book, Inc.	Online Databases	0001593745	1-4521-26	\$ 5,431.99
		<i>Totals for World Book, Inc.</i>		<u>\$ 5,431.99</u>
		Total for Fund 1		<u>\$ 269,039.67</u>

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

Maintenance Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Amazon				
	Building - Light Part	A77-1819	8-4211-30	\$ 22.15
	Building - Under Desk Foot Rest	A75-1819	8-4211-30	39.98
	Building - Disaster Plan Flashdrives	A80-1819	8-4211-30	79.92
	Building - Studio & Stock Ladders	A76-1819	8-4357-30	182.16
	District Supply Restock - Swiffer	A81-1819	8-4357-30	23.98
	<i>Totals for Amazon</i>			\$ 348.19
American Building Services, LLC				
	Replacement Overhead Door Holder Device - PO5869-1819	4029735	8-4211-30	441.18
	<i>Totals for American Building Services, LLC</i>			\$ 441.18
American Floor Mats				
	Security Office Black Chair Mats - PO5888-1819	970385	8-4211-30	758.89
	<i>Totals for American Floor Mats</i>			\$ 758.89
Best Quality Cleaning, Inc.				
	Special Clean - 5/5 & 5/3 1st FI Women's - PO5878-1819	28978	8-4211-30	150.00
	Special Clean - 4/25 2nd FI Men's - PO5874-1819	28979	8-4211-30	75.00
	Special Clean - 5/15 2nd FI Women's - PO5886-1819	29014	8-4211-30	75.00
	Special Clean - 5/6 2nd FI Women's - PO5883-1819	29013	8-4211-30	75.00
	Special Clean - 5/18 3rd FI Men's - PO5898-1819	29320	8-4211-30	75.00
	Special Clean - 5/20 2nd FI Men's - PO5903-1819	29321	8-4211-30	75.00
	Cleaning Service - June 2019	29212	8-4215-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,446.00
Business Office Systems				
	Chair Arm Caps - PO5699-1819	2180	8-4357-30	354.75
	<i>Totals for Business Office Systems</i>			\$ 354.75
Calumet Decorating Services, Inc.				
	Repair, Paint, Patch Various Areas - PO5834-1819	20885	8-4211-30	5,000.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			\$ 5,000.00

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

Maintenance Fund

Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chase Card Services				
	Menards - Outreach Display PVC Piping Items	N5815-JUNE19	8-4357-30	\$ 19.99
	Batteries Plus - Area Rescue Panels Batteries	P3672-JUNE19	8-4211-30	205.65
	Vidabox - Admin Conf. Rm iPad Signage Frame	P3672-JUNE19	8-4211-30	145.17
	Lulu - 7 Printed Disaster Plan Books	P3672-JUNE19	8-4211-30	391.05
	Kully Supply - Women's Restroom Toilet Replacement Parts	P3672-JUNE19	8-4211-30	47.73
	Menards - Outreach Display PVC Piping Items	N5815-JUNE19	8-4211-30	8.68
	<i>Totals for Chase Card Services</i>			\$ 818.27
Cintas Corporation				
	First Aid Restock - May 2019	8404140096	8-4215-30	366.08
	<i>Totals for Cintas Corporation</i>			\$ 366.08
Cintas Corporation #344				
	Weekly Mat Service - 6/10/19	344181206	8-4215-30	30.00
	Weekly Mat Service - 5/16/19	344177777	8-4215-30	30.00
	Weekly Mat Service - 5/9/19	344174311	8-4215-30	30.00
	Weekly Mat Service - 5/30/19	344184740	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			\$ 120.00
Combined Roofing Service				
	Semi-Annual Roof Maint. Insp. - 4/2/19 - PO4730-1617	7866	8-4215-30	1,760.00
	<i>Totals for Combined Roofing Service</i>			\$ 1,760.00
Culligan Bolingbrook, IL				
	Solar Salt Delivery - 5/13/19	0093313	8-4211-30	121.89
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 121.89
Cutting Edge Document Destruction, LLC				
	Records Shred - 5/22/19	80460	8-4215-30	50.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			\$ 50.00
Graybar				
	Building Light Bulbs - PO5873-1819	9309943721	8-4211-30	629.50
	Insurance Claim Light Pole Part - PO5861-1819	9310395273	8-4211-30	916.00
	Insurance Claim Light Pole Parts - PO5861-1819	9309992278	8-4211-30	81.08
	Insurance Claim Light Pole Parts - PO5861-1819	9310293896	8-4211-30	476.74
	Photo Cell Sensor - PO5914-1819	9310345719	8-4211-30	31.87
	Building Light Bulbs - PO5873-1819	9310084195	8-4357-30	169.60
	Building Light Bulbs - PO5873-1819	9309943721	8-4357-30	149.16
	<i>Totals for Graybar</i>			\$ 2,453.95

Fountaindale Public Library District
Bills Payable Report
June 17, 2019

Maintenance Fund

Page 26

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Groot Industries, Inc.				
	Garbage & Recycling - 6/1/19-6/30/19	3458165	8-4215-30	\$ 357.70
		<i>Totals for Groot Industries, Inc.</i>		<u>\$ 357.70</u>
Johnson Controls Security Solutions				
	Vortex Panic Button Replacement - PO5926-1819	32542386	8-4211-30	838.64
		<i>Totals for Johnson Controls Security Solutions</i>		<u>\$ 838.64</u>
State Chemical Solutions				
	Carpet Cleaner/Spotter - PO5906-1819	901020442	8-4357-30	237.40
		<i>Totals for State Chemical Solutions</i>		<u>\$ 237.40</u>
Trane U.S. Inc.				
	Air Flow Sensor & Chiller 1 Condense Fan/Blade - PO5897-1819	6257810	8-4211-30	1,018.82
	Correct Sensor Parts - PO5897-1819	6284357	8-4211-30	57.56
		<i>Totals for Trane U.S. Inc.</i>		<u>\$ 1,076.38</u>
Warehouse Direct				
	District Supply Restock - Plates	4282519-0	8-4357-30	53.68
	Building - Wypall & D Batteries	4283886-0	8-4357-30	136.96
	Building Monthly Supply Restock - May 2019	4294864-0	8-4357-30	1,246.81
	District Supply Restock - May 2019	4308100-0	8-4357-30	523.93
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,961.38</u>
		Total for Fund 8		<u>\$ 24,510.70</u>
		Grand Total		<u><u>\$ 293,550.37</u></u>


 Jennie Nguyen/Finance Manager

Director

2nd Floor Meeting Room

Our Building Operations and Information Technology Departments have removed both the furniture and the computers, respectively, from the 2nd Floor Meeting Room so that construction can begin as soon as all the trades are ready. The computer cart with laptops has already been deployed and successfully used for library programs as well.

We are still waiting on the contractor for the signed contract. We did have an initial meeting with the contractor to begin work on the project and they indicated they had some concerns with the contract. We received their concerns on Thursday, June 13th and are reviewing them with our architect and attorney.

We have also begun working on a draft revision of the Meeting Room Policy to incorporate this upcoming meeting room and review the rest of the policy for any needed updates.

Deputy Director (Nancy Korczak)

This May once again we offered the opportunity to all our staff to attend the annual Reaching Forward conference. This is a great one day conference which provides training for staff at all levels of the organization. We had staff from all departments attend and were able to find sessions that varied in topics from Readers' Advisory to career advice to balance and meditation. You can read many of their reports below.

This month the Public Services Departments were busy finalizing all the details for our Summer Adventure Program which started on June 1. Steven Ford from our Communications Department hosted several training sessions on Beanstack, our Summer Adventure software. Staff were happy for the refresher and have been using the software successfully.

On June 1 we hosted the second annual Lawyers in the Library program. Once again we had a great response with about 40 patrons stopping by to speak to the lawyers who volunteered their time. We received great feedback from those who attended and have plans to bring it back next year.

From Jeffrey Fisher's report

Studio Services

Here are the May 2019 Studio 300 stats:

- 755 patrons actively used our spaces.
- 2154 items were checked out.
 - 103 of that total circulated out of the lab.
- 36 patrons attended our 11 Orientations.
- 495 patrons came to our 25 other Adult/T(w)een programs, tours, and offsite events.
 - Total programming hours came to 54.5
- 14 Non-FPLD people used Studio 300.
- Maker-related: 12 people created 56 items plus an additional 20 3D prints.
- And there were about 2170 blog page views.



We shared our resources on the road this month with **Anna G.** joining Outreach at the Park District's *Week of the Young Child STEAM* event with 70 visitors coming to our Maker-themed booth. **Anna G.** and **Wil C.** met 87 people at the *Bolingbrook STEM Association Family STEM Night* at BRAC. And Jeffrey's participation at the *Jane Addams Middle School* second annual career fair brought 164 youths to our FPLD/Studio 300 table to discuss career options and Studio 300 resources in general.



Folks from LCSRA stopped by to explore Studio 300 and made a delightful music video during their visit.

Adriana A. taught the final Homeschool program this year with our Teens learning about Photography during the meeting. She's also building an audience for her two new *Film Clubs* targeted at our patron cinema buffs. And both **Justin C.** and **Patrick C.** hosted another successful *Open Mic Showcase* too.

Wil C. attended his first *Reaching Forward* event and returned with several fresh ideas to soon apply to Studio 300 operations. He also took over the reins and managed a solid *Indie Filmmaker's Day, the Sequel* with several presenters sharing their work and tips for our patrons to apply to their own projects.



Justin C. started his full-time position this month after his promotion from part-time. And we're excited that **Nikki S.** joined our staff late in the month and is now busy learning

the details of her position here at FPLD. We do still have an open position in the department.



The *Indy Filmmakers* from Independence Elementary used Studio 300 three days this month to complete their short film made during their after school club. Jeffrey captured tons of video at *Pioneer Elementary Kindness Day* and will be making a complete video of that day's work soon. At Studio 300 the next day, 64 people stopped in to video record their kindness messages which will also soon be shared on our social media accounts.

Jeffrey met with MusicCat to discuss their platform for collecting, curating, and presenting local music content, including a discussion of possible integration with BiblioBoard in the future. And participated in their informative webinar with other libraries from around the country promoting local content, too.



From Debra Dudek's Report

Adult and Teen Services

General Comments on the Month

Final preparations for Summer Adventure took place during May, as well as finalizing fall season tasks, goals, and objectives. With the sad news that Tom Degutis will be retiring at the end of June, plans were put into place to screen candidates for the open position. Myself and our ATSD assistant department manager Christopher Halvorsen sorted through a steady stream of applicants and scheduled a series of phone interviews in early June.

Our team has been promoting the downloadable and streaming media services at each desk to assist patrons in their pursuit of Summer Adventure points or to help them prepare for trips during the next few months. We are still experiencing downloading issues with Axis360, especially with audiobook downloading and playback. Promoting other resources such as CloudLibrary, our downloadable magazines, and the streaming media services have been very productive and positive. Our department also had the opportunity to review FindMyPast as a new database option. Comments among our staff were very positive, and although the database is not available for at-home research it will be a good addition to patrons using our Local History Room and wifi connected devices.

Programming (includes):

YA Programs:

Randi's Observations: I was excited to have Britta Schwager join us in Teen Services on April 29. Her first week coincided with our last round of school visits so it was a little hectic. Thankfully, Debra, Christopher, Maureen, Ashe and other ATSD staff members

provided training. She will be assisting with some of our summer programming, particularly Teen Trivia Bowl.

Here are Britta's observation from her first month at Fountaindale. Britta writes, *"during the month of May, I was able to focus my time getting to know the kids in the Vortex, and learning more about The Vortex; where things are located, how the equipment works, etc. As I was just hired at the end of April, I wasn't able to do much with teen programming outside of trying to prepare my program set up for the next quarter. I was able to begin on some Pathfinders for Dystopian, Book to Screen, Apocalypse, and Adult Fiction for Teen Readers. For the Teen Trivia Bowl, I had nearly finished entering in all questions for the program, only needing to add in a few more questions before completion."*

Teen Programming

- I hosted a Teen Paint Party early in the month. Anna helped me cut wooden shapes using the CNC Carvey machine. We had wooden stars, hearts, circles, triangles and more. Participants chose their shape and then started painting. Once complete, we hot glued ribbon to the back of their artwork so they could hang the finished pieces in their rooms.
- Cathryn Stanek-Whisler helped our kids make their very own wind chimes using terracotta pots. First the teens choose their pots from the various sizes available and then they started planning and painting their designs. We had a big BTS fan so she decided to paint her project with their album cover. Once finished, the teens strung metal bits and add them to the project. Here are the results.
- We planned several events for Finals Week and the highlight of the week was our S'mores Bar. Teens were able to choose pick and choose ingredients to make their delicious treats. Ashe writes, "This was such a great idea for a finals stress release program! A delicious and customizable sweet the kids could scarf down before going back to cramming. They all seemed to really enjoy the idea and it was minimal cleanup for us staff as well. We had about 28 teens participate in all!"



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: After a steady programming month, we are ready for summer! Our summer adventure program is going to be great! The theme is Read to the Moon and we have some pretty awesome grand prizes for adults.

Programs

- ESL has wrapped up and will take a break over the summer. But classes will begin again after Labor Day. Here is a photo from the last class.



- DIY Desk Organizer - Cathy Stanek Whisler showed our 9 patrons how to make these awesome desk organizer. This program was suggested by one of our regular craft program attendees. Cathy and I had no idea what to do for it but she came through it delivered an awesome program! Most of the stuff to make this can be found in the home (contact paper, thick paper, card stock, sturdy plastic cups). They turned out really nice!



Here is an excerpt of Jenna DiSandro's Report:

General Comments: *Another month gone and lots to show for it! In May I got to be a stand in for Maureen a few times for programs like R&B line dancing, yoga, and Zumba. I recently prepped Meeting Room A for a cupcake decorating program and helped the instructor organize the tables and tablecloths to her liking. I learned about Beanstack this month with a short training course on the software and practiced registering a fake family for Summer Adventure. I got my own log in approved for Summer Adventure and eagerly began reading a few more books this May in preparation for the program. This month I also submitted my credit card authorization form for my very first program coming up in June! I made my own sample of the craft and I'm looking forward to getting to know our craftier patrons and their interests. This May is when I also started compiling my fall craft ideas and some ideas on what to do with all the postcards Jessica left behind in my desk. I'm thinking decoupage coasters or some other cute knick knack that our patrons could use around the house.*

From the Reference Desk of Tom Degutis

---“It is a constant opportunity to learn new things and help others”

--- SOURCE: Observation about the nature of being a librarian made by Meagan Toohey, Reference Librarian and Web Coordinator of the Ocean County, NJ Library Headquarters.

When I took a leave of absence from being a librarian in New Jersey, nearly forty years ago, to attend culinary school, and pursue a second career, I had no idea that I would come full circle back to the world of libraries. Yet, here I am.

I've had a rare opportunity to work at this exciting library with a wonderful staff for nearly seventeen years, doing what many people would consider a dream job.

Each day, over the time I've been at Fountaindale, as Meagan Toohey in New Jersey observed some years ago, I've had the extraordinary opportunity to learn new things and help others. Think about it? How many people have such a combination for each workday?

You might say that the library is the place where I was meant to be. After I began working with customers at our library and started to write my monthly reports, I shared some of my reports with a friend and mentor, Jackie Thresher, who recently retired as Director of the Nassau County Library System on Long Island. She simply said “you're back where you belong.”

I will be retiring from our library at the end of this month.

It's been a challenging and rewarding experience, working at my “new old job.” I feel so fortunate to have had the opportunity to do this.

Specialist Highlight

Agnes Babinski

I had a chance to go to Reaching Forward again this year on May 3rd.

I attended:

- **KitchenSink RA**
- **RA for all**
- **Forget the bundt pans, we have kayaks**
- **And Management lessons from the Harry Potter Universe.**

I felt like all of my choices were winners this year, these were informative and did not put me to sleep!

I do tend to have trouble recommending or finding books for people that aren't sure of what kind of book they want, so I did focus on programs that might help with this. KitchenSink RA focused on finding book suggestions based on other interests, such as video games and movies. RA for All gave us a rundown of genres, what each of these genres entail, some recent authors, and resources for finding books by genre.



After lunch, I found Forget the bundt pans, we have kayaks. The Westchester Public Library gave a presentation on their process of introducing an experience-based program (over material items for checkout, such as bakeware) to their library. They had several staff members get certified as kayaking leaders through the Cook County Forest Preserve, and began offering outings for people of all ages and abilities. They left registration open for people with and without library cards, and even out of district. Registration had to be done physically within the library, and each person was entered into a lottery (families/friends could sign up together). The program is entirely free, as the staff members are the ones leading the program, and the kayaks were purchased by the Cook County Forest Preserve via grants specifically for these programs. They are well into their second year, and the program has been a huge success. I thought it was pretty cool! (I volunteer to become a kayak leader).

The last session I attended was Management lessons from the Harry Potter Universe. The presenter was appalled by how terrible Hermione and Harry were as managers in the Cursed Child, and she decided to go through the series to try to figure out why they ended up like this (other than terrible writing). First, we went through what kind of skills and behaviors made a manager good, and then we analyzed various adults that Harry and Hermione may have been influenced by. There was a good mix of terrible and good influences. The most surprising was that Dolores Umbridge managed to check off many good manager behaviors despite being such a terrible person!

Specialist Highlight

Jay Purrazzo

I completed Motivational and Public Speaking 101 through Universal Class. While the instructor was not very active, the material covered by the class hit all the basic points of public speaking. The best bit of advice I can take away from it is to not memorize the contents of your speech, but the talking points.

I attended the Crash Course in Fantasy with NoveList & LibraryReads webinar, which I thoroughly enjoyed. I used to be a big fantasy fan, but have not read anything fantastical in a while so it was good to get reacquainted with the genre. There was a very nice tutorial at the end for the service's highlights and collections for easy reader's advisory suggestions.

Today I completed a one-on-one session with a patron needing assistance with Facebook. She wanted to go over options on integrating her business through Pages and an external business website. Not having used any of Facebook's business options, it was a learning experience for both of us. We were able to link the two services to provide automated posting across her business page and group. The patron was pleased and said she would contact the library again if she required further assistance.

From Amina Ali's report

Circulation Services Department Report

- **Lyngsoe Visit May 22**
 - Cory M. and Mason M. visited Fountaindale to look at our AMH system to see how it has been performing since it's installation 8 years ago
 - Sometime in June or July, Amina will coordinate with Lyngsoe to do a one time maintenance/performance service. This will consist of Lyngsoe replacing parts and servicing our AMH machine to prolong its life for the next 5-6 years; typically our AMH machine has a lifespan of 15 years
- **Vacancies in the Circulation Department**
 - 3 Aide Positions
 - 1 PT Specialist Position
 - 1 Lead Specialist Position

Circulation Statistics

New Patrons Registered	180
Holds Pulled From Shelves	6660
Incoming Rails Bins	261

Snags Resolved	58
Snags Retrieval Material Amount	\$1,347.00

Drive Up Statistics

Total Visits (May)	Previous Month (April)	Previous Year (May)
756	860	743

Drive Up Statistics Summary

- We had **756** visits (pick-ups) at the drive through this May, which is down from **860** in April.
 - This amounts to a **12.09 percent decrease** from last month.
 - Also, total visits were up **1.75 percent increase** from May of last year (**743** last year).
 - And we had an average of **29.9** visits per day this month, down from last month (**33.7**).
- The busiest day of May was **Thursday, the 9th** with **42** total visits.
- The busiest time period was **3-6**, with **277** total visits throughout the month.

Self Checkouts			
Station	Checkouts	Renewals	Total
CSD 1	4919	105	5024
CSD 2	5551	167	5718
1st Floor CSD Total	10,470	272	10,742
CIRC 1	252	22	274
CIRC 2	506	64	570
CIRC 3	1513	78	1591
CIRC 4	879	58	937
CIRC 5	834	26	860
CIRC 6	2743	147	2890
CIRC 7	453	23	476
1st Floor CIRC Total	7,180	418	7,598
ATSD 2-1	2395	116	2511
ATSD 2-2	2953	71	3024
2nd Floor Total	5,348	133	5,481
ATSD 3-1	1674	82	1756
ATSD 3-2	883	32	915
3rd Floor Total	2,530	114	2,644
Self Checkout Total		26,546	

(50% of Total Checkouts)	
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Total Checkouts (Including Drive Up)	52,801
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Self-Check Payments	December	January	February	March	April	May
Credit/Debit	\$3,104.61	\$3,375.21	\$3,330.17	\$2,697.94	\$3,186.22	\$2,717.93
Cash	\$178.95	\$214.45	\$97.85	\$171.70	\$130.80	\$127.60
Total	\$3,283.92	\$3,589.66	\$3,428.02	\$4,003.53	\$3,317.02	\$2,845.53

In-House Circulation: April 2019		In-House Circulation: May 2019	
Total	2,549	Total	2,213

From Wendy Birkemeier's Report Children's Services

With **Read to the Moon** just weeks away we were busy putting final touches on program plans, placing the last supply orders, decorating, setting up prizes, and refreshing our knowledge of Beanstack. A variety of programs kept up patron interest during a wet and stormy month. Highlights included Noche de la Familia, Make-It Take-It Ramadan, and two special Preschool Storytimes. Bouncy Babies sessions attracted little ones. Homeschool parties provided summary looks at the countries students visited during the year.

Special Events

Noche de la Familia: Pájaros (28) The theme for the program was **Birds** We decorated the room with trees and paper birds. The first part of the program had a storytime format with songs and books about birds...We read *Feathers for Lunch* bilingual. Every time I turned the page the kids rang their bells to imitate the cat's bell. In the story the cat's bell gives her away when she wants to catch a bird for lunch. *Andreea D.*

I set up the craft, painting a ceramic birdhouse shaped like a mushroom. Everybody enjoyed it and it wasn't too messy with the tablecloth. *Sarah D.*



April Showers Bring May Flowers Storytimes and Craft: Weather (53) Apropos to the day which was rainy with flooding all around, we set out to talk about all different kinds of weather. We sang songs about a thunderstorm and rain/wind. **Garden** (80) was all about the earth. Gardens, plants and how they grow...We had an interactive book about plants that grow up, down and around. They used the scarves to follow the book that I was reading. They did a great job. Finally, "Belly Button Boy," about a boy who gets a seed stuck in his belly button and begins to grow a bush ...I also pulled out our bug specimens and our microscopes to look closer at bug wings, flower pedals and bugs. A visitor from South Korea happened to be visiting and really enjoyed our program today. *Kathy B.*

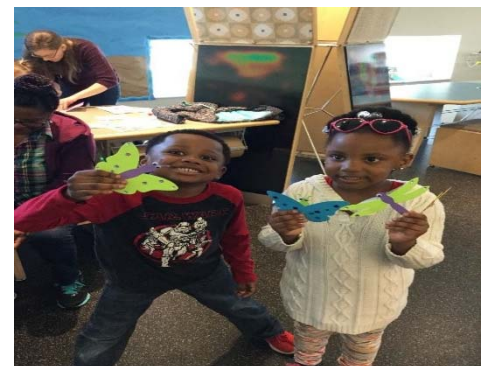


Arts & Crafts



Let's Create: May Flowers (10) Created flower painting with acrylics and various items other than brushes. Cotton swabs, pipe cleaners, feathers and straws. The results were fantastic. *Chris Z.*

Arts & Fables: Bugs (2 programs, 61 attendance) We made clothespin bugs and Mother's Day cards for the women in our lives. I taped paper flowers all around the storytime room and we pretended scarves were bees, and we buzzed around collecting pollen (to the song, "I am a bee"). We had two non-fiction books about dragon flies and bees, then "Ant on the Railroad Track" for fun. *Kathy B.*



Make-it Take-it: Ramadan (124) Patron Sana Mohsin helped to coordinate this program for the third year by requesting the craft and decoration materials and donated books from the Ramadan REAdy organization.

I had planned for about 50. J... was a very helpful volunteer and made runs back to children's services to get additional materials. Andreea also brought needed materials and took some photos, and even Joanna's little sister helped! Attendees made the Shapes of a Mosque Craft and the Henna Hands Craft as well as a kindness-themed coloring page for Kindness Day. Teen volunteers



cut out lots of shapes before the program to make it easier for little kids. I read *Crescent Moons and Pointed Minarets: A Muslim Book of Shapes*. I had a few books on Islamic art and architecture in the room, and announced the books on display near the children's desk. By the time I left the room after some clean up, most of the books on display in the wooden cart had been checked out. We had lots of decorations from Ramadan REAdy; since there was a Buddhist holiday on the same date, we used some of the star decorations for that, too. Sarah D.

Tween DIY: Superhero Jewelry (12) Four people signed up for Tween DIY on 5/20, but with the people dropping by a total of 12 attended. Making the superhero bottle cap jewelry was so much fun, and ended up being much more of a "girl power" program than I expected. N... happened to be the only boy. It is often frustrating to look for female action figures or other merchandise for girl fans. Girls were really happy making their own gear with Batgirl, Supergirl, Spider-Gwen, Wonder Woman, Captain Marvel and more. N... was pretty happy, too. Sarah D.



Reading & Writing



Young Writer's Club (7) Read some of the Pigeon books by Mo Willems, *A Pig Parade is a Terrible Idea*, *Animals Should Definitely Not Wear Clothing* and *If You Ever Want to Bring an Alligator to School, Don't*. We talked about how the stories try to persuade the reader. We made up our own stories about different animals that would make a terrible parade. *Chris Z.*

STEAM & Learning Fun

Imagineers Club: Spa Day (12) The activities planned for this program were: soap making, lip gloss making and nail polish mixing. Attendees added fragrance and small items to their fancy-shaped soaps. Kool-Aid formed the base of the lip gloss. Andreea D. wrote, "Some of the shades were kind of unexpected (blue) but kids were amused by them. Moms made for themselves too. For a darker shade of red we added food coloring." The nail polish included a pigment that magically turned pink polish to purple!

Andreea was impressed with her one teen and two adult volunteers. They were largely responsible for the soap making project. The teen took photos and everyone helped clean up. According to Andreea, "They were very helpful during the program. Because of their assistance the process went very smoothly and patrons didn't need to wait too much in between the activities."



Adventures in Homeschooling (2 programs, 99) Our homeschool finale was amazing. A quick review, some good conversation, parachute, Bingo, a space book and a rocket. Many great responses to our evaluation and we already have our countries chosen for next year. *Kathy B.*

The kids got the last sticker for their nametag passports and they were able to take them home. Kathy did a brief overview of all the countries we visited. The kids interacted with her on things they remembered about each country. We took our end of year picture with our homeschool sign. We played parachute games and Bingo with the kids. Then we gave a brief overview of the summer reading program and I read



a Dr. Seuss/Cat in the Hat book about space. We ended with a STEAM rocket pulley craft. Kathy put together a yearbook for each family to take home. It was a great year! We handed out a short survey with three questions. We asked if they wanted us to continue the program, if they had any suggestions on what we could improve on and what countries they would like us to include in our next session. Everyone wanted us to continue. They really appreciate the problem-solving group activities and we pooled their suggestions and have our line-up of countries for our next session. *Debbie S.*



TechnoKids: littleBits (12) littleBits are a very efficient way to teach electronics to young kids. The magnetic modules guide the rookie builder to create various electronic configurations without the risk of burning the circuits. The electricity always flows in the right direction with them. We started the program examining several samples I made to demonstrate how they work and explain the principles. Then the kids were split into 5 teams and we played a game. Each team came at the board and had to spin a wheel to get a project. After completing the project, each team came in front of the class and presented it. Everyone learned new things from the other teams. The teams felt very accomplished

to complete their projects. Then some teams were interested in trying other projects while others worked on improving the existing ones. The kids were very engaged in building various configurations. ...In the end some kids that had real talent demonstrated challenging configurations that used parallel circuits and forking the signal. *Andreea D.*

Gaming & Play

Board Game Blast (6) The first three kids were not able to stay very long, but I was intrigued that they wanted to play Scrabble like the last group of tweens. A mom with two young children came by later. The woman and her daughter played Candyland while her son explored Quirkle. He was a little too young to really understand the rules, but he liked sorting the colors and shapes and using the tiles as building blocks. I would have called one of the shapes a starburst; he identified it as a “sploje” (explosion). They also did a puzzle. *Sarah D.*

Storytimes (10 programs, 353 attendance)

Bouncy Babies (Lapsit) (6 morning programs, 204 attendance; 3 evening programs, 137 attendance) While other weekly Storytimes took a break as we prepared for summer, Andreea D. and Kathy B. continued to provide programs for our youngest audience. These were so popular each program drew an average audience of 37.

Lapsit in May has been such a great time. As a facilitator, I want children to be happy and parents to be involved. Rarely do these two ideals collide, but this May we have had both. Kids love it and the parents are all



in. They were so engaged May 16th that after a very active song, the parents clapped for the children. It was so rewarding. *Kathy B.*

Sensory Storytime (12) My theme this month was rainbows.... The two books that we read were *Planting a Rainbow* and *A Rainbow of My Own*. I had a little boy tell me that he has a rainbow in his garden too. He said that his mom loves flowers and planted some flowers in the front of their home. Another child told me that she saw a rainbow in the sky after it rained. I thought that it was incredible that the children could personally relate to the stories that I was reading. *Marta M.*

Public Service

Student Book Display: BHS Spanish language students again displayed their books about endangered animals. The project was delayed this spring, so we only had the display up for a couple of weeks. Kelsey was very pleased that we have been able to continue what has become a tradition.

1000 Books Before Kindergarten. 6 children signed up in May, bringing our total participation to 337! Two children completed the program in May. Congratulations to E... and R...!

Doll Circulation: 52 this month.

- *Volunteers:* Andreea had 2 helpful volunteers for Imagineers Club and 3 for Spa Day. One out of two teen volunteers came to help at the Make-It Take-it: Ramadan event. Chris had 1 teen volunteer for Let's Create (the second volunteer canceled prior to the program.) Kathy's adult volunteer for April Showers Bring May Flowers called in sick on the day of the program.



Stories of the moth: This month, I had a special interaction with a young mom that was looking for ways to help her child learn to read. This mom told me that her son is almost five and will be starting kindergarten this fall. Her goal this summer is to have him start reading at a beginner's level. This was also her first time at our library, so I had a chance to show her around. I took this mom to our Easy Reader section and showed her a few books that I thought would be a great resource for a beginner reader. I showed this mom the blue Castle books that have pictures and words underneath them, which is a great visual tool for the kids. I also showed this mom a few of our "We Both Read" books. ... I showed this mom our VOX books where the children can listen to a story being read to them and they can follow along the text. We looked at Launch Pads that focus on letters and letter sounds and beginning sight words and the Learning to Read Sets in the white folders. The mom was very impressed with all of the great

resources that we have here in the library. She checked out a few of the blue Castle books and one Launchpad. *Marta M*

Patron with 3 children came to the desk and asked what materials we have to teach from French to English. I gave him some books in French from the language collection. Opened up Mango and demonstrated it how it works. Downloaded Duolingo on his phone. Patron said the 3 kids just came to US this month from central Africa. Patron said the kids are his nieces 2 tween girls and a very young little boy. They are from Cameroon. The mom does not have a driver license yet. The kids don't speak English but the uncle would like to read to them simple books. I gave him books from ER and picture book collection. I signed him up for ESL class and talked to Elizabeth to allow the nieces to participate in the class with their uncle. I talked to kids briefly in French. I told the kids that they can ask me anything in French. Next day the family came back to the library. I think the fact that they found somebody to talk to in French makes them more confident to come back... I saw them playing. Since then I have seen them few more times. *Andreea D.*



A little girl who comes regularly to Diez Deditos celebrated her birthday. She likes very much Elena de Avalor and some time ago I did a storytime with this theme that she has enjoyed very much. The girl told her mom that she has a wish that I would come to her birthday party to see her dressed up like Elena de Avalor and the special decorations. The mom told me the girl helped a lot preparing the party, the activities etc.

I accepted the invitation and I went there to surprise the girl. As soon as I stepped in the beautifully decorated backyard I heard a bunch of little kids screaming with surprise: "Mrs. Andreea!!" One of her friends said: "I can't believe the library lady came to your party! I like the library too!" We took pictures and I stopped to talk and hug everyone. Everyone was very happy and as I looked around I realized that all her little guests were kids that come regularly at the library. There were some moms that used to come to Lapsit, some moms from Diez deditos, some from Mini Movin' and Groovin' and other regular. All these families have met at the library at storytime and without us they would have never met. I didn't stay much only about 10 minutes but for sure it made my day. *Andreea D.*

Collection

New Circulation Initiative 60 easy chapter books circulated in 14 white lunch bags, each labeled with a theme: Adventure, Buddies, Cute, Fantasy, Fast Fun Reads, Friends, Funny, Magic, Mysteries. Sarah D. created and put them out in the wood cart just before Memorial Day Weekend. By June 3 14 of 19 bags had gone home. She set up a new display of bags in the Secret Garden at the end of the month.



Displays

- *Secret Garden*: The 2020 nominees for Monarch, Bluestem and Caudill Awards went on display. Chapter book bags.
- *DIY Storytime Cart*: Spring 2019: 10 (22 total)

Wooden Cart: Ramadan and Muslims: 72 (88 total) Several were checked out for the first time, or for the first time in a couple of years, Asian Pacific: 4 (5 total), Buddhist: 5, 2 for the first time, Memorial Day: 4

Sarah D. made templates for shelf talkers that kids can fill out to share books they want to recommend.

DIY Storytime Kits: 20 were checked out this month. One woman who watches her granddaughter a couple of days a week, commented to Wendy B. that she loves the convenience of these kits.

Activities



Twenty-two years ago when Tom and I were living in Vermont I read that there was a children's librarian job open here. I asked my parents who lived in Wheaton to come and check out the library. "It looks like a fun place to work!" they reported. So I applied and was interviewed and hired. Jane Whiteside, the Children's Services Manager, introduced me at a board meeting that fall of 1997. I was so grateful then, as I am now, for the opportunity I had been given. Working with imaginative, talented and dedicated colleagues in Children's Services and the entire library has been an inspiration. Serving the children and families of our amazing community has brought me much joy. Thank you! Wendy B.

From Marianne Thompson's report

Outreach Services

Adult Volunteers: 3 adult volunteers worked at 2 programs for a total of 9 hours of volunteer time. I organized & scheduled volunteers for the Summer meal program and for the Kick-off. I interviewed 4 people wanting to become volunteers. At this writing 3 have passed their background checks.

Friends of Fountaindale: I meet with Jody Hargett every Tuesday to find out what the Friends need. I requested reprints of their multi-use stamp card for frequent buyers of the Book Cellar, and a reprint of their post cards listing the store hours. Friends will provide 4 volunteers for the June Summer Adventure kick-off.

Highlights:

Laura Didier: Laura completed the Park District's "Week of the Young Child - Crafts & S'mores" event by providing a story time at Hidden Oaks. It was rainy & chilly, and despite that, Laura provided a fun time for an enthusiastic crowd! She provided the "Driving in my car" story, requested by one of her participants, and ended with an

“Elephant & Piggie” puppet show – these were all unplanned, and well received! Laura does an amazing job with her preschool events!

Laura reported some sad news this month. She is losing 2 preschools due to closing, and 2 classes at BJ Ward. Little Lambs Preschool at Divine Shepherd Lutheran Church, will close their preschool in May. The director will be semi-retired. Peter Pan, housed at First Baptist Church, is also closing in May. The partial good news is that Midwest Christian Montessori Academy has agreed to move into the space at First Baptist Church.

The other sad news is the remaining preschool classes at BJ Ward are moving to the Early Childhood Center Valley View School District building in Romeoville that houses preschool classes. The 2 classes from BJ Ward will be 2 of 8 PEG (Preschool Extension Grant, non-tuition based, kids at highest risk) full day classrooms. All of the teachers have requested for Laura to visit them in their new location to continue her dedicated storytimes. Because this is in the White Oak Library District, we are unable to continue our visits. These Bolingbrook high risk students need the exposure to library services and the high quality storytimes that Laura provides daily. We wish we could provide the service to them.

Cindy: Cindy wrapped up her elementary school book talks in May. She did “Are You a Horse” puppet show and had the students do all of the parts Roy meets while looking for a “horse”. She promoted Summer Adventure to her classes as well as preparing for the MOPs shows for the summer. Everyone is going to be very entertained by our 3 MOPs players this summer!



Melissa:



Melissa spent time with staff decorating the Bookmobile for Summer Adventure. She made great use of the inflatables so many departments are using for the summer. She left up the photos of Bookmobiles around the world. Over the past weekend at the Cavalcade, I had so many great comments about them. We had posted them for

National Library Week. There are a few more that I know of for us to post as well as what we have.

From Melissa's report: *"...Reaching Forward: The second session I attended was called, Creators & Makers @ the Library. We were given tips for choosing activities that would appeal to our patrons. Crafting with adults is a way to socialize and meet new people. We were also shown some resources we could use to get ideas for crafts. The third session I took was called, DIY Adult Craft Showcase. I really enjoyed this session because we actually were able to make crafts. This was so much fun and I got some good ideas. The last session I took was called, How and Why to Host a Patron Appreciation Week. The librarians at Morton Grove Library hosted a week of activities for their patrons. One day they had free donut holes and coffee. On another day they had a craft station. I think this might be something we can do for our patrons that support and use the Bookmobile. We don't have to do a weeklong celebration, but maybe we can set something up at one of the community stops we visit and have treats for the public. It's a way for us to thank our patrons for their continued support of our Bookmobile and services."* I like this idea!!!

Sarah: At Reaching Forward, Sarah attended a session on making crafts, which gave her some ideas for what to do during the summer events. One of the crafts was using scrabble tiles to create a magnet that says "Read."

At the Heritage Woods book club, the group discussed "Little Dribbling" by Bill Bryson. Not everyone liked it, but the consensus was it is good to try different types of books. The next book will be "100 Year Old Man Who Climbed Out the Window." A movie had been made and Sarah showed the trailer from her iPad to the group. Sarah also prepared some information packets to hand out at the Juneteenth event in June.



Dennis: Dennis subbed for Laura at some of her preschools: Barbers Corner: Kindercare, IKEA. He does a great job engaging our youngest patrons for storytime. The students really liked the books and of course were big fans of the puppet show!

Marleigha: Marleigha represented Fountaindale at Tibbott College Tailgate event with the Library Express Van. When Ana Wilson, the principal of Tibbott, first asked me about participating in this event, I knew the Bookmobile would not fit well in the area they were using, especially with other vehicles there for the Tailgate. I recommended to Ana Wilson, that we bring the Library Express Van, which worked out very well. Marleigha did an excellent job once again, as the solo staff person for an event. The principal had told students they could only get a library giveaway if they wrote their names on a "Summer Journal which was provided by the school – but this activity did not last long. Marleigha decided they could get the giveaway if they told her their favorite book, movie, TV show, song, or video game. Most students chose to tell her their favorite book. Many asked to have their photo taken with Marleigha. She distributed ALL of our giveaways to students! She has 241 people visit her table.

Marleigha finalized her two goals for the year. She selected another craft for our home delivery patrons, a “DIY Indoor Gardening”, including small gardening pots and decorations. Her other goal was to select an activity for one of the “Wednesdays at Winston Woods” events. She will prepare DIY Telescopes, to go along with our Summer Adventure space theme.

Carolyn: Carolyn’s report included the long list of trainings she has attended all month. She has worked at Bookmobile & Van stops throughout the months. She also attended the “Super Senior Day” at The Levy with Melissa. They had 54 visitors for the event. Everyone they spoke to loved the library. Several seniors talked about their fond memories of the “old” library and how they appreciate all the library now has to offer. Carolyn also observed Dennis at the IKEA storytime, and book talks at McGee with Cindy. Carolyn met many of the teachers and staff.

I have been working with my B’LONG planning committee for the Roundup event in July at Warren-Newport Public Library in Gurnee. Registration information was sent out to the B’LONG group as well as several RAILS groups. Registration is going well! I spent time working with MOPs for their shows and purchasing supplies we need for summer programs. Carolyn and I have been meeting and training on all aspects of Outreach work. She plans to study for the C license written exam in June.

Repairs & Maintenance of Outreach Vehicles:

- May 7 – Van was taken to Mobility Works to replace parts in the lift; the parts the company sent were incorrect; another appointment will be made when the new parts arrive
- May 22 – parts arrived, and the Van was taken to Mobility Works for installation of the correct parts
- May 22 – Bookmobile taken to Diesel Service Center for oil change & normal maintenance
- May 29 – Bookmobile was taken to KD Repair for quarterly generator maintenance & oil change

Building Operations (Tasos Priovolos)

We held a CPR/AED/First-Aid/Narcan training for staff. This 4.5 hour training session provides the needed training in order to receive a 2-year American Heart Association Heartsaver Certification. These training sessions are held by Cintas and available to all staff.

Water hammer arrestors were installed throughout our building. These arrestors will eliminate water hammering in our plumbing system, which can cause catastrophic damage to system components.

Assisted appraisers from our insurance cooperative tour the building and take inventory of the fixtures and equipment. This will allow them to properly assess the cost of our building in the event of a disaster requiring an insurance claim.

In preparation for the constructions of the 2nd Floor meeting room, all furniture from the area were removed and placed in storage.

Along with Paul and Nancy, met with will county election officials to discuss existing early voting site laws along with the scheduled early voting events.

Met with Sebert Landscaping to survey our property and inspect shrubs and trees for damage from this past winter. Sebert also completed sod repairs along the public sidewalks.

Tasos attended a security showcase at Pace Systems in Naperville. This showcase had various security vendors discussing the newest products available for building security.

We completed our annual elevator hydraulic testing which is required by the state in order to receive our safety certificates.

Met with Walter Daniels Construction to discuss the outstanding items required prior to starting construction of the 2nd Floor meeting room.

Tria Architecture, along with their sub-contractors, continued working on the facilities assessment of our building. This is the first step in creating a 20-year budgetary plan for building maintenance. This work is being completed as part of the Infrastructure Plan and Schedule goal on our current Strategic Plan.

Jeffrey Fisher assisted us with final formatting of the final library disaster plan. Printed copies were received of the 2019-2020 disaster plan and were distributed to the proper staff. This work was completed as a part of our current Strategic Plan.



ZENDESK -

In May, 45 new maintenance tickets were created, and 50 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

After-Hours Weeding

Half of CMTSD staff members stayed after hours on May 24th to work on de-selecting and weeding items in bad condition and materials that have not circulated in two or more years. Our main focus was to weed the Adult Fiction collection in preparation for the big Genre Fiction Fest in late July, where staff from all departments will be helping to shift our Adult Fiction and group into genres on the shelves. We also weeded a portion of the Adult Non-Fiction collection. In just one Friday night, we de-selected, pulled, assessed, and ultimately withdrew 3,010 items! Conducting this large weeding project put us below our Collection HQ recommendation of less than 10% Dead, Grubby, and items in Collection Check. Much thanks to Lynnette Hopwood, Mary Anderson, Lauren Jagiel, Susan Jagiel, Dawne Tuitman and Chris Castle for

participating in this after hours event! Also thank you to Juanita Lennon and Tasos Priovolos for coordinating the food and building access.

Innovative Users Group Conference 2019 (IUG)

Christina attended the Innovative Users Group Conference in Phoenix, AZ this month. Innovative is the company that owns Polaris, our integrated library system and public catalog. Christina attended some very useful sessions, including how to put together an eBook Record Strategy that deals with multiple platforms, the future of shared resources in Innovative's next generation ILS product, and forums on Polaris SQL, tips on implementing the fiscal year rollover, and further Leap training ideas. Additionally, Christina learned a great deal more about Innovative's suite of next gen platforms that will eventually replace our existing Polaris ILS product and public catalog. There were several sessions devoted to *Inspire Discovery*, Innovative's next gen OPAC. This discovery solution utilizes linked data and FRBR to better expose linked concepts to works, (like authors and subjects) and better facilitate discovery of resources. The product also features a "work rollup", taking multiple editions and formats of the same work and bringing them all together for a better patron experience. Right now this product is available for Sierra Academic libraries and has a timeline of 1-2 years for public libraries.

Comparison of Physical Collection Circulation May 2018 to May 2019

Collection Categories	May 2018 Circs	May 2019 Circs	Change	% Change
Adult Audiobooks	1141	920	-221	-19%
Adult Bookmobile Collection	296	225	-71	-24%
Adult Fiction	4440	4231	-209	-5%
Adult Non-Fiction	5024	4789	-235	-5%
Foreign Language Adult	191	129	-62	-32%
Foreign Language Juvenile	641	372	-269	-42%
Foreign Language Young Adult	14	8	-6	-43%
Graphic Novels	2543	2446	-97	-4%
Interlibrary Loan	257	224	-33	-13%
Juvenile Audiobooks	372	298	-74	-20%
Juvenile Bookmobile Collection	467	249	-218	-47%
Juvenile Fiction	4356	3858	-498	-11%
Juvenile Non-Fiction	3291	3796	505	15%
Large Print	849	735	-114	-13%
Local Author Collection	3	3	0	0%
Magazines	776	765	-11	-1%
Movies	11645	10991	-654	-6%
Movies - Juvenile	5104	4239	-865	-17%
Music CDs	2135	1821	-314	-15%
On-The-Fly	17	15	-2	-12%
Picture Books	8861	7996	-865	-10%

Reference	9	5	-4	-44%
STEAMboxes	55	37	-18	-33%
Studio 300 Collection	3120	2150	-970	-31%
Technology & Equipment	963	871	-92	-10%
Technology & Equipment - Juvenile	166	176	10	6%
Toys	112	64	-48	-43%
Videogames	2081	1915	-166	-8%
Young Adult Audiobooks	105	86	-19	-18%
Young Adult Bookmobile Collection	16	12	-4	-25%
Young Adult Fiction	1184	1142	-42	-4%
Young Adult Non-Fiction	328	257	-71	-22%
TOTALS	60562	54825	-5737	-9.5%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,196	vs.	DVD	12,398
CD Audiobook	954	vs.	Playaway Audiobook	391

Special Collections

Collection	Circs
Mobile Hotspots	35
Dolls	52
STEAMboxes	37

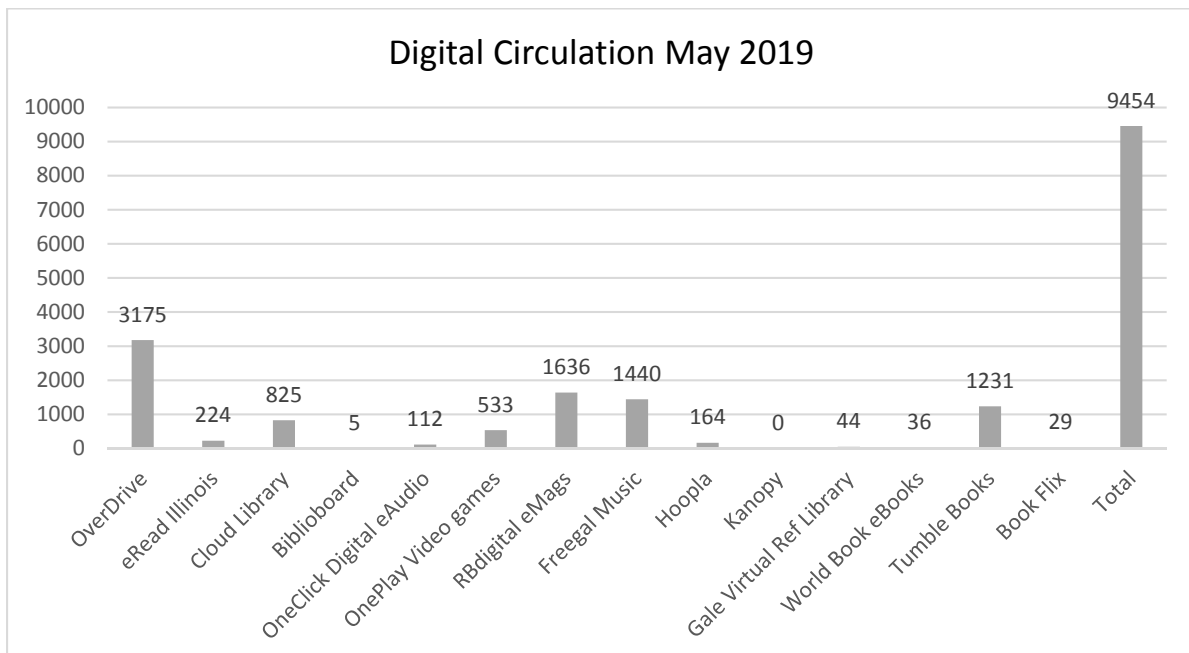
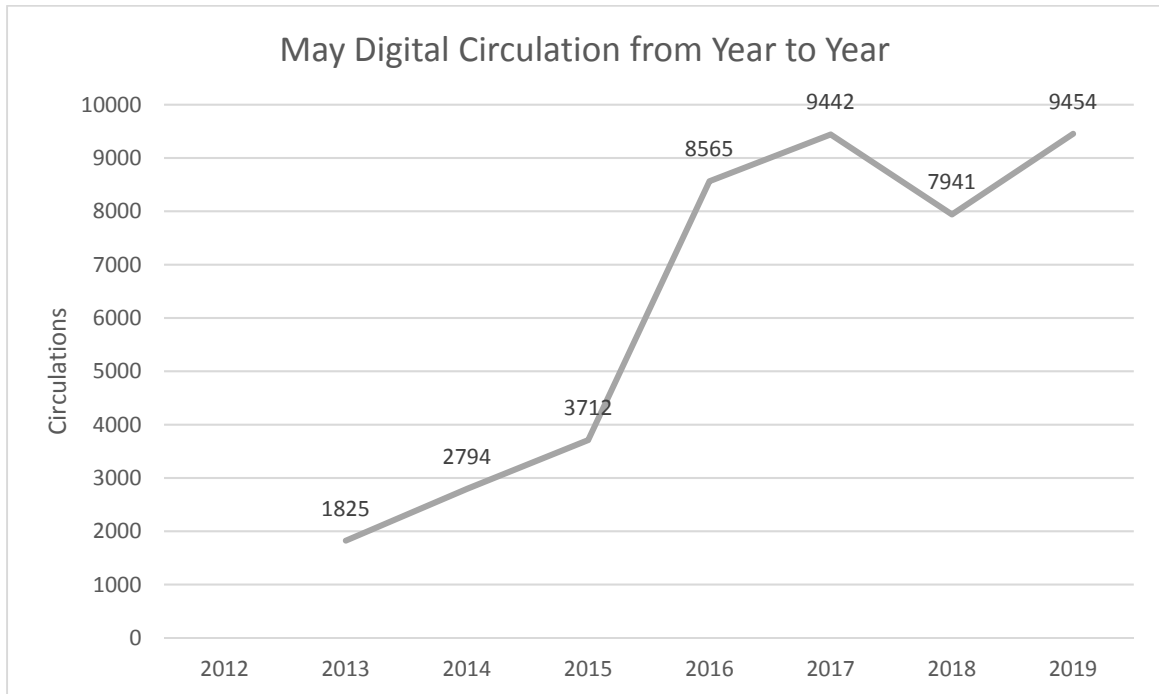
Comparison of Digital Collection Circulation

May 2018 to May 2019

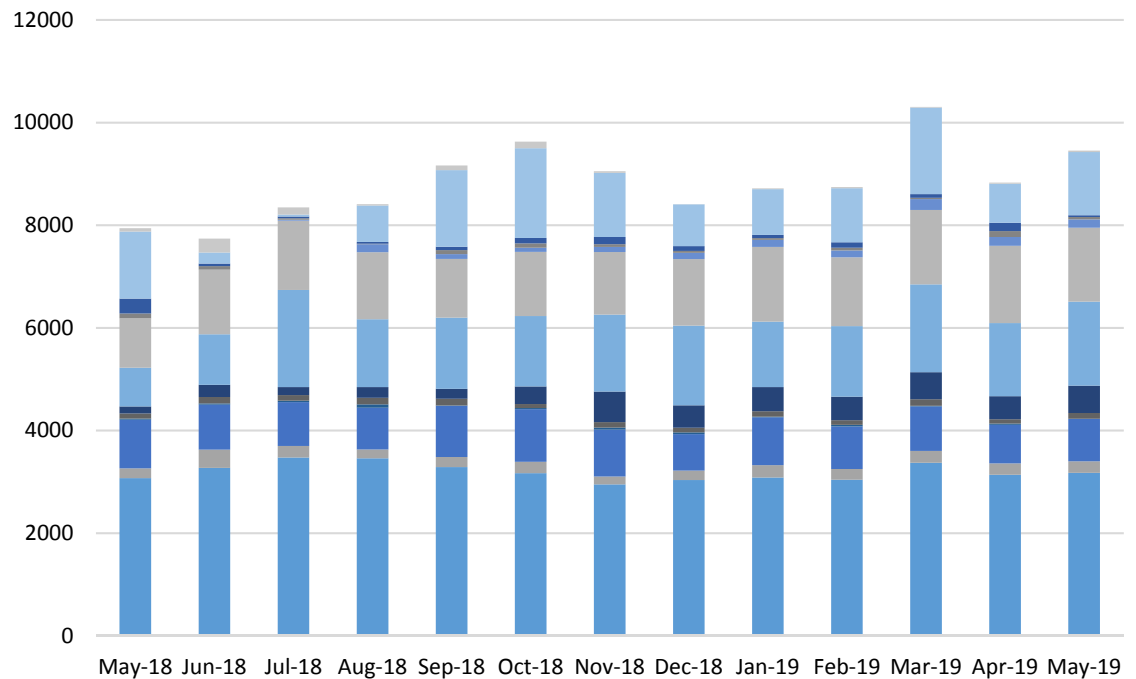
Digital Platform	May 2018 Circs	May 2019 Circs	Change	% Changed
Freegal Music Streaming	517	1196	679	131.33%
Hoopla	963	1440	477	49.53%
Rbdigital eMags	136	533	397	291.91%
Freegal Music Downloads	239	440	201	84.10%
Kanopy	0	164	164	0.00%
OverDrive eBooks	1756	1822	66	3.76%
cloudLibrary eAudio	84	136	52	61.90%
OverDrive eAudio	1315	1353	38	2.89%
eRead Illinois eBooks	119	155	36	30.25%
Rbdigital eAudio	101	112	11	10.89%
eRead Illinois eAudio	70	69	-1	-1.43%
Biblioboards	22	5	-17	-77.27%
BookFlix	66	29	-37	-56.06%

GVRL eBooks	93	44	-49	-52.69%
cloudLibrary eBooks	319	268	-51	-15.99%
Tumblebooks	1306	1231	-75	-5.74%
cloudLibrary Shared	546	421	-125	-22.89%
World Book eBooks	289	36	-253	-87.54%
Totals	7941	9454	1513	19.05%

For May 2019, digital circulation was 14.7% of the library's total circulation.



Digital Collection Circulation



	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
Book Flix	66	270	141	27	91	128	31	2	14	23	11	21	29
Tumble Books	1306	216	37	711	1494	1748	1251	813	893	1052	1687	762	1231
World Book eBooks	289	51	36	34	64	108	140	94	63	106	71	160	36
Gale Virtual Ref Library	93	66	28	9	80	82	52	39	33	55	25	117	44
OnePlay Video games	0	0	0	0	0	0	0	0	0	0	0		0
Kanopy			18	156	91	83	101	121	139	134	212	172	164
Hoopla	963	1261	1349	1307	1145	1248	1218	1296	1454	1339	1449	1506	1440
Freegal Music	756	984	1893	1320	1389	1372	1500	1553	1277	1377	1712	1423	1636
RBdigital eMags	136	239	157	211	192	344	596	438	469	456	529	449	533
RB Digital eAudio	101	125	109	125	131	78	105	89	106	91	126	86	112
Biblioboard	22	25	29	67	5	23	41	33	12	32	14	22	5
Cloud Library	949	874	853	814	998	1024	916	713	933	830	865	752	825
eRead Illinois	189	357	225	170	196	223	152	184	241	207	231	223	224
OverDrive	3071	3270	3473	3459	3288	3167	2949	3033	3083	3041	3371	3136	3175

Digital Content Fast Facts - May 2019

Overdrive

- There were **4,414 unique users**, which is a **12.3% growth** from last May.
- **eBooks** accounted for **59.6%** of checkouts, while **eAudio** accounted for **40.4%** of the month's usage.
- **88.4%** of checkouts were for **Adult** titles, **6.9%** were for **Young Adult** titles, and **4.7 %** were for **Juvenile** titles.
- Our consortium has **9,216 active holds** and **20,905 titles currently checked out**.

cloudLibrary

- In May, there were **168 active users**. Of those, **13 are new patrons**.
- There were **91 Pay Per Use eAudio circs**; 37 from Fountaindale patrons and 54 from Lemont patrons.

eRead Illinois/Axis 360

- In May, there were **101 active users**, **26** of which are **new users**.
- The top 4 circulating subjects for May were **Adult Fiction, Young Adult Fiction, Biographies and Juvenile Fiction**.

Hoopla

- There were **1,440 total circs** borrowed by **354 patrons**. The **average number of circs was 4.10 circs** per patron, with 48 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **48%** of all circs, followed by **eBooks with 20%**, Movies/TV with 14%, and **Music with 9%** of circs.
- **Adult Fiction** was the most borrowed category, accounting for **49%** of all circs, followed by **Adult Non-Fiction** with **30%** and **Juvenile Fiction** with **10%**.

Kanopy

- The **top five most popular videos** in May were: *Captain Fantastic*, *Romeo and Julie*, *Night Tide* and *The Conformist*.
- Our patrons played **158 distinct video titles** and **287 video plays** in May.
- The site was **visited 836 times** and received **1,074 page hits**.
- In April, there were **45 active users**.

Freegal

- May yielded **440 music downloads** and **1,196 songs streamed**.
- May's top **streaming music genres**: Pop, Rock, Singer-Songwriter, Soundtracks, Classic Rock/Oldies, Classical and Alternative.
- May's top **downloaded music genres**: Classical, Rock, Pop, Singer-Songwriter, Contemporary, and Alternative.

Physical Items Added and Withdrawn

Physical Items	May 2019 Added	May 2019 Withdrawn
Adult Audiobooks	61	586
Adult Bookmobile Collection	149	1
Adult Fiction	420	4671
Adult Non-Fiction	211	29
Foreign Language Adult	4	7
Foreign Language Juvenile	17	2
Foreign Language Young Adult	0	0
Graphic Novels	419	15
Juvenile Audiobooks	36	330
Juvenile Bookmobile Collection	166	10
Juvenile Fiction	619	128
Juvenile Non-Fiction	239	81
Large Print	87	4
Local Author Collection	1	0
Magazines	312	4
Movies	308	8
Movies - Juvenile	76	98
Music CDs	101	120
Picture Books	217	1171
Reference	10	1
STEAMboxes	0	1
Studio 300 Collection	17	12
Technology & Equipment	16	18
Technology & Equipment - Juvenile	0	0
Toys	0	3
Videogames	93	9
Young Adult Audiobooks	9	0
Young Adult Bookmobile Collection	6	0
Young Adult Fiction	51	44
Young Adult Non-Fiction	10	76
TOTALS	3,655	7,429

Acquisitions

- Purchase Orders created and released: 26
- Purchase Orders closed out and received: 80
- Invoices Paid: 285
- PODs Purchased: 2

Processing & Repair

- New cases: 215
- RFIDs/Stingrays: 56
- Repairs: 66
- New artwork: 31
- Disc repairs: 134
- Processed (spine & pocket): 2759
- New stickers: 722
- Discard & de-processing: 7752
- Playaway battery covers: 4
- Call no. changes: 333

Total: 12,081

Interlibrary Loan

238	Items Received for our patrons <ul style="list-style-type: none">• 192 items from IL libraries• 46 items from out of state libraries
180	Items Sent out to other libraries <ul style="list-style-type: none">• 101 to IL libraries• 74 to out of state libraries• 5 to XYZ libraries
341	Items requested by our patrons this month <ul style="list-style-type: none">• 271 submitted in OCLC• 39 items were too new to request• 9 were available in Pinnacle• 22 were out of country only• 1 eBook by our patron• 1 XYZ Patrons
249	Items requested by OCLC libraries this month <ul style="list-style-type: none">• 135 from IL libraries• 112 from out of state libraries• 2 out of country

CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	9,739 Down 5,077 items 8.67%	3,703 Up 101 items 19.06%	13,445 Down 772 items 12.21%	26,887 Down 5,748 items 11.12%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	917 Down 1,276 items 9.42%	484 Down 14 items 13.07%	747 Down 87 items 4.91%	2,061 Down 1,377 items 7.67%
Grubby - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	10,192 Down 719 items 8.76%	858 Up 2 items 4.42%	13,469 Up 14 items 12.23%	24,519 Up 16 items 10.14%
DOA Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months. CHQ Recommendation: less than 10%	2,107 Down 200 items 15.96%	517 Down 78 items 31.14%	1,222 Down 151 items 18.19%	3,846 Down 398 items 17.82%
Turnover May 22, 2018 to May 20, 2019	2.23 Turnover	1.83 Turnover	2.73 Turnover	2.42 Turnover

NextReads Newsletters

Subscribers	3 New	19 Unsubscribed	7 Bounced
Newsletters	<ul style="list-style-type: none"> 642 Items clicked open May New Movies highest clicks (196) 	29.64% Mobile Views	70.36% Desktop Views
Emails	<ul style="list-style-type: none"> 1,031 Sent 35.01% opened 	Highest Subscribers - New York Times Fiction Bestsellers (72)	May 19, 2019 NYT Fiction Bestsellers (23) emails opened

Displays

Lobby Display

- Popular Picks (107)
- Who's Your Hero (655)
- Small Business Week (17)
- Kindness (50) Only up 4 days

2nd Floor

- True Crime (62)

3rd floor self-check

- DIY (22)

Holiday

- Fun with Food (27)
- EZ as ABC (10)
- Mother's Day (54)
- Siblings (39)
- Robots (48)
- Summer (56)
- 1,000 Books (192)

Yellow Wall

- Step into Reading (122)



Communications (Melissa Bradley)

Communications General Updates

- Steven, Matt Hammermeister, Paul, Nancy and Amina had a teleconference call with Ted Fons from PatronPoint to continue the conversation about implementing an improved ILS notification service.
- Steven led training sessions during the month for Beanstack, our Summer Adventure training platform.
- Steven met with Carolyn Boyer, our new Outreach Services Assistant Manager, to provide training on Communico, our event and room reservation platform.
- Steven met with the Tinker Technology Troupe to demo the new Maker Lab webpage, which launched the following week.
- Sabrina and Steven attended the Summer Adventure Committee Meeting.
- Sabrina completed all of the Summer Adventure: Read to the Moon collateral, including reading logs, elevator wraps, banners, ads for TVs and public facing computers, digital billboards, The Bugle and more.
- Sabrina created collateral for the Summer Adventure Blastoff including a scavenger hunt sheet and our new Make-a-Mess Fest program.
- Sabrina designed our first interior elevator wrap for the New Maker Lab in Studio 300.



Media Coverage

- [The Patch](#) listed Fountaindale in the Valley View School District Free Summer Meals schedule.
- [The Bugle](#) and [Herald-News](#) featured our second Lawyers in the Library event.

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 3,247 completed surveys.
 - The most frequent way people hear about our programs is via the website (44.84%) and *The Fountain* newsletter (35.22%).

Social Media Paid Ads

- The Golden Age of Radio paid event ended. The ad ran May 15–29. We spent \$14, which reached 883 people and had 8 event responses.

Social Media Metrics

Facebook Metrics

- 35 new people liked our page
- 542 people viewed our page
- 49,543 people saw our content
 - 17,823 people saw our content because a friend shared, liked or engaged with it
- 2,549 people engaged with our content (clicked, liked, commented or shared)

Twitter Metrics

- 6 new followers
- 172 page views
- 7,737 tweet impressions

Instagram Metrics

- 22 new followers
- 372 post likes

Email Marketing Metrics

- 20 emails sent (13 of which were one-time welcome emails to new patrons)
- 50 new subscribers
- Average open rate: 47.06% (industry average is 19.85%)
- Average click rate: 15.82%

Finance (Jennie Nguyen)

Highlights

- This month, I completed the draft for the 2019/2020 District Working Budget. It has been passed on to the Director for review and adjustments. When all of the numbers are adjusted and finalized, an updated draft will go to the Board in June for approval.
- I attended the Government Finance Officers Association (GFOA) Annual Conference this month. It is really a must-attend professional development event. There are several sessions to attend that cover a broad range of topics that are relevant to

specific organizations. You can tailor the sessions to what you need or want to learn. It was a great learning experience.

- **Finance Liaison** - This month, I worked on preparing the financial reports and analysis for the 3rd quarter ending of the fiscal year. Additionally, at the request of the Finance Liaison Team, I have added the secondary authorized signature requirement for all outgoing fund wire and cashier check transactions as part of our Bank RFP.

Special Projects

- **Building Appraisal** – The team from Specialty Property Appraisal, LLC was at the Library to conduct their fieldwork for the building appraisal project. They were reviewing all of the library assets as well as surveying the layout and building materials of the library. The appraisal will be use as part of our insurance coverage evaluation.
- **Artwork Appraisal** – The Representative from MIR Appraisal Service was at the Library to conduct his fieldwork for the appraisal of the Library's art collection. He was reviewing all of the documentation and taking pictures of each art piece. The appraisal will be use as part of our insurance coverage evaluation.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult Services Librarian
- Adult and Teen Services Specialist
- Children's Services Manager
- Circulation Services Aide (2)
- Circulation Services Lead Specialist
- Circulation Services Specialist
- Finance Specialist
- Studio Services Specialist

New Employees:

- Nikki Slivinski, Studio Services Specialist, 5/28
- Ethan Mercado, Circulation Services Aide, 6/10

Promotion:

- Becca Falasz, Circulation Services Specialist, promoted to Adult and Teen Services Specialist, 5/26

Departures:

- Kara Criss, Circulation Services Aide, 5/24
- Brian Ultreras, Finance Specialist, 5/31
- Ivette Castaneda, Adult and Teen Services Specialist, 6/7

- Elise Izumi, Circulation Services Aide, 6/28

Retirements:

- Wendy Birkemeier, Children's Services Manager, 6/28
- Tom Degutis, Adult Services Librarian, 6/28
- Terry Mukukenow, Circulation Services Lead Specialist, 6/28

Training and Development;

- Passed exam to receive SHRM Senior Certified Professional (SHRM-SCP) certification; Lea
- Minimum Wage Compliance Workshop; Lea and Noey
- First Aid / CPR and AED training; Lea

Anti-Discrimination and Anti-Harassment Training; Lea

- Provided annual Anti-Discrimination and Anti-Harassment training for 6 staff members.

Information Technology (John Matysek)

- During the month of May 84 new help desk tickets were created by FPLD staff, and 80 new or existing tickets were solved by IT staff.
- Met with vendor ITsavvy to discuss the results of the IT long range budgeting forecast project.
- Met with vendor Netrix, LLC to discuss the library account, any current issues, and future needs and/or upcoming projects.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendors CallOne and AT&T to troubleshoot and correct a problem with the emergency phone in one of the patron elevators.
- Updated Microsoft Windows on all library servers and patron computers as well as the most popular utility software on the patron computers.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed a long awaited online public access catalog (OPAC) station for general patron usage in the first floor circulation department. Thanks to Tasos Priovolos and John Hodur for their assistance with installation.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, removed all computer hardware from the 2nd floor Computer Lab in preparation for construction to begin.
- Along with multiple staff, attended the latest Pinnacle meeting concerning consortium and Polaris updates as they pertain to Fountaindale.
- Worked with Paul Mills to update the pending RFP for new self-check units in the library.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed configuration of the laptops to be used as mobile lab replacement for the 2nd floor Computer Lab.

							Population Total	67683	
Total Circulation Statistics	64,279	Reading Clubs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes
Building/Driveup	52,801	Reading Clubs Offered	0	0	1	0	1	26,149	4,182
Bookmobile	2,024	Reading Clubs Members	0	0	338	0	338	Proctoring	Total Twitter Followers
Digital	9,454	Summer Reading Clubs	0	0	0	0	0	17	797
		Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers
		Collections Totals		Population Served	Building	Outreach	Total	544	853
Interlibrary Loan Requests		New Physical Items	3,655	Total Visits	33,465	484	34,708	Scans Sent	Total eNews Subscribers
Items Received for our Patrons	238	New Digital Items	1,426	New Cardholders	179	1	180	4,352	4,235
Items Sent to other Libraries	180	Collection Total	424,387	Active Cardholders	24,264	139	24,403	Pages Printed	COHS Students Enrolled
		% Served		All cardholders **	49,500	Drive through visits	759	19,568	7
In-house checkins (Not par of total circ)	2213	Active cardholders	36.05%	Computer and Internet Sessions					Monthly Wireless Sessions
		All cardholders	73.14%	Studio 300	Children's	Vortex	Lab/Commons	Total	
				162	1,262	307	4,014	5,745	19,490
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	132	49	26	33	406	Building Front	Building Rear	Church	Ashbury's
Attendance	233	89	55	405	724	3,242	3,542	512	1,392
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: 3,541
Numbered offered	44	2	31	77	37	0	1	38	Android: 847
Attendance	446	16	336	798	783	0	7	790	
Programming hours	60	4	41.5	105.5	57	0	1	58	
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	287
Numbered offered	27	128	4	159	14	0	0	14	Total Attendance
Attendance	884	4,297	188	5369	525	0	0	525	8,739
Programming Hours	22.75	107	12	141.75	X	X	X	X	Total Programming Hours
	Passive Programs for Children				Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages				305
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total	
Numbered offered	103	0	0	103	3	4	6	13	
Attendance	468	0	0	468	20	370	1,392	1,782	
Programming hours	X	X	X	X	6	6	93	105	
Reference/Library Info	Studio 300	Circulation	2nd Flr. Media	Vortex	3rd Floor	Outreach	Children's Svcs.	Total	
Reference Total	153	229	553	63	624	599	623	2,844	
Library Information	16	1,918	499	149	523	55	2,031	5,191	
One on One Assistance (Scheduled)	10	0	37	0	32	0	0	79	
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	64,279	68,503	-6.17%	Reference Questions	2,844	3,330	-14.59%		
Visitors	34,708	34,770	-0.18%	Computer Usage	5,745	6,372	-9.84%		
Card Holders	24,403	25,518	-4.37%	Wireless Sessions	19,490	17,450	11.69%		
Room Bookings	646	773	-16.43%	Program Attendance*	8,739	8,619	1.39%		