

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
July 18, 2019 | 7 p.m.  
300 West Briarcliff Road | Bolingbrook | Board Room (2<sup>nd</sup> 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 – June 17, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Tentative Budget and Appropriation Ordinance – Fiscal Year July 1, 2019 through June 30, 2020
  - b. Approval of Notice of Public Hearing for Budget and Appropriation Ordinance – September 19, 2019 at 6:30 p.m.
  - c. Approval of Resolution 2019-3 – Resolution Approving Agreement with Contractor Re Outreach Bookmobile
  - d. Approval of Trustee Travel Expenses
  - e. Approval of Library Closing for Pathways Parade on Sunday, September 8, 2019
  - f. Approval of Delayed Opening for the Library on October 4, 2019 and Library Closing on February 7, 2020
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – July, 2019
  - b. Bills Payable Report – July, 2019
12. Director's Report – July, 2019
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
15. Announcements
16. Executive Session
  - a. 5 ILCS 120/2 (c) (21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."
17. Approval of Report on Review of Closed Meeting Minutes
18. Adjournment

## July 2019 Agenda Background

Paul Mills

### 7. New Business – Action Items

- a. Approval of Tentative Budget and Appropriation Ordinance for Fiscal Year July 1, 2019 through June 30, 2020

Please find included in your packet the tentative Budget and Appropriation Ordinance.

*Suggested Motion: Motion to approve the Tentative Budget and Appropriation Ordinance for Fiscal Year July 1, 2019 through June 30, 2020.*

- b. Approval of Notice of Public Hearing for Budget and Appropriation Ordinance on September 19, 2019 at 6:30 p.m.

The library will have its public hearing for the Budget and Appropriation Ordinance for Fiscal Year July 1, 2019 through June 30, 2020.

*Suggested Motion: Motion to approve Notice of Public Hearing for Budget and Appropriation Ordinance to be held on September 19, 2019 at 6:30 p.m.*

- c. Approval of Resolution 2019-3 – Resolution Approving Agreement with Contractor Re Outreach Bookmobile

Michael Swendrowski, our consultant, and we reviewed the bid from Summit and we have determined that they are the lowest responsible bidder for the Outreach Services Bookmobile. It is our recommendation that we approve their bid that has a base cost of \$384,109. We also recommend that these three options be included as well.

Upgrade from Crawl-through to Full Stand-up  
Walkthrough (4.2.1.2 See Exceptions on Warranty)  
\$5,850

SBW 3rd Year Limited Upfit Warranty  
\$2,750

Freightliner Extended Warranty  
5 Year 100,000 Miles Limited Warranty (Engine, ATX, Allison  
Transmission, Axels, Chassis TC4, and Towing FTL chassis components  
only)  
\$5,625

Adding all three of these to the base bid amount of \$384,109 brings us to a grand total of \$398,334.

*Suggested Motion: Motion to approve Resolution 2019-3 – Resolution Approving Agreement with Contractor Re Outreach Bookmobile*

- d. Approval of Trustee Travel Expenses

Trustee Newell's ground transportation expense for the 2019 ALA Annual Meeting in June exceeded our policy limit of \$400.00 by \$43.37. Per the Local Government Travel Expense Control Act, any amount over the limits set in policy must be approved by a roll call vote.

*Suggested Motion: Motion to approve Trustee Travel Expenses.*

- e. Approval of Library Closing for Pathways Parade on Sunday, September 8, 2019

For the past several years the library has closed for the Pathways Parade. The parade will be on Sunday, September 8 this year and I recommend that we close for the parade.

*Suggested Motion: Motion to approve closing the library on Sunday, September 8, 2019 for the Pathways Parade.*

- f. Approval of Delayed Opening for the Library on October 4, 2019 and Library Closing on February 7, 2020

For staff development this year, we are requesting two dates. On Friday, October 4, we are requesting a delayed opening of 11:00 a.m. instead of 9:00 a.m. These two hours will give our departments, particularly our public service departments, an opportunity to meet and do internal departmental training.

We are also requesting a full day closing on Friday, February 7. For the past several years we have used half day closings for staff development. They have worked well but we feel we have exhausted our half-day opportunities.

*Suggested Motion: Motion to approve Delayed Opening for the Library on October 4, 2019 and Library Closing on February 7, 2020.*



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

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

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

Trustee Marcelo Valencia

Trustee Valencia entered at 7:02 p.m.

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: none.

AGENDA APPROVAL

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

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

Trustee Valencia entered at 7:02 p.m.

#### MINUTES OF THE BOARD MEETING – May 16, 2019

The minutes of the board meeting held May 16, 2019 were presented. A motion to approve the minutes was made by Newell, seconded by Kalnicky. Minutes were approved as read.

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

#### COMMENTS FROM THE PUBLIC

No comments were made.

#### FRIENDS OF THE LIBRARY

No report.

#### NEW BUSINESS

##### Approval of Merit Increase for Fiscal Year 2020

Mills discussed the new minimum wage law and the multi-year plan that was included in the Board Packet. Mills noted that future years are aspirational and dependent upon the budget situation in future years.

A 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 was made by Newell, seconded by Valencia.

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

### Approval of Updated Salary Structure for Fiscal Year 2020

Mills discussed that the draft salary structure would represent an increase of 2%.

A motion to approve the salary structure for Fiscal Year 2020 as presented with implementation to be effective as of July 1, 2019 was made by Newell, seconded by Spindel.

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

### Approval of Working Budget for Fiscal Year 2020

Mills discussed the draft working budget and the memo regarding it that were both included in the Board Packet. Mills noted that significant portions of the working budget, including the cash contribution for bond debt reduction, will be relying upon the General Fund Balance as a funding source.

A motion to approve the working budget for Fiscal Year 2020 was made by Kalnicky, seconded by Newell.

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

### Approval to Seek Requests for Proposals for Self-Checks

Mills discussed the draft Request for Proposals for Self-Checks that was included in the Board Packet.

A motion to approve seeking requests for proposals for self-checks was made by Spindel, seconded by Bermejo.

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

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

A motion to approve the request to travel for Trustees to 2019 Illinois Library Association Annual Conference in Tinley Park, IL from October 22-24, 2019 was made by Newell, seconded by Kalnicky.

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

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

A motion to approve Ordinance 2019-2 – An Ordinance establishing regulations for electronic attendance at the Fountaindale Public Library District Board Meetings was made by Newell, seconded by Valencia.

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

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

A 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 was made by Kalnicky, seconded by Newell.

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

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

Mills discussed that this ordinance authorizes the transfer of \$465,784 from the General Fund to the Debt Services Fund. This transfer will cover the abatement the Board approved earlier this year.

A 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 was made by Kalnicky, seconded by Spindel.

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

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

Mills discussed that this ordinance authorizes the transfer of \$1,500,000 from the General Fund to the Special Reserve Fund.

A 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 was made by Kalnicky, seconded by Prodehl.

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

LIBRARY PROJECTS

Mills discussed that an initial meeting with the contractor for the 2<sup>nd</sup> Floor Meeting Room, Walter Daniels Construction, has occurred and preliminary plans discussed. Mills anticipates the contract being signed soon.

CORRESPONDENCE

The Bolingbrook Park District sent a thank you letter for the library's participation in the Week of the Young Child.

The Bugle published an article about the 2<sup>nd</sup> annual Lawyers in the Library event on June 1, 2019.

TREASURER'S REPORT

The Treasurer's Report for May, 2019 was presented by Treasurer Spindel 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 \$2,503 was presented for approval. Motion to approve was made by Kalnicky, seconded by Spindel.

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

#### Bills Paid Report – June, 2019

Bills paid for the month of June in the amount of \$54,979.75 was presented for approval. Motion to approve was made by Spindel, seconded by Prodehl.

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

#### Bills Payable Report – June, 2019

Bills payable for the month of June in the amount of \$293,550.37 was presented for approval. Motion to approve was made by Newell, seconded by Spindel.

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

#### DIRECTOR'S REPORT – June, 2019

Mills noted that the interior elevator doors were wrapped for the first time to highlight the Maker Space in Studio 300.

Trustee Prodehl commented on the great work conducting the summer meals program.

#### UNFINISHED BUSINESS

None.

#### REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

## ANNOUNCEMENTS

The Rotary Club's new President, Ryan Lawrence, will be installed on Friday, June 28 at 6 p.m. Tickets are available.

Director Mills will be on vacation beginning June 20 through July 4.

The Bolingbrook Village Picnic will be on Sunday, June 30.

The Heart Haven Outreach (H2O) "Christmas in July" Gala event will be on Wednesday, July 11.

The Bolingbrook Chamber Golf Extravaganza "Fiesta on the Fairway" will be on Wednesday, June 19.

The library will be hosting a Legislative Town Hall on Wednesday, June 19 at 5:30 p.m.

Trustees Kalnicky and Valencia will be not be present at the July Board Meeting.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 8:04 p.m.

Approved: \_\_\_\_\_  
Steven J. Prodehl, Secretary

\_\_\_\_\_  
Margaret J. (Peggy) Danhof, President

Tentative  
Budget and Appropriation Ordinance  
of the  
Fountaindale Public Library District  
Will and Du Page Counties, Illinois  
for  
Fiscal Year July 1, 2019 to June 30, 2020

Whereas, Paul Mills, Library Director, has been designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, and in accordance with such designation has prepared such tentative budget and appropriation ordinance and on July 18, 2019 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation ordinance conveniently available to public inspection for at least thirty days prior to action thereon; and

Whereas, prior to final action a public hearing was held as to such budget and appropriation ordinance on September 19, 2019, notice of which hearing was given at least thirty days prior thereto by publication in The Bugle, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees, of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2019 and ending June 30, 2020.

**Estimated Available Revenue**

Estimated Cash on Hand July 1, 2019	
Cash in the Working Cash Fund	\$649,171
Cash in the Special Reserve Fund	\$14,781,676
Cash in the General Corporate Fund	\$6,976,546
Cash in the Audit Fund	\$4,216
Cash in the Liability Insurance Fund	\$73,812
Cash in the FICA Fund	\$91,847
Cash in the Illinois Municipal Retirement Fund	\$434,620
Cash in the Building Maintenance Fund	\$65,809
<b>Total Estimated Cash on Hand</b>	<b>\$23,077,697</b>



Cash to be received from 2018 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

<b>Cash to be received from 2018 levy</b>	
Balance, Corporate Tax Levy	\$3,643,660
Balance, Audit Tax Levy	\$5,162
Balance, Liability Insurance Tax Levy	\$29,950
Balance, FICA Tax Levy	\$125,707
Balance, Illinois Municipal Retirement Tax Levy	\$288,435
Balance, Building Maintenance Tax Levy	\$150,809
<b>Total Cash to be received from 2018 Levy</b>	<b>\$4,243,723</b>

Cash to be received from the 2019 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

<b>Cash to be received from 2019 levy</b>	
General Corporate Tax Levy	\$7,808,806
Audit Tax Levy	\$11,066
Liability Insurance Tax Levy	\$64,185
FICA Tax Levy	\$267,806
Illinois Municipal Retirement Tax Levy	\$619,759
Building Maintenance Tax Levy	\$323,191
<b>Total 2019 Levy</b>	<b>\$9,094,813</b>
To be Collected after close of Fiscal Year	\$4,729,303
<b>To be Received during Fiscal Year</b>	<b>\$4,365,510</b>

<b>Other Income:</b>	
Personal Property Replacement Tax	\$112,094
State Per Capita Grant	\$84,604
Interest	\$122,020
Fines	\$65,000
Copy Machines/Printing/Fax	\$35,000
Miscellaneous Income	\$7,800
Donations / Gifts / Grants	\$9,000
Back Taxes and Adjustments	\$40
<b>Total Other Income</b>	<b>\$435,558</b>

Cash on hand July 1, 2019 from the sale of Library Building Bonds on September 14, 2016, February 11, 2009, and December 15, 2009	<b>\$10,613</b>
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Total Estimated Cash Available During the Year including Special Reserve Fund, Working Cash Fund and Bond Proceeds	<b>\$32,133,101</b>
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Note: In addition to the foregoing, there is presently \$1,238,523 on hand in the Library Building Bond and Interest Fund. It is estimated that the following amounts will be received during the fiscal year to pay principal and interest on the September 14, 2016 issue of \$9,775,000, February 11, 2009 issue of \$20,750,000 and the December 15, 2009 issue of \$8,750,000.

**Bond Notation**

Balance on hand July 1, 2019	\$1,238,523
Cash to be received from 2018 Tax Levy	\$1,137,262
Cash to be received from 2019 Tax Levy	\$1,946,568
Cash to be received from the General Fund - Cash Contribution	\$3,000,000
Cash to be received from the General Fund - Abatement	\$465,784
<b>Total</b>	<b>\$7,788,137</b>

**Estimated Expenditures**

Salaries	5,211,600
<b>Total Salaries</b>	<b>\$5,211,600</b>

Prof. Dev. & Training	45,600
Employee Recognition	4,800
Membership Dues	10,800
Dues - Institutional	2,400
Mileage & Transportation	28,800
Room/Board/Meals	37,200
Hiring and Placement	960
Cafeteria Plan	474,000
EAP	2,400
<b>Total Personnel</b>	<b>\$606,960</b>

Building Security	2,400
Equipment Rental	7,200

Equipment Maintenance	186,000
Leased Equipment	72,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	66,000
Legal Expense - Publication	3,000
Bank Service Fees	6,048
Payroll Service	21,600
Professional Services	96,000
Printing	63,600
Collection Services	7,200
Internet Services	48,000
Cable TV Services	1,800
Catalog Management	30,000
Computer Circulation Expense	132,000
<b>Total Contractual Services</b>	<b>\$768,048</b>

Telephone Service	13,200
Telephone Data	8,400
Electricity	224,400
Gas	56,400
Water & Sewer	36,000
Minor Library Equipment	16,200
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	63,840
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	74,640
Postage	18,600
Shipping	12,000
Buildings	18,000
Grounds	60,000
<b>Total Supplies &amp; Utilities</b>	<b>\$670,680</b>

Books and AV	913,800
Opening Day Collection - Outreach	72,000
Programs - Adult	50,040
Programs - Children	19,200
Programs - Young Adult	24,000
Special Services/Events	8,400
Donations Expended	12,920

Computer Software	394,800
<b>Total Library Materials</b>	<b>\$1,495,160</b>

Library Equipment - Capital	450,000
Office Equipment - Capital	6,000
Library Furniture - Capital	6,000
Office Furniture - Capital	6,000
Special Projects	87,480
Automated Systems	90,000
PC Computer Equipment	330,000
Buildings - Capital	458,000
Grounds - Capital	12,000
<b>Total Capital Expenditures</b>	<b>\$1,445,480</b>

Miscellaneous	24,000
Public Relations	57,600
<b>Total Miscellaneous</b>	<b>\$81,600</b>

Per Capita Grant	101,525
<b>Total Per Capita Grant</b>	<b>\$101,525</b>

Other Grants	600
<b>Total Other Grants</b>	<b>\$600</b>

<b>Total General Fund</b>	<b>\$10,381,653</b>
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Audit Expense	14,400
<b>Total Audit Fund</b>	<b>\$14,400</b>

Unemployment Insurance	6,000
Workmen's Compensation	36,000
Liability Insurance	48,000
Umbrella Policy	15,600
Treasurer's Bond	9,000
<b>Total Liability Insurance Fund</b>	<b>\$114,600</b>

FICA	402,000
IMRF	522,000
<b>Total Social Security Fund</b>	<b>\$924,000</b>

Building Maintenance	342,000
Building Supplies	43,200
<b>Total Maintenance Fund</b>	<b>\$385,200</b>

<b>Total Operating Fund Expenditures</b>	<b>\$11,819,853</b>
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Construction Project	10,613
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<b>Total Construction Project</b>	<b>\$10,613</b>
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<b>Total Estimated Expenditures</b>	<b>\$11,830,466</b>
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Estimated Cash on Hand at Close of Fiscal Year including Working Cash Fund, Special Reserve Fund, and Bond Proceeds	<b>\$20,302,635</b>
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SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2019 and ending June 30, 2020.

**Estimated Expenditures**

Salaries	5,211,600
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<b>Total Salaries</b>	<b>\$5,211,600</b>
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Prof. Dev. & Training	45,600
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Employee Recognition	4,800
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Membership Dues	10,800
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Dues - Institutional	2,400
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Mileage & Transportation	28,800
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Room/Board/Meals	37,200
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Hiring and Placement	960
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Cafeteria Plan	474,000
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EAP	2,400
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<b>Total Personnel</b>	<b>\$606,960</b>
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Building Security	2,400
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Equipment Rental	7,200
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Equipment Maintenance	186,000
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Leased Equipment	72,000
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Bookmobile Maintenance	25,200
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Legal Expense - Attorney	66,000
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Legal Expense - Publication	3,000
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Bank Service Fees	6,048
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Payroll Service	21,600
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Tentative Budget and Appropriation Ordinance

Fountaindale Public Library District

Fiscal Year 2019/2020

Professional Services	96,000
Printing	63,600
Collection Services	7,200
Internet Services	48,000
Cable TV Services	1,800
Catalog Management	30,000
Computer Circulation Expense	132,000
<b>Total Contractual Services</b>	<b>\$768,048</b>

Telephone Service	13,200
Telephone Data	8,400
Electricity	224,400
Gas	56,400
Water & Sewer	36,000
Minor Library Equipment	16,200
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	36,000
Program Supplies	63,840
Computer Supplies	9,600
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	74,640
Postage	18,600
Shipping	12,000
Buildings	18,000
Grounds	60,000
<b>Total Supplies &amp; Utilities</b>	<b>\$670,680</b>

Books and AV	913,800
Opening Day Collection - Outreach	72,000
Programs - Adult	50,040
Programs - Children	19,200
Programs - Young Adult	24,000
Special Services/Events	8,400
Donations Expended	12,920
Computer Software	394,800
<b>Total Library Materials</b>	<b>\$1,495,160</b>

Library Equipment - Capital	450,000
Office Equipment - Capital	6,000
Library Furniture - Capital	6,000
Office Furniture - Capital	6,000

Special Projects	87,480
Automated Systems	90,000
PC Computer Equipment	330,000
Buildings - Capital	458,000
Grounds - Capital	12,000
<b>Total Capital Expenditures</b>	<b>\$1,445,480</b>
Miscellaneous	24,000
Public Relations	57,600
<b>Total Miscellaneous</b>	<b>\$81,600</b>
Per Capita Grant	101,525
<b>Total Per Capita Grant</b>	<b>\$101,525</b>
Other Grants	600
<b>Total Other Grants</b>	<b>\$600</b>
<b>Total General Fund</b>	<b>\$10,381,653</b>
Audit Expense	14,400
<b>Total Audit Fund</b>	<b>\$14,400</b>
Unemployment Insurance	6,000
Workmen's Compensation	36,000
Liability Insurance	48,000
Umbrella Policy	15,600
Treasurer's Bond	9,000
<b>Total Liability Insurance Fund</b>	<b>\$114,600</b>
FICA	402,000
IMRF	522,000
<b>Total Social Security Fund</b>	<b>\$924,000</b>
Building Maintenance	342,000
Building Supplies	43,200
<b>Total Maintenance Fund</b>	<b>\$385,200</b>
<b>Total Operating Fund Expenditures</b>	<b>\$11,819,853</b>
Construction Project	10,613
<b>Total Construction Project</b>	<b>\$10,613</b>
<b>Total Estimated Expenditures</b>	<b>\$11,830,466</b>

SECTION 3. That, except for bond proceeds, all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That, except for bond proceeds, all unexpended balances not applied in the manner set forth in Section 3 of this ordinance may be transferred to the special reserve fund created by Ordinance 1981-2 of this District, said fund to accumulate as provided in said Ordinance.

SECTION 5. That a certified copy of this ordinance be published at least once after passage in a newspaper published or circulated in the District.

SECTION 6. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT,  
WILL AND DU PAGE COUNTIES, ILLINOIS, this 19<sup>th</sup> day of September, 2019.

Approved this 19<sup>th</sup> day of September, 2019.

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Margaret J. (Peggy) Danhof  
President of the Board of Trustees of  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DU PAGE COUNTIES, ILLINOIS

ATTEST:

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Steven J. Prodehl  
Secretary



## NOTICE OF PUBLIC HEARING

Notice is hereby given that a tentative budget and appropriation ordinance for THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year beginning July 1, 2019, and ending June 30, 2020, is on file and conveniently available to public inspection at the Fountaindale Library, 300 West Briarcliff Road, Bolingbrook, Illinois; and with the Secretary of the District, and will so remain on file until final action thereon by the Board of Library Trustees.

Further notice is hereby given that a public hearing on said budget and appropriation ordinance will be held at 6:30 p.m, Thursday, September 19, 2019 at the Fountaindale Public Library, 300 West Briarcliff Road, Bolingbrook Illinois, and that final action will be taken thereon by the Board of Library Trustees at a meeting to be held immediately after said hearing at the time and place aforesaid.

Dated this 18<sup>th</sup> day of July, 2019.

THE FOUNTAINDALE PUBLIC LIBRARY  
DISTRICT, WILL AND DU PAGE  
COUNTIES, ILLINOIS

/s/ Steven J. Prodehl  
Secretary of the Board of Library  
Trustees of Said District

**RESOLUTION 2019-3**  
**RESOLUTION APPROVING AGREEMENT WITH CONTRACTOR**  
**RE OUTREACH BOOKMOBILE**

WHEREAS, the Fountaindale Public Library District (“Library District”) is a duly organized unit local of government organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Fountaindale Public Library District derives its rights, power and authority from the various sections of the Public Library District Act; and

WHEREAS, Summit Bodyworks Specialty Vehicles has submitted the lowest responsible bid per the June 17, 2019 bid opening for the work which consists of all materials, labor and equipment, as necessary for the Outreach Bookmobile; and

WHEREAS, the Board of Library Trustees believe and hereby declare that it is necessary and in the best interests of the Library District and its residents to award the bid and enter into a contract in the amount of \$398,334 to Summit Bodyworks Specialty Vehicles for an Outreach Bookmobile; and which is attached hereto as Exhibit 1 and made part hereof (the “Agreement”); and

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

SECTION ONE: The foregoing recitals shall be and are hereby incorporated as findings as if said recitals were fully set forth within this Section One.

SECTION TWO: The Board of Trustees of the Fountaindale Public Library District hereby approves the award of the bid to the lowest responsible bidder, Summit Bodyworks Specialty Vehicles, for an Outreach Bookmobile in an amount not to exceed \$398,334 for the base bid, Walkthrough Option, SBW 3rd Year Limited Upfit Warranty Option, and Freightliner Extended Warranty Option, as set forth in Exhibit 1 attached hereto and made a part hereof. The Board directs staff to take the necessary steps to enter into said contract in substantially the same form with Summit Bodyworks Specialty Vehicles.

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

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

PASSED THIS 18<sup>th</sup> day of July, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 18<sup>th</sup> day of July, 2019.

ATTEST:

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

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Steven J. Prodehl  
Secretary, Board of Library Trustees

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
CONTRACT FOR OUTREACH BOOKMOBILE**

This Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the **FOUNTAINDALE PUBLIC LIBRARY DISTRICT** (the "District") and the undersigned (the "Contractor").

1. **Scope of the Work.**

This contract includes and incorporates each of the exhibits attached hereto. These include Bid for Outreach Services Bookmobile, Bidder Submission, Anti-Collusion Affidavit of Compliance, Certificate of Insurance, Contractor and Subcontractor Substance Abuse Prevention Policy, Contractor's Certification, Contractor's Drug-Free Workplace Certification, Fair Employment Practices Affidavit of Compliance, Indemnity Hold Harmless Agreement. The Contractor shall perform all of the Work identified on Exhibit 1, attached hereto and made a part hereof, in a good and workmanlike manner, without defects or deficiencies of any kind, to the satisfaction of the District's Executive Director. The Work shall be completed in a timely manner in accordance with the Schedule of Performance set forth on Exhibit 1: Bid for Outreach Services Bookmobile. The Contractor will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for implementation of the services to be provided hereunder. Further, should the District require additional services beyond the scope of the bid documents, such services may be obtained from the Contractor through mutual agreement, in writing, between the District and Contractor. In this event, such written mutual agreement shall be considered as an addendum to this Agreement, with all provisions of this Agreement applicable to the service being provided by the Contractor in the addendum.

2. **Payment.**

Payment shall be made per the terms in the Bid for Outreach Services Bookmobile.

3. **Subcontracting.**

In the event the Contractor should need to subcontract a portion of the Work required under this Contract, the Contractor shall submit a written letter specifying the need for subcontracting, along with the subcontractors contact information including name, address, phone number and contact. All provisions within the Contract Documents shall apply to the subcontractor, including the specified performance bond and insurance requirements, if any, which must be submitted to the District by the subcontractor per Exhibit 1: Bid for Outreach Services Bookmobile. The Contractor shall be held responsible to the District for all work performed by the Contractor and by a subcontractor working on the Contractor's behalf. No Work by any subcontractor may be conducted until such time as the District gives written permission to the Contractor allowing such Work.

4. **Timely Performance.**

The District and Contractor recognize that time is of the essence of this Agreement, and that the District will suffer financial loss if the Work is not completed within the time period specified. Accordingly, the District and Contractor agree that the District or Contractor will deduct three hundred dollars (\$300.00) from the Final Payment Amount for each calendar day that the Work has not been completed in a timely and proper manner by the Contractor. The Contractor recognizes that the District, at its sole discretion, will determine whether the Contractor is performing in a timely and proper manner. In the event the Contractor does not perform services in a timely and proper manner, the Contractor shall be responsible for making full payment to the District for any and all extra work incurred by the District as a result of the Contractor's failure.

5. **Provisions Included**

In resolving inconsistencies among two or more sections of the Contract Documents, precedence shall be given in the following order:

First	Agreement
Second	Laws and Regulations
Third	General Requirements
Fourth	Specifications
Fifth	Contract Drawings
Sixth	Provisions Included

The Additional Terms and Conditions page furnished by Summit is hereby deleted.

6. **Force Majeure.**

The Contractor will not be liable to the District for any failure or delay in rendering services arising out of causes beyond its control and without fault or negligence. Such causes may include, but not be limited to, acts of God or a public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence. Dates or times of service will be extended to the extent of delays excused by this action, provided that the Contractor promptly notifies the District in writing of the existence and nature of such delay.

7. **Termination.**

The Contract will remain in force for the full period specified and until the District determines that all requirements and conditions have been satisfactorily met and the District has accepted the Work, and thereafter until the Contractor has met all requirements and conditions relating to the Work. However, the District will have the right to terminate this Contract sooner if the Contractor has failed to perform satisfactorily the Work required, as determined by the District in its sole discretion.

In the event the District decides to terminate this Contract for failure to perform satisfactorily, the District will give the Contractor at least fifteen (15) days written notice before the termination takes effect. Such fifteen (15) day period shall commence upon the mailing of notice by the District. If the Contractor fails to cure the default within the fifteen (15) days specified in the notice and the Contract is terminated for the Contractor's failure to provide satisfactory Contract performance, any portion of the service costs not paid to the Contractor shall be forfeited to the District in order to cover the costs related to remedying the Contractor's failure to provide satisfactory Contract performance. At the option of the District, the Contractor may be given additional time to cure the defaults.

Except as otherwise directed by the District, in the case of termination for default by the District, the Contractor shall stop Work on the date receipt of notice of the termination or other date specified in the notice, place no further orders or subcontracts for materials, services or facilities except as are necessary for the completion of such portion of the Work not terminated, and terminate all Contracts and subcontracts (if applicable) and settle all outstanding liabilities and claims.

If the Contractor is declared by the District to be in default under the Contract, then the Contractor shall be responsible for making full payment to the District for any and all extra Work or damages incurred by the District as a result of the Contractor's default, and shall pay the District for all attorney's fees and court costs incurred by the District as a result of the Contractor's default in order to protect the District's rights under the Contract with the Contractor and to remedy the Contractor's default.

8. **Non-Assignment.**

This Contract may not be assigned without the District's prior consent to any third party.

9. **Compliance with Laws.**

The Contractor agrees that all Work done under this Contract shall be performed in accordance with all applicable local, state and federal laws, rules and regulations. Without limiting the generality of the foregoing, the Contractor and each Subcontractor performing Work under this Contract shall comply in all respects with all laws governing the employment of labor, Social Security, and Unemployment Insurance of both the State and Federal government.

10. **Complete Agreement.**

This Contract incorporates the full and complete understanding of the parties to the exclusion of any terms or provisions not expressly set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate, each of which shall be deemed an original, on the date first above written.

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT,**

BY:\_\_\_\_\_

**CONTRACTOR:**

\_\_\_\_\_

BY:\_\_\_\_\_

Signature of Officer

ATTEST:

\_\_\_\_\_

## **EXHIBIT 1**

### **Bid for Outreach Services Bookmobile**



## **EXHIBIT 2**

### **Bidder Submission**

## **EXHIBIT 3**

### **Anti-Collusion Affidavit of Compliance**

**EXHIBIT 4**

**Certificate of Insurance**

## **EXHIBIT 5**

### **Contractor and Subcontractor Substance Abuse Prevention Policy**

## **EXHIBIT 6**

### **Contractor's Certification**

## **EXHIBIT 7**

### **Contractor's Drug-Free Workplace Certification**

## **EXHIBIT 8**

### **Fair Employment Practices Affidavit of Compliance**

## **EXHIBIT 9**

### **Indemnity Hold Harmless Agreement**





Paul Mills  
Executive Director  
Fountaindale Public Library District  
300 West Briarcliff Road  
Bolingbrook, IL 60440

**Outreach Services Bookmobile Bid**

**Bids Due: June 17, 2019 04:00PM CST**

Submitted by:



**SPECIALTY VEHICLES**

Laura Nederbragt  
Sales Manager  
13525 County Road 8  
Fort Lupton, CO 80621  
[lnederbragt@summitbodyworks.com](mailto:lnederbragt@summitbodyworks.com)  
FEIN: 84-1088753  
303-301-7489



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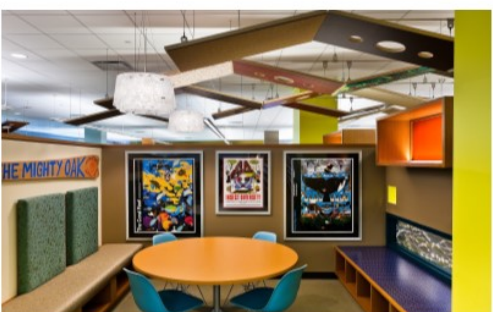
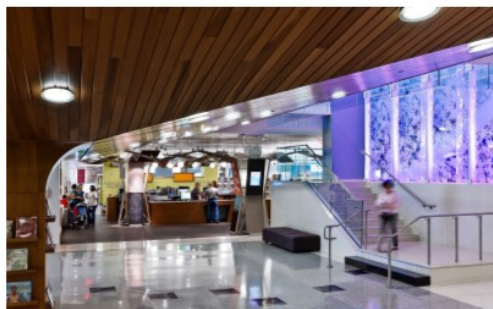
## **SPECIALTY VEHICLES**

### **Section 1**

#### **1.1 Original RFP**

#### **1.2 Questions and Answers**

2019



## Outreach Services Bookmobile Bid

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

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## **Background**

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

## **Timeline**

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

## **Instructions**

### **Bid Contact Person:**

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

### **Questions and Notifications**

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

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

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

### **Bid Submission**

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

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

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

Bids must include the following sections in this order:

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

### **Bid Security**

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



## **Conditions of the Contract**

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

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

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

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

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

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

## **Compliance with Requirements**

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

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

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

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

### **Cost of Preparing Bid**

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

### **Preparation of Bid**

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

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

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

### **Competition**

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

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

### **Bid Disclosures**

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

### **Bid Term**

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

### **Sales Tax Exemption**

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

### **Award Authority**

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

### **Method of Award**

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

### **Brand Names**

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

### **Contract Alterations and Integration**

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

### **Contract Required**

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

### **Delivery**

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

The completed vehicle shall be delivered to the following address:

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

### **Evaluation Criteria**

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

### **Indemnification**

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

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

### **Infringement**

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

### **Insurance**

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

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

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

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

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

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

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

### **Payments, Discounts, and Invoices**

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

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

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

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

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

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

### **Abandonment**

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

### **Vehicle Lifetime**

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

## 1. GENERAL SPECIFICATIONS

### 1.1 Scope

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



## 1.2. Manuals and Documentation

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

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

## 1.3. New Equipment

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

## 1.4. Quality & Standards

1.4.1. Brand names and model numbers are used throughout this document to convey desired quality levels, with the option for equivalents. The library and/or its authorized agents shall be the sole judge of whether a manufacturer's offerings are deemed equivalent for the purpose of this project.

1.4.2. Conversion accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction. All dimensions, weight, and performance values shall be in accordance to SAE J732c and J742b, as last revised. The vendor



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

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

#### 1.5. Guarantee

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

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

1.6. Inspections

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

1.7. Training

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

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

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

## **2. VEHICLE SPECIFICATIONS**

### **2.1. Intent**

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

### **2.2. Type**

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

### **2.3. Capacities/Dimensions**

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

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

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

## 2.4. Cab Chassis

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

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

## 2.4.2. Engine

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

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

2.4.2.3. Current model year EPA emission certification

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

2.4.2.5. Engine idle shutdown system

2.4.2.6. Cold starting assistance system

2.4.2.7. Electronic cruise control

2.4.2.8. Engine oil drain plug, magnetic

2.4.2.9. Engine shutdown electric, key operated

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

2.4.2.11. Air cleaner restriction indicator, air cleaner mounted

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

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

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

#### 2.4.3. Transmission and Equipment

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

#### 2.4.4. Front Axle, Suspension and Equipment

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

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

2.4.4.7. Power steering gear

2.4.4.8. Synthetic front axle lube

#### 2.4.5. Rear Axle, Suspension and equipment

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

2.4.5.2. Gear ratio to meet performance requirements.

2.4.5.3. Rear axle drain plug; magnetic

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

2.4.5.5. Dual air rear suspension leveling valves

2.4.5.6. Synthetic rear axle lube

2.4.5.7. Heavy-duty driveshaft

#### 2.4.6. Brake System

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

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

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

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

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

#### 2.4.7. Frame and Equipment

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

2.4.7.2. Maximum OAL; for LP chassis

2.4.7.3. Rear cross member, AF

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

2.4.7.5. Rear tow hooks, frame-mounted

#### 2.4.8. Fuel Tank and Equipment

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

#### 2.4.9. Front Tires, Hubs & Wheels

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

#### 2.4.10. Rear Tires, Hubs & Wheels

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

#### 2.4.11. Spare Tire

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

#### 2.4.12. Electrical System

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

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

#### 2.4.13. Cab Exterior

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



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

#### 2.4.14. Cab Interior

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

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

2.4.15.15. Meritor WABCO OnGuardACTIVE collision mitigation system

2.4.15.16. OnLane lane departure warning system

2.4.15.17. AM/FM/WB radio with auxiliary input, and Bluetooth capabilities

2.4.15.17.1. Radio shall include two (2) deluxe commercial quality coaxial radio speakers in the cab.

2.4.16. Color

2.4.16.1. Cab color: White

2.4.16.2. Base coat/clear coat type, 1 tone

## 2.5. Hybrid Driveline

2.5.1. An Odyne plug-in parallel hybrid system shall be added to the chassis to assist with vehicle launch. System shall connect to the chassis driveline via the PTO only and include, at a minimum, the following components.

2.5.1.1. 0hp Remy motor (110hp peak), to provide launch assist and regenerative braking features

2.5.1.2. .2 kWh Johnson Controls, 300V, maintenance free lithium-ion battery pack, mounted LH side of frame rails

2.5.1.2.1. Charge time shall be 4 hours with 220V/30A (level 2) supply

2.5.1.2.2. Battery warranty shall be a minimum of 4 calendar years

2.5.1.3. SAE J1772 charging cord, with cord receptacle mounted LH side in easily accessible location

2.5.1.4. Exportable power via liquid-cooled inverter assembly (for conversion accessories), 120VAC, 8.0KW minimum and 12VDC, 100A minimum

2.5.1.5. Dash-mounted LCD driver display screen

2.5.1.6. System installation shall be fully completed by Odyne Systems, LLC in Pewaukee WI

2.6. Body

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

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

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

2.6.3. 3/4" (minimum) exterior plywood or approved equivalent floor

2.6.4. No wheel wells; flat floor.

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

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

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

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

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

2.6.7. Chrome plated composite corner

2.6.8. Side wall Z-posts; 16" OC

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

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

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

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

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

2.6.14. Roof reinforcement for A/C units

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

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

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

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

### 3. CONVERSION SPECIFICATIONS

#### 3.1. Exterior

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

## 3.2. Interior

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

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

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

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

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

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

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

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

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

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

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

### 3.3. Electrical System – AC

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



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

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

#### 3.4. Electrical System – DC/Other

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

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

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

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

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

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

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

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

### 3.5. Miscellaneous Components

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



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

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

#### **4. OPTIONAL ITEMS** (please quote these items separately)

##### **4.1. Extended Warranties**

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

##### **4.2. Full Standing Height Cab Walk-through**

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

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

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

- 4.2.2.

##### **4.3. Additional Book Carts**

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

#### 4.4. Solar Panel System

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

#### 4.5. Video Surveillance System

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

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

Reference:

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

### **Contract**

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

### **Additional Required Documents**

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

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

**Fountaindale Public Library District**  
**Outreach Services Bookmobile Bid**  
**Questions and Answers**  
**May 29, 2019**

1.

2.5.1.1: Please clarify bid states 0hp Remy motor.

Answer: [Michael Swendrowski] This should read 80hp Remy motor.

2.

2.5.1.2: Please clarify bid states .2kWh Johnson Controls.

Answer: [Michael Swendrowski] This should read 14.2 kWh Johnson Controls.

3.

3.1.2: Drawing has a 32" monitor built into wheelchair door, but not in the specifications. Is that correct? There is also a drop-down 32" monitor over the wheel chair lift per 3.3.7.

Answer: [Michael Swendrowski] This is a mistake. There is not a 32" monitor built into the rear door.

4.

3.1.7: Our standard exterior monitor size is 70". Can we offer the 65" Sun Brite Veranda Series versus the 75"?

Answer: [Michael Swendrowski] We will assess this further during our analysis. Please include price difference for 75" version.

5.

We would like to clarify that if option 4.5 is chosen it will omit 3.4.24 and 3.4.27 based on the video surveillance capabilities.

Answer: [Michael Swendrowski] Understood.



## **SPECIALTY VEHICLES**

### **Section 2**

#### **2.1 Summit Bodyworks Introduction**

#### **2.2 References**

#### **2.3 Staff Resources**

#### **2.4 Warranty, Customer Support & Service Centers**

#### **2.5 Proposal Page**

#### **2.6 SBW Terms and Conditions of Sale**

#### **2.7 Exceptions Page**



## **Introduction**

Thank you for inviting Summit Bodyworks to bid on your new bookmobile. Enclosed you will find the required information to complete our bid for your request for proposal.

For more than 25 years Summit Bodyworks has been the nation's premier builder of specialty vehicles across a wide range of industries. Summit Bodyworks' goal is to exceed your expectations in everything we do. Each custom vehicle we build is unsurpassed in quality and functionality only matched by the service and support you'll receive from us every step of the way.

In 2008 we became part of the Transwest family of companies. Transwest is a premier automotive provider in the U.S. – offering sales, parts, service, and finance for nearly every segment of the transportation industry.

As part of Transwest we have the ability to provide unparalleled service and support by utilizing our partner network and company offices located throughout the United States and Canada. From direct dealer support to world-class financing options to the support you'll receive long after your vehicle leaves our location – Summit Bodyworks does what others cannot.

Summit Bodyworks is a leader in the design, engineering, and manufacturing for your Specialty Vehicles

Should you have any questions regarding this bid, please feel free to call or email me at [lnederbragt@summitbodyworks.com](mailto:lnederbragt@summitbodyworks.com) or 303-301-7489.

Thank you,

Laura Nederbragt

Brand New Manufacturing Facility in Fort Lupton, CO.



13525 County Road 8 Fort Lupton, CO 80621 T: 303.301.7550 [summitbodyworks.com](http://summitbodyworks.com)



#### References:

1. Type: Ford F550 and Freightliner M2 Bookmobiles  
Date of Completion: 05/02/2018  
Company Name: North Central Regional Library  
Address: 16 N Columbia Street  
City, State, Zip: Wenatchee, WA 98801  
Company Contact Name or Dept: Luke Ellington  
Company Contact Telephone #: 509-663-1117 ext 110  
Company Contact Email Address: [lellington@ncrl.org](mailto:lellington@ncrl.org)
2. Type: Freightliner M2 22' Body Bookmobile  
Date of Completion: 04/10/2017  
Company Name: City of Iowa City  
Address: 410 E. Washington  
City, State, Zip: Iowa City, IA 52240  
Company Contact Name or Dept: Dan Striegel  
Company Contact Telephone #: 319-356-5197  
Company Contact Email Address: [dan-striegel@iowa-city.org](mailto:dan-striegel@iowa-city.org)
3. Type: Freightliner M2 18' Body Bookmobile  
Date of Completion: 06/17/2016  
Company Name: Santa Cruz Public Library  
Address: 1125 River St.  
City, State, Zip: Santa Cruz, CA 95060  
Company Contact Name or Dept: Eric Chalfant  
Company Contact Telephone #: 831-295-4768  
Company Contact Email Address: [chalfante@santacruzpl.org](mailto:chalfante@santacruzpl.org)
4. Type: Sprinter Bookmobile and Outreach  
Date of Completion: 10/19/17  
Company Name: County of Burlington  
Address: 5 Pioneer Blvd  
City, State, Zip: Westampton, NJ 08060  
Company Contact Name or Dept: Ranjna Das  
Company Contact Telephone #: 609-267-9660 ext. 321  
Company Contact Email Address: [rdas@co.burlington.nj.us](mailto:rdas@co.burlington.nj.us)
5. Type: Mobile Preschool, 33' Winnebago WFJ33S, Ford  
Date of Completion: 12/29/17  
Company Name: Vail Valley Foundation  
Address: 90 W Benchmark Rd #300  
City, State, Zip: Avon, CO 81620  
Company Contact Name or Dept: Deb Dutmer  
Company Contact Telephone #: 970-777-2015  
Company Contact Email Address: [dduttmer@vvf.org](mailto:dduttmer@vvf.org)





**Staff Resources:**

Laura Nederbragt  
Sales Manager  
Over 25 Years of Experience in Sales and Customer Service

Mike Arnett  
Sales Engineer  
Over 18 Years of Experience as an Engineer

David Smith  
Specialty Production Manager  
Over 20 Years of Experience in Customer Service, Management, Mobile Electronics and Installation

Connor Flansburg  
Procurement Project Coordinator  
Over 6 Years in Parts, Procurement and Vehicle Upfits

Jennifer Samora  
Project Sales Coordinator  
Over 10 Years of Experience in Hospitality and Customer Service

Brian Wright  
Vehicle Design Engineer  
Over 25 Years in Vehicle Design and Manufacturing

Matthew Oberg  
Vehicle Design Engineer  
Over 6 Years in Wood Shop Manufacturing and Design

Michael Councill  
Lead Electrical/Engineer  
EVTCC Certified and MECP Certified  
Over 20 Years of Experience

Jeff McKinney  
Lead HVAC Installer  
Over 18 Years of Mobile Heating, AC and Accessories

Oscar Villanueva  
Lead Metal Fabrication  
Over 25 Years of Experience in Metal Fabrication

**Warranty:**

Summit Bodyworks: 2 Year Limited Upfit, Option to purchase 3rd Year.

Freightliner: 2 Year, Unlimited Miles

SBW Truck and Van Bodies: 1, and 3 Year Limited

Please see attached warranties for detailed information.

**Customer Support:**

We have a full time service coordinator for all service needs, warranty work and questions. We have access to ship most parts within a day or two if necessary. We also will make a short training video if requested along with having an onsite training. We always organize a manual with all warranty information from all items installed in the vehicle along with the closest service stations.

**Service Centers:**

*(We will work with the closest authorized dealer or shop to your facility.)*

**Chassis Service:**

Transchicago Truck Group  
19521 NE Frontage Road  
Shorewood, IL 60404  
815-600-8301  
17 Miles

**Generator Service:**

Cummins Sales and Service  
7145 Santa Fe Drive  
Hodgkins, IL 60525  
708-579-9922  
14 Miles

**Coleman-Mach A/C Service, & Conversion Services:**

MRW Truck & Trailer Repair  
31 W 622 Schoger Dr.  
Naperville, IL 60564  
630-820-8552  
11 Miles



13525 County Road 8, Ft, Lupton, CO 80621  
 Phone: 303-301-7550 Fax: 303-288-2847  
 Date: 6/10/2019

# Proposal

Fountaindale Public Library  
 300 W. Briarcliff Rd.  
 Bolingbrook, IL 60440  
 Paul Mills: pmills@fountaindale.org

SALESPERSON	EMAIL	FOB	DELIVERY METHOD	PAYMENT TERMS
Laura Nederbragt	lnederbragt@summitbodyworks.com	Fountaindale County	Delivery to Customer	1/3 Down Balance Due Before Delivery and after inspection

QTY	NAME	DESCRIPTION	UNIT PRICE	TOTAL
1	Bookmobile	Freightliner M2 Chassis with 22' Aluminum Dry Van Body with Cab-Over. Odyne Hybrid Driveline System. Includes \$12,000 graphics allowance and delivery.	<b>\$384,109.00</b>	<b>\$384,109.00</b>
Spec #		<b>Options (Please Circle your Options)</b>		
4.2	Walkthrough	Upgrade from Crawl-through to Full Stand-up Walkthrough (4.2.1.2 See Exceptions on Warranty)	\$5,850.00	\$5,850.00
4.3	Bookcarts	Additional Book Carts Non-Wallhugger (ea)	\$1,310.00	\$1,310.00
4.4	Solar Panel	(4) Solar Panel System AM Solar (subject to change based on the needs of the Odyne system)	\$3,262.00	\$3,262.00
4.5	Video Surveillance	Upgraded System Seon Video Surveillance System	\$5,732.00	\$5,732.00
NA	SBW 3 <sup>rd</sup> Year Limited Upfit Warranty	SBW Limited Upfit Warranty (Included in Bid Package)	\$2,750.00	\$2,750.00
NA	Freightliner Extended Warranty	5 Year 100,000 Miles Limited Warranty (Engine, ATX, Allison Transmission, Axels, Chassis TC4, and Towing FTL chassis components only)	\$5,625.00	\$5,625.00

## Terms and Conditions

1. Proposal is valid for 60 days from June 18, 2019
2. Proposal does not include state registration fees or taxes.
3. Subject to Summit Bodyworks Sales Terms and Conditions
4. Delivery ETA is estimated to be **360 Days** from the Receipt of Deposit, not counting any OEM Freightliner, Body and or Odyne Manufacturing Delays.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and email to Laura Nederbragt at [lnederbragt@summitbodyworks.com](mailto:lnederbragt@summitbodyworks.com) or fax to 303-288-2847

## TERMS AND CONDITIONS OF SALE

**1. TERMS OF PAYMENT** The terms, unless otherwise agreed are cash on delivery. Any payment which is not made when due shall bear interest thereafter at the rate of prime plus 4% per annum or the maximum permitted under any applicable state law, whichever is less. If the shipments are delayed by the Purchaser, payment shall become due on the date when the Seller is prepared to make shipment. If the financial condition of the Purchaser at any time does not, in the judgment of the Seller, justify continuance of the work to be performed by the Seller hereunder on the terms of payment as agreed upon, the Seller may suspend such work and deliveries and require such assurances of Purchaser's performance as Seller deems adequate, including full or partial payment in advance or Seller may cancel this order and shall receive reimbursement for its reasonable and proper cancellation charges. In the event of bankruptcy or insolvency of the Purchaser or in the event any proceeding is brought against the purchaser, voluntarily or involuntarily; under the bankruptcy or any insolvency laws, the Seller shall be entitled to cancel any order then outstanding at any time during the period allowed for filing claims against the estate and shall receive reimbursement for its reasonable and proper cancellation charges. No other payment terms are acceptable unless agreed to in writing by the parties.

**2. CANCELLATION** Due to the specific, custom nature of the equipment hereunder, the agreement between the Buyer and Seller may not be revoked or cancelled by the Buyer.

**3. SALES AND OTHER TAXES** The Seller's prices includes Federal Excise Tax, where applicable, but do not include sales, use or similar taxes. Consequently, in addition to the price specified herein, the amount of any present or future sales, use or other similar tax applicable to the sale or use of the trucks, vehicles or other equipment purchased hereunder shall be paid by the Purchaser, or in lieu thereof, the Purchaser shall provide the Seller with a tax exemption certificate acceptable to the taxing authorities.

**4. DELIVERY** All vehicles and equipment furnished hereunder shall be delivered to the Purchaser at the factory or other point of shipment. Unless provided to the contrary, deliveries will be made via carriers and routes selected by the Seller with freight charges to be assumed by the Purchaser. The risk of loss or damage, latent or otherwise, shall pass to the Purchaser upon delivery to the carrier. If shipments are delayed by the Purchaser, vehicles held for the Purchaser shall be at its risk and expense. Delivery dates are approximate and are based upon receipt of all necessary information from the purchaser. The Seller shall not be liable for delays in delivery or failure to manufacture or deliver due to : (1) causes beyond its reasonable control; (2) acts of God, acts of the purchaser, acts of civil or military authorities, priorities, fire, strikes, floods, epidemics, war, riot, delays in transportation; (3) inability due to causes beyond its reasonable control to obtain necessary labor, materials, components, or manufacturing facilities. In the event of any such delay, the date of delivery shall be extended for a period equal to the time lost by reason of the delay.

**5. CREDIT DEDUCTIONS** Purchaser agrees that in making payments to Seller, no deductions of any credits for warranty claims or otherwise shall be made unless Purchaser has received written notice from seller approving such credit.

**6. TITLE AND REMEDIES** Until full payment of all obligations of the Purchaser hereunder, the Seller reserves the title to all equipment furnished hereunder. If the Purchaser defaults in payment or performance hereunder or becomes subject to insolvency, receivership, or bankruptcy proceedings or makes an assignment for the benefit of creditors or without the consent of the Seller voluntarily or involuntarily sell, transfers, leases, or permits any lien or attachment on the equipment delivered hereunder, the Seller may treat all amounts then or thereafter owing hereunder by the Purchaser to be immediately due and payable (subject only to credits required by law) and the Seller may repossess said equipment by any means available by law. Purchaser shall execute and deliver to Seller such financing statements and other writings as Seller may deem appropriate to evidence, perfect and protects its security interest in the trucks and/or equipment subject to this order and the priority thereof.

**7. DISPUTES** Any and all disputes and claims of any kind and nature whatsoever arising under this Agreement (including by reference the provisions set forth in the Owner's Warranty Information Book) shall be handled as provided in this Section. This Agreement shall be deemed to have been made in the State of Colorado (without regard to the conflict of law principals of the State), including all matters of construction validity and performance regardless of the location of the truck and/or equipment supplied hereunder. Seller and Purchaser expressly waives any and all right to a jury trial regarding any dispute hereunder. Purchaser hereby irrevocably submits to the exclusive jurisdiction and venue of courts sitting in Adams County, Colorado. Purchaser hereby irrevocably waives, and hereby agrees not to assert by way or motion, defense, or otherwise, any claim that Purchaser is not subject personally to the jurisdiction of such courts, that the truck or other vehicle or equipment to be supplied hereunder or any other property of Purchaser is exempt or immune from attachment or execution, that any action brought under this Agreement is brought in an inconvenient forum, that the venue of action is improper or that this Agreement cannot be enforced by any such courts. Notwithstanding the foregoing, Seller may bring an action in replevin, trespass, detinue, trover or any similar action in any jurisdiction in which the property subject to such action is located.

**8. GENERAL** Any assignment of this order, or any rights hereunder, by the Purchaser without written consent of the Seller shall be void. Clerical errors of this order shall be automatically corrected upon giving written notice thereof to the Purchaser by a duly authorized representative of the Seller.

No waiver, alteration, or modification of any of the provisions hereof shall be binding unless in writing and signed by a duly authorized representative of the Seller.

This writing (including by reference the provisions set out in the Owner's Warranty Information Book) shall constitute the entire agreement between the purchaser and Seller and no understanding or obligations not herein or in the Owner's Warranty Information Book expressly set forth are binding upon the Purchaser and Seller.

Purchaser's order is subject to acceptance by an authorized officer of Summit Bodyworks.



13525 County Road 8, Ft, Lupton, CO 80621  
Phone: 303-301-7550 Fax: 303-288-2847  
Date: 6/10/2019

# Proposal

Fountaindale Public Library  
300 W. Briarcliff Rd.  
Bolingbrook, IL 60440  
Paul Mills: [pmills@fountaindale.org](mailto:pmills@fountaindale.org)

## Exceptions/Clarifications Page

- **2.4.2.14. Aluminum radiator; 2-row, cross flow, over under system with charge air cooler. Includes low coolant audible indicator alarm - 266-100 700 SQUARE INCH ALUMINUM RADIATOR. No audible alarm, only visual**
- **2.4.5.2. Freightliner Airliner or equivalent air suspension; 17,500lb. (Approximate) capacity, set to "mid" ride-height, with shock absorbers - 621-007 AIRLINER HIGH POSITION RIDE HEIGHT. 19.5 wheels prevent mid-ride height**
- **2.4.9.2 & 2.4.10.2 Requested tires do not meet GVWR requirements - 093-1TK MICHELIN X MULTI Z 265/70R19.5 14 PLY RADIAL FRONT TIRES - 094-1TK MICHELIN X MULTI Z 265/70R19.5 14 PLY RADIAL FRONT TIRES**
- **2.4.12.15 Five amber LED lights mounted on sun visor - Lights are mounted on top of cab**
- **2.4.13.14 Heated windshield - 663-029 1-PIECE TINTED CURVED BONDED WINDSHIELD WITH HEATED WIPER BLADE PARK AREAS**
- **2.4.13.13 Fog lights mounted in front bumper - 315-062 RECTANGULAR CLEAR FOG LIGHTS MOUNTED UNDER BUMPER**
- **2.4.6.1. Dual air system, with automatic slack adjustment, dust shields and four channel ABS - Dust shields not available in combination with 19.5 tires**
- **3.4.18: Recommendation from Manufacturer would be (2) D4's installed above floor. Installations below floor are not recommended and have proven to perform poorly.**
- **4.2.1.2: We do not offer a 10 year Warranty. Our Walkthrough would fall under our standard 2-Year upfit Warranty with the option to purchase a 3rd year.**
- **4.4.1.2: We have not been able to verify that the Odyne system can be charged by Solar. This option can change in price and/or availability.**



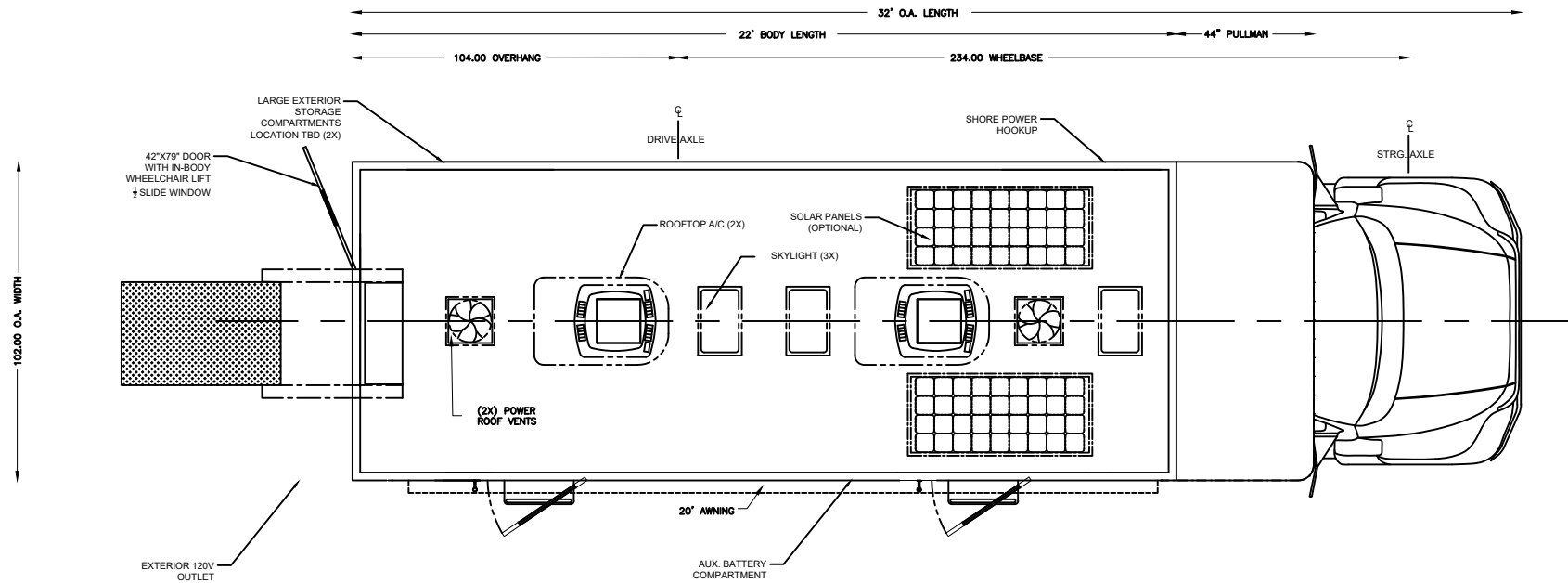
## **SPECIALTY VEHICLES**

### **Section 3**

#### **3.1 Drawings**

#### **3.2 Bookmobile Examples**





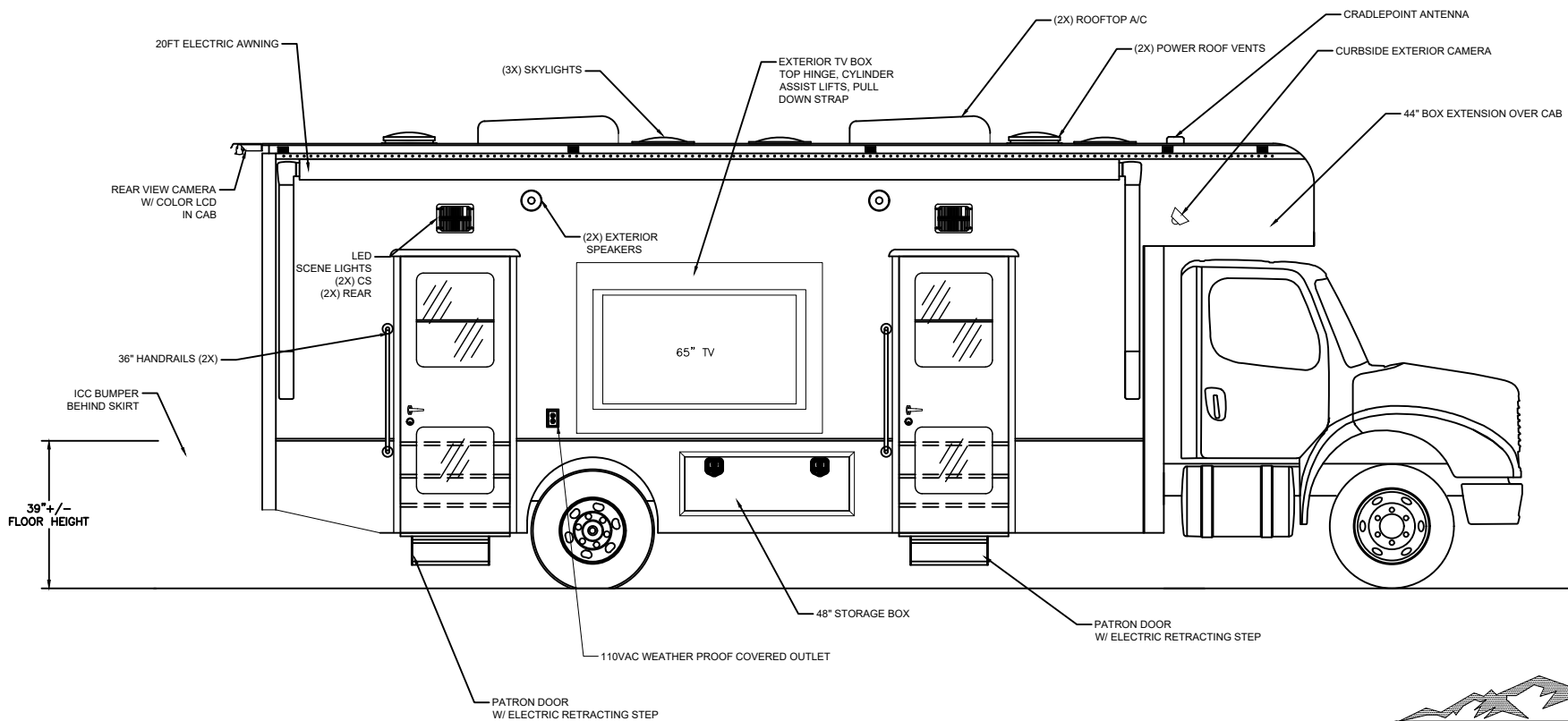
ROOF PLAN

THIS DOCUMENT CONTAINS PROPRIETARY DATA OF SUMMIT BODYWORKS AND SHALL NOT BE USED FOR PURPOSES OTHER THAN THOSE AGREED UPON BETWEEN SUMMIT BODYWORKS AND ITS CUSTOMER AND THE INTENDED PROJECT THAT IT IS SUBMITTED FOR.


 <b>SUMMIT BODYWORKS</b>	
REV #	OUTDOOR
<b>PRELIM</b>	<b>FOUNTAINDALE PUBLIC LIBRARY</b>
APPROVED SIGNATURE	
X	
DATE	DESCRIPTION
<b>6/11/2019</b>	<b>22'X102" FTL M2 CABOVER</b>
DRAWN BY	
<b>SBW - MA</b>	<b>PLAN VIEW</b>
SUMMIT #	
<b>SBW 1.0 ROOF</b>	

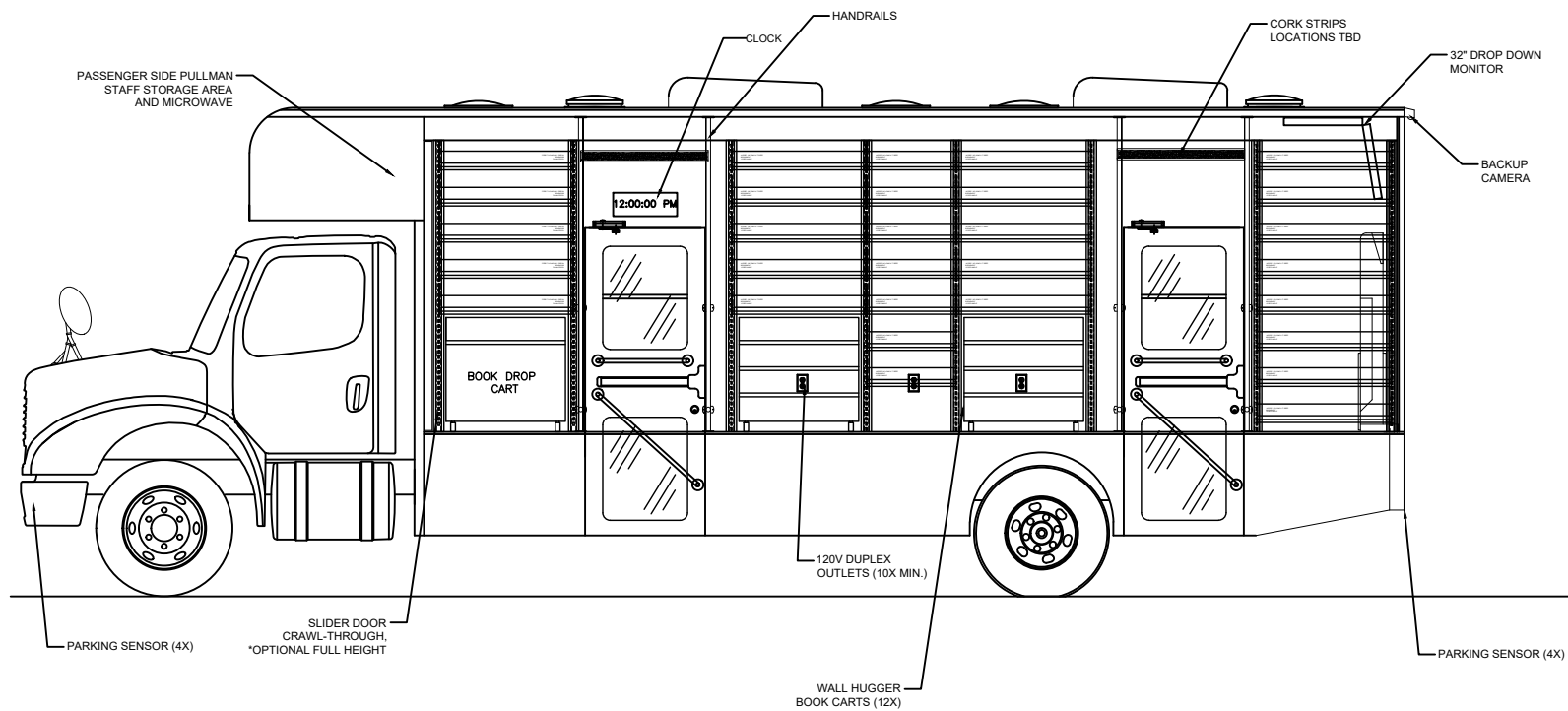







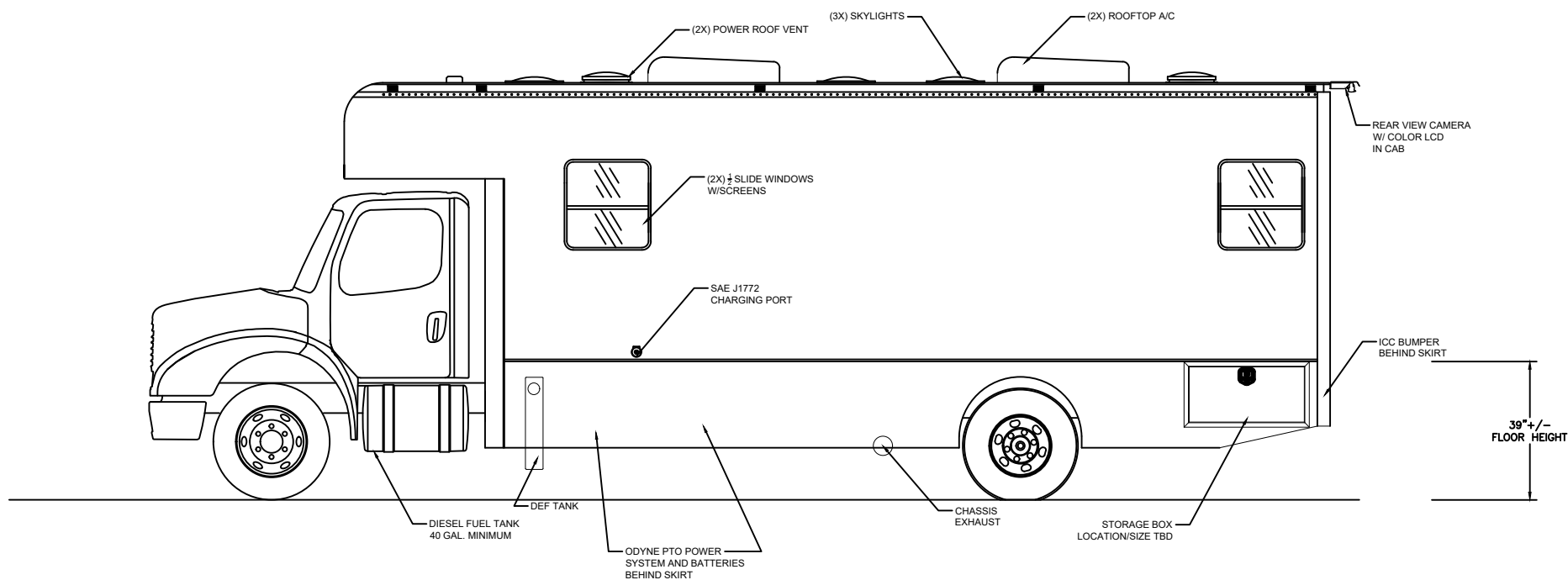
THIS DOCUMENT CONTAINS PROPRIETARY DATA OF  
SUMMIT BODYWORKS AND SHALL NOT BE USED FOR  
PURPOSES OTHER THAN THOSE AGREED UPON BETWEEN  
SUMMIT BODYWORKS AND ITS CUSTOMER AND THE  
INTENDED PROJECT THAT IT IS SUBMITTED FOR.

 <b>SUMMIT BODYWORKS</b>	
REV #	DATE
<b>PRELIM</b>	<b>FOUNTAINDALE PUBLIC LIBRARY</b>
APPROVED SIGNATURE	
X	
DATE	DESCRIPTION
<b>6/11/2019</b>	<b>22 FT FTL M2 CABOVER</b>
PROJECT NO.	PROJECT NAME
<b>SBW - MA</b>	<b>PS EXTERIOR ELEVATION</b>
<b>SBW 1.1</b>	



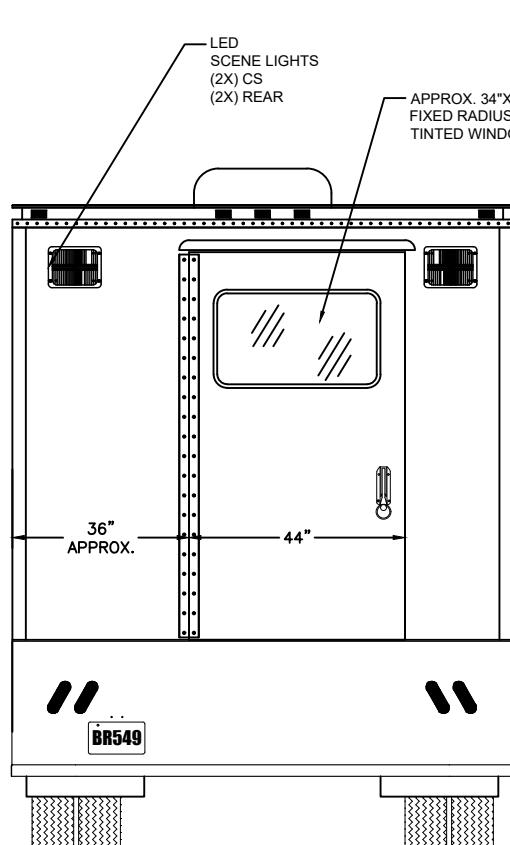
 <b>SUMMIT BODYWORKS</b>	
JOB # <b>PRELIM</b>	CUSTOMER <b>FOUNTAINDALE PUBLIC LIBRARY</b>
APPROVED DATE <b>X</b>	
DATE <b>6/11/2019</b>	DESCRIPTION <b>22 FT FTL M2 CABOVER</b>
DRAWN BY <b>SBW - MA</b>	<b>PASSENGER INTERIOR</b>
PART # <b>SBW 2.2</b>	

THIS DOCUMENT CONTAINS PROPRIETARY DATA OF SUMMIT BODYWORKS AND SHALL NOT BE USED FOR PURPOSES OTHER THAN THOSE AGREED UPON BETWEEN SUMMIT BODYWORKS AND ITS CUSTOMER AND THE INTENDED PROJECT THAT IT IS SUBMITTED FOR.

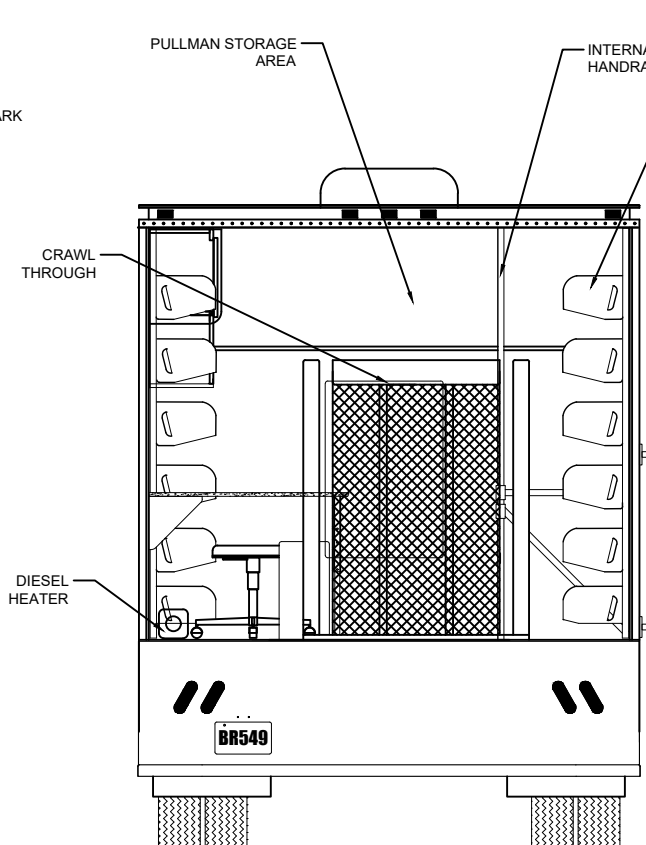


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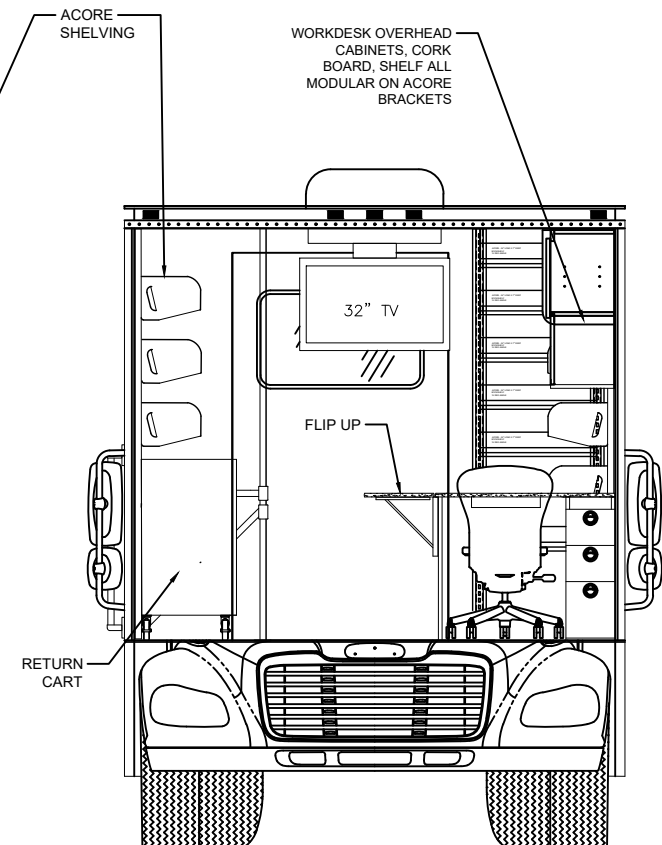
 <b>SUMMIT BODYWORKS</b>	
<b>REV #</b>	<b>DATE</b>
<b>PRELIM</b>	<b>6/11/2019</b>
<b>CUSTOMER</b>	<b>DESCRIPTION</b>
<b>FOUNTAINDALE PUBLIC LIBRARY</b>	<b>22 FT FTL M2 CABOVER</b>
<b>DESIGNER</b>	<b>PROJECT #</b>
<b>SBW - MA</b>	<b>DS EXTERIOR ELEVATION</b>
<b>SBW 2.1</b>	



REAR EXTERIOR



REAR INTERIOR



FRONT INTERIOR

<b>SUMMIT BODYWORKS</b>	
DRAW # <b>PRELIM</b>	CUSTOMER <b>FOUNTAINDALE PUBLIC LIBRARY</b>
ADVISORY SIGNATURE X	
DATE <b>6/11/2019</b>	DESCRIPTION <b>102" WIDE BODY</b>
DRAWN BY <b>SBW - MA</b>	<b>REAR EXT. - F/R INTERIOR</b>
PROJECT # <b>SBW-2.3</b>	

THIS DOCUMENT CONTAINS PROPRIETARY DATA OF SUMMIT BODYWORKS AND SHALL NOT BE USED FOR PURPOSES OTHER THAN THOSE AGREED UPON BETWEEN SUMMIT BODYWORKS AND ITS CUSTOMER AND THE INTENDED PROJECT THAT IT IS SUBMITTED FOR.



For more than two decades Summit Bodyworks Specialty Vehicles has been a leader in the specialty vehicle industry.

In 2008, we became part of the Transwest family of companies. Transwest is a premier automotive provider in the U.S. – offering sales, parts, service, and finance for nearly every segment of the transportation industry. As part of Transwest we have the ability to provide unparalleled service and support by utilizing our partner network, and 18 locations throughout the United States and Canada. From direct dealer support, financing options, to the support you'll receive long after your vehicle leaves our location – Summit Bodyworks does what others cannot.

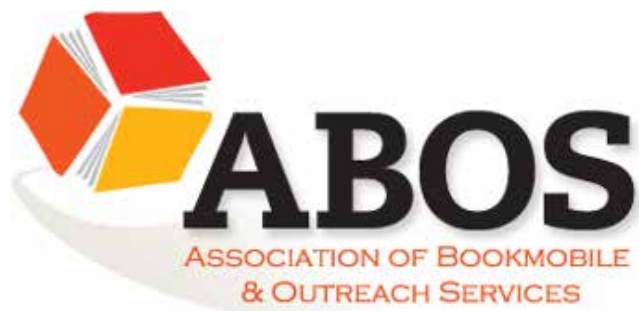


Summit Bodyworks' goal is to exceed your expectations in everything we do. Each and every specialty vehicle we build is customized from the chassis up to suit the specific needs and preferences of our customer.

We are an industry leader in the design, manufacturing, and installation of specialty vehicles, you won't find another builder or upfitter that can offer the level of service and support that Summit Bodyworks can.

## **PRODUCTS & SERVICES**

Mobile Libraries  
Mobile Display Vans  
Stage Trailers  
Mobile Education Vehicles  
and many, many more...







## Iowa City Public Library

### Freightliner M2 Chassis

- GVWR – 26,000 lbs
- Air Ride Brakes & Suspension

### Custom 22' Aluminum Body

- 44" Cabover
- Walkthrough with Sliding Door

### Bookmobile Features Include

- 8 kw Diesel Generator with Slide-Out Mount
- 3000w Inverter/ Charger
- Solar Panel System
- 20' Awning
- Wheelchair Lift
- (3) Skylights
- (2) Low Profile, Roof-Top Air Conditioners
- Diesel Heater
- (2) Power Roof Vents
- (2) Staff Desks – (1) Fixed / (1) Modular
- (2) Modular Bench Seats with Removable Work-Surfaces for Patrons
- Shelving by Acore
- Wireless Modem
- LED Television and Stereo System
- Custom Wrap Designed & Installed by SBW Graphics





## Santa Cruz Public Libraries

### Bookmobile Features Include

- Freightliner M2 Chassis
- Custom 18' Aluminum Body
- 6.0 Quiet Diesel Generator by Onan
- 3000w Inverter / Charger
- Low-Profile, Roof-Top A/C and Heat
- Electric Awning
- Skylights
- Solar Panel System
- Wheelchair Lift
- Wireless Modem
- Two Custom L-Desks with Corian Tops and Desk Organizers
- Custom Closets and Other Storage Areas Throughout
- LED Television and Stereo System
- Custom Wrap Designed and Installed by SBW Graphics







## Right On Learning

### Mobile Learning Lab Features Include

- Custom Cabinetry with Flip-Up Work Stations Throughout
- Custom Closets & Other Storage
- 4000w Inverter & Converter with Automatic Generator Start
- Solar Panel System
- Low Profile, Rooftop Air Conditioner
- Electric Toe Kick Heaters
- Child-friendly Bathroom and Hand Sink with Plumbing
- PA and Projection System
- LED Television and Stereo System
- Custom Wrap Designed and Installed by SBW Graphics





## Seattle Public Library

### Ford E450 Commercial Cutaway Van

- GVWR – 14,500 lbs

### 17' Fiberglass Body

- 42" W Rear Double Swing-Out Door
- 32" Side Door
- Step-Up Bumper

### Bookmobile Features Include

- 7000W Gas Generator
- Wheelchair Lift
- (1) Roof-Mounted Air Conditioner
- Electric Toe-Space Heaters
- Roof-Top Vents
- (1) Skylight
- 12' Awning
- Shelving by Acore
- (2) Custom Workstations with Corian Counters
- Custom Cabinetry & Storage Throughout
- Stereo System with PA
- Wireless Modem
- Interior & Exterior LED Televisions







## Ocean City

### Mercedes Benz Sprinter 3500 Van - High Roof

- GVWR – 11,030 lbs
- Turbo Diesel Engine

### Bookmobile Features Include

- 12' Awning
- Swivel Seats with Custom Cabinetry
- Custom-Made Cabinetry Throughout
- Shelving by Acore
- Solar Panel System
- Wireless Modem
- PA System
- Internal & External Televisions
- Puppet Curtain System



# High Plains Library District





## High Plains Library District







# North Central Regional Library District





# Kent District Library





## **SPECIALTY VEHICLES**

### **Section 4**

#### **4.1 Bid Bond**

#### **4.2 Statement of Profitability**

#### **4.3 Additional Insured Endorsement**

#### **4.4 Anti-Collusion Affidavit of Compliance**

#### **4.5 Contractor and Subcontractor Substance Abuse Prevention Policy**

#### **4.6 Contractor's Drug-Free Workplace Certification**

#### **4.7 Contractor's Certification**

#### **4.8 Indemnification Form**



# AIA® Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

Transwest, Inc. dba Summit Bodyworks

13525 County Road 8

Fort Lupton, CO 80621

**OWNER:**

*(Name, legal status and address)*

Fountaindale Public Library District

300 W. Briarcliff Road

Bolingbrook, IL 60440

**BOND AMOUNT:** \$ Five Percent (5%) of Total Bid Amount

**SURETY:**

*(Name, legal status and principal place*

*of business)*

Travelers Casualty and Surety Company of America

One Tower Square

Hartford, CT 06183

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Outreach Services Bookmobile

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Signed and sealed this 17th day of June, 2019

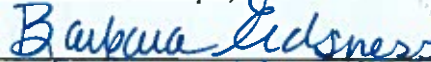
(Witness)

  
(Witness)

Transwest, Inc. dba Summit Bodyworks

(Contractor as Principal)

(Seal)

  
(Title) Corp Officer

Travelers Casualty and Surety Company of America

(Surety)

(Seal)

  
(Title) Dulce R. Huggins, Attorney-in-Fact

Init.



**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Dulce R. Huggins, of Greeley, Colorado**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By:

*Robert L. Raney*  
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

**In Witness Whereof**, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



*Marie C. Tetreault*  
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 17th day of June, 2019



*Kevin E. Hughes*  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**



Paul Mills  
Executive Director  
Fountaindale Public Library District  
300 West Briarcliff Road  
Bolingbrook, IL 60440

Mr. Mills:

June 11th, 2019

Laura Nederbragt from our Summit Bodyworks operating unit has asked me to prepare this letter in conjunction with a bid she is submitting in response to an RFP you have issued. She said you are asking for some information to provide comfort that Summit is financially secure and will be able to perform under the terms of a contract is we are the successful bidder.

Summit Bodyworks, LLC., located in Fort Lupton, Colorado, is a single member limited liability company owned by Trans-West, Inc., a holding company of which I am chief financial officer. Trans-West exists in the transportation industry segment with operations in manufacturing, finance, and its original dealership operations selling and servicing automotive and light duty through heavy duty truck and trailer products. Trans-West subsidiaries operate throughout the United States and Canada. The consolidated entity has operated profitability since 1990 under its current ownership, and Summit Bodyworks in particular has enjoyed strong growth and profitable results for the last several years. You should have no concerns that they cannot produce a quality product to your specifications in a timely manner.

Summit Bodyworks, LLC., does not have an annual audit of its individual financial statements, but the Trans-West, Inc., entity does have an annual audit performed. Because Trans-West, Inc., is a closely held company, we are very selective in sharing confidential financial information. Should you require a copy of the audit, please contact me directly.

While Summit Bodyworks may not hold a current license to operate in the State of Illinois directly, please be assured that we are a company in good standing in the State of Colorado and will comply with any regulations required of us.

Please let me know if there is anything further we can do to help you understand Summit Bodyworks is worthy of your consideration for your proposal you are requesting, and more importantly capable of delivering a satisfactory result for your project.

Sincerely,

Jason Kleve, Chief Financial Officer  
Trans-West Inc.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Flood and Peterson PO Box 578 Greeley, CO 80632	<b>CONTACT NAME:</b> Kim Case, CIC, CPSR <b>PHONE (A/C, No, Ext):</b> (970) 506-3213 <b>E-MAIL ADDRESS:</b> KCase@floodpeterson.com <b>FAX (A/C, No):</b> (970) 506-6865
<b>INSURED</b> Summit Bodyworks 13525 County Road 8 Fort Lupton, CO 80621	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Pinnacol Assurance <b>INSURER B:</b> Zurich American Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 41190 40142

**COVERAGES****CERTIFICATE NUMBER:** 2019-2020**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	4146854	04/01/2019	04/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Other States Workers Compensation			WC969121107	04/01/2019	04/01/2020	EL Each Accident \$1,000,000 EL Disease-EA Employee \$1,000,000 EL Disease - Policy Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**Fountaindale Public Library District  
300 West Briarcliff Road

Bolingbrook

IL 60440

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Shepherd Insurance, LLC 111 Congressional Boulevard Suite 100 Carmel IN 46032	<b>CONTACT NAME:</b> CERT DEPT <b>PHONE (A/C, No, Ext):</b> (317)846-5554 <b>E-MAIL ADDRESS:</b> certs@shepherdins.com <b>FAX (A/C, No):</b> (317)846-5444														
<b>INSURED</b> Trans-West Inc 20770 East I-76 Frontage Rd PO Box 335 Brighton CO 80601	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: United Specialty Ins Co</td><td>12537</td></tr><tr><td>INSURER B: AGCS Marine Ins Co</td><td>22837</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: United Specialty Ins Co	12537	INSURER B: AGCS Marine Ins Co	22837	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
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INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** CL1932682874**REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			OEA 0919404	4/1/2019	4/1/2020	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 3,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																				
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000																				
MED EXP (Any one person)	\$ 5,000																				
PERSONAL & ADV INJURY	\$ 1,000,000																				
GENERAL AGGREGATE	\$ 3,000,000																				
PRODUCTS - COMP/OP AGG	\$ 3,000,000																				
	\$																				
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> GARAGE LIAB <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Garagekeepers			OEA 0919404	4/1/2019	4/1/2020	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		NDC 0919404	4/1/2019	4/1/2020	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 5,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000		\$								
EACH OCCURRENCE	\$ 5,000,000																				
AGGREGATE	\$ 5,000,000																				
	\$																				
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																				
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				
B	Inventory Physical Damage ACV			MXI93079185	4/1/2019	6/1/2020	Total Limit (Comp/Coll \$5,000) \$5,500,000														
A	Garagekeepers			OEA 0919404	4/1/2019	4/1/2020	Comp/Collision (\$5,000) \$2,000,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Per attached form CA0449, automatic additional insured status on a primary non-contributory basis applies for auto/garage/GL liability if required by written contract or agreement. Per policy terms provisions and exclusions.

**CERTIFICATE HOLDER****CANCELLATION**

<b>Fountaindale Public Library District</b> 300 West Briarcliff Road Bolingbrook, IL 60440	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> Matt Smith/MSMITH 
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ACORD 25 (2014/01)

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INS025 (201401)

COMMERCIAL AUTO

CA 04 49 11 16

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## PRIMARY AND NONCONTRIBUTORY - OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. The following is added to the Other Insurance Condition in the Business Auto Coverage Form and the Other Insurance - Primary And Excess Insurance Provisions in the Motor Carrier Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage is primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

1. Such "insured" is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured".

B. The following is added to the Other Insurance Condition in the Auto Dealers Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage and General Liability Coverages are primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

1. Such "insured" is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured".

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**FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE**

Jason Kleve, being

first and duly sworn, deposes and says:

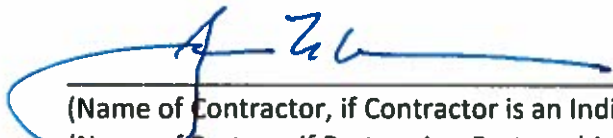
That he is Chief Financial Officer of

(Partner, Officer, Owner, etc.)

Trans-West Inc. DBA Summit Bodyworks

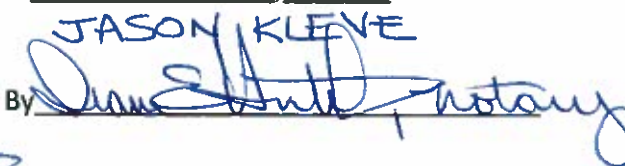
(Contractor)

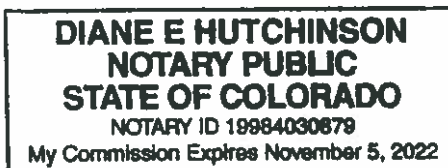
The party making the foregoing proposal or bid, that such bid or proposal is genuine and not collusive, or sham: that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price element or said bid, or that of any other contractor, or to secure any advantages against any other or any person interested in the proposed contract.

  
(Name of Contractor, if Contractor is an Individual)  
(Name of Partner, if Partner is a Partnership)  
(Name of Officer, if Contractor is a Corporation)

The above statements must be subscribed and sworn to before a notary public.  
Subscribed and sworn to

This 14th day of June, 2019.

By JASON KLEVE  
  
(Notary Public)





the event an employee is absent for two (2) or more days without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary resignation.

Excessive tardiness shall be subjected to corrective discipline or termination. An employee is deemed to be tardy when they have failed to report for work at their scheduled start time. Excessive tardiness is defined as two (2) or more instances of tardiness per quarter and is subject to corrective discipline, up to and including termination.

An employee's request to leave work may be considered by the supervisor or management. Approval of such absences should be based upon the urgency of the reason for absence and department staffing needs. As a general guide, leaving early should not exceed one instance per quarter or four instances in a calendar year.

The Human Resource Department is responsible for maintaining attendance records and for advising respective supervisors if an employee's absence or lateness exceeds the guidelines of this policy.

### **Drug and Alcohol Free Workplace ("DFW") Policy**

The Company expects employees to be in suitable mental and physical condition to perform their assigned duties satisfactorily. The Company's DFW Policy, simply stated, is in order to remain a Company employee, a person may NOT use, sell, buy, solicit, possess, transfer, or distribute alcohol, illegal drugs, or other intoxicants and related paraphernalia while on Company time, on Company property, in Company-owned vehicles, or in personal vehicles parked on Company property. In addition, employees may NOT be under the influence of alcohol or drugs when they report for work or while they are at work. Employees found violating any portion of this policy may be terminated.

Employees are prohibited from engaging in the following conduct while on Company time, on Company property, in Company-owned vehicles, or in personal vehicles parked on Company property:

- Being under the influence or testing positive for drugs or alcohol;
- Refusing to submit to a required screen/test;
- Failing to appear for a screen/test as directed or at the scheduled time;
- Attempting to or actually substituting, adulterating, tampering with a specimen or otherwise interfering with the collection or testing process;
- Failing to produce a testable specimen (e.g., insufficient volume or temperature out of acceptable range);
- Refusing to produce a subsequent specimen(s) when requested by the Company or by the collection site personnel; Failing to advise a supervisor, manager or the Human Resources Department of any potential restrictions while using of a prescription or over-the-counter drug that the employee is aware may alter his/her ability to perform an essential function of his/her job or present a safety risk;
- Refusing to sign the DFW Policy Consent Form; or
- Otherwise refusing to cooperate with the terms of this DFW Policy.

If an employee is taking drugs prescribed by a licensed physician or obtained over-the-counter which could impair employee's ability to work, he or she should discuss such potential side effects with his or her doctor. If the employee has any restrictions, the employee should present a note detailing such restrictions to his or her supervisor or to the Human Resources Department.

Illegal use of drugs off duty and off Company premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public, and our customers in the Company's ability to meet its responsibilities.

Employees who are convicted for off-the-job narcotic, drug, controlled substance or alcohol activity or who plead no contest to the same may be considered to be in violation of this policy, and may be subject to disciplinary action. An employee convicted of any criminal drug violation, where the offense occurred in the workplace, must notify their supervisor within five days of such conviction. Any employee, who observes or has knowledge of a violation, whether by an employee or others, has an obligation promptly to report such violation to his or her supervisor or the Human Resources Department.

## **Drug and Alcohol Testing**

The Company may examine and screen/test any employee for the presence of drugs and alcohol. The Company will pay for the drug and alcohol screen/test and the reasonable cost of transportation to and from the testing facility. Each specimen will be tested first by an initial screening test. If that test is positive, a second "confirmatory" test may be performed. The Company will be told of a positive test result only if both the initial screening test and the confirmatory tests are positive. The Company keeps drug/alcohol test results and other related test information as confidential as possible, consistent with applicable state or local law. Employees may be asked to submit urine, breath, blood, or other specimen for screening/testing for drugs and/or alcohol in the following circumstances:

- **Random testing** – To comply with the minimum federal safety standards for safety sensitive positions regulated by the Department of Transportation ("DOT"). Any employee who holds a Commercial Driver's License ("CDL") will be put into a pool for random drug testing. Random testing is spread throughout the year and is unannounced to ensure that no employee has knowledge of this testing.
- **Post-Accident testing** – Any employee involved in an accident must submit to drug and alcohol testing. Even if there are no injuries, the employee must still immediately submit to drug and alcohol testing.
- **Reasonable Suspicion testing** – If, in the Company's opinion, there is reasonable cause to believe that an employee is under the influence of drugs and/or alcohol, that employee will be required to submit to drug and/or alcohol testing.

All records relating to an employee or applicant's drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file.

## **Definitions**

- **Drug** – means a controlled substance, including inhalants, as defined by federal and/or state law. An employee may be tested for amphetamines, cocaine (coke, crack), marijuana (cannabinoids, pot, and grass), opiates and/or phencyclidine ("PCP"). Although the term "drug" is not intended to include the use of substances obtained and taken under the supervision by and in accordance with prescriptions or other instructions issued by a licensed health care professional or other drugs otherwise authorized to be used under federal or state law, employees who must use a medically prescribed or over-the-counter drug that is known or advertised as possibly affecting judgment or coordination, or that may adversely affect ability to perform work in a safe and productive manner, must notify his/her supervisor prior to starting work or entering the work area.
- **Under the influence of alcohol** – means the presence of alcohol in an individual's system that exceeds the lesser of, the blood alcohol content ("BAC") set by applicable state law as being the legal limit or a BAC of 0.04% whichever is lower.
- **Under the influence of drugs** – means the presence of drugs in an individual's system at or above the cut-off levels established by the U.S. Department of Health and Human Services/Substance Abuse and Mental Health Services Administration.
- **Company time** – means time during which the employee is being paid to work or represent the Company or the Company's interests. This includes all travel, rest and meal periods taken during working hours.

- **Company premises** – includes all buildings, grounds and parking areas owned by the Company or used by the Company to conduct its business.

### **Consequences for DFW Policy Violations**

Employees who violate the Company's Drug and Alcohol Free Workplace Policy are subject to disciplinary action at the Company's sole discretion, including immediate dismissal.

### **Inspection and Search**

The Company may conduct inspections to help maintain a safe, healthful and efficient working environment for the benefit and protection of all Company employees and to protect Company property, equipment, operations, and customers. Cooperation in the conduct of inspections is required as a condition of employment.

Employees on the Company's premises are subject to questions and search at the Company's discretion. The Company may inspect all personal items on company premises, including, but not limited to, pockets, purses, briefcases, bags, packages or other containers, lockers, and vehicles. If you have personal items that you would like not subjected to such inspection, these items should not be brought onto Company premises.

A search can include, but is not limited to, Company property such as desks, filing cabinets, computer files, E-mail and voicemail.

A Company initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Employees refusing to cooperate with or submit to search may be subject to disciplinary action.

### **Substance Abuse**

The Company is committed to providing a safe, efficient and productive work environment, and to providing the highest quality services to its customers. The Company wishes to ensure that employees will perform their duties safely and efficiently in a manner that protects their interests and those of their co-workers. The Company also desires to promote efficiency in the workplace and to provide the highest quality services. The Company recognizes that an employee's use of alcohol or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance

of employees, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. All employees must adhere to the rules stated in this policy as a condition of their employment with the Company.

No employee may use, manufacture, distribute, dispense or sell alcohol or any controlled substance or illegal drug while in the workplace or on Company property, while on duty, while working or while operating a vehicle that is owned, leased or rented by the Company. In addition, no employee may report for work or remain on duty while under the influence of or impaired by any illegal drug or alcohol. For the purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by federal or state law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted or convicted for such conduct.

### **Smoke-Free Environment**

Employees and visitors are **not permitted** to use tobacco products within Company facilities. Employees are **not permitted** to use tobacco products in any Company or customer vehicle. Employees are also asked to refrain from using any form of tobacco at customer establishments when conducting Company business. This includes all forms of tobacco and e-cigarettes. Smoking is prohibited within all areas of the building and within 25 feet of any entrance-way, exit, open window, or air intake of the building, and also in work vehicles].

## **Employee Assistance Program**



Transwest is working with ComPsych to provide our employees with resources to improve their overall health.

If for any reason, our employees or their dependents feel that they need to talk with a counselor, they have access to three (3) free, face-to-face visits. This is true for each immediate family member and each concern or event. For financial or legal concerns, ComPsych provides one, thirty minute appointment to discuss potential referrals.

### **A Recap of the Process**

- 1) Contact ComPsych (either online or by phone) to request an appointment.
- 2) The representative will request your medical insurance information. This is to better serve you, by referring you to a counselor within your medical network in case you decide to continue treatment past the 3 free visits.
- 3) The representative will give you referrals to a few different counselors that you can choose from to make an appointment with.

**The ComPsych Resource Center is answered live 24 hours a day, 7 days a week for your convenience. You and your family can call us for help with:**

- Stress at home or on the job
- Questions about healthy lifestyle
- Attorney referrals for legal needs
- Financial needs such as budgeting
- Parenting concerns
- Aging and retirement
- Drugs and alcohol
- Depression and anxiety
- Conflicts and communication
- Help with problem solving
- Support during difficult life events

**[www.guidanceresources.com](http://www.guidanceresources.com) | (877) 595-5281**

**Web ID: EAPBusiness**





### Confidential Emotional Support

Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts



### Work-Life Solutions

Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care



### Legal Guidance

Talk to our attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more
- Need representation? Get a free 30-minute consultation and a 25% reduction in fees.



### Financial Resources

Our financial experts can assist with a wide range of issues.

- Retirement, taxes, mortgages, budgeting and more

For additional guidance, we can refer you to a local financial professional and arrange to reimburse you for the cost of an initial one-hour in-person consult.



### Online Support

GuidanceResources® Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- "Ask the Expert" personal responses to your questions



### Help for New Parents

ParentGuidance™ supports you through the process of becoming a biological or adoptive parent, including:

- Preparing for the baby emotionally and financially
- Finding child care
- Planning for back-to-work and other issues



### Free Online Will Preparation

EstateGuidance® lets you quickly and easily create a will online.

- Specify your wishes for your property
- Provide funeral and burial instructions
- Choose a guardian for your children

GGFL-1597

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## Contact EAPBusiness Class™ Anytime

No-cost, confidential solutions to life's challenges.

Your ComPsych® GuidanceResources® program EAPBusiness Class offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 877.595.5281

TDD: 800.697.0353

Your toll-free number gives you direct, 24/7 access to a GuidanceConsultant™, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: [guidanceresources.com](https://guidanceresources.com)

App: GuidanceResources® Now

Web ID: EAPBusiness

Log on today to connect directly with a GuidanceConsultant about your issue or to consult articles, podcasts, videos and other helpful tools.

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Web ID: EAPBusiness

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**FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
CONTRACTOR'S DRUG-FREE WORKPLACE CERTIFICATION**

Pursuant to: 30 ILCS 580/1 *et. seq.* ("Drug-Free Workplace Act"), the undersigned contractor hereby certifies to the Fountaindale Public Library District that it will provide a drug-free workplace by:

**A. Publishing a statement:**

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace.
2. Specifying the actions that will be taken against employees for violations of such prohibition.
3. Notifying the employees that, as a condition of employment on such contract or grant, the employee will abide by the terms of the statement:  
and

**B. Notify the Fountaindale Public Library District of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.**

1. Establishing a drug-free awareness program to inform the employees about:
  - a. The dangers of drug abuse in the workplace.
  - b. The contractor's policy of maintaining a drug-free workplace.
  - c. Any available drug counseling rehabilitation and employee-assistance program.
  - d. The penalties that may be imposed upon employees for drug violations.
2. Making it a requirement to give a copy of the statement required by subsection (A-3) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.
3. Notifying the Fountaindale Public District within 10 days after receiving notice.
4. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is so convicted, as required by the: "Drug-Free Workplace Act".
5. Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place.

6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this Section.

Failure to abide by this certification shall subject the contractor to the penalties provided in the "Drug-Free Workplace Act."



Contractor's Signature

6/13/19

Date



(Notary Public)

Subscribed and Sworn to before me  
this 13th day of June, 2019



**FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
CONTRACTOR'S CERTIFICATION**

(1) Pursuant to P.A. 85-1295 (720 ILCS 5/33E-1 *et seq.*) the undersigned contractor hereby certifies to the Fountaindale Public Library District that the contractor is not barred from bidding on the contract as a result of violation of either Section 33 E-3 or 33-4 or that Act.

(2) The contractor further certifies that the contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or,

a) is contesting such liability or the amount of tax in accordance with procedures established by the appropriate revenue act, or

b) has entered into an agreement with the Department of Revenue for payment of all taxes due and is in compliance with that Agreement.

Dated: June 13, 2019

Trans-West Inc. DBA Summit Bodyworks

(Company)

P.O. Box 800

(Mailing Address)


Fort Lupton, CO 80621

(303)

(Area Code)

(301-7550)

(Phone Number)

  
Primary Contact (Signature), Title



**FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
INDEMNITY HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Fountaindale Public Library District, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the Fountaindale Public Library District, its officials, agents and employees, arising in whole or in part of in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anywise result in therefore, except that arising out of the sole legal cause of the Fountaindale Public Library District, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all cost and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Fountaindale Public Library District, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

Contractor expresses, understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Fountaindale Public Library District, its officials, agents and employees as herein provided.

The Contractor further agrees that to the extent that money is due the Contractor, by virtue of this contract as shall be considered necessary in the judgment of the Fountaindale Public Library District may be retained by the District to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that extent shall have been furnished to the satisfaction of the Fountaindale Public Library District.

CONTRACTOR:

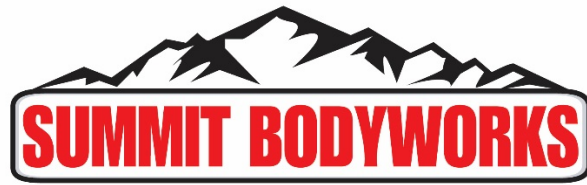


ATTEST:

  
(Notary Public)

*Subscribed and Sworn To before me  
this 13<sup>th</sup> day of June, 2019*





## **SPECIALTY VEHICLES**

### **Section 5**

#### **5.1 Freightliner Warranty**

#### **5.2 SBW Truck and Van Bodies Warranty**

#### **5.3 SBW Upfit Warranty**

# Time and Distance Tables

## 1.1 Freightliner Medium Truck

Coverage <sup>1</sup>		
Description	Time <sup>2</sup>	Distance <sup>2</sup>
Basic Vehicle	2 Years	Unlimited
Battery	1 Year	100,000 mi/161 000 km
Brightwork	6 Months	Unlimited
Cab Corrosion/Perforation	5 Years	Unlimited
Cab Structure	5 Years	Unlimited
Corrosion	6 Months	Unlimited
Crossmembers	5 Years	Unlimited
Emission Regulations <sup>3</sup>		
Diesel Emission 2010 <sup>4</sup>	5 Years	100,000 mi/161 000 km
GHG14/17 <sup>5</sup> (Light Heavy Duty Trucks)	5 Years	50,000 mi/80 500 km
GHG14/17 <sup>5</sup> (Medium Heavy Duty to Heavy Heavy Duty Trucks/Tractors)	5 Years	100,000 mi/161 000 km
GHG14/17 <sup>5</sup> Tire (File Direct)	2 Years	24,000 mi/38 400 km
Frame Rails	5 Years	Unlimited
Front/Steer Axle <sup>6</sup>		
Detroit <sup>7</sup>	2 Years	Unlimited
Non-Detroit	2 Years	Unlimited
Paint	1 Year	100,000 mi/161 000 km
Paint, Chassis	6 Months	Unlimited
Rear Axle <sup>8</sup>		
Detroit <sup>7</sup>	2 Years	Unlimited
Non-Detroit	2 Years	Unlimited
Transfer Case	2 Years	Unlimited
Transmission <sup>9</sup>		
Detroit <sup>7</sup>	5 Years	750,000 mi/1 200 000 km
Eaton Hybrid	3 Years	150,000 mi/240 000 km
Non-Detroit	2 Years	Unlimited

<sup>1</sup> Because Warranty coverage is determined by a unit's specifications, gross combination weight rating, road surface, and vocation, coverage may vary. For unit-specific coverage, Dealers should enter a product serial number or vehicle identification number on the *Coverage Info* screen in OWL; for customers without access to OWL, see ordering Dealer for more information.

<sup>2</sup> Time or distance, whichever comes first.

<sup>3</sup> See *Emission Regulations* subsection that follows or separate engine owner's manual for regulatory information.

<sup>4</sup> Applies to vehicles equipped with EPA 2010 compliant diesel engines.

<sup>5</sup> Applies to models 2013 and later domiciled in the United States and Canada.

<sup>6</sup> Customers will have only one (1) type of front/steer axle coverage, either Detroit or non-Detroit, depending on how the unit is spec'd. Front axle coverage is also applicable to gliders. Detroit coverage may vary due to vocation, unit specifications, etc.; table shows the minimum coverage possible. For instructions on accessing unit-specific coverage, please see footnote 1 above.

<sup>7</sup> Access Detroit parchments at *DTNACconnect > Warranty Lit > Coverages > Detroit*; for customers without access, see ordering Dealer for more information.

<sup>8</sup> Customers will have only one (1) type of rear axle coverage, either Detroit or non-Detroit, depending on how the unit is spec'd. Detroit coverage may vary due to vocation, unit specifications, etc.; table shows the minimum coverage possible. For instructions on accessing unit-specific coverage, please see footnote 1 above.

<sup>9</sup> Customers will have only one (1) type of transmission coverage, depending on how the unit is spec'd.

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# Coverage Descriptions

Based on a unit's specifications, New Product Limited Warranty (Warranty) coverage applies. For unit-specific coverage information (time/distance amounts and component descriptions), enter a product serial number or vehicle identification number (VIN) on the *Check Info/Check Coverage* screen in Online Warranty Link (OWL). Use time and distance tables in conjunction with the coverage description paragraphs; if a coverage is applicable, it will be included as a row in the table.

## 2.1 Axles

### Front/Steer Axle

#### Detroit

A front/steer axle can be a front powered or non-powered axle. Coverage includes all axle components supplied/manufactured by Detroit Diesel Corporation (Detroit). Warrantable components could include, but not be limited to, I-beam, steering knuckles, differential on drive steer axle, spindles, tie rod ends, kingpins, kingpin bearings, and steering arms. *Excluded components could include, but not be limited to, wheel end equipment and steering linkage components.*

#### Non-Detroit

A front/steer axle can be a front powered or non-powered axle. Coverage applies to factory-installed axles and includes I-beam, steering knuckles, differential on drive steer axle, spindles, kingpins, kingpin bearings, and steering arms. *Excludes wheel end equipment, tie rod ends, steering linkage components, driveline(s), U-joints, kingpin bushings, kingpin seals, tag axle(s), pusher axle(s), and any axle installed by a service location or body builder.*

### Pusher Axle

A pusher axle is a non-driven, weight-bearing axle that can be raised when not required to bear a portion of the load. Since the pusher axle can be of many different configurations, Warranty coverage applies to factory-installed axles and includes all components included in the individual build specification of each individual application. *Excludes any axle installed by a service location or body builder.*

### Rear Axle

#### Detroit

A rear axle could be a drive, non-drive, or tandem axle. Coverage includes all axle components supplied/manufactured by Detroit. Warrantable components could include, but not be limited to, axle housing, carrier assembly, differential assembly, power divider, axle shafts, and gaskets and seals. *Excluded components could include, but not be limited to, suspension and torque rod brackets, tie rod ends, wheel end equipment, wiring, yokes, and attaching hardware.*

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## Non-Detroit

A rear axle could be a drive, non-drive, or tandem axle. Coverage applies to factory-installed axles and includes axle housing, carrier assembly, differential assembly, power divider, axle shafts, and gaskets and seals. *Excludes suspension and torque rod brackets, tie rod ends, wheel end equipment, wiring, yokes, driveline(s), U-joints, attaching hardware, tag axle(s), pusher axle(s), and any axle installed by a service location or body builder.*

## Tag Axle

A tag axle is a non-driven, continuous weight-bearing axle. Since the tag axle can be of many different configurations, Warranty coverage applies to factory-installed axles and includes all components included in the individual build specification of each individual application. *Excludes any axle installed by a service location or body builder.*

## 2.2 Basic Chassis/Vehicle

**Note:** Basic Chassis applies to Freightliner Custom Chassis Corporation (FCCC) products; Basic Vehicle applies to Freightliner, Western Star, and Thomas Built Bus (TBB) products.

Coverage includes all factory-installed components of the chassis/vehicle that are not excluded elsewhere in the Warranty or described as having a different time, or distance, or hours, or listed separately on each new vehicle coverage table. See the Warranty Manual for a complete list of exceptions and exclusions. Also excluded are components warranted directly by component manufacturer.

## 2.3 Batteries

### Standard Battery

Coverage includes Alliance\* and NorthStar brand batteries only; claims for all other brands must be submitted directly to the supplier. Includes starting battery assemblies and factory-installed auxiliary power unit (APU) battery assemblies. *Excludes non-Alliance and non-NorthStar brand batteries, battery cables, battery mounting box, and hardware.*

### Cranking Battery Only

Coverage includes Alliance\* or NorthStar brand batteries only; claims for all other brands must be submitted directly to the supplier. Cranking battery warranty includes factory-installed cranking (starter) battery assemblies only. *Excludes APU battery assemblies, non-Alliance and non-NorthStar brand batteries, battery cables, battery mounting box, and hardware.*

### Auxiliary Battery Only

Coverage includes Alliance\* or NorthStar brand batteries only; claims for all other brands must be submitted directly to the supplier. Auxiliary battery warranty includes factory-installed APU battery assemblies only. *Excludes cranking (starter) battery assemblies, non-Alliance and non-NorthStar brand batteries, battery cables, battery mounting box, and hardware.*

\*Detroit brand batteries of the same group and amperage are interchangeable with Alliance brand batteries and carry the same coverage period.

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## 2.4 Brightwork

Coverage includes all factory-installed components with chrome, polished aluminum, or polished stainless steel surfaces. *Excludes any damage to backside of bumpers, and concealed or inner surfaces.*

## 2.5 Cab Corrosion/Perforation

Coverage is limited to rust-through or perforation of the cab and integral sleeper structure and sleeper box due to corrosion from within. *Excludes all conditions of rust or corrosion that have not resulted in rust-through or perforation as well as surface rust or corrosion caused by non-adhesion and any damage to paint such as chips or scratches.*

## 2.6 Cab Structure

Coverage includes cab and integral sleeper structural components, structural components of factory-installed sleeper boxes, sheet metal panels, doors, and hoods. *Excludes all bolt-on components including door and hood hinges, latches, guides, and other mounting hardware.*

## 2.7 Corrosion

Coverage includes Warranty against corrosion to any metal or metal alloy part of the vehicle.

Excludes:

- Corrosion caused by general rust (e.g., rust on the unfinished backside of a bumper)
- Surface rust caused by chips or scratches in the paint or chrome surfaces
- Corrosion caused by severe wash solutions, cleaning solvents, detergents, compounds
- Corrosion caused by salinity in the environment or corrosive salts and/or chemicals used on the road surface
- Corrosion due to improper use, misuse, or abuse, negligence, including improper or insufficient maintenance
- Corrosion due to ocean spray
- Corrosion due to environmental damage, including airborne fallout (includes chemicals, tree sap, etc.), or other atmospheric conditions, or other acts of nature
- Corrosion due to damage caused by high-pressure washing
- Corrosion caused by acid rain or other industrial fallout
- Corrosion due to improper prevention measures during storage or use
- Corrosion or rust on tone rings, rotors, or drums

## 2.8 Cowl Corrosion

Coverage is limited to rust-through or perforation of the cowl due to corrosion from within. *Excludes all conditions of rust or corrosion that have not resulted in rust-through or perforation as well as surface rust or corrosion caused by non-adhesion and any damage to the paint such as chips or scratches.*

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## 2.9 Cowl Structure

Coverage includes cowl structural components, sheet metal panels, and hood. *Excludes all bolt-on components (e.g., hood hinges, latches, guides, or other mounting hardware).*

## 2.10 Crossmembers

Coverage includes crossmembers, gussets, and huck-mounting bolts that attach gussets to crossmembers and gussets/crossmembers to frame rails. *Excludes any bolt-on item attached with either conventional or huck bolts.*

## 2.11 Driveline

Coverage includes driveshaft tubing, U-joints, yokes, support bearings, and splines.

## 2.12 Frame Rails

Coverage is limited to breaking or cracking of factory-installed frame rails, frame rail liners, frame rail extensions, and any item(s) factory welded to them. *Excludes all bolt-on items attached with either conventional or huck bolts.*

## 2.13 Glider

A glider is a vehicle that may be ordered without major components. Coverage includes all components identified on the build specification.

## 2.14 Hybrid Transmission - Eaton

Eaton requires that only hybrid-authorized dealerships work on units equipped with Eaton hybrid parts. Pre-authorization is required prior to repair of these vehicles in order to obtain technical assistance and a pre-authorization number for replacement parts. Eaton hybrid parts will be shipped directly from Eaton and will not be stocked in the Parts Distribution Centers (PDCs) due to the short shelf life and low volume. The following hybrid parts are covered under this Warranty: power electronics carrier (PEC), motor generator, inverter, AC/DC converter, hybrid control module (HCM), transmission control module (TCM), clutch, and electronic clutch actuator (ECA). Coverage does NOT include oil cooler or cooling systems. Please reference Roadranger Warranty Guide TCWY0900 for more information on complete listing of limits and exclusions, as well as terms and conditions.

## 2.15 Paint (Body, Cab, Cowl)

### Body Paint

Coverage includes all factory-painted exterior body surfaces and defects such as orange peel, peeling/delaminating, cracking/checking, or loss of gloss due to cracking, checking, or hazing. *Excludes lack of gloss issues on vehicles painted with low gloss colors; the undersides of hoods and roofs and side mounted air fairings; and any damages to the paint or painted surface such as chips and scratches.*

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## Cab Paint

Coverage includes all factory-painted surfaces (except those included in chassis paint coverage) and defects such as orange peel, peeling/delaminating, cracking/checking, or loss of gloss due to cracking, checking, or hazing. *Excludes lack of gloss issues on vehicles painted with low gloss colors; the undersides of hoods and roofs and side mounted air fairings; and any damages to the paint or painted surface such as chips and scratches.*

## Cowl Paint

Coverage includes all factory-painted exterior surfaces of cowl structure (except those included in chassis paint coverage) and defects such as orange peel, peeling/delaminating, cracking/checking, or loss of gloss due to cracking, checking, or hazing. *Excludes lack of gloss issues on vehicles painted with low gloss colors; the undersides of hoods and roofs and side mounted air fairings; and any damages to the paint or painted surface such as chips and scratches.*

## 2.16 Paint (Chassis)

Coverage includes all factory-painted surfaces on frame rails, crossmembers/gussets, front and rear bumpers, suspension components, powertrain components, drivelines, fuel tanks, air tanks, wheel end equipment, tool boxes, battery boxes, access steps, attaching brackets and hardware, and defects such as peeling or non-adhesion. *Excludes U-joints and any damages to paint or painted surface such as chips and scratches.*

## 2.17 Towing/Roadside Assistance

Coverage may include emergency roadside assistance or towing to the nearest Authorized Service Facility for a warrantable repair in a vehicle-down situation that prevents the safe and lawful operation of the vehicle. Verify coverage on the *Coverage Information* screen in OWL; coverage will display as a separate category. If the customer requests towing to a location beyond the distance to the nearest Authorized Service Location, the customer will be responsible for the additional charges.

## 2.18 Transfer Case

Coverage includes housing and all internally lubricated parts. *Excludes broken synchronizer pins, power take-offs (PTOs), airlines, gauge, clutch assemblies, driveline(s), and U-joints.*

## 2.19 Transmission

### Detroit

Coverage includes all transmission components supplied/manufactured by Detroit. *Excludes maintenance items.*

### Non-Detroit

Coverage does not include Allison transmissions or Eaton Hybrid transmissions. Coverage includes housing and all internally lubricated parts, electric/air shift/control units, valves, gaskets, and seals. *Excludes broken synchronizer pins, PTOs, airlines, gauge, clutch assemblies, driveline(s), and U-joints.*

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# New Product Limited Warranty Statements

The following section outlines standard Limited Warranty (Warranty) statements for all new Daimler Trucks North America LLC (DTNA; Company) products sold by DTNA and domiciled in the USA (50 states and Washington, D.C.) and Canada. As necessary, information below may be divided by DTNA product type (vehicle and powertrain components); this information is also included in the applicable Owner's Warranty Information Booklet.

Based on a product's specifications, Warranty coverage varies. For product-specific coverage information (time/distance amounts and component descriptions), enter a product serial number or vehicle identification number (VIN) on the *Coverage Information* screen in the OWL. General time/distance amounts and coverage descriptions are available by DTNA brand at *DTNAConnect > Warranty Lit > Other Warranty Documents > [Coverages](#)*.

## 3.1 New Vehicle Limited Warranty Statement

Under this New Vehicle Limited Warranty, DTNA warrants that each new vehicle will be free from defects in material and workmanship that occur under normal use within the applicable Warranty period, subject to certain limitations and exclusions as specified in this document.

This Limited Warranty applies only to new vehicles sold by an Authorized DTNA Service Location or ordered directly from DTNA; vehicles sold at auction or as a result of repossession retain the Warranty coverage from the original in-service date or factory invoice date if the vehicle has not been warranty registered.

DTNA reserves the right to reduce or remove coverage on vehicles in salvage condition.

This Warranty covers all components and parts unless specifically covered by other warranties or otherwise excluded by this document.

## 3.2 New Powertrain Component Statements

Engine components are covered by two types of warranties, the standard Limited Warranty and the Emission Control Systems Warranty, a requirement of the U.S. (Federal) Clean Air Act and Canada Motor Vehicle Safety Act. Axle and transmission components are covered by the standard Limited Warranty.

### New Powertrain Component Limited Warranty

The New Product Limited Warranty covers product repairs to correct any malfunction occurring during the Warranty period resulting from defects in material or workmanship. This Limited Warranty applies to the first retail purchaser and subsequent retail owners during the applicable Warranty period of new powertrain components manufactured by Detroit Diesel and/or supplied by Detroit Diesel or Detroit Diesel of Canada Limited (all which are collectively referred to as Detroit), subject to certain limitations and exclusions as specified in this document.

The Warranty period begins on the date the product is delivered to the first retail purchaser or put in use prior to sale at retail, whichever occurs first, and ends at the specified time or distance limits.

The cost of service supplies which are not reusable due to needed repairs is covered by this Warranty. Reasonable towing costs to the nearest authorized service facility are covered when due to warrantable failure, the powertrain component is either inoperable, cannot be safely operated, or continued operation would cause further damage to the product. Detroit will pay reasonable travel expenses for the repairing mechanic to travel to and from the repair site.

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## Engine Major Component Warranty Coverage

Engine major component(s) are covered 100%, which includes the cost to repair or replace only the failed major component. Engine major components include cylinder block/head casting, crankshaft, camshaft, main bearing bolts, flywheel housing, connecting rod assemblies, oil cooler housing, water pump housing, and air inlet housing.

DTNA will pay for the cost of any major component which is progressively damaged by the failure of another major component during the Warranty period. Review the new engine Warranty parchment for specific coverages.

Engines used in the on-highway application carry longer coverage on major components:

- MBE4000, Series 60, DD13, DD15, DD16 diesel fueled engines in on-highway applications (on-highway refers to a truck or coach designed and used to carry passengers and/or cargo, primarily on streets or paved highways)

## Emission Control Systems Warranty

For detailed information about product compliance with U.S. and Canadian law regarding design, build, and equipment, see the [Emission Regulations](#) section. Please note that emission-related components no longer covered under the Limited Warranty described above may still be covered under the Emission Control Systems Warranty.

### Certified Engines and Engine Parts

The Warranty period shall begin on the date the vehicle is delivered to the first retail purchaser or, if the vehicle is first placed in service as a demonstrator prior to sale at retail, on the date the vehicle is first placed in such service. Emission related defects in the genuine Company components listed in the [Emission Regulations](#) section, including reasonable related diagnostic costs, are covered by this Warranty.

Covered components and component terminology varies from engine to engine. Some scheduled maintenance is required (refer to the Owner's Emission Control Maintenance Service Chart which is included in the Warranty Information booklet). Please check the specific Warranty Information Booklet to determine which components are covered by the emissions control systems warranty.

Service Locations should refer to the applicable Engine Warranty Information booklet to determine if a particular component is covered by the Emission Control Systems Warranty, as the components covered differ on each engine type as well as from year to year.

## 3.3 Limitations

This Warranty does not apply to products that are sold or domiciled outside of the United States (50 states and Washington, D.C.) or Canada.

This Warranty does not apply to non-Detroit engines, Allison transmissions, tires, or other components or parts that are not manufactured by Company and that are warranted directly by their respective manufacturers. Progressive damage caused by these manufacturers' components to any other parts including, but not limited to, parts installed by Company is excluded from Company warranty coverage. With respect to the foregoing, Company makes no Warranty whether express, implied, statutory or otherwise including, but not limited to, parts installed by Company is excluded from Company Warranty coverage. With respect to the foregoing, Company makes no Warranty whether express, implied, statutory, or otherwise including, but not limited to, any Warranty of merchantability or fitness for a particular purpose.

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THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND WHETHER WRITTEN, ORAL, OR IMPLIED INCLUDING, BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SPECIFICALLY EXCLUDES ANY OTHER WARRANTIES OR CONDITIONS PROVIDED FOR BY LAW, WHETHER STATUTORY OR OTHERWISE.

COMPANY'S SOLE OBLIGATION UNDER THIS WARRANTY SHALL BE TO REPAIR OR REPLACE, IN COMPANY'S SOLE DISCRETION, ANY DEFECTIVE COMPONENT OR PART. SUCH REPAIR OR REPLACEMENT SHALL BE WITHOUT COST TO PURCHASER WHEN PERFORMED WITHIN THE APPLICABLE WARRANTY PERIOD (TIME, DISTANCE, OR HOUR LIMIT, WHICHEVER OCCURS FIRST).

Purchaser must notify Company, within the applicable Warranty period, of any failure of the product to comply with this Warranty and Purchaser must, at Purchaser's expense, promptly return the unit to an Authorized Service Facility for inspection and repair or replacement of any defect in material or workmanship occurring within the applicable Warranty period. During New Product coverage, Warranty reimbursement will not be paid on repairs performed by customers on their own vehicles without a current Customer Performed Warranty Agreement (CPWA).

The product must be maintained and serviced according to the prescribed schedules outlined in the Driver's/Operator's and Maintenance Manuals. Receipted bills and other evidence showing that required maintenance and service have been performed are required by Company as a condition of this Warranty.

After the Company's obligations under this Warranty expire, all liabilities of Company to Purchaser under this Warranty shall terminate. Repairs made under this Warranty do not constitute an extension of the original Warranty period for the vehicle or for any specific component or part.

To the extent that any provision of this Warranty contravenes the law of any jurisdiction, such provision shall be inapplicable in such jurisdiction, and the remainder of the Warranty shall not be affected.

## 3.4 Purchaser's Exclusive Remedy

THIS WARRANTY SHALL BE THE PURCHASER'S SOLE AND EXCLUSIVE REMEDY AGAINST COMPANY, WHETHER IN CONTRACT, UNDER STATUTE (INCLUDING STATUTORY PROVISIONS AS TO CONDITIONS AS TO QUALITY OR FITNESS FOR ANY PARTICULAR PURPOSE OF GOODS SUPPLIED PURSUANT TO THE CONTRACT OF SALE), WARRANTY, TORT, STRICT LIABILITY, OR ANY OTHER LEGAL THEORY.

## 3.5 Limitation of Liability

COMPANY'S LIABILITY UNDER THIS WARRANTY IS LIMITED TO THE COST TO REPAIR OR REPLACE, IN COMPANY'S SOLE DISCRETION, THE DEFECTIVE COMPONENT OR PART THAT IN NO EVENT SHALL EXCEED THE FAIR MARKET VALUE OF THE PRODUCT AT THE TIME THE DEFECT IS DISCOVERED.

IN NO EVENT SHALL COMPANY BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, INJURIES TO PERSONS OR DAMAGE TO PROPERTY, LOSS OF PROFITS OR ANTICIPATED PROFITS, OR LOSS OF PRODUCT USE.

## 3.6 Emission Regulations

Vehicles and engines are designed, built, and equipped so as to conform, at the time of sale, with applicable regulations of the U.S. (Federal) Environmental Protection Agency (EPA), Emission Regulations under the Canada Motor Vehicle Safety Act in Canada, and the California Air Resources Board. Engines and vehicles are free from defects in material and workmanship which cause the engine to fail to conform with those regulations for the Warranty period. The Warranty period is 100,000 miles or five (5) years of engine operation, whichever occurs

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first, or the New Product Warranty, if the product warranty is longer for all emission-related components except tires and 24,000 miles or two (2) years, whichever occurs first, for the tires.

The Warranty obligations are not dependent upon the use of any particular brand of replacement parts. The Owner may elect to use non-Genuine Company Parts for replacement purposes. Use of replacement parts which are not of equivalent quality may impair the effectiveness of emission control systems. If other than Genuine Company Parts are used for maintenance replacements or for the repair of components affecting emission controls, the Owner should assure himself/herself that such parts are warranted by their manufacturer to be equivalent to Genuine Company Parts in performance and durability.

Conditions resulting from tampering, misuse, improper adjustments, alteration, accident, failure to use recommended fuel or non-performance of required maintenance services are not covered.

<b>Warranted Components</b>					
Unless otherwise noted, the Warranty period is 5 years/100,000 miles, whichever occurs first, or the New Product Warranty, if the product Warranty is longer for all emission-related components except tires.					
<b>Components<sup>1</sup></b>	<b>Diesel Emission 2010</b>		<b>Gasoline Evaporative Emission 2011<sup>2</sup></b>	<b>Greenhouse Gas (GHG) 14/17</b>	
	<b>Detroit Engine</b>	<b>DTNA Installed<sup>3</sup></b>	<b>DTNA Installed</b>	<b>Detroit Engine</b>	<b>DTNA Installed<sup>4</sup></b>
Aerodynamic Roof Fairings					X
Aerodynamic Roof Fairings (Adjustable Height)					X
Aerodynamic Side Fairings					X
Aftertreatment System (ATS) Aftertreatment Control Module (ACM)	X			X	
ATS Aftertreatment Device (ATD) Wiring Harness	X			X	
ATS Diesel Exhaust Fluid (DEF) Coolant Supply Valve & DEF Coolant Lines		X			
ATS DEF Pump	X			X	
ATS DEF Fuel Rail Pressure Sensor	X			X	
ATS DEF Fuel Pressure Sensor (Low)	X			X	
ATS DEF Low Dosing Unit	X			X	
ATS DEF System Air Pressure Regulator & Associated Air Lines		X			
ATS DEF System Chassis Interface Harness		X			
ATS DEF Tank		X			
ATS DEF Tank DEF Level Gauge		X			
ATS DEF Tank DEF Temperature Sensor		X			
ATS DEF Tank Heater Tubing		X			
ATS DEF Temperature Sensor NOX Sensors	X			X	

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Components <sup>1</sup>	Diesel Emission 2010		Gasoline Evaporative Emission 2011 <sup>2</sup>	Greenhouse Gas (GHG) 14/17	
	Detroit Engine	DTNA Installed <sup>3</sup>	DTNA Installed	Detroit Engine	DTNA Installed <sup>4</sup>
ATS Diesel Oxidation Catalyst (DOC) Inlet Temperature Sensor	X			X	
ATS DOC Outlet Temperature Sensor	X			X	
ATS Diesel Particulate Filter (DPF) Inlet Pressure Sensor	X			X	
ATS DPF Outlet Pressure Sensor	X			X	
ATS DPF Outlet Temperature Sensor	X			X	
ATS Doser Block Assembly	X			X	
ATS Electrically-Heated DEF Lines		X			
ATS Fuel Doser Valve	X			X	
ATS Oxidation Catalyst	X			X	
ATS Particulate Filter	X			X	
ATS Selective Catalytic Reduction (SCR) Catalyst	X			X	
Air Cleaner (Excludes Filter Element)			X		
Air Conditioning Component Leakage (Applies to Tractors Only)					X
Air Intake Pipes			X		
Air Intake Resonator			X		
Ambient Air Temperature (AAT) Sensor					X
Automatic Engine Shutdown Timer					X
Cam Sensor			X		
Camshaft Position Sensor	X			X	
Catalytic Converter			X		
Charge Air Cooler		X			
Charge Air Cooler Outlet Sensor	X			X	
Coolant Outlet Temperature Sensor	X			X	
Coolant Sensor			X		
Crank Sensor			X		
Crankshaft Position Sensor	X			X	
Data Link Connector		X	X		X
Delta P Sensor	X			X	

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Components <sup>1</sup>	Diesel Emission 2010		Gasoline Evaporative Emission 2011 <sup>2</sup>	Greenhouse Gas (GHG) 14/17	
	Detroit Engine	DTNA Installed <sup>3</sup>	DTNA Installed	Detroit Engine	DTNA Installed <sup>4</sup>
Engine Coolant Temp Sensor			X		
Engine Control Module (ECM)			X		
Evap Canister & Evap Canister Vent Solenoid			X		
Exhaust Gas Piping from the Turbocharger out to the Last ATD		X			
Exhaust Gas Recirculation (EGR) Cooler	X			X	
EGR Valve & Actuator	X			X	
Exhaust Manifold & Exhaust Manifold Gaskets			X		
Exhaust Pipes (Between Exhaust Manifold & Catalyst)			X		
Fuel Injectors	X		X	X	
Fuel Lines			X		
Fuel Rail			X		
Fuel Tank			X		
Fuel Tank Fairings					X
Fuel Tank Pressure Sensor			X		
Fuel Temperature Sensor	X			X	
Gap Reducing Fairings					X
Gas Cap			X		
High Pressure Fuel Pump	X			X	
Ignition Coils			X		
Intake Manifold Pressure Sensor	X			X	
Intake Manifold Temperature Sensor	X			X	
Intake Throttle Valve & Adaptor	X			X	
Knock Sensors			X		
Malfunction Indicator Lamp (MIL)		X	X		X
Manifold Absolute Pressure (MAP) Sensor			X		
Mass Air Flow Sensor			X		
Motor Control Module (MCM)	X			X	
Oxygen (O <sub>2</sub> ) Sensors			X		
Oil Fill Cap			X		

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Components <sup>1</sup>	Diesel Emission 2010		Gasoline Evaporative Emission 2011 <sup>2</sup>	Greenhouse Gas (GHG) 14/17	
	Detroit Engine	DTNA Installed <sup>3</sup>	DTNA Installed	Detroit Engine	DTNA Installed <sup>4</sup>
Oil Temperature Sensor	X			X	
Positive Crankcase Ventilation (PCV) Hose (Engine to Air Intake Pipe)			X		
Purge Control Valve			X		
Side Extenders					X
Spark Plugs <sup>5</sup>			X		
Spark Plug Wires			X		
Temperature-Barometric Air Pressure Sensor					X
Throttle Body			X		
Throttle Pedal			X		
Tires <sup>6</sup>					X
Transmission Control Module			X		
Transmission Speed Sensor			X		
Turbo Speed Sensor	X			X	
Turbocharger	X			X	
Vapor Lines			X		
Vehicle Speed Limiter					X
Vehicle Speed Sensor (Transmission Main Shaft)		X			X
Wait to Start Indicator/Lamp					X

<sup>1</sup> Per California Emission Control Systems Warranty Statement, DTNA must warrant the emission control system components for the vehicle in accordance with either Diesel Emission 2010 or Gasoline Evaporative Emission 2011, whichever is applicable.

<sup>2</sup> Coverage period is 5 years/50,000 miles (80 500 km), whichever occurs first.

<sup>3</sup> The following are excluded under Emissions coverage but are covered under standard New Vehicle Warranty coverage:

- ATS ACM Mounting Bracket and Protective Cover
- DEF Tank Mounting Brackets/Hardware
- DEF Pump Mounting and Protective Cover

<sup>4</sup> Diesel Emission 2010 components and emission-related defects in the marked components listed are included in this coverage. Coverage duration:

- Spark-ignition vehicles and light heavy-duty vehicles – 5 years/50,000 miles (80 500 km), whichever occurs first
- Medium and heavy heavy-duty vehicles – 5 years/100,000 miles (161 000 km), whichever occurs first

<sup>5</sup> Spark plugs are warranted under Basic Chassis coverage or until the first required maintenance, whichever comes first.

<sup>6</sup> Coverage period is 2 years/24,000 miles, whichever occurs first.

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## 3.7 Coverage Exclusions

The following components, parts, or conditions are specifically excluded from coverage under this Warranty.

Note: Parts found defective prior to installation must be filed as a Parts Adjustment Request (PAR) to the PDC.

### Aerodynamic Wheel Covers

Aerodynamic wheel covers are excluded from coverage under Warranty.

### Air Springs

Tolerance buildup can occur during the assembly process of the rear suspension and rear cab air springs, and can cause the springs to have the appearance of being crooked, misaligned, or improperly installed. This tolerance buildup is not detrimental to the operation of the vehicle and will not have an effect on either the quality of the ride or the durability of the components or vehicle. Straightening of these springs is not covered under Warranty.

### Alignment of Axles/Wheels/Steering Wheel

Each DTNA vehicle manufacturing plant uses an integrated alignment system to align axles and wheels and to center the steering wheel to DTNA specifications. Realignment or readjustment of these items, including steering stops and steering poppets, is not covered under Warranty.

Any special alignment settings at the request of the Owner must be handled between the service location and Owner after delivery from factory. These special adjustments are not covered under Warranty.

### Axle Breather Vents

During the manufacturing process, an oil run or drip stain may appear at the breather vent. Removing the vent, applying pipe sealant to the threaded vent fitting and re-installing the vent is unnecessary. Removing the axle breather vent and re-sealing the threaded fitting is not covered under this Warranty.

### Cab Interior Components

The repair or replacement of cab interior components that are rendered unserviceable due to normal wear or abuse are not covered under this Warranty.

These components include, but are not limited to:

- Curtains
- Floor coverings (including floor mats)
- Painted trim components
- Steering wheel
- Steering wheel wrap
- Upholstery
- Window shades

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## Chrome Surfaces, Aluminum, and Stainless Steel Components

The following items ARE covered under this Warranty:

- Chrome peeling off in sheets
- Chrome cut at mounting bolts due to over-torque at the factory
- Bubbles in the chrome that are not caused by rock chips and/or general rust conditions
- Isolated rust along seams or welds

The following items are NOT covered under this Warranty:

- General rust (e.g., rust on the unfinished backside of a bumper)
- Dimpling at the mounting bolts
- Staining, bluing, and/or yellowing that can be cleaned with a quality cleaning product
- Rust, pits, and/or nicks caused by road wash or road debris breaking the chrome surface
- Streaks/stains/corrosion caused by severe wash solutions or corrosive road salts/chemicals

Claims pertaining to failures of chrome surfaces, aluminum, and stainless steel components will not be processed unless a clear digital picture is provided that adequately shows the defect.

## Clutch Adjustment

Clutch adjustments are normally required due to clutch wear and are considered normal maintenance. However, if the clutch adjustment is found to be outside of Company specifications during, or prior to, product in-service, a claim will be accepted on a one-time basis.

Claims for clutch adjustments will not be accepted unless the adjustment is found to be outside of Company specifications using the special clutch adjustment measuring tools provided by Company (e.g., adjusting the clutch to satisfy feel will not be accepted as Warranty).

## Competition

Warranty will become void on any product that is used in competition including, but not limited to:

- Racing
- Tractor pulls
- Other motor sports

## Consumable Parts

Parts that are subject to consumption during their normal service life and are routinely replaced during normal maintenance services are covered up to 15,000 miles (24 000 km) for all DTNA vehicles except TBB bodies and chassis. TBB consumable parts are covered up to 30 calendar days from the date of in-service. These items are:

- Antennas (exception: satellite radio antennas)
- Ashtrays
- Belts
- Brake linings
- Cigarette lighter assembly

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- Clutch brake
- Clutch linings
- Data logger batteries
- Desiccant cartridges
- Fire extinguishers
- Flash tubes
- Fluorescent ballast and tubes
- Fuses
- Gladhand
- Hosetennas
- Light bulbs\*
- Lower center bumper air dam
- Mattresses
- Mud flaps
- Mud flap mounting brackets
- Caps (including, but not limited to, DEF, fuel, radiator, surge tank)
- Receiver-dryer filter
- Trailer air hoses
- Trailer electrical cables
- Windshield washer nozzles
- Wiper arms and blades (TBB makes - wiper blades only)

*\* Sealed light and LED assemblies are not considered consumable.*

The cost of consumable parts which are not reusable due to needed warrantable repairs is covered by this Warranty; examples include but are not limited to:

- Antifreeze
- Coolant
- Filters
- Fluids
- Grease/lubricants
- Oil

## Corrosion

Coverage provides Warranty against corrosion to any metal or metal alloy part of the vehicle. Rust or corrosion to specific components and/or caused by certain conditions are excluded from all Company Warranty coverage and will not be paid under Basic Vehicle, Cab Structure, Cab Corrosion, Aftermarket Parts Warranty, or Extended Service Coverage.

Exclusions to corrosion Warranty include, but are not limited to, the following:

- Corrosion caused by general rust (e.g., rust on the unfinished backside of a bumper)
- Surface rust caused by chips or scratches in the paint or chrome surfaces
- Corrosion caused by high-pressure washing, severe wash solutions, cleaning solvents, detergents, compounds

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- Corrosion caused by salinity in the environment or corrosive salts and/or chemicals used on the road surface
- Corrosion caused by acid rain or other industrial fallout
- Corrosion due to improper prevention measures during storage or use
- Corrosion or rust on tone rings, rotors, or drums
- Corrosion due to environmental damage (including ocean spray); airborne fallout (includes chemicals, tree sap, etc.), or other atmospheric conditions or other acts of nature
- Corrosion due to improper use, misuse, or abuse, negligence, including improper or insufficient maintenance

## Damage

The following are not covered under Warranty:

- Damage caused by use of the vehicle in any application that is not approved or is inconsistent with build specifications
- Damage resulting from improper use or misuse or abuse, negligence, improper operation, improper or insufficient maintenance (including, but not limited to, failure to maintain vehicle as outlined in the Driver's/Operator's and Maintenance Manuals), overloading, unauthorized modifications, accidents, or operation at excessive speeds
- Environmental damage, including airborne fallout (including chemicals, tree sap, etc.), or other atmospheric conditions, hailstones, or other acts of nature
- Damage caused by road salts/chemicals or cleaning solvents, detergents, or compounds
- Storage deterioration including damage caused by improper or insufficient storage or maintenance
- Damage caused by road hazards or road conditions
- Damage caused during shipping/transport after initial delivery of vehicle
- Damages (including peeling or flaking) caused by high-pressure washing or steam cleaning
- Damages occurring after in-service (e.g., from rock chips)
- Damages caused by customer-installed sealer in air conditioning systems
- Damages caused by non-factory approved engine horsepower/torque upgrades
- Damage due to vibration associated with misapplication or improper operation of drivetrain components
- Damage due to terrorist activities
- Damage due to acts of war

## Engine

Any DTNA engine in a vehicle on which odometer mileage has been changed so the mileage cannot be readily determined is excluded from Warranty.

Non-DTNA engines, including all of its components as supplied by the non-Company engine manufacturer, are excluded from Warranty but are warranted separately by the manufacturer of the engine. For non-DTNA engine warranty or service, contact the engine manufacturer's authorized sales and service facility.

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## Engine Brakes, Air Compressors, and Other Proprietary Engine Components

The engine manufacturer installs most air compressors and engine brakes. Any failure of a proprietary engine component or Jake Brake® component must be filed directly to the engine manufacturer.

Failures on Company engines and non-proprietary engine components can be filed through DTNA.

## Exhaust System Clamps

During the early life of the vehicle or when the engine is cold, many exhaust clamps exhibit a soot trace. This condition is self-correcting and does not require adjustment, tightening, or replacement of the clamp. Claims for adjusting or tightening will not be paid under Warranty.

## Fifth Wheels

Adjustment of the locking mechanism, bushings, slide locking plungers, and the repair or replacement of lock guards are considered routine maintenance and are not covered under this Warranty.

## Glass, Mirrors, Lens

Conditions excluded from Warranty include but are not limited to:

- Breakage
- Chips
- Scratches
- Cracks

## Initial Operating Period

During a vehicle's Initial Operating Period (IOP), repair on components found loose and included on a scheduled maintenance table may be reimbursed by Company. The IOP for DTNA vehicles is as follows:

Make	IOP <sup>1</sup>
Freightliner, Western Star	Up to 15,000 miles/24 000 km <sup>2</sup>
FCCC	Up to 25,000 miles/40 000 km <sup>2</sup>
TBB Bodies and TBB Chassis <sup>3</sup>	Up to 6 months from in-service date

<sup>1</sup> IOP does not apply to powertrain components.

<sup>2</sup> The IOP begins at zero (0) distance; the in-service distance does not affect the IOP distance limits.

<sup>3</sup> TBB applications utilizing FCCC chassis retain the FCCC IOP separate from the TBB body.

Routine maintenance, servicing, and adjustment, as defined in the applicable Vehicle Maintenance Manual and Driver's Manual, are excluded from Warranty.

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Periodic adjustment or re-torque of wheel bearings, wheel lug nuts, and suspension U-bolts are considered maintenance adjustments and are not covered under Warranty.

Vibrations, squeaks, rattles, loose fittings/clamps, hose fitting leaks, loose nuts/bolts/screws, and loose electrical connections may develop during the initial trip(s) of the vehicle; associated repairs/adjustments are covered under Basic Warranty unless the distance at which the condition occurs exceeds the published maintenance interval for the component.

- Components included on a scheduled maintenance table that have loosened at a time or distance exceeding the first scheduled maintenance or outside the IOP, whichever is greater, are not covered under Warranty and are the responsibility of the customer.

<b>Components Found Loose and Included on a Scheduled Maintenance Table</b>	<b>Prior to First Scheduled Maintenance</b>	<b>After First Scheduled Maintenance</b>
<b>Within IOP</b>	File Claim	File Claim
<b>Outside IOP</b>	File Claim	Customer Responsibility

- Components that do not appear on scheduled maintenance tables are not subject to IOP limitations and are covered per the applicable coverage and exclusions.

Consumable items are addressed separately from IOP; see [Consumable Parts](#) elsewhere in this section for details.

Exclusions from Warranty during the IOP are:

- Cab, hood, and fender-mounted mirrors are adjusted at the factory but may be retracted by the transporter to prevent damage during transport. Subsequent adjustments and tightening of mirror mounting hardware are considered part of the routine preparation of the vehicle before Customer delivery. Claims for adjusting the mirrors or tightening of the attaching hardware will not be paid under Warranty during or after the IOP.
- Claims for re-routing of electrical wiring, hoses, or lines which meet DTNA's routing standards will not be paid under Warranty during or after the IOP. However, if during the IOP, evidence of a potential failure (e.g., rubbing or chaffing that would lead to a short in a wire or a hole in a hose/line) is found where a line, hose, or electrical wiring is mis-installed and is making contact with one of the following, a one-time claim for correcting the routing will be accepted:
  - Hot surface
  - Moving part
  - Sharp edge

Such claims should be filed with *Mis-Installed* as the *Cause* code; digital photos that clearly show evidence of rubbing or chaffing due to mis-installation must be available upon request.

**Note:** Preventative re-routing for other conditions not listed above is not considered warrantable. However, if a line, hose, or electrical wiring actually fails (i.e., leaks or shorts) due to rubbing or chaffing on any surface, such failures are covered per the applicable coverage and exclusions.

- Final preparation of the vehicle for Customer delivery to include cleaning/vacuuming interior of cab, washing windows, washing the exterior of the vehicle, and polishing exterior chromed or painted surfaces are considered as ordering location responsibilities. Claims for these activities will not be paid under Warranty during or after the IOP.

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## Misapplication of Product

The Warranty on any product used inconsistent with its specified vocation/application will be downgraded to the Warranty that is consistent with product use. Any and all claims associated with the misapplication of the product will be subject to chargeback.

## Miscellaneous Expenses

Premium charges and work not directly related to the repair or replacement of a warranted part are not covered under Warranty, unless specifically stated elsewhere in the applicable Warranty coverage. Examples include, but are not limited to:

- Federal, state, provincial, and local taxes
- Travel expenses
- Loss of revenue
- Customer labor, including overtime labor
- Downtime
- Driver's expenses
- Cost of rental equipment
- Loss of cargo, including perishable cargo
- General housekeeping supplies (e.g., shop rags, solvents, sweeping compounds, coveralls, etc.)
- Communication charges
- Towing/road call assistance
- Repair or replacement of optional items not sold or installed by company
- Removal or replacement of service location, body builder, or customer installed equipment
- Environmental fees, cleanup, or other charges
- Cost of emergency services

## Modifications to Original Equipment

Company does not warrant product modifications or equipment installations unless performed at a Company Custom Truck Services (CTS) Center. In addition, the extra time necessary to remove body builder-installed items and/or equipment to work on a warrantable repair is not covered under this Warranty unless Company sells the complete chassis/body/equipment as a package.

If service locations or Customers perform any product modifications or equipment installations, to the extent these modifications or equipment installations adversely affect other vehicle components or vehicle performance, Company shall not accept any product liability or claims under the terms of the product Warranty. These claims become the sole responsibility of the person performing the modifications or equipment installations.

## Paint

The following exclusions to paint warranty include, but are not limited to:

- Complete chassis re-painting to repair paint damages
- Damages occurring after in-service (e.g., from rock chips)
- Peeling/flaking caused by high-pressure washing or steam cleaning

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- Rusting of painted bumpers
- Removal and/or replacement of decals, striping, and/or lettering not applied by Company

Specific areas of the vehicle are deliberately not painted or are not painted to any standard; paint repairs are not warrantable to such areas. These areas include:

- Underside of the hood, including the inside of the wheel wells
- Underside of the roof-mounted air fairings
- Underside of the exterior sun visor
- Inside of the side-mounted air fairings
- Inside of the bumper
- Aftertreatment devices

## Gloss

Gloss claims pertaining to gloss issues on vehicles painted with low-gloss colors (as identified in the Truck/Bus Sales Order) will not be covered under Warranty.

## Routine Maintenance

Routine maintenance, servicing, and adjustment, as defined in the applicable Vehicle Maintenance Manual and Driver's Manual, are excluded from Warranty.

Periodic adjustment or re-torque of wheel bearings, wheel lug nuts, and suspension U-bolts are considered maintenance adjustments and are not covered under Warranty.

Vibrations, squeaks, rattles, loose fittings/clamps, hose fitting leaks, loose nuts/bolts/screws, and loose electrical connections may develop during the initial trip(s) of the vehicle and these types of repairs/adjustments are covered under Warranty one (1) time during the applicable IOP unless excluded above.

Reminder: After the IOP, these developments are the result of use and their repair/adjustment activities are considered routine maintenance and thus excluded from Warranty.

## Shipped Loose Items and Components

During the manufacturing process, certain components are normally placed in the cab of the vehicle or strapped down to the chassis. It is the service location's responsibility to mount these shipped loose items in the correct location on the vehicle. Mounting the shipped loose items below will not be covered under Warranty.

These items include, but may not be limited to, the following:

- Aerodynamic wheel covers
  - Exception: Covers on Freightliner Cascadia trucks may be reimbursed
- Antennas
- Chrome lug nut covers
- Decals & paperwork
- Driver's pouch
- Fire extinguishers
- Jacks
- License plate brackets

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- Mattress
- Reflectors with flares
- Reflectors without flares
- Spare wheels/tires
- Tire inflation hoses
- Trailer cables (air/electrical)
- Winter fronts

## Tampering/Misuse

Conditions resulting from tampering, misuse, improper adjustments, alteration, accident, failure to use recommended fuel or non-performance of required maintenance services are not covered.

It is a violation of U.S. federal law to alter the engine, exhaust plumbing, after treatment system, diesel exhaust fluid system, or other vehicle components in any way that would bring the engine/vehicle out of compliance with certification requirements [Ref: 42 U.S.C. §7522(a)(3)]. It is the Owner's responsibility to maintain the vehicle so that it conforms to EPA regulations.

## Test Products

Any product(s) used in testing must be identified to the Warranty Department and accommodations must be made for claims that relate to the test item(s).

Any product used in endurance testing, such as the Altoona Test, are void of all Warranty, including but not limited to New Product Warranty, Aftermarket Parts Warranty, Extended Service Coverage, or any Company additional or used truck coverage.

## Tires and Tire Balancing

The tires are not covered under this Warranty, but are warranted separately by the tire manufacturer. Tire balancing is not covered under Warranty.

## Transmissions (Non-Company)

Allison transmissions and components are not covered under this Warranty, but are warranted separately by Allison. Information regarding Allison's warranty is provided for informational purposes only and is subject to change. For warranty or service information, contact Allison's authorized sales and service facility.

Eaton Hybrid transmissions are not covered under this Warranty.

## 3.8 Transfer of Warranty

This Warranty is transferable to a subsequent Owner if it has not expired.

To ensure the Owner receives proper Warranty recognition, the ownership information should be updated in OWL.

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## 3.9 Change of Owner Address Information

To ensure Company's ability to reach the current Owner with Recall and Field Service campaign information, the Owner's information must be updated whenever there is a change to the Owner's name or address.

## 3.10 Product Improvement

Company reserves the right to make improvements or changes to the product at any time without incurring any obligation to make such changes or improvements to any other vehicle.

## 3.11 Owner's Responsibilities

DTNA provides Owner's Warranty Information booklets for Company products. When the Owner first receives a Company product, the service location should review the Owner's Warranty Information booklet(s) with the Owner. It is important that the new Owner becomes familiar with the contents about Warranty, parts replacement that affects emission controls, and maintenance service. It is the Owner's responsibility to ensure the product is maintained as outlined in the Driver's/Operator's and Maintenance Manuals and to maintain the vehicle so that it conforms to EPA regulations.

To initiate Warranty, the customer must complete and sign the Warranty Start Form (WAR275); service locations must attach the Warranty Start Form to the *Product Registration* screen in OWL.

As soon as a problem exists, the Owner is responsible for presenting the product to an Authorized Service Location. The Warranty repairs should be completed in a reasonable amount of time. The Owner should also be aware that DTNA may deny Warranty coverage if the product has failed due to abuse, neglect, improper maintenance, or unapproved modifications. DTNA recommends that Owners retain all receipts regarding product maintenance but Company cannot deny Warranty solely for the lack of receipts.

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## **SUMMIT BODYWORKS TRUCK AND VAN BODIES WARRANTY COVERAGE**

All warranty work must be approved by Summit Bodyworks Truck and Van Bodies' Warranty Department prior to any work being performed.

Subject to the following paragraphs and warranty schedule, Summit Bodyworks Truck and Van Bodies (SBW TVB) warrants the Customer\* from SBW TVB, or from an authorized SBW TVB dealer, that goods manufactured by SBW TVB, used in Normal Service\*\*, will be free from defects in materials and workmanship for a period of three years from the date of delivery.

The Customer's sole and exclusive remedy against SBW TVB, arising from the purchase and use of the goods, is limited to repair or replacement of defective materials and workmanship, as provided herein.

**Manufactured Parts & Assemblies** – (examples – sidewall structures, roof structures, rear frame assembly, understructure assembly, nose assembly). SBW TVB will in the event of a defect in the material or workmanship of an assembly manufactured by SBW TVB, at its sole discretion, correct the defective work or replace the defective part(s) at an SBW TVB facility or a facility designated by SBW TVB for a period of three years from the date of delivery.

**Painted Parts** – (only parts painted by SBW TVB) – SBW TVB will in the event that the paint was improperly applied pay reasonable and customary charges\*\*\* to repaint the effected area(s) at a rate of 100% of the costs for the period of the first six months after delivery of the goods. SBW TVB will pay at a rate of 50% of the costs for the period of the seventh through the twelfth months after delivery of the goods. There is no warranty coverage on the painted parts after the first twelve months.

**Vendor Supplied Components** – (examples include lift gates, rollup door assemblies, painted panels, hoists, electrical lamps & wiring, PTOs) SBW TVB warranty does not cover vendor supplied components. Most vendor supplied components are warranted directly by the component's manufacturer and SBW TVB will make the component manufacturer's warranty available to the Customer to the extent that such a warranty exists.

Weights, dimensions, capacities and other measures stated in connection with new SBW TVB goods are only estimates and are not warranted to be exact. SBW TVB reserves the right to change components, specifications, weights, dimensions, capacities, and other aspects of its goods at any time without notice to the Customer.

### **WARRANTY EXCLUSIONS AND EXCEPTIONS**

THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS SET OUT ABOVE.

Misuse, neglect, overloading, improper loading, failure to follow any recommended loading or operating instructions, failure to follow specified maintenance procedures and intervals, unauthorized repair or structural modifications or failure to provide normal maintenance shall void this warranty in its entirety.

This warranty does not cover such items not manufactured by SBW TVB such as electrical lamps and wiring, painted panels, accessories. If these items are warranted by the manufacturer/supplier, and such warranty may be extended to the Customer, SBW TVB will make such warranties available to the Customer.

This warranty does not cover any goods which are not defective, but which wear out due to normal use and have to be replaced during the warranty period, including for example, but not limited to lamps, lamp bulbs, paint, lubricants, wheel flaps, tarpaulins, seals, bearings, gaskets, grommet mountings, wire ties, circuit breakers, and the like.

THIS WARRANTY IS NOT APPLICABLE TO USED EQUIPMENT OR ELECTRICAL COMPONENTS.

This warranty does not cover purchased components, attachments, or accessories, whether acquired from or provided by a SBW TVB dealer, SBW TVB branch, or any other party, that are not in accordance with the factory-level standard specifications.

ANY CUSTOMER SUPPLIED COMPONENTS WILL NOT BE COVERED UNDER WARRANTY BY SBW TVB.

ANY WORK PERFORMED WITHOUT PRIOR AUTHORIZATION (AS EVIDENCED BY A VALID CLAIM NUMBER) FROM THE SBW TVB WARRANTY DEPARTMENT WILL NOT BE COVERED BY THIS WARRANTY.

SBW TVB MAY AT ITS OPTION REQUIRE THAT THE DEFECTIVE PART OR BODY BE RETURNED TO AN SBW TVB FACILITY OR AN SBW TVB AUTHORIZED SERVICE SHOP.

ALL WARRANTY WORK MUST BE PERFORMED AT THE LOCATION DESIGNATED OR APPROVED IN ADVANCE BY SBW TVB AND TO THE SPECIFICATIONS DICTATED BY SBW TVB.

\* "Customer" means the first purchaser in good faith for a purpose other than resale.

\*\* "Normal Service" means the loading and transportation of uniformly distributed legal loads of properly secured, non corrosive cargo, in accordance with any applicable factory instructions and in a manner which does not subject the goods to (a) concentrated loads; (b) loads in excess of the Gross Axle Weight Rating (GAWR) or Gross Vehicle Weight Rating (GVWR); and (c) accidental damage, impact or shock greater than those consummate with normal, lawful use.

\*\*\* "Normal and Customary Charges" are a sum not exceeding the price charged by SBW TVB for such work.

### **Customer Responsibilities**

To the effect the SBW TVB Warranty program the Customer must:

1. Complete and submit the SBW TVB Warranty Card. There is no warranty coverage on goods until such time as SBW TVB receives a completed Warranty Card from the Customer.
2. The Customer shall regularly inspect and check the goods and follow all recommended maintenance procedures and intervals. Failure to do so could void the warranty coverage.
3. The Customer shall contact the SBW TVB Warranty Department immediately at (303) 286-7117 upon detection of any perceived defect in the materials or workmanship. Any continued use of the goods after discovery of a defect that could in any way aggravate the defect or otherwise damage the goods will void the warranty on that part. Absolutely no work should be performed prior to receiving authorization as evidenced by a valid claim number, from the SBW TVB Warranty department. Any work performed prior to receiving authorization will not be covered under warranty.

The Customer shall comply with the instructions of the Warranty Department related to a claim within 30 days of the date of those instructions or the warranty on that part of the goods is voided. The SBW TVB Warranty department will

issue a claim number as authorization for approved warranty repair. SBW TVB will not pay for any warranty work that was performed without a valid claim number. All transportation charges in connection with a warranty claim will be the sole responsibility of the Customer.

## **LIABILITY LIMITATIONS**

SBW TVB SHALL NOT BE LIABLE TO THE CUSTOMER OR ANY OTHER PERSON FOR ANY DAMAGES, INCIDENTAL, CONSEQUENTIAL OR OTHERWISE FOR BREACH OF WARRANTY, FAILURE OR DELAY IN MAKING DELIVERY, OR ANY OTHER CAUSE, EXCEPT AS SPECIFICALLY SET FORTH IN THIS WARRANTY.

WITHOUT LIMITING THE FOREGOING, SBW TVB SHALL NOT BE LIABLE FOR ANY DAMAGES WHATSOEVER AS A RESULT OF CARGO LOSS, DOWNTIME, DRIVER, ROAD SERVICE, TOWING EXPENSE, TIRE REPAIR SERVICE, LOSS OF PROFIT, RENTAL OR SUBSTITUTE EQUIPMENT OR ANY OTHER TYPE OF LOSS DUE TO PERFORMANCE. PREMIUM LABOR RATES (I.E. OVERTIME, SERVICE CALLS, ROADSIDE/MOBILE SERVICE) WILL NOT BE PAID BY WARRANTY.

THE WARRANTIES SET FORTH HEREIN ARE THE ONLY WARRANTIES APPLICABLE TO SBW TVB GOODS AND ARE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

### **Summit Bodyworks Truck and Van Bodies' Obligation**

In the event of a defect in material or workmanship covered by this warranty, SBW TVB in its sole discretion will:

- Correct the defective work or replace the defective part(s) at SBW TVB's factory or at an SBW TVB Branch or dealer assigned by SBW TVB,
- Or reimburse the Customer by paying a sum not exceeding the price charged by SBW TVB for such work or part,
- Or provide for repair of the defective parts by an authorized SBW TVB service facility,
- Or supply a replacement part to the Customer, who will install it at his own expense.

To file a claim or if you have any questions concerning this warranty, contact the SBW TVB Warranty department.



## **Extended 2 Year Limited Upfit Warranty**

Subject to the exclusions and limitations below, Summit Bodyworks, hereafter known as "SBW", warrants the upfit of each new vehicle/trailer up-fitted by SBW to be free from defects in material and workmanship, as related to the actual up-fitting and equipping of the vehicle box, and under normal use and service for a period of two (2) years from date of purchase. Individual components or structures not manufactured by SBW but installed during the up-fitting process shall be subject to the original component manufacturer's warranty. Note: Not all warranties are transferrable.

### **Warranty Terms**

During the two (2) year limited warranty period, any defect in material and workmanship on any vehicle/trailer not excluded below (see Warranty Exclusions section), or items covered by the individual component's warranty, shall be repaired or replaced at Summit Bodywork's option by an approved repair facility. All warranty work must be approved by SBW prior to any work being performed. All warranty work performed without prior approval from SBW will not be covered under this warranty. Warranty coverage starts on the date of delivery and does not extend beyond the two (2) year limit. SBW will pay, upon their sole discretion, for replacement parts and reasonable approved shop's labor in accordance with SBW's warranty policies as outlined below. SBW reserves the right to supply serviceable re-manufactured replacement parts as it deems appropriate. SBW reserves the right to require pictures, proof of maintenance, and estimates, prior to approving any warranty requests. SBW reserves the right, in lieu of the repair and/or replacement conditions set forth in this Limited Warranty, to refund (prorated to the nearest complete month to a minimum of one month) the purchase price for the defective part. Such right shall be exercised at SBW's sole discretion. Should SBW elect to refund the purchase price, the owner/lessee agrees to deliver to SBW the defective part upon SBW's request prior to issuance of such refund.

### **Owner's/Lessee's Responsibility**

This Limited Warranty requires the owner/lessee of the vehicle/trailer to perform both required and recommended maintenance and repair, and to perform the required periodic inspections of the vehicle/trailer (including bodies and accessories) as put forth in the Operator Manuals and component manuals furnished with each vehicle/trailer, or otherwise specified by SBW in writing. The cost of required/recommended maintenance, repair, and periodic inspections is solely the owner/lessee's responsibility. The owner/lessee is required to keep documented evidence that the required maintenance, repairs, and inspections were performed. The SBW Limited Warranty may be subject to cancellation if the above requirements are not met.

### **Warranty Exclusions**

The SBW Limited Warranty shall not apply to:

- Any defect in the vehicle/trailer which was caused, in SBW's sole judgment, by anything other than routine, normal use, or by any of the following:
  - Accidents including, but not limited to, collision or objects striking the vehicle;
  - Improper operation, abnormal usage, misuse, overloading, or negligence;
  - Failure to provide routine maintenance, inspections, and repair services and/or failure to provide any other reasonable and proper maintenance and repair;
  - Unauthorized repairs, alterations, or modifications to any structure or equipment installed by SBW, SBW's authorized representatives, or SBW approved repair facilities;
  - Burglary, fire, flood, war, riot, civil commotion, Acts of God, theft, vandalism, or by any other condition beyond the control of SBW;
  - Transportation costs, if any, of transporting the vehicle or component to an approved repair facility;
  - Mobile service call fees;
  - Any installation of a part on, or in, the vehicle/trailer chassis or box by anyone other than SBW or SBW's authorized representatives;
  - Any items that are replaced as a result normal wear and tear conditions (consumable items);
    - Examples are, but not limited to, tires, brakes, belts, hoses, fluids, filters, glow pins, etc.
  - Use of contaminated or improper fuel/fluids, customer-applied chemicals , or accidental spills ;
  - Corrosion;
  - Any product or part that has been lost, discarded, or disassembled by the customer.

#### **SBW Parts Warranty**

Any parts replaced within the two (2) Year Limited Upfit warranty period will be covered for the balance of this warranty, or to the warranty period offered by the accessory manufacturer whichever is longer. Warranty part replacement will not in any way extend the provisions of the SBW Limited Upfit Warranty. Component manufacturers that offer warranty coverage for a period longer than the one year SBW Limited Warranty will be covered by that manufacturer's warranty for the balance of that manufacturer's warranty period. All parts replaced under warranty after the expiration of the SBW two (2) Year Limited Upfit warranty period will be removed and re-installed at the owner's expense and all labor claims would need to be addressed with the original manufacturer. No person or business entity may extend or modify SBW's two (2) year warranty duration under any circumstance.

#### **Non - SBW Components**

Components, furnishings, and accessories not manufactured by SBW, including but not limited to, the chassis, engine, transmission, liftgate, cargo/store box, converter, inverter, batteries, electronic components, furnaces, etc., are subject to the individual manufacturer's warranty. SBW will act reasonably, in good faith, to assist the owner/lessee in obtaining the repair or replacement of such parts by the component's original manufacturer, but is not liable for any costs or fees arising from said repairs or replacements. Any cost incurred by SBW for repair or replacement parts or items not manufactured by SBW will be invoiced to the owner/lessee. SBW may, when requested, assist the owner/lessee in locating a suitable repair shop. However, SBW assumes no liability for the quality of the work performed or the quality of parts used during the repair. It is the sole responsibility of the owner/lessee to determine his/her comfort level with the selected shop. To be considered for warranty, the defective part must be returned, at the request of SBW, to SBW or the manufacturer of the part, within fifteen (15) calendar days. The part will be evaluated and if warranty is approved a refund or credit, including any ground shipping fees, will be issued to the customer in the form of a credit back to a charged card or check to the customer. **If the requested part is not received by SBW within fifteen (15) calendar days,**

**the claim will be rejected and permanently closed.** SBW does not impose warranty requirements upon any of its component manufacturers, nor does SBW grant permission for any other manufacturer, business, agency, person, or persons, to offer warranty on behalf of SBW.

### **Shipping**

SBW will pay for shipping of warranty parts by ground carrier. Expedited delivery is available to the customer at the customer's expense. Shipping for the return of parts for warranty consideration, will be at the customer's expense but will be reimbursed if the parts in question are determined to be defective by SBW or the original manufacturer of the part.

### **Limitation of Warranties**

Except for the warranties expressly and specifically made herein, SBW makes no other warranties, written or implied, and any possible liability of SBW hereafter is in lieu of all other warranties, expressed, implied, or statutory including but not limited to any warranties of merchantability or fitness for particular purpose. SBW reserves the right to modify, alter, and improve any vehicle/trailer previously sold without incurring any obligation to replace any vehicle/trailer previously sold without such modification. No person is authorized to give any other warranty or assume any additional obligation on SBW's behalf. The repair, replacement, or refund as provided under the Summit Bodyworks Limited Warranty is the owner/lessee's exclusive remedy, and is provided in lieu of all other warranties, expressed or implied. In no event shall SBW be liable, whether in contract or tort (including negligence) for damages in excess of the purchase price of the part, accessory, or software, or any indirect incidental, special, or consequential damages of any kind. SBW will not be liable for any loss of revenue or profits, loss of business, loss of information or data, software, or applications, or any other financial loss, including overtime premiums, arising out of, or in connection with, the ability or inability to use the parts.

### **Disputes Under This Limited Warranty**

Any and all disputes and claims of any kind and nature whatsoever arising under this Limited Warranty shall be handled as provided in any agreement of purchase and sale for the vehicle/trailer. If such agreement does not include an express provision relating to the handling of disputes and claims, then the following terms shall apply to this Limited Warranty: This Limited Warranty shall be deemed to have been made in the State of Colorado (without regard to the conflict of law principals of the State), including all matters of construction, validity and performance regardless of the location of the vehicle/trailer. The owner/lessee expressly waive any and all right to jury trial regarding any dispute hereunder. The owner/lessee hereby irrevocably submits to the exclusive jurisdiction and venue of courts sitting in Adams County, in the State of Colorado. The owner/lessee hereby irrevocably waives and agrees not to assert by way or motion, defense, or otherwise, any claim that he/she is not subject to personally to the jurisdiction of such courts, that the vehicle/trailer or any other property of the owner/lessee is exempt or immune from attachment or execution, that any action brought under this Limited Warranty is brought in an inconvenient forum, that the venue of the action is improper or that this Limited Warranty cannot be enforced by any such courts.



### Confirmation

I confirm that I have read and understand the provisions and coverage of the Summit Bodyworks Three Year Limited Upfit Warranty prior to signing this. I am aware that by signing this that I am waiving certain legal rights which I, my heirs, executors, administrators, assignees, and/or representatives may have against Summit Bodyworks. In entering into this agreement I am not relying on any oral or written representations or statements made by Summit Bodyworks other than what is set forth in this agreement. I understand there may be parts installed in this vehicle/trailer that may fall under different manufacturer's warranties in which case the original equipment manufacturer's warranty will take precedence over any Summit Bodyworks warranties. By signing below I confirm that I have received a binder containing the warranty and contact information for this vehicle/trailer.

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Signed on TODAY'S DATE: \_\_\_\_ / \_\_\_\_ ,20 \_\_\_\_

<<<<<<<<< END >>>>>>>>>



# The Future of Ebook Pricing

## ALA concerned over recent changes in publisher strategy

By Alan S. Inouye | July 9, 2019



After several years of relative stability, the library trade ebook market is again shifting in disconcerting directions. These shifts may indicate a convergence toward a common business model for library ebook lending, which may improve efficiency in a library's administration of trade ebook titles. However, the American Library Association (ALA) has ongoing concerns over library prices for ebooks and audiobooks.

Within the last few weeks, two of the largest trade publishers—Hachette Book Group (HBG) and Simon & Schuster (S&S)—made significant changes in their terms for libraries. These recent

developments follow changes to the pricing model at Penguin Random House (PRH) last October, and the recent imposition of a 90-day embargo on selected digital audio titles by Blackstone Audio.

Among the Big Five publishers (HBG, HarperCollins, Macmillan Publishers, PRH, and S&S), pricing for one copy remains excessively high, in the \$50 range for two years of library access, compared with the \$15 range for perpetual access by consumers. Four of the Big Five now employ a two-year access model, which poses challenges to collection development and preservation.

Further changes are on the horizon. At this time, none of the Big Five employs an embargo, save for the “test” that Macmillan instituted for its Tor imprint in July 2018, which ALA opposed. However, ALA is expecting Macmillan to make an announcement about its ebooks by the end of this summer. Based on its Tor test, Macmillan has had quiet consultations with a handful of librarians and ALA. It remains to be seen where Macmillan will end up—and the recent announcements by HBG and S&S may well have them reassessing their conclusions. ALA is greatly concerned that the embargo in the Tor pilot will become standard practice and spread to other Macmillan titles. An embargo policy is contradictory to the library mission of equitable access to information, and ALA is unequivocally opposed to the practice.

Regardless of the outcome of the Macmillan announcement, it is time for ALA to ramp up engagement on the library ebook lending front. The recent resolution by ALA Council to reestablish a digital content working group to engage units across ALA and in the library community broadly is a good start.

Through its leadership in Chicago and Washington, ALA will continue negotiations with publishers and intermediaries. ALA is also reexamining how this issue may be incorporated more directly into its public policy work on copyright and related areas. For the long run, ALA may well need to focus more on public policy avenues as well as explore a rethinking of how libraries do business and their role in providing access to digital materials.

Ultimately, it will also take increased awareness, education, and perhaps even grassroots action from ALA members and customers of the publishers to resist barriers to equitable access.

ALAN S. INOUE is senior director of Public Policy and Government Relations in ALA's Public Policy and Advocacy Office.

# Fountaindale Public Library District

## Cash and Investment

June 30, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$83,701.20	\$698,946.48	\$782,647.68
Cash Checking/Payroll	\$31,492.47	\$155,151.93	\$186,644.40
Petty Cash	\$2,300.00	\$129.25	\$2,429.25
Total Cash	\$117,493.67	\$854,227.66	\$971,721.33
Investments			
Investment - General/BMO Harris MM	\$8,109,319.56	(\$1,431,930.96)	\$6,677,388.60
Investment - General/IL Funds/MM	\$67,203.39	\$2,849.39	\$70,052.78
Investment - IL Funds/INB/E-Pay	\$28,993.66	\$28,752.65	\$57,746.31
Investment - Special Reserve/BMO Harris MM	\$1,958,998.32	\$83,410.27	\$2,042,408.59
Investment - Working Cash/BMO Harris MM	\$878.27	\$1,073,791.18	\$1,074,669.45
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	\$4,002,312.30	\$15,260,952.35
Total Investments	\$22,492,198.93	\$2,691,019.15	\$25,183,218.08
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,105,143.03	\$342,454.01	\$1,447,597.04
Total Bond Fund	\$1,105,143.03	\$342,454.01	\$1,447,597.04
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	\$4,477.20	\$10,613.02
Total Building Project Fund	\$553,719.45	(\$543,106.43)	\$10,613.02
Total Cash and Investments	\$24,268,555.08	\$3,344,594.39	\$27,613,149.47

Special Res. PMA - 2.31%  
General - IL Fund - 2.423%  
Money Market BMO Harris - 2.511%

# Fountaindale Public Library District

## Revenue Report as of June 30, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018 - Est.	\$4,012,552.71	\$4,342,793.34	105.84 %	\$4,103,133.00	(\$239,660.34)
Property Tax Dupage 2018 - Est.	\$81,537.78	\$83,466.67	99.68 %	\$83,737.00	\$270.33
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	\$0.00	\$351,567.32	105.24 %	\$334,070.00	(\$17,497.32)
Interest	\$37,857.82	\$595,723.32	344.09 %	\$173,131.00	(\$422,592.32)
Fines	\$7,497.11	\$73,217.62	292.87 %	\$25,000.00	(\$48,217.62)
Copy Machines	\$596.02	\$8,538.10	142.30 %	\$6,000.00	(\$2,538.10)
Fax Machine	\$610.89	\$7,111.55	142.23 %	\$5,000.00	(\$2,111.55)
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,931.01	\$24,257.53	151.61 %	\$16,000.00	(\$8,257.53)
Miscellaneous	\$167.31	\$14,160.75	113.29 %	\$12,500.00	(\$1,660.75)
Reimbursements	\$278.38	\$5,728.42	127.30 %	\$4,500.00	(\$1,228.42)
Board Reimbursements	\$62.70	\$171.50	34.30 %	\$500.00	\$328.50
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	\$4,143,091.73	\$9,694,141.05	108.13 %	\$8,965,211.00	(\$728,930.05)
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$21.89	\$843.40	0.00 %	\$0.00	(\$843.40)
Total Building Project Fund	\$21.89	\$843.40	0.00 %	\$0.00	(\$843.40)
Bond Fund					
Property Tax - Will 2018 - Est.	\$1,075,154.67	\$1,163,641.92	83.42 %	\$1,394,959.00	\$231,317.08
Property Tax - Dupage 2018 - Est.	\$22,007.26	\$22,527.87	79.13 %	\$28,469.00	\$5,941.13
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	\$851.55	\$17,407.96	174.08 %	\$10,000.00	(\$7,407.96)
Interest Rebate Payment - BAB	\$0.00	\$165,757.40	100.21 %	\$165,403.00	(\$354.40)
Total Bond Fund	\$1,098,013.48	\$2,686,833.02	91.99 %	\$2,920,735.00	\$233,901.98
Total Revenue	\$5,241,127.10	\$12,381,817.47	104.17 %	\$11,885,946.00	(\$495,871.47)

# Fountaindale Public Library District

## Expenditure Report as of June 30, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$335,955.00	\$4,168,237.03	89.59 %	\$4,652,600.00	\$484,362.97
Contractual Services	\$47,372.44	\$1,118,850.11	80.34 %	\$1,392,615.00	\$273,764.89
Supplies & Utilities	\$23,070.87	\$435,385.30	73.71 %	\$590,679.00	\$155,293.70
Library Materials	\$113,562.76	\$879,882.67	75.67 %	\$1,162,806.00	\$282,923.33
Capital Expenditures	\$4,107.46	\$135,597.33	32.65 %	\$415,262.00	\$279,664.67
Miscellaneous	\$5,044.46	\$48,450.81	69.51 %	\$69,700.00	\$21,249.19
Per Capita Grant	\$69,603.75	\$69,603.75	82.27 %	\$84,604.00	\$15,000.25
Other Grant Expenditures	\$0.00	\$250.00	50.00 %	\$500.00	\$250.00
Total General Fund Expenditures	\$598,716.74	\$6,856,257.00	81.93 %	\$8,368,766.00	\$1,512,509.00
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,650.00	86.50 %	\$10,000.00	\$1,350.00
Liability Insurance Fund Expenditures	\$0.00	\$78,452.53	59.21 %	\$132,500.00	\$54,047.47
Soc Sec/IMRF Fund Expenditures	\$45,744.58	\$787,481.30	84.45 %	\$932,501.00	\$145,019.70
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$22,826.34	\$292,096.37	87.19 %	\$335,000.00	\$42,903.63
Total Other Fund Expenditures	\$68,570.92	\$1,166,680.20	82.74 %	\$1,410,041.00	\$243,360.80
Total Expenditures - Operating Funds	\$667,287.66	\$8,022,937.20	82.04 %	\$9,778,807.00	\$1,755,869.80
Building Project Fund Expenditures	\$0.00	\$29,368.66	0.00 %	\$0.00	(\$29,368.66)
Total Building Project Fund Expenditures	\$0.00	\$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	\$0.00	\$3,086,443.66	108.44 %	\$2,846,175.00	(\$240,268.66)
Total Expenditures - All Funds	\$667,287.66	\$11,109,380.86	88.00 %	\$12,624,982.00	\$1,515,601.14

**Fountaindale Public Library District  
Expenditure Report as of June 30, 2019**

<b>Current Month</b>	<b>Year to Date</b>	<b>% Expended</b>	<b>Working Budget</b>	<b>Unexpended Budget</b>
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Kathryn J. Spindel/Treasurer

**Fountaindale Public Library District**  
**Bills Paid - Operating Account**

July- 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - June 2019	07/01/2019	759	1-4192-10	\$36.29
Belynda Head	Program - R&B Line Dancing - 07/14/2019	07/01/2019	51852	1-4571-24	\$125.00
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - July 2019	07/01/2019	51853	1-4192-10	\$29,896.28
Bolingbrook Park District	Program - Yoga - 07/11/2019	07/01/2019	51854	1-4571-24	\$50.00
Bolingbrook Park District	Program - Zumba - 07/13/2019	07/01/2019	51855	1-4571-24	\$75.00
Cathryn Stanek-Whisler	Program - DIY: Wine Cork Star - 07/18/2019	07/01/2019	51856	1-4571-24	\$201.25
Cathryn Stanek-Whisler	Program - Moon Stand - 07/18/2019	07/01/2019	51857	1-4573-24	\$190.00
Clothespin Puppets	Program - The Picture Book Show - 07/09/2019	07/01/2019	51858	1-4572-20	\$300.00
Dave Rudolf	Program - The Wacky World of Dave Rudolf - 07/17/2019	07/01/2019	51859	1-4572-28	\$675.00
Dearborn National Life Insurance Company	Employer Insurance Contribution - July 2019	07/01/2019	51860	1-4192-10	\$541.12
Elite Chess Inc.	Program - Chess Club for Adults & Teen - 07/16/2019	07/01/2019	51861	1-4571-24	\$90.00
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - July 2019	07/01/2019	51862	1-4192-10	\$159.09
Home Depot	Building Operation Supplies	07/01/2019	51850	8-4357-30	\$199.85
Illinois Municipal Retirement Fund	Employer Contribution - June 2019	07/01/2019	767	5-4142-10	\$24,163.74
It's A Sign, Inc.	Summer Adventure Elevator Wraps - PO5891-1819	07/01/2019	51851	1-4731-10	\$5,850.00
Kellie Chase	Program - Sewing Class - 07/09/2019	07/01/2019	51863	1-4571-24	\$175.00
Larry Carpenter	Program - Santa's Summer Vacation - 07/16/2019	07/01/2019	51864	1-4572-20	\$150.00
Marilyn A. Burt	Program - DIY: Paint on Pine - 07/17/2019	07/01/2019	51865	1-4571-24	\$375.00
Miami University	Telling A People's Story Traveling Exhibit - 02/01/21 to 03/15/21	07/01/2019	51866	1-4571-24	\$350.00
Robert Pennor	Program - Drawing with Pencils & Charcoals - 07/16/2019	07/01/2019	51867	1-4571-24	\$60.00
Ronald Goldie	Program - Monthly Dungeons & Dragons Nights - 07/16/2019	07/01/2019	51868	1-4573-24	\$60.00
Science Tellers	Program - Aliens: Escape from Earth - 07/11/2019	07/01/2019	51869	1-4572-20	\$365.00
Susan K. Maddox	Program - Cooking Demo w/ Chef Maddox - 07/10/2019	07/01/2019	51870	1-4571-24	\$300.00
Toni Greathouse	Program - Tuesday with Toni Book Club - 07/16/2019	07/01/2019	51871	1-4571-24	\$75.00
Zion Bank	Interest Payment - Bond Series 2018	07/01/2019	51872	4-4289-40	\$237,525.00
					<b><u>\$301,987.62</u></b>

Jennie Nguyen, Finance Manager

*Gross Payroll & FICA Expense - JUNE 2019*  
Gross Payroll \$297,133.83  
FICA \$22,060.93  
**Total Gross Payroll & FICA \$319,194.76**

# Fountaindale Public Library District

## Bills Payable Report

### July 18, 2019

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>All Service Limo, Inc.</b>				
	Ice Cream Social Shuttle Service - 7/29/19 - PO5978-1920	53633	1-4572-20	\$ 112.50
	Ice Cream Social Shuttle Service - 7/29/19 - PO5978-1920	53633	1-4572-28	112.50
	Ice Cream Social Shuttle Service - 7/29/19 - PO5978-1920	53633	1-4573-24	112.50
	Ice Cream Social Shuttle Service - 7/29/19 - PO5978-1920	53633	1-4571-24	112.50
	<i>Totals for All Service Limo, Inc.</i>			<b>\$ 450.00</b>
<b>Allyse Schiller</b>				
	Reimbursement - Zions Bank Certified Postage	AS070519	1-4381-10	4.50
	Mileage - 5/3/19-6/28/19	AS063019	1-4171-10	32.71
	<i>Totals for Allyse Schiller</i>			<b>\$ 37.21</b>
<b>Amazon</b>				
	Finance - 3 Tier Swivel Tower Sorter	A86-1819	1-4351-10	11.88
	Finance - Laptop Tote & Case	A87-1819	1-4351-10	66.64
	District Closet Restock - 11x17 Paper	A92-1819	1-4351-10	54.99
	District Restock - Monthly Supplies	A92-1819	1-4351-10	16.91
	CSD - Various Program Supplies	A94-1819	1-4353-20	53.44
	CSD - Various Program Supplies	A94-1819	1-4353-20	31.55
	CSD - Various Program Supplies	A94-1819	1-4353-20	15.75
	CSD - Various Program Supplies	A94-1819	1-4353-20	375.90
	CSD - Various Program Supplies	A94-1819	1-4353-20	26.38
	ATSD - Teen Supplies for Various Programs	A95-1819	1-4353-24	221.79
	ATSD - Fairy Lights & Picture Hanger Program Supplies	A98-1819	1-4353-24	36.44
	Books - Adult Fiction	0660346-FY1819JU	1-4540-26	806.93
	IT - HP Black Keyboard	A91-1819	1-4354-14	140.20
	Books - Adult Non-Fiction	0660346-FY1819JU	1-4541-26	24.95
	Video Games - Adult	0660346-FY1819JU	1-4565-26	59.99
	DVD - Adult	0660346-FY1819JU	1-4557-26	12.99
	Video Games - YA	0660346-FY1819JU	1-4563-26	166.82
	Realia - Juvenile - CSD Doll Related Items	0660346-FY1819JU	1-4569-26	583.37
	Books - Young Adult Fiction	0660346-FY1819JU	1-4548-26	44.48
	Make A Mess Program Supplies	A89-1819	1-4353-27	4.33
	Make A Mess Program Supplies	A89-1819	1-4353-27	11.34
	Make A Mess Program Supplies	A89-1819	1-4353-27	26.64
	Make A Mess Program Supplies	A89-1819	1-4353-27	3.83
	Make A Mess Program Supplies	A89-1819	1-4353-27	265.40
	Studio - Life Size Cut Out	A93-1819	1-4353-27	84.94
	Studio - Tote Bag & Map of the Soul Persona CD	A93-1819	1-4353-27	47.57
	Studio - Colored PLA	A88-1819	1-4371-27	45.98

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Amazon</b>		(Cont'd)		
	Studio - Colored PLA	A88-1819	1-4371-27	\$ 33.98
	Studio - Colored PLA	A88-1819	1-4371-27	34.98
	Studio - Hatchbox 3D Printer Filament	A101-1819	1-4371-27	79.96
	Studio - See-Through Orange PLA	A88-1819	1-4371-27	17.99
	Studio Maker Supplies	A97-1819	1-4568-27	427.35
	Studio Maker Supplies	A97-1819	1-4568-27	26.98
	Studio Maker Supplies	A97-1819	1-4568-27	229.99
	Studio Maker Supplies	A97-1819	1-4568-27	26.98
	STEAM Boxes	0660346-FY1819JU	1-4528-26	2,446.23
		<i>Totals for Amazon</i>		<b>\$ 6,565.87</b>
<b>AmeriFlex Business Solutions</b>				
	Benefit/Cobra Administration Fees - July 2019	INV248755	1-4253-10	183.40
		<i>Totals for AmeriFlex Business Solutions</i>		<b>\$ 183.40</b>
<b>Ann Burkiewicz</b>				
	Mileage - 4/20/19	AB062619	1-4171-10	5.22
		<i>Totals for Ann Burkiewicz</i>		<b>\$ 5.22</b>
<b>AT &amp; T</b>				
	Internet - June 2019	3942997400	1-4314-14	1,349.35
		<i>Totals for AT &amp; T</i>		<b>\$ 1,349.35</b>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone - 5/22/19-6/21/19	15090246	1-4311-14	272.21
		<i>Totals for AT &amp; T Mobility - National Business Services</i>		<b>\$ 272.21</b>
<b>B&amp;H Photo-Video</b>				
	Studio - Various Audio Visual Equipment - PO5923-1819	159359144	1-4568-27	2,085.60
	Studio - Impact Cross Poles, Bkgrnd Paper - PO5923-1819	159314635	1-4568-27	175.84
		<i>Totals for B&amp;H Photo-Video</i>		<b>\$ 2,261.44</b>
<b>Backupify, Inc.</b>				
	Google Apps Renewal - 6/30/19-6/29/20 - PO5981-1920	INV00564902	1-4631-14	1,920.00
		<i>Totals for Backupify, Inc.</i>		<b>\$ 1,920.00</b>
<b>Baker &amp; Taylor</b>				
	Annual DVD Leasing - June 2019-May 2020	H624172DM	1-4529-26	14,696.55
	Leased Materials - 6/1/19-5/31/20	202555-F952754-5-6	1-4529-26	14,808.78
		<i>Totals for Baker &amp; Taylor</i>		<b>\$ 29,505.33</b>



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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - C009233</b>				
	Books - Adult Non-Fiction	5015562531	1-4541-26	\$ 47.69
	Books - Adult Non-Fiction	5015544147	1-4541-26	263.97
	Books - Adult Fiction	5015562531	1-4540-26	3.69
	Books - Adult Fiction	5015544147	1-4540-26	11.67
	Books - Adult Non-Fiction	5015484352	1-4541-26	151.50
	Books - Adult Non-Fiction	5015462818	1-4541-26	195.92
	<i>Totals for Baker &amp; Taylor - C009233</i>			<u>\$ 674.44</u>
<b>Baker &amp; Taylor - L030107</b>				
	Young Adult Summer Adventure Prizes	2034588199	1-4353-24	762.22
	Young Adult Summer Adventure Prizes	2034634526	1-4353-24	24.09
	Young Adult Summer Adventure Prizes	2034612812	1-4353-24	42.74
	CSD - Circulating Doll Book	2034598186	1-4575-10	22.91
	<i>Totals for Baker &amp; Taylor - L030107</i>			<u>\$ 851.96</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>				
	Books - Adult Fiction	2034612890	1-4540-29	\$ 90.07
	Books - Adult Fiction	2034578150	1-4540-29	1,313.43
	Books - Adult Fiction	2034564440	1-4540-29	70.49
	Books - Adult Fiction	2034546512	1-4540-29	61.66
	Books - Adult Fiction	2034567454	1-4540-29	71.43
	Books - Adult Fiction	2034549437	1-4540-29	723.71
	Books - Adult Fiction	2034592560	1-4540-29	217.75
	Books - Adult Fiction	2034634273	1-4540-29	177.08
	Books - Adult Non-Fiction	2034578150	1-4541-29	85.14
	Books - Adult Non-Fiction	2034564440	1-4541-29	108.10
	Books - Adult Non-Fiction	2034549437	1-4541-29	513.07
	Books - Adult Non-Fiction	2034592560	1-4541-29	57.43
	Books - Adult Large Print	2034578150	1-4543-29	177.68
	Books - Adult Large Print	2034564440	1-4543-29	18.00
	Books - Adult Large Print	2034546512	1-4543-29	171.04
	Books - Adult Large Print	2034567454	1-4543-29	32.29
	Books - Adult Large Print	2034549437	1-4543-29	166.20
	Books - Adult Large Print	2034592560	1-4543-29	308.21
	Books - Adult Large Print	2034634273	1-4543-29	59.00
	Books - Juvenile Fiction	2034612890	1-4544-29	65.33
	Books - Juvenile Fiction	2034578150	1-4544-29	57.48
	Books - Juvenile Fiction	2034564440	1-4544-29	60.93
	Books - Juvenile Fiction	2034567454	1-4544-29	259.29
	Books - Juvenile Fiction	2034549437	1-4544-29	20.35
	Books - Juvenile Fiction	2034592560	1-4544-29	12.76
	Books - Juvenile Fiction	2034634273	1-4544-29	80.47
	Books - Juvenile Non-Fiction	2034612890	1-4545-29	48.04
	Books - Juvenile Non-Fiction	2034578150	1-4545-29	51.45
	Books - Juvenile Non-Fiction	2034564440	1-4545-29	101.16
	Books - Juvenile Non-Fiction	2034546512	1-4545-29	214.75
	Books - Juvenile Non-Fiction	2034549437	1-4545-29	10.34
	Books - Juvenile Non-Fiction	2034592560	1-4545-29	80.18
	Books - Juvenile Easy	2034612890	1-4546-29	9.09
	Books - Juvenile Easy	2034578150	1-4546-29	23.08
	Books - Juvenile Easy	2034564440	1-4546-29	166.31
	Books - Juvenile Easy	2034546512	1-4546-29	84.15
	Books - Juvenile Easy	2034567454	1-4546-29	12.59
	Books - Juvenile Easy	2034549437	1-4546-29	18.14

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420685</b>	(Cont'd)			
	Books - Juvenile Easy	2034592560	1-4546-29	\$ 20.96
	Books - Juvenile Easy	2034634273	1-4546-29	4.19
	Books - Young Adult Fiction	2034578150	1-4548-29	13.96
	Books - Young Adult Fiction	2034564440	1-4548-29	19.54
	Books - Juvenile World Languages	2034612890	1-4526-29	23.67
	Books - Juvenile World Languages	2034578150	1-4526-29	96.81
	Books - Juvenile World Languages	2034592560	1-4526-29	8.63
	Books - Juvenile World Languages	2034634273	1-4526-29	13.71
<i>Totals for Baker &amp; Taylor - L420685</i>				<u>\$ 5,999.14</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>				
	Books - Juvenile World Languages	2034595478	1-4526-26	\$ 17.26
	Books - Juvenile World Languages	2034593119	1-4526-26	34.21
	Books - Juvenile World Languages	2034535515	1-4526-26	118.44
	Books - Juvenile World Languages	2034538099	1-4526-26	5.99
	Books - Juvenile World Languages	2034547413	1-4526-26	139.32
	Books - Juvenile World Languages	2034550179	1-4526-26	153.22
	Books - Juvenile World Languages	2034579428	1-4526-26	35.29
	Books - Adult World Languages	2034609207	1-4525-26	34.77
	Books - Adult World Languages	2034593119	1-4525-26	72.13
	Books - Adult World Languages	2034552702	1-4525-26	21.54
	Books - Adult World Languages	2034550179	1-4525-26	1,453.15
	Books - Adult World Languages	2034626457	1-4525-26	23.92
	Books - Adult World Languages	2034628760	1-4525-26	14.94
	Books - Adult World Languages	2034621282	1-4525-26	92.16
	Books - Adult World Languages	2034565508	1-4525-26	33.49
	Books - Adult World Languages	2034579428	1-4525-26	88.15
	Books - Adult World Languages	2034568300	1-4525-26	13.17
	Books - Adult World Languages	2034559883	1-4525-26	25.45
	Books - Adult World Languages	2034570728	1-4525-26	28.18
	Books - Young Adult Fiction	2034609207	1-4548-26	79.82
	Books - Young Adult Fiction	2034595478	1-4548-26	33.72
	Books - Young Adult Fiction	2034593119	1-4548-26	98.09
	Books - Young Adult Fiction	2034552702	1-4548-26	13.18
	Books - Young Adult Fiction	2034535515	1-4548-26	105.32
	Books - Young Adult Fiction	2034538099	1-4548-26	31.02
	Books - Young Adult Fiction	2034547413	1-4548-26	162.67
	Books - Young Adult Fiction	2034550179	1-4548-26	27.85
	Books - Young Adult Fiction	2034626457	1-4548-26	8.99
	Books - Young Adult Fiction	2034628760	1-4548-26	8.40
	Books - Young Adult Fiction	2034621282	1-4548-26	33.90
	Books - Young Adult Fiction	2034565508	1-4548-26	287.82
	Books - Young Adult Fiction	2034579428	1-4548-26	342.60
	Books - Young Adult Fiction	2034568300	1-4548-26	4.79
	Books - Young Adult Fiction	2034559883	1-4548-26	1,299.88
	Books - Young Adult Fiction	2034570728	1-4548-26	150.31
	Books - Adult Fiction	2034609207	1-4540-26	1,624.04
	Books - Adult Fiction	2034595478	1-4540-26	126.07
	Books - Adult Fiction	2034593119	1-4540-26	1,430.49

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Adult Fiction	2034552702	1-4540-26	\$ 1,775.54
	Books - Adult Fiction	2034535515	1-4540-26	4,395.89
	Books - Adult Fiction	2034538099	1-4540-26	1,052.25
	Books - Adult Fiction	2034547413	1-4540-26	1,404.61
	Books - Adult Fiction	2034550179	1-4540-26	1,440.17
	Books - Adult Fiction	2034626457	1-4540-26	305.08
	Books - Adult Fiction	2034628760	1-4540-26	113.63
	Books - Adult Fiction	2034621282	1-4540-26	664.29
	Books - Adult Fiction	2034565508	1-4540-26	4,334.90
	Books - Adult Fiction	2034579428	1-4540-26	2,740.98
	Books - Adult Fiction	2034568300	1-4540-26	538.72
	Books - Adult Fiction	2034559883	1-4540-26	2,530.92
	Books - Adult Fiction	2034570728	1-4540-26	5,942.68
	Books - Adult Non-Fiction	2034609207	1-4541-26	589.08
	Books - Adult Non-Fiction	2034595478	1-4541-26	36.56
	Books - Adult Non-Fiction	2034593119	1-4541-26	1,049.27
	Books - Adult Non-Fiction	2034552702	1-4541-26	362.08
	Books - Adult Non-Fiction	2034535515	1-4541-26	650.29
	Books - Adult Non-Fiction	2034538099	1-4541-26	10,674.60
	Books - Adult Non-Fiction	2034547413	1-4541-26	769.95
	Books - Adult Non-Fiction	2034550179	1-4541-26	225.62
	Books - Adult Non-Fiction	2034626457	1-4541-26	28.63
	Books - Adult Non-Fiction	2034628760	1-4541-26	214.34
	Books - Adult Non-Fiction	2034621282	1-4541-26	302.18
	Books - Adult Non-Fiction	2034565508	1-4541-26	1,028.41
	Books - Adult Non-Fiction	2034579428	1-4541-26	335.92
	Books - Adult Non-Fiction	2034568300	1-4541-26	278.52
	Books - Adult Non-Fiction	2034559883	1-4541-26	2,304.71
	Books - Adult Non-Fiction	2034570728	1-4541-26	785.74
	Books - Adult Large Print	2034609207	1-4543-26	675.85
	Books - Adult Large Print	2034593119	1-4543-26	719.79
	Books - Adult Large Print	2034552702	1-4543-26	224.62
	Books - Adult Large Print	2034535515	1-4543-26	17.40
	Books - Adult Large Print	2034538099	1-4543-26	89.99
	Books - Adult Large Print	2034547413	1-4543-26	724.40
	Books - Adult Large Print	2034550179	1-4543-26	225.08
	Books - Adult Large Print	2034626457	1-4543-26	59.12
	Books - Adult Large Print	2034628760	1-4543-26	29.44

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<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Adult Large Print	2034621282	1-4543-26	\$ 160.20
	Books - Adult Large Print	2034565508	1-4543-26	187.44
	Books - Adult Large Print	2034579428	1-4543-26	3,026.76
	Books - Adult Large Print	2034568300	1-4543-26	36.00
	Books - Adult Large Print	2034559883	1-4543-26	34.79
	Books - Adult Large Print	2034570728	1-4543-26	85.74
	Books - Juvenile Fiction	2034609207	1-4544-26	512.38
	Books - Juvenile Fiction	2034595478	1-4544-26	95.95
	Books - Juvenile Fiction	2034593119	1-4544-26	732.75
	Books - Juvenile Fiction	2034552702	1-4544-26	89.93
	Books - Juvenile Fiction	2034535515	1-4544-26	448.85
	Books - Juvenile Fiction	2034538099	1-4544-26	765.77
	Books - Juvenile Fiction	2034547413	1-4544-26	856.93
	Books - Juvenile Fiction	2034550179	1-4544-26	98.40
	Books - Juvenile Fiction	2034626457	1-4544-26	267.86
	Books - Juvenile Fiction	2034628760	1-4544-26	15.99
	Books - Juvenile Fiction	2034621282	1-4544-26	327.27
	Books - Juvenile Fiction	2034565508	1-4544-26	569.98
	Books - Juvenile Fiction	2034579428	1-4544-26	347.21
	Books - Juvenile Fiction	2034568300	1-4544-26	2,201.98
	Books - Juvenile Fiction	2034559883	1-4544-26	1,485.26
	Books - Juvenile Fiction	2034570728	1-4544-26	984.45
	Books - Juvenile Non-Fiction	2034609207	1-4545-26	79.73
	Books - Juvenile Non-Fiction	2034593119	1-4545-26	204.78
	Books - Juvenile Non-Fiction	2034552702	1-4545-26	39.60
	Books - Juvenile Non-Fiction	2034535515	1-4545-26	170.33
	Books - Juvenile Non-Fiction	2034547413	1-4545-26	361.65
	Books - Juvenile Non-Fiction	2034550179	1-4545-26	145.94
	Books - Juvenile Non-Fiction	2034626457	1-4545-26	7.19
	Books - Juvenile Non-Fiction	2034621282	1-4545-26	33.16
	Books - Juvenile Non-Fiction	2034565508	1-4545-26	280.09
	Books - Juvenile Non-Fiction	2034579428	1-4545-26	100.66
	Books - Juvenile Non-Fiction	2034568300	1-4545-26	948.91
	Books - Juvenile Non-Fiction	2034559883	1-4545-26	60.67
	Books - Juvenile Non-Fiction	2034570728	1-4545-26	27.47
	Books - Juvenile Easy	2034609207	1-4546-26	87.52
	Books - Juvenile Easy	2034595478	1-4546-26	12.59
	Books - Juvenile Easy	2034552702	1-4546-26	71.60

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Baker &amp; Taylor - L420686</b>	(Cont'd)			
	Books - Juvenile Easy	2034535515	1-4546-26	\$ 168.78
	Books - Juvenile Easy	2034547413	1-4546-26	322.42
	Books - Juvenile Easy	2034550179	1-4546-26	100.27
	Books - Juvenile Easy	2034626457	1-4546-26	143.25
	Books - Juvenile Easy	2034628760	1-4546-26	28.70
	Books - Juvenile Easy	2034621282	1-4546-26	55.44
	Books - Juvenile Easy	2034565508	1-4546-26	126.41
	Books - Juvenile Easy	2034559883	1-4546-26	96.97
	Books - Juvenile Easy	2034570728	1-4546-26	20.98
	Books - Juvenile Storytime & Professional Reference	2034609207	1-4547-26	18.95
	Books - Juvenile Storytime & Professional Reference	2034565508	1-4547-26	446.91
	Books - Juvenile Storytime & Professional Reference	2034579428	1-4547-26	11.87
	Books - Juvenile Storytime & Professional Reference	2034568300	1-4547-26	16.10
	Books - Juvenile Storytime & Professional Reference	2034570728	1-4547-26	27.94
	Books - Young Adult Non-Fiction	2034609207	1-4549-26	84.57
	Books - Young Adult Non-Fiction	2034593119	1-4549-26	340.03
	Books - Young Adult Non-Fiction	2034552702	1-4549-26	10.34
	Books - Young Adult Non-Fiction	2034535515	1-4549-26	7.79
	Books - Young Adult Non-Fiction	2034547413	1-4549-26	16.10
	Books - Young Adult Non-Fiction	2034550179	1-4549-26	10.34
	Books - Young Adult Non-Fiction	2034628760	1-4549-26	30.12
	Books - Young Adult Non-Fiction	2034565508	1-4549-26	24.59
	Books - Young Adult Non-Fiction	2034579428	1-4549-26	394.22
	Books - Young Adult Non-Fiction	2034568300	1-4549-26	51.00
	Books - Young Adult Non-Fiction	2034559883	1-4549-26	971.68
	Books - Young Adult Non-Fiction	2034570728	1-4549-26	254.09
	<i>Totals for Baker &amp; Taylor - L420686</i>			<b>\$ 77,658.63</b>
<b>Barnes &amp; Noble , Inc.</b>				
	FPLD Nook Donation - H2O - PO5975-1920	3865006	1-4720-10	129.99
	<i>Totals for Barnes &amp; Noble , Inc.</i>			<b>\$ 129.99</b>
<b>Belynda Head</b>				
	Program - R&B Line Dancing - Date 8/4/19	BH080419	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			<b>\$ 125.00</b>

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<b>Blackstone Publishing</b>				
	Audiobooks - Adult	1120449	1-4551-26	\$ 149.96
	Audiobooks - Adult	1120967	1-4551-26	116.22
	Audiobooks - Adult	1121593	1-4551-26	37.49
	<i>Totals for Blackstone Publishing</i>			<b>\$ 303.67</b>
<b>Bolingbrook Park District</b>				
	Program - Yoga - Date 7/25/19	BPD072519	1-4571-24	50.00
	Program - Yoga - Date 8/1/19	BPD080119	1-4571-24	50.00
	Program - Yoga - Date 8/10/19	BPD081019	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			<b>\$ 150.00</b>
<b>Brooks Cafe</b>				
	Donuts w/Director Coffee - 6/19/19 - PO5890-1819	13302	1-4715-10	12.00
	June Board Meeting Food - 6/17/19 - PO5889-1819	13301	1-4355-16	47.00
	<i>Totals for Brooks Cafe</i>			<b>\$ 59.00</b>
<b>Business Office Systems</b>				
	2nd FI Mtg Rm Chairs & Tables - PO5828-1819	5295	1-4651-30	9,022.07
	<i>Totals for Business Office Systems</i>			<b>\$ 9,022.07</b>
<b>C. Acitelli Heating &amp; Piping Contractors, Inc</b>				
	Sump Pump Replacement - PO5899-1819	0000033709	1-4651-30	15,833.99
	<i>Totals for C. Acitelli Heating &amp; Piping Contractors, Inc</i>			<b>\$ 15,833.99</b>
<b>Call One</b>				
	Telephone & Internet - 6/15/19-7/14/19	1139282-JUNE19	1-4312-14	821.40
	Telephone & Internet - 6/15/19-7/14/19	1139282-JUNE19	1-4314-14	1,968.00
	<i>Totals for Call One</i>			<b>\$ 2,789.40</b>
<b>Carve Out Tomorrow NFP</b>				
	Program - Woodworking - Date 7/31/19	COTNFP073119	1-4573-24	300.00
	Program - Woodworking - Date 7/31/19	COTNFP073119	1-4571-27	300.00
	<i>Totals for Carve Out Tomorrow NFP</i>			<b>\$ 600.00</b>
<b>Cathryn Stanek-Whisler</b>				
	Program - DIY Paper Bag Stars - Date 8/8/19	CSW080819	1-4573-24	178.75
	Program - DIY: Crescent Moon Dreamcatcher - Date 8/8/19	CSW080819	1-4571-24	208.75
	<i>Totals for Cathryn Stanek-Whisler</i>			<b>\$ 387.50</b>



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**\$ 6,553.81**

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<b>Chicago Genealogical Society</b>	Periodicals	CGS060419	1-4511-26	\$ 25.00
		<i>Totals for Chicago Genealogical Society</i>		<b>\$ 25.00</b>
<b>Chicago Tribune</b>	Periodicals	40172770	1-4511-26	390.00
		<i>Totals for Chicago Tribune</i>		<b>\$ 390.00</b>
<b>Christine Thornton</b>	Program - Galaxy Silhouettes - Date 7/22/19	CT072219	1-4571-24	300.00
	Program - Harry Potter Illustrations - Date 7/31/19	CT073119	1-4573-24	300.00
		<i>Totals for Christine Thornton</i>		<b>\$ 600.00</b>
<b>Comcast Cable</b>	Cable - 7/3/19-8/2/19	0367494-JULY19	1-4316-14	113.48
		<i>Totals for Comcast Cable</i>		<b>\$ 113.48</b>
<b>Cover One</b>	Book Repair Glue Strips	18140	1-4371-12	112.90
		<i>Totals for Cover One</i>		<b>\$ 112.90</b>
<b>Craftways Corp.</b>	Books - Adult Non-Fiction	820880	1-4541-26	40.91
		<i>Totals for Craftways Corp.</i>		<b>\$ 40.91</b>
<b>Cupcake's Family Fun Time</b>	Program - Ice Cream Social DJ - Date 7/29/19	CFFT072919	1-4572-20	111.25
	Program - Ice Cream Social Spiderman - Date 7/29/19	CFFT072919	1-4572-20	87.50
	Program - Ice Cream Social DJ - Date 7/29/19	CFFT072919	1-4573-24	111.25
	Program - Ice Cream Social Spiderman - Date 7/29/19	CFFT072919	1-4573-24	87.50
	Program - Ice Cream Social DJ - Date 7/29/19	CFFT072919	1-4572-28	111.25
	Program - Ice Cream Social Spiderman - Date 7/29/19	CFFT072919	1-4572-28	87.50
	Program - Ice Cream Social DJ - Date 7/29/19	CFFT072919	1-4571-24	111.25
	Program - Ice Cream Social Spiderman - Date 7/29/19	CFFT072919	1-4571-24	87.50
		<i>Totals for Cupcake's Family Fun Time</i>		<b>\$ 795.00</b>
<b>Demco, Inc.</b>	CMTSD - Clear Glossy Label Protector	6621403	1-4371-12	446.00
	CMTSD - Repair & Book Tape	6635618	1-4371-12	303.48
	Sm Flare Disp Island w/Media Shelves - PO5942-1819	P0048293	1-4341-10	4,269.98
	CSD - Book Truck - PO5826-1819	6627571	1-4342-10	662.85
		<i>Totals for Demco, Inc.</i>		<b>\$ 5,682.31</b>

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<b>Discount School Supply</b>	CSD - Construction Paper, Trays, Boards, Bank - PO5917-1819	P38351910101	1-4353-20	\$ 525.05
	<i>Totals for Discount School Supply</i>			<b>\$ 525.05</b>
<b>Dynegy Energy Services</b>	Electricity - 4/30/19-5/29/19	270493919061	1-4321-30	12,620.39
	Electricity - 5/30/19-6/27/19	270493919071	1-4321-30	27,679.89
	<i>Totals for Dynegy Energy Services</i>			<b>\$ 40,300.28</b>
<b>Ehlers &amp; Associates, Inc.</b>	Professional Service - Agent Fee	50604	1-4253-10	400.00
	Professional Service - Agent Fee	50603	1-4253-10	400.00
	<i>Totals for Ehlers &amp; Associates, Inc.</i>			<b>\$ 800.00</b>
<b>Findaway World, LLC</b>	Playaway - Adult	287624	1-4560-26	462.44
	Playaway - YA	286719	1-4561-26	784.15
	Playaway - Juvenile	288299	1-4562-26	119.74
	Playaway - Juvenile	287627	1-4562-26	78.61
	Playaway - Juvenile	287372	1-4562-26	444.15
	Playaway - Juvenile	287686	1-4562-26	350.94
	Playaway - Juvenile	289823	1-4562-26	358.24
	Playaway - Juvenile	287370	1-4562-29	799.76
	Playaway - Juvenile	289933	1-4562-29	343.64
	<i>Totals for Findaway World, LLC</i>			<b>\$ 3,741.67</b>
<b>Fun Express LLC</b>	CSD - Foam Rocket Flyers, Foam Ship Craft Kit - PO5915-1819	696609980-01	1-4353-20	138.03
	<i>Totals for Fun Express LLC</i>			<b>\$ 138.03</b>
<b>Gale/Cengage Learning</b>	Books - Adult Large Print	67217063	1-4543-26	76.47
	Books - Adult Large Print	67215198	1-4543-26	85.47
	Books - Adult Large Print	67216755	1-4543-26	69.72
	Books - Adult Large Print	67224286	1-4543-26	192.68
	Books - Adult Large Print	67225064	1-4543-26	23.99
	Books - Adult Fiction	67190607	1-4540-26	19.46
	Electronic Audiobooks & Books	67238057	1-4520-26	258.40
	<i>Totals for Gale/Cengage Learning</i>			<b>\$ 726.19</b>

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<b>Guitar Player</b>	Periodicals	4821139344	1-4511-26	\$ 23.99
	<i>Totals for Guitar Player</i>			<b>\$ 23.99</b>
<b>Illinois American Water</b>	Fire Protection - 5/18/19-7/18/19	1025-210003089465	1-4331-30	43.30
	Irrigation - 5/18/19-6/19/19	1025-210003089915	1-4331-30	834.78
	<i>Totals for Illinois American Water</i>			<b>\$ 878.08</b>
<b>Illinois American Water/Bolingbrook</b>	Water & Sewer - 5/18/19-6/19/19	1025-210003088318	1-4331-30	984.43
	<i>Totals for Illinois American Water/Bolingbrook</i>			<b>\$ 984.43</b>
<b>Illinois Government Finance Officers Association</b>	Schiller - 2019 Conference Registration - 9/8/19-9/10/19	5980-1920	1-4151-10	350.00
	<i>Totals for Illinois Government Finance Officers Association</i>			<b>\$ 350.00</b>
<b>Illinois Library Association</b>	Mills - 2019 ILA Annual Conf & Award Luncheon - PO5971-1920	165639	1-4151-10	225.00
	Mills - 2019 ILA Annual Conf & Award Luncheon - PO5971-1920	165639	1-4173-10	32.00
	Danhof - 2019 ILA Annual Conf. & Trustee Day - PO5970-1920	165505	1-4173-16	32.00
	Danhof - 2019 ILA Annual Conf. & Trustee Day - PO5970-1920	165505	1-4151-16	225.00
	<i>Totals for Illinois Library Association</i>			<b>\$ 514.00</b>
<b>Illinois State Genealogical Society (ISGS)</b>	Dudek - 2019 Conference Registration - 10/25/19-10/26/19	5972-1920	1-4151-10	127.00
	Dudek - FPLD Vendor Table - 10/25/19-10/26/19	5972-1920	1-4151-10	35.00
	<i>Totals for Illinois State Genealogical Society (ISGS)</i>			<b>\$ 162.00</b>
<b>Ilya Kabirot</b>	Program - Great Reads Book Club - Date 7/24/19	IK072419	1-4571-24	75.00
	<i>Totals for Ilya Kabirot</i>			<b>\$ 75.00</b>
<b>Ingram Library Services</b>	Video Games - Juvenile	40387885	1-4564-26	94.85
	Video Games - Juvenile	40387886	1-4564-26	1,466.99
	Video Games - Adult	40387884	1-4565-26	417.92
	Video Games - Adult	40387887	1-4565-26	892.77
	Video Games - YA	40387888	1-4563-26	1,623.90
	<i>Totals for Ingram Library Services</i>			<b>\$ 4,496.43</b>

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ITSavvy LLC	Cisco VoIP System Paging Addition - PO5933-1819	3243755M	1-4641-14	\$ 7,124.00
	7 Adobe Acrobat Pro DC Subscription Licenses - PO5939-1819	01116659	1-4522-14	203.00
	<i>Totals for ITSavvy LLC</i>			<b>\$ 7,327.00</b>
Janette Galvan	Refund - TMNT Season 8	30401527829935	1-3310-10	7.50
	<i>Totals for Janette Galvan</i>			<b>\$ 7.50</b>
Jeffrey P. Fisher	Mileage - Soon to be Famous - 6/6/19	JF060719	1-4171-10	13.92
	<i>Totals for Jeffrey P. Fisher</i>			<b>\$ 13.92</b>
Joan M. O'Malley	Program - Babysitting Class - Date 7/20/19	JMOM072019	1-4573-24	375.00
	<i>Totals for Joan M. O'Malley</i>			<b>\$ 375.00</b>
John Hodur	Mileage - 4/17/19-6/11/19	JH070519	1-4171-10	24.01
	<i>Totals for John Hodur</i>			<b>\$ 24.01</b>
Johnson Controls Security Solutions	Quarterly Security - 7/1/19-9/30/19	32675338	1-4221-30	308.89
	<i>Totals for Johnson Controls Security Solutions</i>			<b>\$ 308.89</b>
Juanita Lennon	Reimbursement - Board Meeting Supplies	JL061919	1-4355-16	13.49
	Reimbursement - Donuts/Pastries Supplies, Admin Water	JL061919	1-4715-10	15.07
	<i>Totals for Juanita Lennon</i>			<b>\$ 28.56</b>
Kanopy	Electronic Audiobooks & Books	KDEP-4637	1-4520-26	8,000.00
	Electronic Audio Visual	157606-PPU	1-4523-26	346.00
	<i>Totals for Kanopy</i>			<b>\$ 8,346.00</b>
Kellie Chase	Program - 6 Sewing Classes - Date 7/22/19	KC072219	1-4571-24	175.00
	Program - 6 Sewing Classes - Date 8/5/19	KC080519	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<b>\$ 350.00</b>
Kendra Fitzer	Mileage - 1/12/19-6/29/19	KF070319	1-4171-10	34.45
	<i>Totals for Kendra Fitzer</i>			<b>\$ 34.45</b>

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<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	Copy Overage - 5/15/19-6/14/19	9005785953	1-4234-14	\$ 1,488.73
	Maintenance - 6/15/19-7/14/19	9005788699	1-4234-14	323.84
		<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>		<b>\$ 1,812.57</b>
<b>Konica Minolta Premier Finance</b>				
	Leased Equipment - July 2019	389632746	1-4234-14	1,616.00
	Leased Equipment - June 2019	387571730	1-4234-14	1,648.32
		<i>Totals for Konica Minolta Premier Finance</i>		<b>\$ 3,264.32</b>
<b>Laura Didier</b>				
	Mileage - 6/3/19-6/28/19	LD070119	1-4171-10	83.74
		<i>Totals for Laura Didier</i>		<b>\$ 83.74</b>
<b>Library Ideas LLC</b>				
	Books - Juvenile Fiction	69472	1-4544-26	114.85
	Books - Juvenile World Languages	69472	1-4526-26	109.85
		<i>Totals for Library Ideas LLC</i>		<b>\$ 224.70</b>
<b>Lyngsoe Systems, Inc.</b>				
	On-Site System Inspection & Prevent Maint. - PO5927-1819	003181	1-4253-10	4,850.00
		<i>Totals for Lyngsoe Systems, Inc.</i>		<b>\$ 4,850.00</b>
<b>Marianne Delwood</b>				
	Refund - The Road	30401529148169	1-3310-10	3.90
		<i>Totals for Marianne Delwood</i>		<b>\$ 3.90</b>
<b>Melissa Luce</b>				
	Mileage - 4/3/19-6/17/19	ML070319	1-4171-10	45.24
		<i>Totals for Melissa Luce</i>		<b>\$ 45.24</b>
<b>Menconi Terrazzo LLC</b>				
	Garage Floor Work - PO5829-1819	3387	1-4651-30	11,980.00
		<i>Totals for Menconi Terrazzo LLC</i>		<b>\$ 11,980.00</b>
<b>Midwest Coach Limousine</b>				
	Finance Blackbaud Training Transp. - 7/10/19 - PO5928-1819	100297	1-4171-10	219.00
		<i>Totals for Midwest Coach Limousine</i>		<b>\$ 219.00</b>

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<b>Midwest Tape</b>				
	Audiobooks - Adult	97540798	1-4551-26	\$ 9.99
	Audiobooks - Adult	97552415	1-4551-26	50.29
	Audiobooks - Adult	97550820	1-4551-26	95.58
	Audiobooks - Adult	97545078	1-4551-26	40.29
	Audiobooks - Adult	97545073	1-4551-26	40.29
	Audiobooks - Adult	97515288	1-4551-26	73.58
	Audiobooks - Adult	97515286	1-4551-26	40.29
	Audiobooks - Adult	97577832	1-4551-26	95.58
	Audiobooks - Adult	97577830	1-4551-26	27.29
	Audiobooks - Adult	97449734	1-4551-26	130.87
	Audiobooks - Adult	97449481	1-4551-26	317.03
	Audiobooks - Adult	97449739	1-4551-26	231.45
	Audiobooks - Adult	97449737	1-4551-26	281.74
	Audiobooks - Adult	97458938	1-4551-26	45.29
	Audiobooks - Adult	97459140	1-4551-26	45.29
	Audiobooks - Adult	97484400	1-4551-26	50.29
	Audiobooks - Adult	97484378	1-4551-26	224.45
	Audiobooks - Adult	97484375	1-4551-26	90.58
	Audiobooks - Adult	97484371	1-4551-26	35.29
	Audiobooks - Adult	97484506	1-4551-26	53.29
	Audiobooks - Adult	97508158	1-4551-26	40.29
	Audiobooks - Adult	97508157	1-4551-26	140.87
	Audiobooks - Adult	97508153	1-4551-26	25.29
	Audiobooks - Adult	97508152	1-4551-26	100.58
	Audiobooks - Juvenile	97449741	1-4553-26	20.29
	CD Music - Juvenile	97546742	1-4554-26	11.99
	CD Music - Juvenile	97521587	1-4554-26	9.74
	CD Music - Juvenile	97430647	1-4554-26	13.49
	CD Music - Juvenile	97430117	1-4554-26	11.99
	CD Music - Juvenile	97458934	1-4554-26	13.94
	Audiobooks - Young Adult	97545074	1-4555-26	40.29
	Audiobooks - Young Adult	97449733	1-4555-26	78.58
	Audiobooks - Young Adult	97449730	1-4555-26	75.58
	Audiobooks - Young Adult	97449738	1-4555-26	105.58
	Audiobooks - Young Adult	97458937	1-4555-26	82.58
	Audiobooks - Young Adult	97484377	1-4555-26	75.58
	Audiobooks - Young Adult	97484373	1-4555-26	31.29
	Audiobooks - Young Adult	97484505	1-4555-26	28.29

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Midwest Tape	(Cont'd)			
	Audiobooks - Young Adult	97508156	1-4555-26	\$ 40.29
	DVD - Adult	97552395	1-4557-26	25.79
	DVD - Adult	97552565	1-4557-26	23.84
	DVD - Adult	97552790	1-4557-26	19.79
	DVD - Adult	97550822	1-4557-26	36.58
	DVD - Adult	97550823	1-4557-26	231.65
	DVD - Adult	97550824	1-4557-26	311.90
	DVD - Adult	97550826	1-4557-26	22.04
	DVD - Adult	97544824	1-4557-26	27.39
	DVD - Adult	97546744	1-4557-26	22.04
	DVD - Adult	97546741	1-4557-26	51.12
	DVD - Adult	97545075	1-4557-26	29.54
	DVD - Adult	97545091	1-4557-26	22.04
	DVD - Adult	97545095	1-4557-26	157.60
	DVD - Adult	97545096	1-4557-26	17.54
	DVD - Adult	97545097	1-4557-26	77.37
	DVD - Adult	97545098	1-4557-26	92.97
	DVD - Adult	97544012	1-4557-26	71.28
	DVD - Adult	97542749	1-4557-26	44.08
	DVD - Adult	97543921	1-4557-26	36.58
	DVD - Adult	97543922	1-4557-26	22.04
	DVD - Adult	97543923	1-4557-26	179.33
	DVD - Adult	97543927	1-4557-26	36.58
	DVD - Adult	97516071	1-4557-26	22.04
	DVD - Adult	97516070	1-4557-26	18.29
	DVD - Adult	97515289	1-4557-26	102.26
	DVD - Adult	97515285	1-4557-26	29.54
	DVD - Adult	97521637	1-4557-26	10.79
	DVD - Adult	97521636	1-4557-26	14.54
	DVD - Adult	97521635	1-4557-26	14.54
	DVD - Adult	97521586	1-4557-26	33.73
	CD Music - Adult	97516040	1-4550-29	19.34
	CD Music - Adult	97449751	1-4550-29	26.08
	CD Music - Adult	97484410	1-4550-29	18.74
	Audiobooks - Adult	97552734	1-4551-29	40.29
	Audiobooks - Adult	97550827	1-4551-29	80.58
	Audiobooks - Adult	97545100	1-4551-29	53.29
	Audiobooks - Adult	97543928	1-4551-29	45.29



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<b>Midwest Tape</b>	(Cont'd)			
	Audiobooks - Adult	97516042	1-4551-29	\$ 35.29
	Audiobooks - Adult	97449755	1-4551-29	120.87
	Audiobooks - Adult	97449753	1-4551-29	171.16
	Audiobooks - Adult	97459157	1-4551-29	40.29
	Audiobooks - Adult	97484412	1-4551-29	50.29
	Audiobooks - Adult	97484509	1-4551-29	55.29
	Audiobooks - Adult	97508173	1-4551-29	325.32
	DVD - Adult	97552800	1-4557-29	26.14
	DVD - Adult	97550828	1-4557-29	46.33
	DVD - Adult	97545101	1-4557-29	25.79
	DVD - Adult	97543929	1-4557-29	14.54
	DVD - Adult	97449749	1-4557-29	36.58
	DVD - Adult	97449750	1-4557-29	14.54
	DVD - Adult	97449752	1-4557-29	25.79
	DVD - Adult	97449754	1-4557-29	51.12
	DVD - Adult	97430660	1-4557-29	19.29
	DVD - Adult	97430649	1-4557-29	171.02
	DVD - Adult	97459159	1-4557-29	16.79
	DVD - Adult	97459158	1-4557-29	196.36
	DVD - Adult	97484413	1-4557-29	46.33
	DVD - Juvenile	97552399	1-4558-29	26.83
	DVD - Juvenile	97550829	1-4558-29	29.08
	DVD - Juvenile	97577841	1-4558-29	32.54
	DVD - Juvenile	97449748	1-4558-29	100.62
	DVD - Juvenile	97430661	1-4558-29	38.37
	DVD - Juvenile	97459156	1-4558-29	21.58
	DVD - Juvenile	97488807	1-4558-29	14.54
	DVD - Juvenile	97484414	1-4558-29	36.58
	DVD - Juvenile	97484508	1-4558-29	50.23
	DVD - Juvenile	97508175	1-4558-29	32.83
	DVD - Juvenile	97508174	1-4558-29	26.54
	CD Music - Adult	97545076	1-4550-26	48.41
	CD Music - Adult	97545072	1-4550-26	11.24
	CD Music - Adult	97543925	1-4550-26	19.48
	CD Music - Adult	97516072	1-4550-26	17.54
	CD Music - Adult	97515287	1-4550-26	65.21
	CD Music - Adult	97521589	1-4550-26	32.48
	CD Music - Adult	97521588	1-4550-26	13.94

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>	(Cont'd)			
	CD Music - Adult	97449735	1-4550-26	\$ 74.94
	CD Music - Adult	97430644	1-4550-26	87.99
	CD Music - Adult	97430118	1-4550-26	13.49
	CD Music - Adult	97458936	1-4550-26	12.74
	CD Music - Adult	97459144	1-4550-26	38.47
	CD Music - Adult	97459154	1-4550-26	8.24
	CD Music - Adult	97484408	1-4550-26	11.24
	CD Music - Adult	97484376	1-4550-26	56.06
	CD Music - Adult	97484503	1-4550-26	38.22
	CD Music - Adult	97508154	1-4550-26	71.75
	DVD - Adult	97577834	1-4557-26	394.52
	DVD - Adult	97577836	1-4557-26	32.83
	DVD - Adult	97577835	1-4557-26	144.39
	DVD - Adult	97577837	1-4557-26	128.95
	DVD - Adult	97577839	1-4557-26	18.29
	DVD - Adult	97577838	1-4557-26	109.77
	DVD - Adult	97577840	1-4557-26	23.29
	DVD - Adult	97577833	1-4557-26	261.19
	DVD - Adult	97577829	1-4557-26	17.54
	DVD - Adult	97577726	1-4557-26	23.64
	DVD - Adult	97577728	1-4557-26	27.39
	DVD - Adult	97449079	1-4557-26	44.08
	DVD - Adult	97430646	1-4557-26	21.58
	DVD - Adult	97449732	1-4557-26	188.51
	DVD - Adult	97449740	1-4557-26	19.79
	DVD - Adult	97449746	1-4557-26	74.66
	DVD - Adult	97449747	1-4557-26	69.87
	DVD - Adult	97430058	1-4557-26	23.64
	DVD - Adult	97430059	1-4557-26	50.28
	DVD - Adult	97430680	1-4557-26	339.99
	DVD - Adult	97430681	1-4557-26	91.92
	DVD - Adult	97430642	1-4557-26	931.53
	DVD - Adult	97430643	1-4557-26	890.82
	DVD - Adult	97449742	1-4557-26	154.74
	DVD - Adult	97449743	1-4557-26	292.72
	DVD - Adult	97449744	1-4557-26	182.90
	DVD - Adult	97449745	1-4557-26	125.49
	DVD - Adult	97449870	1-4557-26	91.17

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Midwest Tape</b>	(Cont'd)			
	DVD - Adult	97458933	1-4557-26	\$ 22.04
	DVD - Adult	97458935	1-4557-26	1,096.08
	DVD - Adult	97458939	1-4557-26	38.08
	DVD - Adult	97459141	1-4557-26	38.08
	DVD - Adult	97459142	1-4557-26	25.34
	DVD - Adult	97459143	1-4557-26	22.04
	DVD - Adult	97459145	1-4557-26	126.69
	DVD - Adult	97459147	1-4557-26	114.24
	DVD - Adult	97459148	1-4557-26	258.37
	DVD - Adult	97459153	1-4557-26	15.29
	DVD - Adult	97458999	1-4557-26	42.39
	DVD - Adult	97484397	1-4557-26	78.78
	DVD - Adult	97488804	1-4557-26	15.58
	DVD - Adult	97488802	1-4557-26	81.87
	DVD - Adult	97488349	1-4557-26	100.79
	DVD - Adult	97484407	1-4557-26	88.62
	DVD - Adult	97484406	1-4557-26	102.70
	DVD - Adult	97484404	1-4557-26	271.57
	DVD - Adult	97484403	1-4557-26	170.03
	DVD - Adult	97484409	1-4557-26	166.45
	DVD - Adult	97484402	1-4557-26	166.45
	DVD - Adult	97484405	1-4557-26	25.79
	DVD - Adult	97484401	1-4557-26	257.90
	DVD - Adult	97484374	1-4557-26	109.28
	DVD - Adult	97484507	1-4557-26	22.04
	DVD - Adult	97484524	1-4557-26	27.39
	DVD - Adult	97484523	1-4557-26	85.92
	DVD - Adult	97508171	1-4557-26	36.58
	DVD - Adult	97508170	1-4557-26	36.58
	DVD - Adult	97508169	1-4557-26	205.40
	DVD - Adult	97508167	1-4557-26	229.88
	DVD - Adult	97508164	1-4557-26	47.68
	DVD - Adult	97508163	1-4557-26	103.16
	DVD - Adult	97508161	1-4557-26	71.83
	DVD - Adult	97508160	1-4557-26	29.54
	DVD - Adult	97508159	1-4557-26	430.93
	DVD - Adult	97507287	1-4557-26	42.39
	DVD - Adult	97507286	1-4557-26	97.17

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Midwest Tape	(Cont'd)			
	DVD - Juvenile	97552397	1-4558-26	\$ 18.29
	DVD - Juvenile	97550149	1-4558-26	22.04
	DVD - Juvenile	97550825	1-4558-26	58.16
	DVD - Juvenile	97545090	1-4558-26	257.90
	DVD - Juvenile	97545092	1-4558-26	109.77
	DVD - Juvenile	97545093	1-4558-26	73.18
	DVD - Juvenile	97545094	1-4558-26	29.09
	DVD - Juvenile	97543920	1-4558-26	18.29
	DVD - Juvenile	97516075	1-4558-26	67.18
	DVD - Juvenile	97516074	1-4558-26	18.29
	DVD - Juvenile	97521634	1-4558-26	21.58
	DVD - Juvenile	97521633	1-4558-26	70.58
	DVD - Juvenile	97521632	1-4558-26	14.54
	DVD - Juvenile	97449731	1-4558-26	22.04
	DVD - Juvenile	97459146	1-4558-26	21.58
	DVD - Juvenile	97459151	1-4558-26	125.67
	DVD - Juvenile	97459152	1-4558-26	69.41
	DVD - Juvenile	97488803	1-4558-26	11.29
	DVD - Juvenile	97488800	1-4558-26	145.89
	DVD - Juvenile	97484379	1-4558-26	65.66
	DVD - Juvenile	97484372	1-4558-26	44.08
	DVD - Juvenile	97508172	1-4558-26	109.77
	DVD - Juvenile	97508168	1-4558-26	87.27
	DVD - Juvenile	97508166	1-4558-26	32.54
	DVD - Juvenile	97508165	1-4558-26	26.54
	DVD - Juvenile	97508162	1-4558-26	14.54
	DVD - Juvenile	97508150	1-4558-26	22.04
	DVD - Juvenile	97506789	1-4558-26	242.44
	Books - Juvenile World Languages	97430119	1-4526-26	38.97
	Books - Juvenile World Languages	97430641	1-4526-26	463.42
	Books - Juvenile World Languages	97459149	1-4526-26	35.97
	Books - Adult World Languages	97552398	1-4525-26	23.54
	Books - Adult World Languages	97515284	1-4525-26	79.62
	Books - Adult World Languages	97521586	1-4525-26	260.46
	Books - Adult World Languages	97449732	1-4525-26	17.24
	Books - Adult World Languages	97430640	1-4525-26	25.04
	Books - Adult World Languages	97430642	1-4525-26	18.74
	Books - Adult World Languages	97508151	1-4525-26	47.08

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<b>Midwest Tape</b>	(Cont'd)			
	Books - Juvenile World Languages	97545079	1-4526-26	\$ 23.54
	Books - Juvenile World Languages	97543924	1-4526-26	168.19
	Books - Juvenile World Languages	97521630	1-4526-26	17.24
	CD Music - Juvenile	97545099	1-4554-29	16.49
	CD Music - Juvenile	97459155	1-4554-29	13.94
	Books - Juvenile World Languages	97430648	1-4526-29	19.49
	Books - Juvenile World Languages	97488801	1-4526-26	22.79
	Books - Juvenile World Languages	97488805	1-4526-29	17.24
	<i>Totals for Midwest Tape</i>			<b>\$ 20,339.10</b>
<b>MIR Appraisal Services, Inc.</b>				
	Artwork Appraisal - Visit, 2 Reports, Letter, Research	5858-1819	1-4253-10	3,700.00
	<i>Totals for MIR Appraisal Services, Inc.</i>			<b>\$ 3,700.00</b>
<b>Mocavo</b>				
	Find My Past Subscription - 6/7/19-6/6/20	5637204693	1-4521-26	995.00
	<i>Totals for Mocavo</i>			<b>\$ 995.00</b>
<b>Morton Public Library</b>				
	Damaged Item - Gracie: Standing with Hope	A13001724923	1-3310-30	24.95
	<i>Totals for Morton Public Library</i>			<b>\$ 24.95</b>
<b>Mosio, Inc.</b>				
	Mosio Libraries Austen Plan Renew Until 9/1/20 - PO5984-1920	MR-190720	1-4631-14	1,199.00
	<i>Totals for Mosio, Inc.</i>			<b>\$ 1,199.00</b>
<b>Naperville Sun</b>				
	Periodicals	26701857	1-4511-26	89.03
	<i>Totals for Naperville Sun</i>			<b>\$ 89.03</b>
<b>Netrix, LLC</b>				
	HP Blc7000, C7000, Left Hand SAN Support Renew - PO5930-1819	427808	1-4233-14	5,390.00
	<i>Totals for Netrix, LLC</i>			<b>\$ 5,390.00</b>
<b>Party Hoppers, Inc.</b>				
	Program - PH Rental for Ice Cream Social - Date 7/29/19	PH072919	1-4572-20	209.25
	Program - PH Rental for Ice Cream Social - Date 7/29/19	PH072919	1-4573-24	209.25
	Program - PH Rental for Ice Cream Social - Date 7/29/19	PH072919	1-4572-28	209.25
	Program - PH Rental for Ice Cream Social - Date 7/29/19	PH072919	1-4571-24	209.25
	<i>Totals for Party Hoppers, Inc.</i>			<b>\$ 837.00</b>

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<b>Paul Mills</b>				
	Reimbursement - Donuts w/Director Donuts - 5/21/19	PM061919	1-4715-10	\$ 21.00
	<i>Totals for Paul Mills</i>			<u>\$ 21.00</u>
<b>PeopleFacts</b>				
	New Hire Background Checks - June 2019	33754-062019	1-4253-10	499.82
	<i>Totals for PeopleFacts</i>			<u>\$ 499.82</u>
<b>Petty Cash - District</b>				
	Comp. Com. Tower Refill - \$2 Nickels, \$5 Dimes, \$10 Quarters	CC062019	1-3430-30	19.00
	Outreach - Bkm Roundup Cash for Tolls	5983-1920	1-4171-10	15.70
	<i>Totals for Petty Cash - District</i>			<u>\$ 34.70</u>
<b>Petty Cash - Tech Service</b>				
	BJ Ward Elementary School Yearbooks	YB190529WYB	1-4548-26	10.00
	John R. Tibbott Elementary School Yearbook	YB190528TEYB	1-4548-26	6.00
	Brooks Middle School Yearbooks	YB190520BMS	1-4538-26	40.00
	Hubert Humphrey Middle School Yearbooks	YB190507HYB	1-4538-26	15.00
	Oak View Elementary School Yearbooks	YB190523OVYB	1-4538-26	10.00
	Brooks Middle School Yearbooks	YB190520BMS	1-4549-26	40.00
	Hubert Humphrey Middle School Yearbooks	YB190507HYB	1-4549-26	15.00
	Hubert Humphrey Middle School Yearbooks	YB190507HYB	1-4548-29	15.00
	Brooks Middle School Yearbooks	YB190520BMS	1-4545-29	40.00
	Oak View Elementary School Yearbooks	YB190523OVYB	1-4545-29	10.00
	John R. Tibbott Elementary School Yearbook	YB190528TEYB	1-4545-29	6.00
	BJ Ward Elementary School Yearbooks	YB190529WYB	1-4544-29	5.00
	<i>Totals for Petty Cash - Tech Service</i>			<u>\$ 212.00</u>
<b>Pinnacle Library Cooperative</b>				
	Polaris Ongoing Maintenance, Subscription, Service	20-001	1-4274-12	72,848.15
	<i>Totals for Pinnacle Library Cooperative</i>			<u>\$ 72,848.15</u>
<b>Pitney Bowes Inc.</b>				
	Equipment Maintenance - 1/1/19-6/30/19	1013145957	1-4233-10	423.00
	<i>Totals for Pitney Bowes Inc.</i>			<u>\$ 423.00</u>
<b>Premium Incentive Sales, Inc.</b>				
	Juvenile & Teen Collection Backpacks	26533	1-4527-26	3,945.25
	<i>Totals for Premium Incentive Sales, Inc.</i>			<u>\$ 3,945.25</u>

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<b>PressReader</b>	eBooks Subscription - 6/3/19-6/30/20	LIB006286	1-4520-26	\$ 11,550.00
	<i>Totals for PressReader</i>			<u>\$ 11,550.00</u>
<b>Promevo, LLC</b>	gPanel Licenses - PO5947-1819	123210	1-4631-14	350.00
	<i>Totals for Promevo, LLC</i>			<u>\$ 350.00</u>
<b>ProQuest LLC</b>	African American Heritage & Culturegrams - 6/1/19-5/31/20	70581471	1-4521-26	5,167.60
	Ancestry Library Renew - 8/1/19-7/31/20	70575120	1-4521-26	2,769.52
	<i>Totals for ProQuest LLC</i>			<u>\$ 7,937.12</u>
<b>Rainmakers Irrigation</b>	Replace Broken Valve Boxes - PO5876-1819	EM062719-1	1-4392-30	3,750.00
	<i>Totals for Rainmakers Irrigation</i>			<u>\$ 3,750.00</u>
<b>Recorded Books, Inc.</b>	Universal Class Online - 1 Yr - 6/1/19-5/31/20	76236377	1-4521-26	5,400.00
	RBDigital Streaming Annual Subscription & Pre-Paid Tokens	0072	1-4805-10	15,000.25
	Electronic Audiobooks & Books	76445337	1-4520-26	8,083.15
	RBDigital Streaming Annual Subscription & Pre-Paid Tokens	0072	1-4523-26	99.75
	<i>Totals for Recorded Books, Inc.</i>			<u>\$ 28,583.15</u>
<b>Rentals Unlimited</b>	Ice Cream Social Rentals - 7/29/19 - PO5979-1920	01-119915-02	1-4572-28	468.75
	Ice Cream Social Rentals - 7/29/19 - PO5979-1920	01-119915-02	1-4573-24	468.75
	Ice Cream Social Rentals - 7/29/19 - PO5979-1920	01-119915-02	1-4571-24	468.75
	Ice Cream Social Rentals - 7/29/19 - PO5979-1920	01-119915-02	1-4572-20	468.75
	<i>Totals for Rentals Unlimited</i>			<u>\$ 1,875.00</u>
<b>Robert Pennor</b>	Program - Drawing with Pencils & Charcoals - Date 7/23/19	RP072319	1-4571-24	60.00
	Program - Drawing with Pencils & Charcoals - Date 7/30/19	RP073019	1-4571-24	60.00
	Program - Drawing with Pencils & Charcoals - Date 8/6/19	RP080619	1-4571-24	60.00
	Program - Drawing with Pencils & Charcoals - Date 8/13/19	RP071319	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<u>\$ 240.00</u>
<b>Ruth Newell</b>	Transportation Reimbursement - 2019 ALA - 6/19/19-6/25/19	RN070219	1-4171-16	315.37
	<i>Totals for Ruth Newell</i>			<u>\$ 315.37</u>

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<b>Saida Steele</b>	Credit on Acct - Oz the Great & Wonderful	30401600353571	1-3310-10	\$ 25.59
	<i>Totals for Saida Steele</i>			<b>\$ 25.59</b>
<b>Sebert Landscaping Inc.</b>	Lawn Maintenance - July 2019	186505	1-4392-30	1,436.00
	Lawn Maintenance - June 2019	185168	1-4392-30	1,436.00
	Replace Shrubs - PO5896-1819	S492897	1-4392-30	2,300.00
	Replacement Trees & Watering - PO5931-1819	S493542	1-4392-30	4,505.00
	<i>Totals for Sebert Landscaping Inc.</i>			<b>\$ 9,677.00</b>
<b>Second Story Promotions</b>	Summer Adventure Chip Clips - PO5944-1819	2019-76058-00	1-4256-10	1,397.76
	<i>Totals for Second Story Promotions</i>			<b>\$ 1,397.76</b>
<b>Showcases</b>	CMTSD - Black Single Poly DVD Cases	312585	1-4371-12	366.12
	CMTSD - Unbreakable Jewel Case	312584	1-4371-12	55.51
	CMTSD - Clear One-Time DVD Case	312681	1-4371-12	204.12
	<i>Totals for Showcases</i>			<b>\$ 625.75</b>
<b>Tasos Priovolos</b>	Mileage - 1/8 IFMA Mtg, 5/15 Pace Wks, 1/30/19-5/26/19	TP070319	1-4171-10	130.47
	<i>Totals for Tasos Priovolos</i>			<b>\$ 130.47</b>
<b>The Bugle Newspapers</b>	Summer Adventure Full Page Ad - 6/6/19 - PO5892-1819	126398	1-4731-10	550.00
	Bank RFP Publication - 6/6/19 - PO5929-1819	126482	1-4243-10	573.28
	Legal Ad - Self-Check Proposals - PO5951-1819	126704	1-4243-10	23.28
	<i>Totals for The Bugle Newspapers</i>			<b>\$ 1,146.56</b>
<b>Today's Business Solutions, Inc.</b>	3 Credit Card Readers Service Renew - 7/1/19-6/30/20	9406	1-4234-14	600.00
	<i>Totals for Today's Business Solutions, Inc.</i>			<b>\$ 600.00</b>
<b>Tressler LLP</b>	Legal Expense - Attorney - Tax Objection - May 2019	404448	1-4241-10	228.00
	Legal Expense - Attorney - May 2019	404447	1-4241-10	2,603.00
	Legal Expense - Attorney - Tax Objection - June 2019	405292	1-4241-10	285.00
	Legal Expense - Attorney - June 2019	405291	1-4241-10	1,463.00
	<i>Totals for Tressler LLP</i>			<b>\$ 4,579.00</b>



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<b>Unique Management Services, Inc.</b>				
	Collection Expense - June 2019	555302	1-4245-10	\$ 375.90
		<i>Totals for Unique Management Services, Inc.</i>		<b>\$ 375.90</b>
<b>US - Yellow Pages</b>				
	Quarterly Yellow Pages Listing - 6/19/19-9/17/19	2489870-40-01	1-4731-10	259.00
		<i>Totals for US - Yellow Pages</i>		<b>\$ 259.00</b>
<b>Valley View School District</b>				
	Bkm & Van Fuel - 6/1/19-6/30/19	VVSD070919	1-4359-29	210.91
		<i>Totals for Valley View School District</i>		<b>\$ 210.91</b>
<b>Vanguard Energy Services, LLC</b>				
	Gas Service - 6/1/19-6/30/19	G404408070319	1-4322-30	570.97
		<i>Totals for Vanguard Energy Services, LLC</i>		<b>\$ 570.97</b>
<b>Verizon Wireless</b>				
	Telephone - 5/17/19-6/16/19	9832301047	1-4311-14	546.41
		<i>Totals for Verizon Wireless</i>		<b>\$ 546.41</b>
<b>Warehouse Direct</b>				
	District Restock - Creamer	4320357-0	1-4351-10	38.38
	CMTSD - Mailers, Cable Ties, Stamps, Notepads	4330282-0	1-4351-10	183.57
	Outreach - Water	4329940-0	1-4351-10	43.95
	District Supply Closet - Retractable Markers	4337603-0	1-4351-10	62.64
	District Supply Closet Restock - July 2019	4343212-0	1-4351-10	973.71
	Blue Retractable Pens	4343226-0	1-4351-10	12.49
	Circ - Trimmer - PO5987-1920	4343198-0	1-4351-10	130.00
	District Supply Closet Restock - July 2019	4343212-0	1-4371-10	90.03
	CMTSD - Mailers, Cable Ties, Stamps, Notepads	4330282-0	1-4371-12	92.78
	ATSD - Hand Tally Counter	4337620-0	1-4371-24	38.67
	ATSD - Sponges - PO5943-1819	4329938-0	1-4353-24	204.75
		<i>Totals for Warehouse Direct</i>		<b>\$ 1,870.97</b>
<b>Welcome Wagon LLC</b>				
	6 Month New Homeowner Mailer - PO5945-1819	101	1-4256-10	696.00
		<i>Totals for Welcome Wagon LLC</i>		<b>\$ 696.00</b>
<b>Windy City Ice Cream, LLC</b>				
	Ice Cream Social Ice Cream - PO5969-1920	1601298	1-4575-10	1,644.16
		<i>Totals for Windy City Ice Cream, LLC</i>		<b>\$ 1,644.16</b>

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General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Total for Fund 1				<u>\$ 454,384.73</u>

## Page 29

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ehlers & Associates, Inc.				
	Interest Payment - Bond Series 2009B	49510	4-4287-40	\$ 252,987.50
	Interest Payment - Bond Series 2008	49509	4-4285-40	16,800.00
	Interest Payment - Bond Series 2016A	49511	4-4288-40	94,700.00
				\$ 364,487.50
			Totals for Ehlers & Associates, Inc.	
	Total for Fund 4			\$ 364,487.50

**Fountaindale Public Library District**  
**Bills Payable Report**  
**July 18, 2019**

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>ABCO Electrical Construction &amp; Design LLC</b>				
	Insurance Claim Light Pole Work - PO5920-1819	11864	8-4211-30	\$ 750.00
	Install Vendor Provided Pigtail - PO5919-1819	11865	8-4211-30	347.00
	<i>Totals for ABCO Electrical Construction &amp; Design LLC</i>			<b>\$ 1,097.00</b>
<b>Amazon</b>				
	Building Operations - Tools	A90-1819	8-4357-30	167.71
	District Restock - Monthly Supplies	A92-1819	8-4357-30	22.89
	<i>Totals for Amazon</i>			<b>\$ 190.60</b>
<b>American Building Services, LLC</b>				
	2 Hold Open Arms - PO5911-1819	4030214	8-4211-30	386.90
	<i>Totals for American Building Services, LLC</i>			<b>\$ 386.90</b>
<b>Best Quality Cleaning, Inc.</b>				
	Special Clean - 6/14 3rd Men, 6/16 3rd Women, 6/18 1st Girl	29592	8-4211-30	225.00
	Special Clean - 6/10/19 1st FI Girl's - PO5934-1819	29395	8-4211-30	75.00
	Special Clean - 6/26 1st FI Men's - PO5986-1920	29722	8-4211-30	75.00
	Special Clean - 7/1 2nd FI Women's - PO5985-1920	29723	8-4211-30	75.00
	Special Clean - 6/1/19 3rd FI Men's - PO5924-1819	29359	8-4211-30	75.00
	Special Clean - 6/8/19 2nd FI Women's - PO5932-1819	29358	8-4211-30	75.00
	Cleaning Service - July 2019	29592	8-4215-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			<b>\$ 7,521.00</b>
<b>C. Acitelli Heating &amp; Piping Contractors, Inc</b>				
	Exhaust Connections for Boilers - PO5904-1819	0000033673	8-4211-30	2,223.44
	Install 20 Hammer Arrestors - PO5810-1819	0000033711	8-4211-30	6,032.46
	<i>Totals for C. Acitelli Heating &amp; Piping Contractors, Inc</i>			<b>\$ 8,255.90</b>
<b>Chase Card Services</b>				
	Vidabox - Admin Conf. iPad Signage Frame	P3672-JULY19	8-4211-30	121.64
	<i>Totals for Chase Card Services</i>			<b>\$ 121.64</b>
<b>Cintas Corporation</b>				
	First Aid Restock - July 2019	8404214002	8-4215-30	504.27
	First Aid Restock - June 2019	8404176046	8-4215-30	299.95
	<i>Totals for Cintas Corporation</i>			<b>\$ 804.22</b>

**Fountaindale Public Library District**  
**Bills Payable Report**  
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Cintas Corporation #344</b>				
	Weekly Mat Service - 6/6/19	344188112	8-4215-30	\$ 30.00
	Weekly Mat Service - 6/13/19	344191512	8-4215-30	30.00
	Weekly Mat Service - 7/4/19	344201594	8-4215-30	30.00
	Weekly Mat Service - 6/27/19	344198222	8-4215-30	30.00
	Weekly Mat Service - 6/20/19	344194890	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			<b>\$ 150.00</b>
<b>Combined Roofing Service</b>				
	Inspect Roof Leak SE Corner 2nd Fl. - PO5885-1819	8005	8-4211-30	2,046.53
	<i>Totals for Combined Roofing Service</i>			<b>\$ 2,046.53</b>
<b>Cutting Edge Document Destruction, LLC</b>				
	Records Shred - 6/5/19	80601	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			<b>\$ 30.00</b>
<b>Graybar</b>				
	Building Clocks Freight - PO5918-1819	9310844268	8-4211-30	107.10
	Replacement Outlets & Stock - PO5925-1819	9310515473	8-4211-30	104.07
	24 Leviton T5832-W, 12 Leviton BR20-W - PO5936-1819	9310631463	8-4211-30	765.72
	12 Leviton SO262 Oversize Plates - PO5936-1819	9310681821	8-4211-30	99.95
	20 12" Clocks - PO5918-1819	9310668424	8-4211-30	3,620.00
	<i>Totals for Graybar</i>			<b>\$ 4,696.84</b>
<b>Groot Industries, Inc.</b>				
	Garbage & Recycling - 7/1/19-7/31/19	3571759	8-4215-30	357.70
	<i>Totals for Groot Industries, Inc.</i>			<b>\$ 357.70</b>
<b>Hansen Services, Inc.</b>				
	Monthly Pest Control - June 2019	3908478	8-4215-30	103.00
	<i>Totals for Hansen Services, Inc.</i>			<b>\$ 103.00</b>
<b>H-O-H Water Technology</b>				
	Quarterly Water Treatment - July, Aug, Sept 2019	559414	8-4215-30	250.00
	<i>Totals for H-O-H Water Technology</i>			<b>\$ 250.00</b>
<b>Intrinsic Landscaping, Inc.</b>				
	Green Roof Maintenance - June 2019	19-0166	8-4215-30	545.05
	<i>Totals for Intrinsic Landscaping, Inc.</i>			<b>\$ 545.05</b>
<b>Superior Service Solutions, Inc.</b>				
	Wash Exterior & Interior Glass - PO5937-1819	3452	8-4215-30	3,630.00
	<i>Totals for Superior Service Solutions, Inc.</i>			<b>\$ 3,630.00</b>

**Fountaindale Public Library District**  
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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Top Secret Studios</b>	Vinyl Graphics Emergency Exit 6 Replacement - PO5982-1920	1155	8-4211-30	\$ 60.50
	<i>Totals for Top Secret Studios</i>			<u>\$ 60.50</u>
<b>Village of Bolingbrook</b>	Semi-Annual Elevator Inspection - 5/2/19 - PO5941-1819	63042	8-4211-30	225.00
	<i>Totals for Village of Bolingbrook</i>			<u>\$ 225.00</u>
<b>Warehouse Direct</b>	Building Supplies - Monthly Restock	4320354-0	8-4357-30	2,038.42
	Building - D Batteries	4334711-0	8-4357-30	56.80
	District Supply Closet Restock - July 2019	4343212-0	8-4357-30	421.31
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,516.53</u>
	<b>Total for Fund 8</b>			<u>\$ 32,988.41</u>
			<b>Grand Total</b>	<u><u>\$ 851,860.64</u></u>

Jennie Nguyen/Finance Manager

**Fountaindale Public Library District**  
**Board Reimbursements**

June - 2019

<b>Payee Name</b>	<b>Description</b>	<b>Payment Date</b>	<b>Account Number</b>	<b>Payment Amount</b>
Margaret Danhof	Trustee Cardigan for Danhof and Newell	6/28/2019	1-3616-10	\$62.70
				<u><u><b>\$62.70</b></u></u>

## **Director**

### **2<sup>nd</sup> Floor Meeting Room**

The contract with Walter Daniels was finalized and we have a draft schedule for the project. Walter Daniels plans to begin work on July 22 and anticipates completing the project by mid-August.

### **Banking Services RFP**

We received six responses to our Banking Services Request for Proposals. Jennie Nguyen will be leading the effort to review them and we anticipate bringing forth a recommendation to the August Board Meeting.

### **Self-Check RFP**

The Self-Check Request for Proposals process is under way and we anticipate bringing a recommendation to the August Board Meeting.

## **Deputy Director (Nancy Korczak)**

June means the beginning of our Summer Adventure Program. This year's theme is Read to the Moon and patrons have been enjoying all the activities the library has offered. We had a great kickoff party event where patrons could visit and sign up for the program, attend a puppet show, a laser show and participate in a scavenger hunt. Several patrons remarked on how much fun they had. As of the last day of June, 1,923 patrons had signed up for Summer Adventure.

This summer the library once again is hosting the Valley View School District to distribute summer meals to any child under 18. These summer lunches are a great way to get community members to visit the library. I enjoy being out and meeting our patrons and encouraging them to use the library, it gives me a good opportunity to get to meet our community members.

### **From Debra Dudek's report**

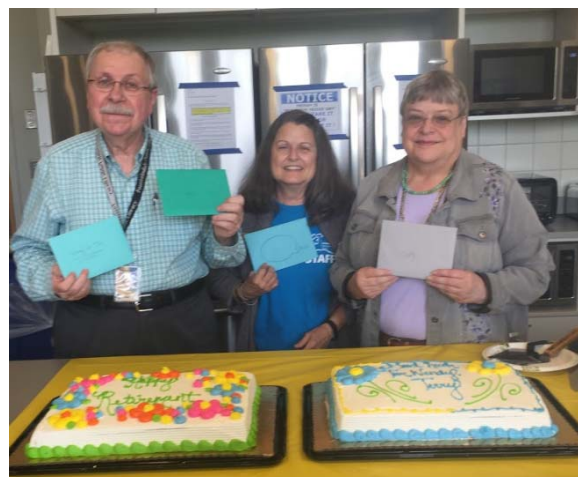
#### **Adult and Teen Services**

### **General Comments on the Month**

June proved to be a parting of ways in the Adult and Teen Services Department when Tom Degutis, our Adult & Teen Services Librarian retired on Friday, June 29. During his time with our library, Tom provided a high standard of patron service with quiet patience, determination, and kindness. His ability to anticipate patron needs and assist them with difficult questions made him one of the best reference librarians I've ever known. Our department hosted a small dessert reception on Thursday, June 28 in our workroom, and a majority of our staff attended a retirement dinner outing at the Patio in Bolingbrook after work on Friday, June 29. Everyone in our department wished Tom, Wendy, and Terry their best wishes and many happy years ahead to enjoy retirement.



With Tom's departure from our department, Christopher and I set about holding phone interviews and a round of in-person interviews for the vacant librarian position. During the first week of July, our department extended an offer to ATSD Specialist Jay Purrazzo. Jay holds an MLS degree from Dominican University and currently holds two positions – a part time librarian post with White Oak Library District while undertaking his 25 hour a week duties in ATSD. We are very pleased to welcome him to our department, and he will begin undertaking his full-time librarian duties on Monday, July 22, 2019.



In late June/July I found a contact with our regional Census 2020 office and have secured a public Census Town Hall program scheduled for November of this year. Having the opportunity to host a public census program where our patrons can ask questions will be a great service to our community. I am also currently negotiating a library staff training session with our census office contact as well, which I hope will take place during regular library hours in December or January.

The Summer Adventure program continues to be a great time to introduce new and returning patrons to our ebooks/audiobooks and streaming services. Our department staff have been very diligent in suggesting these services to patrons during reference interviews and introducing digital materials during casual patron conversations and checkups over the phone. The big winner this month seemed to be Kanopy, as they have a large selection of foreign language films and indie flicks which are popular with our patrons. Instead of requesting the DVD from another library and hoping it will arrive before the weekend, our patrons are downloading Kanopy and streaming their movies right away. It's been an all around win-win for everyone.

### **Programming (includes):**

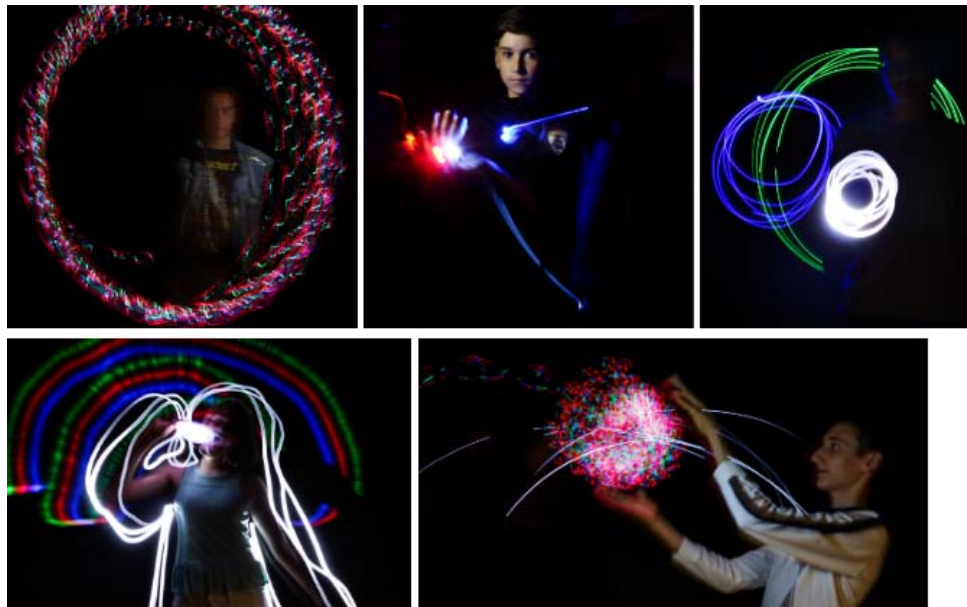
#### YA Programs:

<b>Teen Summer Adventure Statistics (June)</b>	<b>Library</b>	<b>Outreach</b>	<b>June Totals</b>
<b>Number of Teens Registered</b>	397	1	398
<b>Number of Points Logged (including minutes read)</b>	5966	50	6016
<b>Number of Teens Participating (min. of 1 point earned)</b>	209	1	210
<b>Teens that Earned 25 Points (1 Prize)</b>	116	1	117
<b>Teens that Earned 50 Points (2 Prizes)</b>	56	1	57
<b>Number of Prizes Redeemed</b>	105	1	106
<b>Number of Prizes Owed (Overall Earned - Redeemed)</b>	67	1	68

**Randi's Observations:** Studio 300 and Teen Services hosted four camps in June focusing on STEAM and maker topics. Our first camp, Coding: CS First Game Design, started in early June. We were pleased to welcome back Ryan Harter, Bolingbrook resident and industry professional, who taught this same class last summer. The tweens and teens in this eight-week long class are using Scratch to create different types of games. They are able to customize and showcase their work each week.

### Teen Programming

- In our Photography bootcamp, teens learned all about light painting, a photo technique that involves moving a light source while taking long exposure photographs. We used different LED light sources when taking our photographs. Once finished, they were able to edit their photographs. The results were excellent!



- This summer we added maker camps to our schedule of events. For our first camp, we decided to give teens an engineering challenge. Using Gonzalo Ferreyra's book, *Wooden Toy Spacecraft*, as inspiration, teens were able to plan, design and then construct their own spacecraft using pieces cut with our CNC Carvey machine, foam, glue and other odds and ends. Some chose to reconstruct famous spacecraft like the U.S.S. Enterprise and a Star Destroyer, while others created custom-designed ships. This two-day project was a hit! Check out the results.
- We brought back our ever popular Teen Filmmaking. In this four-day camp, teens learned what goes into making a movie. They were introduced to storyboards and more pre-production planning. Split into small groups, the teens then shot and edited trailers and a short film. They also created movie posters for their films. All of their work will be posted on the library's Youtube channel.
- Teens were able to make their own t-shirt in our Galaxy Tees program presented by Cathryn Stanek-Whisler. Cathryn demonstrated several different painting techniques. The teens then used paints, sponges, toothbrushes, cotton balls and other brushes to create their galaxy shirts. They were truly out-of-this-world!



- For our June Teen Makers DIY project, Teens made their own moonscape lanterns using deconstructed solar lights, a mason jar, sand, rocks and space figurines. Anna showed the kids how to install the solar light in the mason jar lid. Once complete, they decorated the inside of the jar.
- We had a lot of more fun programs in June, including Anime Nights, D&D, Trivia, the return of Fun with Fandoms and Teen Karaoke. Ashe continues to have a following for Anime Nights. She had 15 teens this month and most of them came specifically for the program. They watched the 2019 version of Fruits Basket. Ashe had some new and familiar faces for D&D, with our new attendees looking forward to joining in more adventures at the library. Britta ran her first solo program, Teen Trivia Bowl. She used Kahoot to create a 90-question game featuring science, math and more. They kids had a great time.

#### 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

**Maureen's Observations:** Summer adventure is upon us! I'm happy to report that so far 624 adults are registered for our summer adventure program. We are offering some neat grand prizes and even our entry level prizes are pretty awesome. Surprisingly, the lunch totes are going faster than I thought, although the flashlights are popular too. Unfortunately, I have not seen many patrons choose the candle. As far as the grand prize drawings, the restaurant gift card pack looks to have the most ballots, while the foursome golf seems to have the least. I'm thrilled that some have elected to put their ballots into a donation for the DuPage Food pantry.

Programming has been great and so far most programs have been well attended. There was an overwhelming amount of patrons registered for the galaxy wine program (24) that we opened a 2nd session, scheduled for August 14. Patrons on the waitlist are pre-registered for this class.



## Programs

- DIY Galaxy Wine Glasses  
- This class was so fun and the finished product was so cute! All 20 registered patrons attended. There was a waiting list of 24 so we opened up a 2nd session on August 14 and pre-registered these patrons. Cathryn Stanek-Whisler did a great job helping our patrons decorate their wine glasses.



- Earlier this month, sewing instructor, Kellie Chase taught our patrons to make quilts for kids. This quilts go to kids suffering from abuse or illness.



- Jenna hosted her first program on June 27--Crescent Moon String Art



Here is an excerpt of Jenna DiSandro's Report:

*General Comments: June marks the beginning of my first summer experience working library jobs! I learned a lot more about beanstack when faced with my first summer adventure patrons who needed prizes from the vortex and can now happily say I'm a beanstack logging pro. I can also proudly say that I had my very first craft program this month and it was a smashing success! Every single patron in attendance was pleased with how her string art turned out, so it was all worth it. I even heard some of them mention "we have to come to all of her programs!" I am so happy they had a good time and I can't wait to prep more great programs for them. I finalized my two fall craft programs already so there is more fun on the way. A few of the patrons begged to know what we would be working on in the fall but I told them they would just have to wait and see!*

*Here is an excerpt of Tony's report.*

I opened for Galaxy Pets on June 13 and uploaded some pictures onto the library's Instagram page. And Summer Reading has been in full swing but since this is our second year with Beanstack, a great deal of our patrons are already registered from last year so it made entering points and claiming prizes quite smooth.

### **Specialist Highlight** **Agnes Babinski**

I participated in this year's Mess Fest at Randi's request. I wasn't really sure what I had gotten myself into, but it turned out to be a fun, messy, and wet afternoon!

My station was the exploding art. I wasn't sure how explosive these were going to be, so I laid out two canvases. The craft included three basic ingredients: plastic film canister, Alka-Seltzer, and some watered down paint. The Alka-Seltzer releases gas when mixed with a liquid and the pressure causes the canister to pop open. The spray from the explosion wasn't as bad as I prepared myself for (I sacrificed an old summer adventure t-shirt for this!), but the kids loved the suspense of waiting for the POP! more than the colors it left behind.

I prepped the Alka-Seltzer tablets ahead of time, and pre-mixed a bit of paint before we began. We got everything setup before 11 AM, but as soon as we did, the clouds opened up and we had a nice downpour. Despite this, we had families arriving and it got quite busy once the rain passed. We managed to get a good 1.5 hours in before the rain started back up again.

### **Specialist Highlight** **Jay Purrazzo**

I formally joined the Bolingbrook Chamber of Commerce Toastmasters group. My first two meetings with the club have been nerve-racking, but enjoyable. It is a great environment for members to develop their public speaking, leadership, and management abilities with trust and support. I have started on the Pathway education options hosted through Toastmasters and next meeting I will act in my first official role with the club as Joke Master.

### **Computer Commons** **Nabil Alvarez**

Since the commons has been busier, we have been getting a lot more patrons needing help with their resumes, applications, and printing out documents. The only thing that I had trouble

with this month was Microsoft word. I notice that some of the templates do not want to open. You receive a message saying that there is an error. I've spoken to IT about it and they said that it is an issue with Microsoft word itself and nothing on our end. It isn't a daily occurrence but it is a bit annoying for our patrons who want to come in and create a resume.

## Computer Commons

### Uriel Cortez

A challenging question I had this month was when a patron wanted to get a photo on their phone so they connected it to a computer and it was taking too long to locate that picture because of how the phones are set up. We manage to solve the issue by having the individual send it over to our printer by using a printspot address. Another solution to this is sending yourself a copy from your email to your email, then accessing it from the computer.

## From Joyce Arellano's report

### Children's Services



**Monthly Overview of Children's Services:** Staff members swung into summer mode launching **Read to the Moon**, our second Summer Adventure using Beanstack software. Monarch butterflies have returned to the library. We said goodbye to Children's Services Manager Wendy Birkemeier, who retired after 22 years of service on June 28.

**Programming (220 programs, 3,456 attendance. Includes 171 passive programs with 802 participants)** We offered 10% more programs this month than in June 2018, resulting in a 17% increase in attendance.

### Special events at Annerino

**Alina Celeste Family Concert (65)** After learning that the YouTube star would be visiting Illinois, Joyce A. joined several other Chicagoland librarians in booking Alina Celeste to secure a discounted group rate. Many thanks to Studio 300 for lending equipment for Alina's performance and to Jeffrey for setting it up in Central Park. "She was wonderful. The kids really loved her. Many of her songs had everyone participating. I loved that she was bilingual." *Chris Z.*



**Dale Obrochta Presents Art of Inflation (138)** "I really enjoyed Dale's show. He was funny, interactive and knew how to engage the children. As Dale made his balloon creations, he told a story about what he was making and involved the children in it. It was fascinating to watch the stories unfold and to see what the final product would be. Dale has a great personality and knew how to keep the kids engaged and entertained." *Marta M.*

**Wild Times Exotics Animal Show (471)** "A huge crowd for this show. Perhaps too big. Her show involved her walking through the audience as she introduced the animals and letting everyone get an up close experience." *Chris Z.* "



**Mark Hayward Yo-Yo Show (96)** “He was very agreeable to wherever we wanted to place him and even suggested moving closer to the audience. Showed a real concern even for the adults watching. Mr. Hayward involved both the kids and the adults in his performance.” *Susan F.*

**Gary Auerbach Frisbee Show (100)** “This was a really fun show. He started off with a history of the Frisbee and showed his vast collection of Frisbees to the audience. He showed many tricks and best of all he had all the kids participate in Frisbee races.” *Chris Z.*

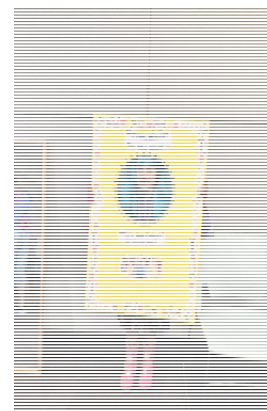
### Special Events in the Library



**Summer Adventure Blastoff: Prismatic Magic Laser Show (2 shows, 200 attendance)** “The whole event I think was a great success. It was really nice to have [the kickoff] here at the library. The laser show was fantastic. The families loved it. It was a great mix beginning with some space history and evolving into a dance party with lasers.” *Chris Z.*

**Summer Adventure Blastoff: Make-It Take-It (108)** ATSD & CSD “made bottle cap magnets/key chains, Bookmarks, coloring sheets, and word searches for everyone to do.” *Rosemary B.*

**Summer Adventure Blastoff: Scavenger Hunt (109)** In order to win a package of astronaut ice cream and a chance to win Pelican Harbor passes or a Crayola Gift Basket from MyLibraryRewards, participants had to follow the clues to find the hidden letters (SATURN V) throughout the library. A few patrons admitted they had never been beyond the first floor of the library and enjoyed the chance to explore the rest of the building. Studio 300 and the Maker Lab wowed many visitors, and one of our young patrons was over the moon when he found out he won the Pelican Harbor passes.



**Descendants Party (93)** “The party was a huge success. I got many great comments from parents and kids. The children seemed very engaged in all of the crafts and games. Some children even came dressed as the Descendants characters, which I thought was super cool.” *Marta M.*



**American Girl Doll Celebration: Luciana (35)** “35 patrons came to the Luciana program, plus several volunteers. We did a variety of space activities (“Trip to Mars” and “Build a Space Colony” from StarNet, lunar phase cookies, solar system app, NASA videos about Mars) and American Girl activities (photos, putting a streak of color in your hair, prize drawing for Luciana’s robot dog). We might have benefited from more activities for younger kids, but most of the attendees enjoyed the Trip to Mars once I talked them into trying it and they were enthusiastic about the other activities.” *Sarah D.*

### ARTS & CRAFTS

**Make-it Take-it: Tar Beach Flying Kids Craft (13)** We kicked off our celebration of the 50th anniversary of the Coretta Scott King Book Award with a special Make-It Take-It based on the 1992 Illustrator Award winner *Tar Beach* by Faith Ringgold. “Children and adults made flying kids using the Ellison die paper pal cut-outs. They glued hair & clothes, drew faces on and attached them to craft sticks.” *Susan F.*

**Let's Create: Summer Artist: *Starry Night* (76)** "One of the busiest programs we have had but one of my favorites. I had some fantastic volunteers who worked so hard and helped pass out all the supplies. That freed me up to be able to really share some of Van Gogh's techniques with the kids as well as my love of his paintings. They were really fascinated at how he painted and about his life, too. The results were really spectacular." *Chris Z.*

## READING & WRITING

### **Writers' Workshop (4 sessions, 44 attendance)**

"During each week we had a warmup exercise usually a What if?...We shared books that went with each week. One week the kids shared wordless picture books. I gave them the books and told them to work together to get ready to present them. Many of the kids came up to me looking puzzled " Ms Chris there are no words in this book how can we read it to the class?" It was fun seeing the realization when they figured it out." *Chris Z.*



## MOVIES, MUSIC & ENTERTAINMENT



### **Mini Movin' and Groovin' (3 programs, 98 attendance)**

"Movin' & Groovin' was patriotic themed, planned to celebrate the 4<sup>th</sup> of July early. I projected an American Flag on the wall and created an environment that introduced many of our favorite patriotic songs with whimsical motions or clapping patterns. We also sang songs about parades while parading around the room." *Kathy B.*

## STEAM & LEARNING FUN

**Make-a-Mess Fest** Sarah D. represented CSD at this event planned by the Tinker Technology Troupe at Winston Woods. "I supervised making slime and spray bottle painting...There were instructions for putting paint and half an Alka Seltzer tablet in a film canister, but I wasn't sure what to expect. It turns out the canister shoots up in the air with a loud POP and the paint makes an impressive splat on a large piece of paper. I also got paint in my hair!" *Sarah D*

**The Pillowcase Project (31)** Volunteers from the American Red Cross offered a presentation on how to stay safe during a tornado. Children learned how to tell if a tornado is near, the difference between a tornado watch and warning, and what to do to stay safe. Each child received a free pillowcase to use as an emergency supplies kit and decorated their pillowcases in Creativity Park. It was great to see a few parents stay for the presentation. They were overheard brainstorming disaster plans with their kids.

**Roots: Doctors Joycelyn Elders & Daniel Hale Williams (11)** Judith and Ernie Davis presented another great program on Elders, the first African American appointed as Surgeon General, and Hale Williams, the first doctor to successfully complete open-heart surgery. The Davis family also provided lunch for all who attended. One family that has attended Roots since the beginning expressed interest in working with Judith and Ernie on upcoming programs. It is exciting to see our patrons collaborating on this project. They have truly invested in this program and are committed to its success.



## **GAMING & PLAY**

**Friday Scavenger Hunts (3 programs, 117 attendance)** “On 6/21, we had many participants. It seems some people are coming just to do the scavenger hunts! It gives us a great opportunity to show patrons parts of the collection that they may not know we have to offer. One grandma did not know about the picture books with CD’s or the Vox books. Another patron did not know about the Launchpads.” *Debbie S.*

**Minecraft:** “I did see some new faces attending the summer session, which usually don’t attend during the school year. But after talking to Agnes, she did mention that many more kids have been attending Minecraft this summer, which I think is great.” *Marta M.*

**Ready! Set! Tech! & Ready! Set! Create! Tween Bootcamps** Studio 300 ran all of these without CSD assistance this year. They offered a one-session camp on Light Painting and two-session camps on Filmmaking and DIY Spacecraft. Participants gathered in CSD before heading to the Studio. After the bootcamps, many tweens returned to CSD excitedly sharing how much fun they had. Statistics and comments will be included in Studio 300’s report.

## **STORYTIMES (27 Storytimes, 744 attendance)**

**Storytime Highlights:** Everyone was happy to resume these popular programs. We have seen new faces in our Bouncy Babies program, resulting in 21 new registrations for *1000 Books Before Kindergarten!*

<b>Storytimes June 2019</b>	<b>Attendance</b>
All Together Storytime (2 programs)	74
Bouncy Babies (formerly Lapsit Storytime; 9 programs)	285
Diez Deditos (3 programs)	56
Family Storytime (3 programs)	32
Sensory Storytime (1 program)	13
Toddler Storytime (9 programs)	284
<b>Total (27 programs)</b>	<b>744</b>

**Summer Adventure: Read to the Moon (897 participants as of June 30; this number does not include Bookmobile membership numbers.)**

In our second year using Beanstack, we are excited to see a steady growth in registrations, more patrons logging their points online and a few patrons trying out the Beanstack app. Reading is one of the most popular activities. Level prizes include free books, a foam rocket flyer and planet putty. The Bookmobile Pizza Party and MOPs show is once again the most desired grand prize, and it is so nice to see that some children chose the donation to the DuPage Food Pantry as their grand prize. CSD hosted the Spot the Rocket challenge from June 24–30 and hid the cardboard rocket near the J Video Games.

## Public Service



**Ellison Dies:** We filled 2 Ellison usage requests this month.

**1000 Books Before Kindergarten** - 21 children signed up in June bringing our total participation to 359! 1 child completed the program this month.

**Monarch Butterflies:** Patron Cindy Hennessy brought several chrysalises for us to display at the desk. This has resulted in patrons visiting our desk regularly to check on the butterflies. The Monarchs have also been a great way to soothe crying children. Several staff members have been able to show the new Monarchs in programs and release them outside with patrons.

## Collection

### Dolls

There were 63 checkouts of dolls this month. "This month I saw a pair of boys check out the Logan doll for the first time. It seems their mom found out about the doll and placed a hold on it, and the boys seemed delighted." *Sarah D.*

**Story of the Month:** "Singing is one of the 5 early literacy practices, which is why music is an important part of many of our programs. One day I had lunch duty during the summer meals program and overheard a table full of children singing, "I am a pizza." Pizza was one of the lunch options, and this is a song that Kathy uses in storytime with visual aids. It was great to see the kids making a connection between storytime and real life. When Kathy heard what they were doing, she went over and talked with the children about the songs they were singing." *Sarah D.*

## From Amina Ali's report

### Circulation Services Department Report

- **PIRC Meeting @ Fountaindale June 26, 2019**
  - Polaris Library Branch Code Changes
    - Fountaindale will be updating their abbreviated branch codes in July 2019
      - FBPL (formerly Fountaindale Bookmobile) will become FOUT (Fountaindale Outreach)
      - FMPL (formerly Fountaindale Main) will become FPLD (Fountaindale Public Library District)
    - Joliet will update their outreach code to JOUT; their Outreach collection will be at the Ottawa branch in the Children's Room. The collection will be fine free and have a 9 week checkout period.
  - Home Library for Reciprocal Borrower Accounts
    - The "Neighborhood" field is now a required field for all patrons owned by the XYZ branch. Going forward, staff will have to supply the home library for all reciprocal borrowers at the time of registration. If the patron's library is not in the list, choose the first option ("Other") and send Matt Hammermeister an email.
    - Matt also removed the "Reciprocal" patron code from the drop down menu for all of the branches except XYZ. From now on, patrons with the patron code "Reciprocal" can only be assigned to the XYZ branch.

- **New Hires**
  - Ethan M. started on June 10, 2019 as Circulation Services Aide
  - Harris K. has been promoted from Specialist to Lead Specialist, and assume his new role on July 8, 2019, replacing Terry Mukuenow who retired June 28, 2019
  - On July 8, 2019, Circulation will be welcoming Anam A., Bonabie E., and Rayessa S. as Circulation Services' Aides
  - Circulation hired two Specialists: Sandy A. and Bini I. Sandy was promoted from Circulation Services Aide to now Specialist and will begin July 23, 2019. Bini Issac will begin as Specialist on July 15, 2019.
- **Terry's Retirement**
  - June 28th was a very bittersweet day for Circulation and the Library as we wished Terry, Tom, and Wendy the best for retirement.

#### Circulation Statistics

<b>New Patrons Registered</b>	<b>294</b>
<b>Holds Pulled From Shelves</b>	<b>7,574</b>
<b>Incoming Rails Bins</b>	<b>233</b>

#### Drive Up Statistics

<b>Total Visits (June 2019)</b>	<b>Previous Month (May)</b>	<b>Previous Year (June 2018)</b>
<b>688</b>	<b>756</b>	<b>740</b>

#### Drive Up Statistics Summary

- We had **688** visits (pick-ups) at the drive through this June, which is down from **756** in May.
  - This amounts to an **8.99 percent decrease** from last month.
  - Also, total visits were down **7.03 percent decrease** from June of last year (**740** last year).
  - And we had an average of **26.5** visits per day this month, down from last month (**29.9**).
- The busiest day of June was tied between Tuesday the 11<sup>th</sup> and Thursday the 13<sup>th</sup> with 40 total visits each.
- The busiest time period was **3-6 pm**, with **246** total visits throughout the month.

<b>Total Checkouts (Including Drive Up)</b>	<b>63,628</b>
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<b>In-House Circulation: May 2019</b>		<b>In-House Circulation: June 2019*</b>	
<b>Total</b>	<b>2,213</b>	<b>Total</b>	<b>800</b>

\*Could only gather stats for June 19-June 30 due to AMH and Staff Induction 2 outage

## Outreach Services

**Adult Volunteers:** Seven volunteers worked a total of 22 hours this month. Our volunteers were able to help at the Summer Kickoff, CSD programs and the daily Summer Lunches.

**Highlights:**

**Carolyn:** This month I did as much day-to-day backup as possible while Marianne was out. I reviewed reference requests, did schedule adjustments and approvals, lead the staff meeting, spoke with community partners about upcoming events, handled internal dept. inquiries.

### Kindercare Storytime and Tour 6/11

Melissa and I each did part of a Storytime presentation for the older kids at Kindercare. Besides each of us reading a story, we played a game, danced, and Melissa did a puppet show. Afterwards, we took the group on a tour of the Children's Dept. with Joyce describing the different areas, Circulation and the "Bookzilla" with Amina describing the process of a returned book, and lastly, Studio 300 with Anna showing the kids around.



**Kidzmagic in Winston Woods 6/19** - I attended Kidzmagic with other Outreach staff. We had "Mr. Andrew" of Kidzmagic come and perform his magic show at our Wednesday at Winston Woods. We had 308 attendees for the show. Mr. Andrew was very funny, and had the kids participating throughout his show. One of his tricks was making an audience member levitate! As I walked around and talked to patrons, I heard how much they appreciated the activities we bring out to the parks. It was great seeing how excited the kids were and I was happy we could bring a magic show to them. He had very unusual, calm bunnies that he let the kids pet. We had over 57 patrons visit the bookmobile in less than an hour.



**Melissa:** On June 1, I attended the Cavalcade of Planes with Marianne and Carolyn. I signed up a couple families for the Summer Adventure program. We had some patrons who checked out items. We saw people from all over Illinois. I heard several people say that they wish their town had a Bookmobile. We had a decent turnout for Saturday. Sunday was definitely busier and I think that was because the weather was much nicer that day.







On June 5, I went to Heritage Woods for game day. I brought the bowling set with me and the residents loved it. They were really getting into it. I will admit that it was very tiresome having to constantly bend down and remove pins and set them up. Thank goodness, that Michelle was there to help me out. We played a few rounds of bowling and then I brought out the balloon and hand swatters. The residents sat in a circle and played balloon volleyball. They had so much fun. One of the ladies told me to let them know when I needed to go otherwise they would be there all day playing. I probably had one of my best turnouts for game day to date.

On June 10, Cindy and I filled in for Laura's first story stroll at Winston Woods. Cindy set up all the signs for the stroll. She read the children a story before we started the stroll. I took the lead on the activity songs and the reading of the pages at each station. Cindy and I then did a puppet show at the last station by the Bookmobile. We handed out a sheet of space stickers to each of the children. One mom said that it was great that we did this, and she had a lot of fun.



On June 12, I went to Winston Woods for Make-A-Mess Fest. The weather wasn't the greatest, but we still had a good turnout. We had so many messy activities for the kids including, spray bottle art, exploding art, bubbles, egg drop challenge, alien toothpaste, scavenger hunt, oreo moon phases, moon rocks and slime. I was in charge of the egg drop challenge. The objective was to make a protective container for your egg that would protect it from breaking when dropped from atop the ladder. I had several materials that the children could use. I had so much fun doing this. The event was a huge success despite the rain.



On June 13, I went to Atria for my programming. I found an interesting article about parents using the postal service to mail their children because it was cheaper than any other form of travel. The residents were laughing as I was reading the article to them. They couldn't believe that people use to do this. I also read from the June issue of Reminisce. I did some trivia with the residents as well. Mary Ellen had funny responses when she didn't know the answer to the trivia. She would say that she liked her answer better.

On June 17, I went to Autumn Leaves for my programming. I brought the giant cheese wedge with me, and a craft to do with the residents. They enjoyed playing with the cheese. We turned it into a competition. Each of the residents took turns and we compared scores. Mr. Ed kept asking what the high score was because he wanted to beat it. After a few rounds of playing with the cheese, I made dream catchers with the residents. We all had a great time.



**Dennis:** On June 2<sup>nd</sup>, I went to the Cavalcade of Planes event with Sarah and Marianne, located at Clow International Airport. We ended up getting very good crowds at the event, including a lot of people who had never been on the Bookmobile before. Several attendees were not from Bolingbrook but still wanted to check us out. Our parking spot was good and I think it gave us high visibility.

On June 9<sup>th</sup>, Marleigha and I brought the Bookmobile to the Bolingbrook Pride Picnic. They had us park in a tricky spot but I was able to maneuver it in to a successful space. We had a lot of new faces on the Bookmobile that day and the event went very well. We attempted to do a storytime at the picnic but had to end it abruptly due to the sudden downpour of rain. I had a great time and people had nothing but good things to say about us.

**Sarah:** At the beginning of the month, I worked at the Cavalcade of Planes community event on the 2<sup>nd</sup> of June. The weather was nice and not too hot compared previous years I have attended. Due to the weather being so nice and a line already forming to enter the event it started early. Working on the Bookmobile we had a steady flow of people visiting us. We passed out giveaways such as a coloring book with crayons, pens, pencils, and our Bookmobile coloring page. This was also the first weekend for people to start registering for the Summer Adventure program. I was able to register one family while at this event. Many of the people who came onto the Bookmobile were from out of town or out of the district. When the event was over I drove the Bookmobile back to the library. It was a fun event that I hope I can continue to go to in the future.

The first Friday MOPS show happened on June 7<sup>th</sup>. I drove the Bookmobile to Indian Chase Meadows Park near Pioneer Elementary school. I helped setup the sound with Laura. I also took pictures during the first act "The Zar." The first act in the MOPS show featured Cindy as Zar, along with Marleigha and Dennis as backup dancers from space. Before the show, I announced to the people at the park that we were going to have a MOPS show. We had 130 people attend the MOPS show and afterwards we opened up the Bookmobile and provided outdoor games and a photo opportunity to also promote the I spy the Bookmobile contest. I worked on the Bookmobile and encouraged patrons to sign up for the Summer Adventure program.



Saturday the 22<sup>nd</sup>, Melissa and I went to one of our regular stops at Target for an hour before heading to the Juneteenth Celebration. Melissa drove us to the Village Hall area before noon so we could scope out a place for us to park Bookmobile for the event. There were several cars who were already parked in the place where we have parked it in the past. I was impressed with Melissa with her driving skills backing the entire Bookmobile into a parking spot that accommodate us and would make for an easier way to leave the event due to us needing to return to the library.



### **Laura:**

Comments: The busiest month of the year! Regular storytimes (Moon stories), continued bookdrop pickups, the KickOff of our Summer Adventure Program, prepared and presented the 1<sup>st</sup> and 2<sup>nd</sup> MOPs show and Story Strolls. Read as a special guest at the Park District's OAKS Nature Fest 10th anniversary Storytime. Finalized 2020 Park District Preschool field trip schedule. Met with my co-presenters for the B'LONG Preschool Outreach panel to work on our presentation. And sadly, said goodbye to Wendy as she retired (last of the 3 managers who hired me at Fountaindale)!

MOPs show #1 We lucked out with great weather (minus the gusts of wind that blew away a rug and our moon!) and ultimately a pretty good sized audience. I think everyone enjoyed the show (I only spoke with 2 kids who watched it, however). The Zar sequence was fun and the moon flying away brought unintentional laughs. Good start to our summer!

Furqaan Academy (2 visits) Although a short visit (today was a younger crowd that they didn't want out of classroom for long), it was a good one! Very interactive! I also brought back a flyer for their summer school to see about posting on the bulletin board at the principal's request.

Bolingbrook Museum - Great first visit for the summer! The families kept coming but were totally cool with squishing into our small room for storytime. Celia and Bill will accommodate for this next month as we will be meeting in the (open, empty) garage where they will have about 25

chairs ready for us. We had a great mix of school agers, preschoolers and a few babies – all of whom enjoyed themselves and interacted in their own way. Bill and Celia were just so excited to have so many stay afterwards to tour the museum. Yeah!

IKEA - Interesting mix of babies, preschoolers and school agers who “knew it all” (i.e. answered every question I asked the audience) but it worked! There were new IKEA staff members helping us out but everything was as it should be so today was quite successful. Received a bunch of thank you’s from kids and parents alike. (Some long time storytimers made an appearance today which was fun to catch up with the now-2<sup>nd</sup> graders.)

Photos from this month:



**Marleigha:** The month of June has been a good month for me and the Outreach department. I have enjoyed this month. The summer is very hectic and there is something to do every single day, but we have been working as a team and everything has been going smoothly in my opinion.

On June 7<sup>th</sup> I went to the “Visit Your Local Parks: Indian Chase” with everyone. This was our first Friday MOPs Show, and it was great. We had great numbers and the show went well. Dennis and I were backup singers/dancers for Cindy once again, and I must admit it was fun. After the MOPs show I spent the rest of the day on the Craft table which was fun. Many kids enjoyed the craft Melissa brought for them to complete, which was a scratch off alien/robot creature. Even some parents wanted to do the activity. Melissa also ordered space themed props for patrons to take pictures with, and they were a huge success. Many people used the props for their “Spot the Bookmobile” pictures.

June 26<sup>th</sup> Carolyn, Sarah, Dennis and I went to Winston Woods with Studio 300 for Sunprints. The sunprints were fun. This was a very hot day, and the staff did 30 minute increments on the Bookmobile which I liked. Mr. Soto brought kids over from Wood View and other families came to this event. I had the opportunity to observe the sunprinting activity as well as work the Bookmobile. I also had the chance to make my own sunprint and I enjoyed doing this activity.







**Cindy:** Went to Wood View every Wednesday for Summer Booktalks. Partnership with Mr. Soto at Wood View has been fantastic thus far. This year he gave me an entire table to spread out all the flyers/calendars promotional materials for all the Summer programs. Social Media has been kind to me this month:

June 19<sup>th</sup>: Booktalk at WV – 37 listeners. Interactive puppet show with the kids, Are You a Horse? and we did two readers theatre scripts, so every child got to get up in front of group if they wanted to.

June 10: Story Stroll at Winston Woods for Laura. Lots of Compliments for Melissa and I about filling in and doing a great job as Laura has regulars. Even had one compliment that we had a different style that mom enjoyed very much.

## From Jeffrey Fisher's report

### Studio Services

Here are the June 2019 Studio 300 stats:

- 831 patrons actively used our spaces.
- 2811 items were checked out.
  - 125 of that total circulated out of the lab.
- 65 patrons attended our 11 Orientations.
- 413 patrons came to our 32 other Adult/T(w)een programs, tours, and offsite events.
  - Total programming hours came to 38
- 2 Non-FPLD people used Studio 300.
- Maker-related: 18 people created 8 items plus an additional 38 3D prints.
- And there were about 3047 blog page views.



The month kicked off with the *Summer Adventure Blastoff*, and Studio 300 used this event to showcase our new Maker Lab. **Anna G.** and **Patrick C.** answered questions from the 212 people who stopped by the lab. At the same time, **Adriana A.** and **Nikki S.** took photos of visitors in front of the moonscape backdrop in our lobby. Catch the finished results on Flickr.

- <https://www.flickr.com/photos/fountaindalelib/albums/72157709042263548>

Once again we hosted H2O for their annual camps at Studio 300. This year 18 teens (with their 3 adults counselors) visited for three separate days and used their time to take photographs for use on the H2O website and in fresh promotional material the teens also created using our graphic design resources. They sent a lovely 'thank you' note, too.



Studio teamed up with ATSD-Teens (and CSD-Tweens) for several programs aimed at our younger patrons including: Coding Game Design, Light Painting, DIY Spacecraft, and Filmmaking Camp. Finished videos from the last program are on the Studio 300 blog.

Despite rain just before and during the closing minutes of the Tinker Technology Troupe's first *Make-A-Mess Fest* at Winston Woods we had 180 people stop by and participate in a variety of "messy" activities. This was a library-wide team effort from multiple departments including IT and CMTSD who helped make the program a success alongside ATSD, CSD, and Studio.

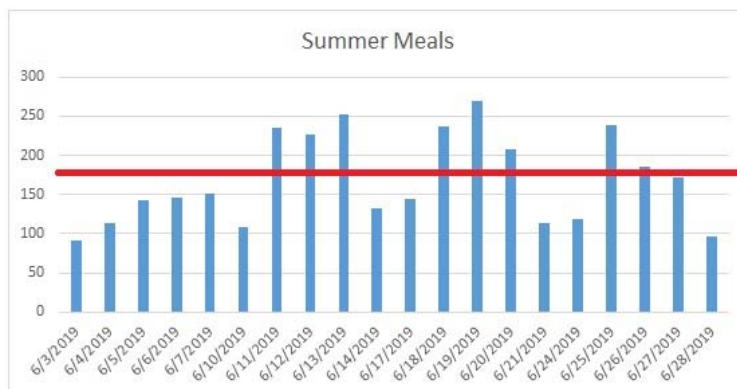


Studio 300 joined up with Outreach for a couple of other events including a *Sunprints* at Winston Woods with 6 Adults and 36 Children making unique art using special photo paper. And at this year's *Village Picnic* we had 121 visitors to our table in the first couple of hours before a storm came through and washed the remainder of the event away.

Late in June, Patrick C. launched a new club, *Acoustic Musician's Meetup* with several patrons participating. He and Justin C. also hosted another successful *Open Mic Showcase* earlier in the month.

## **Building Operations (Tasos Priovolos)**

We started hosting the extremely successful VVSD Summer Mobile Meal Program. This program allows children of our community to have a free lunch. A total of 3,380 lunches were served in June. Below is a chart detailing the number of lunches served in June:



**Average  
169 Meals/Day**

Tom McCurrie recently resigned as a Building Security Monitor. Tom started his career with the library in September of 2006. We wish him well in his future endeavors.

We replaced our main storm water sump pumps along with the floats and check-valves. These pumps were replaced since they were original to the building and nearing the end of their life expectancy.

Assisted in blocking and arranging the staff parking lot for the seat belt program.

We assisted in setting up the Frederick Douglass Exhibit on the 2<sup>nd</sup> Floor.

Our landscaping irrigation system was tested and programmed for the season. During the testing, several zone valves were leaking and replaced.

The motor and control system for the staff elevator were recently replaced. The motor became extremely noisy and was taken out of service until the needed repairs were completed.

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.

Wired and installed a digital room sign in the Admin Conference Room. This digital sign was installed here as a test location prior to installing them in the other meeting rooms.

Our receiving area floor was refinished with a clear epoxy. The old finish was failing and starting to crack and peel.



#### **ZENDESK -**

In June, 50 new maintenance tickets were created, and 47 new or existing tickets were completed.

### **Collection Management & Technical Services (Christina Theobald)**

#### **PinDigital Overview – The Current eBook Climate**

Our Pinnacle Digital Committee, whom works to purchase and curate the Pinnacle's OverDrive eBook and eAudiobook collection, has found it to be an interesting and challenging time navigating through the continually changing landscape of digital rights management and eBook pricing. When PinDigital first formed, eContent was available to purchase much like a physical book; once you paid for it, you owned it forever. More and more publishers are now shifting to metered licensing models that allows us to *access* titles, but those titles will expire after a capped number of uses or after two years. Just recently, both Hachette Book Group and Simon & Schuster have made significant changes in their terms for public libraries. Effective July 1st, Hachette has replaced its perpetual ownership model with a two-year access model. To compensate, the publisher is offering decreased prices by as much as 25% off, yet this does not apply to libraries that want to renew

access to these titles. Simon and Schuster will follow in Hachette's footsteps, only offering a two-year lending model with prices ranging from \$39.99 to \$79.99 effective this August. Many libraries and organizations, including ALA, insist that the elimination of perpetual ownership will further limit affordable access to reading. The library prices for eContent that is set by the "Big Five" publishers (Hachette, HaperCollins, Macmillan Publishers, Penguin Random House, Simon & Schuster) is cause for great concern. Many times, library prices for eBooks are marked up vastly higher than their retail price counterparts. For example, Hachette's eBook title *Let's Play Two: The Legend of Mr. Cub, the Life of Ernie Banks* by Ron Rapoport, is priced at \$84 for libraries, versus the \$14.99 consumer price. A majority of library eBooks cost an average of \$50, which is still excessively high compared to the \$15 consumer range. In addition to unfavorable lending models and higher prices, publishers are now experimenting with embargos for brand new titles. Tor, a division of Macmillan, announced that the imprint will begin to embargo availability of new titles to libraries for four months, which goes against the principles that libraries work so hard to uphold: free and equitable access for all.

These changes have already affected us at the local level within PinDigital. Our committee consistently struggles to maintain a reasonable holds ratio. We are forced to make tough choices. Often, we must sacrifice titles that are expired so we can better utilize our funds to purchase new content and to fulfill the high holds queue. The embargo in place by the Tor imprint will hurt our patrons even more, by restricting immediate access when new titles are released. Indeed, this volatile and unpredictable landscape seems to protect businesses and publishers, yet will ultimately hurt libraries and our patrons.

### Continuing Education, Trainings & Orientations

- Jun 3 – CMTSD Orientation for Jenna DiSandro, ATSD (Christina)
- Jun 13 – Webinar: Simply Spreadsheets (Lynnette)
- Jun 14 – WILIUG Spring Conference (Christina)
- Jun 18 – CSD Desk Coverage Refresher (Brett)
- Jun 20 – Webinar: Great Graphs (Lynnette)
- Jun 25 – Cart Gridding Training by Jake and Christina (Lynnette, Brett)

### Comparison of Physical Collection Circulation

June 2018 to June 2019

Collection Categories	Jun 2018 Circs	Jun 2019 Circs	Change	% Change
Adult Audiobooks	1115	885	-230	-21%
Adult Bookmobile Collection	447	247	-200	-45%
Adult Fiction	5236	4901	-335	-6%
Adult Non-Fiction	5303	5183	-120	-2%
Foreign Language Adult	214	191	-23	-11%
Foreign Language Juvenile	586	570	-16	-3%
Foreign Language Young Adult	12	17	5	42%



Graphic Novels	3278	3714	436	13%
Interlibrary Loan	253	220	-33	-13%
Juvenile Audiobooks	559	634	75	13%
Juvenile Bookmobile Collection	1024	783	-241	-24%
Juvenile Fiction	6962	6394	-568	-8%
Juvenile Non-Fiction	4242	3963	-279	-7%
Large Print	858	723	-135	-16%
Local Author Collection	6	3	-3	-50%
Magazines	1012	888	-124	-12%
Movies	12022	11779	-243	-2%
Movies - Juvenile	7025	6006	-1019	-15%
Music CDs	2272	1640	-632	-28%
On-The-Fly	18	18	0	0%
Picture Books	11124	10409	-715	-6%
Reference	20	21	1	5%
STEAMboxes	59	40	-19	-32%
Studio 300 Collection	2654	2790	136	5%
Technology & Equipment	1120	1234	114	10%
Technology & Equipment - Juvenile	240	305	65	27%
Toys	129	92	-37	-29%
Videogames	2955	2627	-328	-11%
Young Adult Audiobooks	120	100	-20	-17%
Young Adult Bookmobile Collection	24	7	-17	-71%
Young Adult Fiction	1969	1814	-155	-8%
Young Adult Non-Fiction	460	430	-30	-7%
<b>TOTALS</b>	<b>73318</b>	<b>68628</b>	<b>-4690</b>	<b>-6.4%</b>

#### Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,783	<b>vs.</b>	DVD	14,394
CD Audiobook	971	<b>vs.</b>	Playaway Audiobook	703

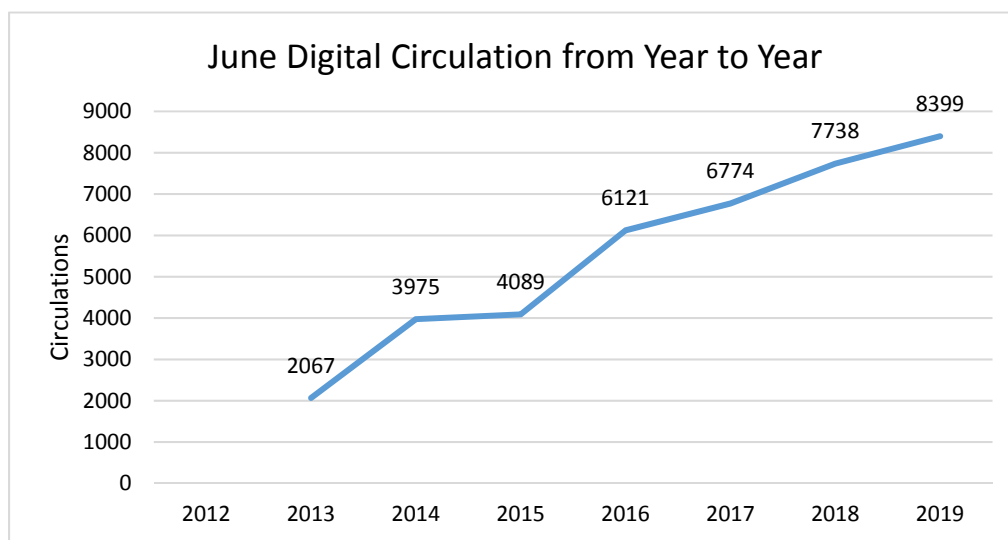
#### Special Collections

Collection	Circs
Mobile Hotspots	35
Dolls	63
STEAMboxes	40

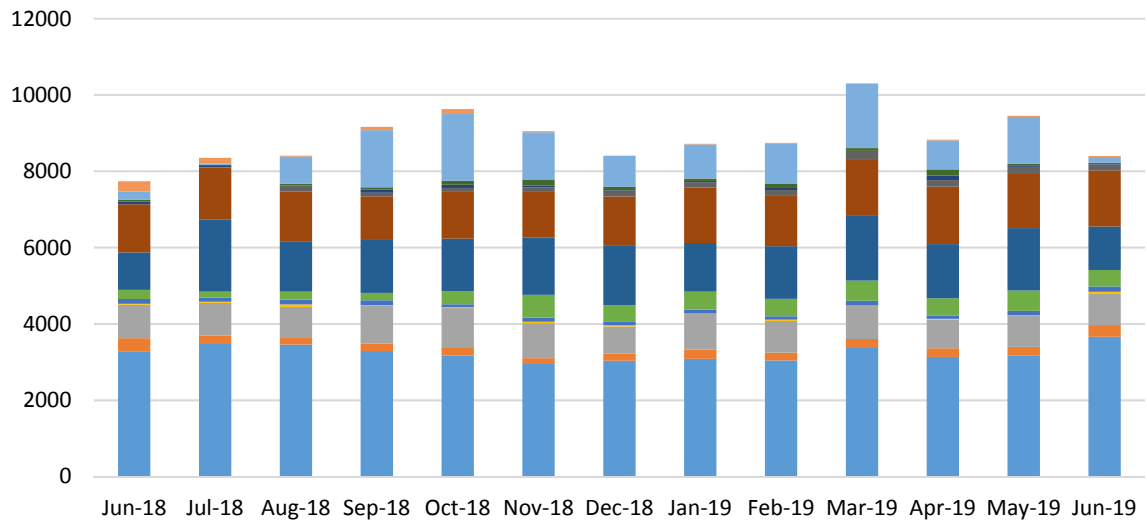
### Comparison of Digital Collection Usage - June 2018 to June 2019

Digital Platform	Jun 2018	Jun 2019	Change	% Change
OverDrive eBooks	1982	2290	308	15.54%
Hoopla	1261	1467	206	16.34%
Rbdigital eMags	239	432	193	80.75%
Freegal Music Downloads	245	415	170	69.39%
Kanopy	0	159	159	0.00%
OverDrive eAudio	1288	1373	85	6.60%
Biblioboard	25	62	37	148.00%
cloudLibrary eAudio	92	123	31	33.70%
Rbdigital eAudio	125	137	12	9.60%
eRead Illinois eAudio	91	84	-7	-7.69%
cloudLibrary Shared	415	402	-13	-3.13%
Freegal Music Streaming	739	725	-14	-1.89%
World Book eBooks	51	33	-18	-35.29%
eRead Illinois eBooks	266	222	-44	-16.54%
GVRL eBooks	66	13	-53	-80.30%
Tumblebooks	216	146	-70	-32.41%
cloudLibrary eBooks	367	286	-81	-22.07%
BookFlix	270	30	-240	-88.89%
<b>TOTALS</b>	<b>7738</b>	<b>8399</b>	<b>661</b>	<b>8.54%</b>

For **June 2019**, digital circulation was **11%** of the library's total circulation.



## Digital Collection Circulation



	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Book Flix	270	141	27	91	128	31	2	14	23	11	21	29	30
Tumble Books	216	37	711	1494	1748	1251	813	893	1052	1687	762	1231	146
World Book eBooks	51	36	34	64	108	140	94	63	106	71	160	36	33
Gale Virtual Ref Library	66	28	9	80	82	52	39	33	55	25	117	44	13
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	159
Hoopla	1261	1349	1307	1145	1248	1218	1296	1454	1339	1449	1506	1440	1467
Freegal Music	984	1893	1320	1389	1372	1500	1553	1277	1377	1712	1423	1636	1140
RBdigital eMags	239	157	211	192	344	596	438	469	456	529	449	533	432
RB Digital eAudio	125	109	125	131	78	105	89	106	91	126	86	112	137
Biblioboard	25	29	67	5	23	41	33	12	32	14	22	5	62
Cloud Library	874	853	814	998	1024	916	713	933	830	865	752	825	811
eRead Illinois	357	225	170	196	223	152	184	241	207	231	223	224	306
OverDrive	3270	3473	3459	3288	3167	2949	3033	3083	3041	3371	3136	3175	3663

## Digital Content Fast Facts - June 2019

### Overdrive

- There were **4,576 unique users**, which is a **9.7% growth** from last June.
- **eBooks** accounted for **62%** of checkouts, while **eAudio** accounted for **38%**.
- **87.5%** of checkouts were for **Adult** titles, **7.3%** were for **Young Adult** titles, and **5.2 %** were for **Juvenile** titles.
- During the month, Pinnacle had **8,929 active holds** and **22,002 titles checked out**.

### cloudLibrary

- There were **197 active users** in the month. **Of those, 30 are new patrons**.
- There were **85 Pay per Use eAudio circs**; 27 from Fountaindale patrons and 58 from Lemont patrons.



### eRead Illinois/Axis 360

- There were **102 active users**, **38** of which are **new users**.
- The top 3 circulating subjects for June were **Adult Fiction, Young Adult Fiction, and Juvenile Fiction**.

### Hoopla

- There were **1,467 total circs** borrowed by **356 patrons**. The **average number of circs was 4.10 circs** per patron, with 51 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **47%** of all circs, followed by **eBooks with 20%**, Movies/TV with 15%, and **Music with 9%** of circs.
- **Adult Fiction** was the most borrowed category, accounting for **51%** of all circs, followed by **Adult Non-Fiction with 25%** and **Juvenile Fiction with 13%**.

### Kanopy

- The **top five most popular videos** were: *A Rebours*, *Call her Ganda*, *Ken Burns: The Central Park Five*, *Three Days of the Condor*, *The Brand New Testament*.
- Our patrons played **159 distinct video titles** and **294 video plays**.
- The site was **visited 796 times** and received **1,054 page hits**.
- There were **44 active users**, of which 5 used all 10 video plays.

### Freegal

- This month yielded **415 music downloads** and **725 songs streamed**.
- The top **streaming music genres**: Pop, Rock, Classical, Country, Folk, Blues, R&B.
- The month's top **downloaded music genres**: Classical, Pop, Rock, New Age, Metal/Hard Rock, Country.

### RBdigital Magazines

- The top magazines: *Us Weekly*, *Woman's World*, *National Enquirer*, *PC World*, *The Writer*, *Do It Yourself*, *Newsweek*, and *Star Magazine*.

### **Physical Items Added and Withdrawn**

<b>Physical Items</b>	<b>Jun 2019 Added</b>	<b>Jun 2019 Withdrawn</b>
Adult Audiobooks	36	13
Adult Bookmobile Collection	179	0
Adult Fiction	1234	192
Adult Non-Fiction	783	344
Foreign Language Adult	2	185
Foreign Language Juvenile	4	2
Foreign Language Young Adult	0	0
Graphic Novels	178	16
Juvenile Audiobooks	8	1
Juvenile Bookmobile Collection	143	214
Juvenile Fiction	503	21

Juvenile Non-Fiction	33	7
Large Print	85	7
Local Author Collection	0	0
Magazines	223	3
Movies	396	3
Movies - Juvenile	80	7
Music CDs	21	0
Picture Books	35	27
Reference	0	0
STEAMboxes	0	1
Studio 300 Collection	18	0
Technology & Equipment	56	6
Technology & Equipment - Juvenile	5	0
Toys	0	1
Videogames	5	8
Young Adult Audiobooks	9	0
Young Adult Bookmobile Collection	6	0
Young Adult Fiction	231	12
Young Adult Non-Fiction	101	1
<b>TOTALS</b>	<b>4,374</b>	<b>1,071</b>

### Acquisitions

- Purchase Orders created and released: 20
- Purchase Orders closed out and received: 113
- Invoices Paid: 233

### Processing & Repair

- New cases: 192
- RFIDs/Stingrays: 47
- Repairs: 60
- New artwork: 15
- Stolen: 8 reports
- Disc repairs: 154
- Processed (spine & pocket): 3369
- New stickers: 1291
- Discard & de-processing: 716
- Playaway battery covers: 12
- Call no. changes: 333

### Interlibrary Loan

<b>243</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 181 items from IL libraries</li> <li>• 62 items from out of state libraries</li> </ul>
<b>89</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 41 to IL libraries</li> <li>• 45 to out of state libraries</li> <li>• 3 to XYZ libraries</li> </ul>

<b>402</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 364 submitted in OCLC</li> <li>• 10 items were too new to request</li> <li>• 11 were available in Pinnacle</li> <li>• 17 were out of country only</li> <li>• 1 eBook by our patron</li> <li>• 1 XYZ Patrons</li> </ul>
<b>303</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 85 from IL libraries</li> <li>• 77 from out of state libraries</li> <li>• 0 out of country</li> </ul>

### CollectionHQ Statistics

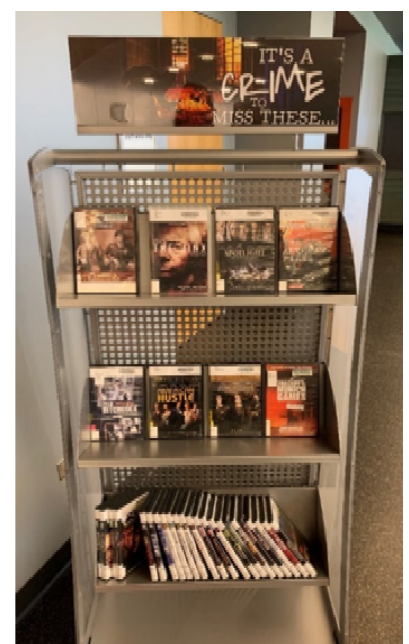
CHQ Status	Adult	Young Adult	Juvenile	Totals
<b>Dead</b> - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	8,793 Down 1,472 items 7.96%	4186 Up 583 items 21.21%	14,317 Up 100 items 12.95%	27,295 Down 5,340 items 11.34%
<b>Collection Check</b> - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	219 Down 1,974 items 2.49%	636 Up 138 items 15.2%	819 Up 72 items 5.72%	1,674 Down 1,764 items 6.13%
<b>Grubby</b> - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	10,178 Down 14 items 9.22%	874 Up 18 items 4.43%	13,511 Up 56 items 12.22%	24,563 Up 60 items 10.2%
<b>DOA</b> 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%	2,351 Up 44 items 16.03%	665 Up 70 items 33.96%	1,473 Up 100 items 18.91%	4,489 Up 245 items 18.39%
<b>Turnover</b> June 26, 2018 to June 24, 2019	2.26 Turnover	1.79 Turnover	2.69 Turnover	2.42 Turnover

## NextReads Newsletters

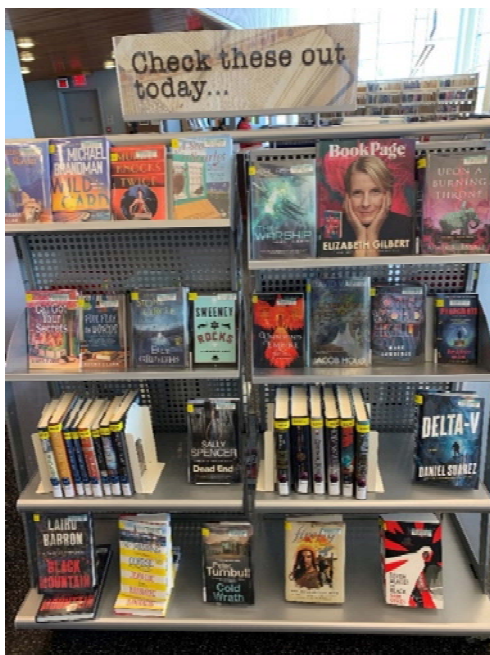
<b>Subscribers</b>	21 New	15 Unsubscribed	0 Bounced
<b>Newsletters</b>	<ul style="list-style-type: none"> <li>256 Items clicked open</li> <li>June New Movies highest clicks (178)</li> </ul>	32.19% Mobile Views	67.81% Desktop Views
<b>Emails</b>	<ul style="list-style-type: none"> <li>1,000 Sent</li> <li>37.9% opened</li> </ul>	Highest Subscribers - New York Times Fiction Bestsellers (88)	<ul style="list-style-type: none"> <li>June 9 NYT Fiction Bestsellers (25) emails opened</li> <li>June 30 NYT Fiction Bestsellers (25) emails opened</li> <li>June 2019 Mystery (25) emails opened</li> </ul>

## Displays

<p><b>Lobby Tree</b></p> <ul style="list-style-type: none"> <li>Staff Picks (118)</li> </ul> <p><b>Lobby Display</b></p> <ul style="list-style-type: none"> <li>Popular Picks (481)</li> <li>Pride (50)</li> </ul> <p><b>2<sup>nd</sup> Floor</b></p> <ul style="list-style-type: none"> <li>Something Borrowed (104)</li> <li>Frederick Douglass (17)</li> <li>VVSD Summer Challenge (75)</li> </ul> <p><b>3<sup>rd</sup> floor self-check</b></p> <ul style="list-style-type: none"> <li>Summer Reading/Space (31)</li> </ul>	<p><b>Holiday</b></p> <ul style="list-style-type: none"> <li>Robots (18)</li> <li>Summer (26)</li> <li>Father's Day (30)</li> <li>Things to do in the car (40)</li> <li>Cats (26)</li> <li>Who's ready for Toy Story (36)</li> <li>1,000 Books (256)</li> <li>Summer Reading/Space (35)</li> </ul> <p><b>Yellow Wall</b></p> <ul style="list-style-type: none"> <li>Summer Reading/Space (93)</li> </ul>
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## Communications (Melissa Bradley)

### Communications General Updates

- Melissa returned from leave on June 24.
- Sabrina attended the Ice Cream Social meeting on June 3.
- Steven worked the Summer Adventure Blastoff on June 4.
- Sabrina met with CMTSD to discuss the upcoming Lucky Day collection.
- Steven continued to work with Matt H. and Patron Point to test possible custom email notifications to patrons.
- With the help of IT and Building Services, we put up our first digital room sign outside the Admin Conference Room. We will move forward with replacing all room signs in the coming weeks (see below).
- Sabrina designed beautiful graphics for the Luciana Celebration, Family Pet Photo Day and the New Maker Lab.





## Media Coverage

- [The Bugle](#) covered 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 50<sup>th</sup> anniversary in 2020.
- We continue to send out program evaluation surveys to people who attended our events and programs. Our grand total is 3,288 completed surveys.
  - The most frequent way people hear about our programs is via the website (45.12%) and *The Fountain* newsletter (34.97%).

## Social Media Paid Ads

- The Summer Adventure Blastoff paid event ended. The ad ran May 20–June 4. We spent \$15, which reached 1,496 people and had 55 event responses.
- The Make-A-Mess Fest paid event ended. The ad ran June 5–11. We spent \$6, which reached 706 people and had 20 event responses.

## Social Media Metrics

- Facebook Metrics
  - 35 new people liked our page
  - 732 people viewed our page
  - 60,526 people saw our content
    - 19,737 people saw our content because a friend shared, liked or engaged with it
  - 3,605 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
  - 1 new follower
  - 163 page views
  - 15,000 tweet impressions

- Instagram Metrics
  - 15 new followers
  - 412 post likes

### **Email Marketing Metrics**

- 21 emails sent (13 of which were one-time welcome emails to new patrons)
- 97 new subscribers
- Average open rate: 32.37% (industry average is 19.85%)
- Average click rate: 10.71%

### **Human Resources (Lea Pottle)**

#### **Staffing and Recruiting**

##### *Open Positions:*

- Adult Services Librarian
- Building Security Monitor
- Children's Services Assistant Manager
- Circulation Services Aide (3)

##### *New Employees:*

- Kelsey Schaefflein, Adult and Teen Services Specialist, 6/17
- Adam Montes, Finance Specialist, 6/24
- Anam Ahmed, Circulation Services Aide, 7/8
- Bonabie Espinal, Circulation Services Aide, 7/8
- Rayessa Suarez, Circulation Services Aide, 7/8
- Monica Stamper, Studio Services Specialist, 7/8

##### *Promotion:*

- Joyce Arellano, Children's Services Assistant Manager, promoted to Children's Services Manager, 7/1
- Harris Khan, Circulation Services Specialist, promoted to Circulation Services Lead Specialist, 7/8

##### *Departures:*

- Tom McCurrie, Building Security Monitor, 6/14
- Colin Jagiel, Circulation Services Aide, 6/21
- Bridget Drury, Circulation Services Aide, 7/5
- Adeel Bhatti, Building Security Monitor, 7/6

#### **Training and Development;**

- Grundy Will Human Resources Association Meeting; Lea
- NCPERS-Webinar; Lea
- IMRF Workshop; Lea
- Critical Healthcare Conversations-Webinar; Lea
- How Employers can help Women better Prepare for Retirement-Webinar; Lea
- How to Conduct a Pay Equity Audit-Webinar; Lea



**Insurance Renewal; Noey**

- Open enrollment for 2019-2020 Group Medical Insurance. Handled all paperwork and employee correspondence; updated payroll deductions as needed.

**Information Technology (John Matysek)**

- During the month of June 107 new help desk tickets were created by FPLD staff, and 102 new or existing tickets were solved by IT staff.
- Worked with vendor Today's Business Solutions to replace the document scanners patrons use in the library with the SimpleScan and SimpleFAX stations to new high-speed models.
- Along with Paul Mills, met with vendor Bibliotecha to discuss the library account, any current issues, and future needs and/or upcoming projects.
- Met with Paul Mills and Tasos Priovolos to discuss a potential vendor for handling the public auction of equipment no longer in service at the library.
- Along with Paul Mills, reviewed and made final adjustments to the pending RFP for new self-check units in the library.
- Worked with vendor Dell EMC to diagnose and replace a faulty hard drive in the library's main Network Attached Storage (NAS) device.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with Communications and Building Operations to finalize the configuration of a test of an iPad based Digital Meeting Room sign outside the Admin Conference Room.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, worked with vendor Bibliotecha to update the RFID pads in the CMTSD department to support new model RFID tags.
- Met with vendor ITsavvy for a kickoff meeting regarding the addition of paging capability to the library phone system.
- Emailed the completed RFP for new self-check units to potential vendors for their consideration.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, configured and deployed PC's and phones to the Children's Department staff workroom stations that did not have them.
- Worked with vendor Trane Systems to troubleshoot and resolve an issue with their VPN connection used for remote monitoring of key HVAC systems.

June 2019 District Statistics							Population Total	67683	
<b>Total Circulation Statistics</b>	<b>77,027</b>	<b>Reading Clubs</b>	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Outreach</b>	<b>Total</b>	<b>Website Visits</b>	<b>Total Facebook Likes</b>
Building/Driveup	66,439	Reading Clubs Offered	0	0	1	0	1	29,740	4,217
Bookmobile	2,189	Reading Clubs Members	0	0	359	0	359	<b>Proctoring</b>	<b>Total Twitter Followers</b>
Digital	8,399	Summer Reading Clubs	1	1	1	1	4	23	798
		Summer Reading Members	624	398	897	11	1930	<b>Faxes Sent</b>	<b>Total Instagram Followers</b>
		<b>Collections Totals</b>		<b>Population Served</b>	<b>Building</b>	<b>Outreach</b>	<b>Total</b>	783	868
<b>Interlibrary Loan Requests</b>		New Physical Items	4,374	Total Visits	47,441	785	48,914	<b>Scans Sent</b>	<b>Total eNews Subscribers</b>
Items Received for our Patrons	243	New Digital Items	2,501	New Cardholders	294	0	294	4,025	4,337
Items Sent to other Libraries	89	Collection Total	429,773	Active Cardholders	24,489	126	24,615	<b>Pages Printed</b>	<b>COHS Students Enrolled</b>
		<b>% Served</b>		<b>All cardholders **</b>	49,745	Drive through visits	688	21,092	7
In-house checkins (Not par of total circ)	800	Active cardholders	36.37%	<b>Computer and Internet Sessions</b>					<b>Monthly Wireless Sessions</b>
		All cardholders	73.50%	<b>Studio 300</b>	<b>Children's</b>	<b>Vortex</b>	<b>Lab/Commons</b>	<b>Total</b>	
				240	1,969	531	4,209	6,949	19,542
<b>Public Use of Meeting Rooms</b>	<b>S300 Audio Booths</b>	<b>Studio 300 GCRs</b>	<b>S300 Video Suites</b>	<b>Meeting Room A, B &amp; Board Room</b>	<b>Study Rooms</b>	<b>Free Standing Book Drop Return Totals</b>			
Number of events/uses	256	66	21	47	375	<b>Building Front</b>	<b>Building Rear</b>	<b>Church</b>	<b>Ashbury's</b>
Attendance	275	182	45	610	606	3,773	3,251	1,372	320
	<b>Programs and Tours for Adults</b>				<b>Programs and Tours for Teens</b>				<b>Mobile App Downloads</b>
<b>Programs</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	IOS: 3,587
Numbered offered	24	4	28	56	40	0	3	43	Android: 857
Attendance	299	34	308	641	533	0	63	596	
Programming hours	44	5	30	79	71	0	6	77	
	<b>Programs and Tours for Children</b>				<b>Passive Programs for Teens</b>				<b>Total Offered</b>
<b>Programs</b>	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	225
Numbered offered	49	21	1	71	12	0	0	12	<b>Total Attendance</b>
Attendance	2,654	901	42	3597	146	0	0	146	11,744
Programming Hours	32.75	41	2	75.75	X	X	X	X	<b>Total Programming Hours</b>
	<b>Passive Programs for Children</b>				<b>Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages</b>				232
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Building</b>	<b>Offsite</b>	<b>Virtual</b>	<b>Total</b>	
Numbered offered	171	0	0	171	26	20	9	55	
Attendance	802	0	0	802	3,780	3,056	74	6,910	
Programming hours	X	X	X	X	22	40	2,043	2,105	
<b>Reference/Library Info</b>	<b>Studio 300</b>	<b>Circulation</b>	<b>2nd Flr. Media</b>	<b>Vortex</b>	<b>3rd Floor</b>	<b>Outreach</b>	<b>Children's Svcs.</b>	<b>Total</b>	
Reference Total	162	100	741	160	739	234	715	2,851	
Library Information	16	1,760	902	434	665	104	2,980	6,861	
One on One Assistance (Scheduled)	22	0	36	0	14	0	0	72	
<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	*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	77,027	81,056	-4.97%	Reference Questions	2,851	3,643	-21.74%		
Visitors	48,914	40,889	19.63%	Computer Usage	6,949	7,334	-5.25%		
Card Holders	24,489	25,420	-3.66%	Wireless Sessions	19,542	15,822	23.51%		
Room Bookings	765	589	29.88%	Program Attendance*	11,744	9,454	24.22%		

Fiscal Year 2017-2018 District Statistic Totals							Population Total	67683	
<b>Total Circulation Statistics</b>	<b>874,775</b>	<b>Reading Clubs</b>	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Outreach</b>	<b>Total</b>	<b>Website Visits</b>	<b>Total Facebook Likes</b>
Building/Driveup	721,671	Reading Clubs Offered	2	2	12	3	19	309,813	48,317
Bookmobile	45,661	Reading Clubs Members	1274	844	4992	95	7205	<b>Proctoring</b>	<b>Total Twitter Followers</b>
Digital download	107,443							191	798
								<b>Faxes Sent</b>	<b>Total Instagram Followers</b>
		<b>Collections Totals</b>		<b>Population Served</b>	<b>Building</b>	<b>Outreach</b>	<b>Total</b>		868
<b>Interlibrary Loan Requests</b>		New Items Available	37,436	Total Visits	436,636	14,621	455,310	<b>Scans Sent</b>	<b>Total eNews Subscribers</b>
Items Received for our Patrons	3560	Collections Total	371,519	New Cardholders	3,282	3	3,062	43,112	4,337
Items Sent to other Libraries	2189	Items per Capita	5.49	Active Cardholders	25,246	126	25,420	<b>Pages Printed</b>	<b>COHS Students Enrolled</b>
		<b>% Served</b>		<b>All Cardholders</b>	49,745	<b>% Served</b>	37.56%	247,958	7
		Active cardholders	37.56%	<b>Computer and Internet Sessions</b>					<b>Monthly Wireless Sessions</b>
		All cardholders	73.50%	<b>Studio 300</b>	<b>Children's</b>	<b>Vortex</b>	<b>Lab/Commons</b>	<b>Total</b>	
				3,415	15,073	4,503	48,741	71,732	216,585
<b>Public Use of Meeting Rooms</b>	<b>S300 Audio Booths</b>	<b>Studio 300 GCRs</b>	<b>S300 Video Suites</b>	<b>Meeting Room A, B &amp; Board Room</b>	<b>Study Rooms</b>	<b>Free Standing Book Drop Return Totals</b>			
Number of events/uses	2,319	476	281	455	4,582	<b>Building Front</b>	<b>Building Rear</b>	<b>Church</b>	<b>Ashbury's</b>
Attendance	3,631	1,194	634	5,785	7,856	42,438	41,232	12,885	7,710
	<b>Programs and Tours for Adults</b>				<b>Programs and Tours for Teens</b>				<b>Mobile App Downloads</b>
<b>Programs</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	IOS: 3,587
Numbered offered	471	109	338	918	444	0	9	453	Android: 857
Attendance	5959	2514	2,837	11,310	9626	0	109	9,735	
Programming hours	747	99.5	404.5	1,251	688	0	12	700	
	<b>Programs and Tours for Children</b>				<b>Passive Programs for Teens</b>				<b>Total Offered</b>
<b>Programs</b>	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Adult/Teen Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	3,516
Numbered offered	608	1273	17	1898	474	0	0	474	<b>Total Attendance</b>
Attendance	20,406	40,244	507	61157	4147	0	0	4,147	125,423
Programming Hours	423.5	1,047	31	1501.5	X	X	X	X	<b>Total Programming Hours</b>
	<b>Passive Programs for Children</b>				<b>Cross-Department Programs/Tours and Streaming Media Video Stats for All Ages</b>				3,453
	<b>Children's Staff</b>	<b>Outreach Staff</b>	<b>Studio 300 Staff</b>	<b>Total</b>	<b>Building</b>	<b>Offsite</b>	<b>Virtual</b>	<b>Total</b>	
Numbered offered	1,419	1	0	1420	196	27	56	279	
Attendance	6,398	6	0	6404	20,531	4,712	17,978	43,221	
Programming hours	X	X	X	X	445	57	3,534	4,036	
<b>Reference/Library Info</b>	<b>Studio 300</b>	<b>Circulation</b>	<b>2nd Flr. Media</b>	<b>Vortex</b>	<b>3rd Floor</b>	<b>Outreach</b>	<b>Children's Svcs.</b>	<b>Total</b>	
Reference Total	3,637	1,890	6,861	1,610	7,992	8,480	9,255	39,725	
Library Information	580	16,285	6,543	2,619	8,030	973	25,015	60,045	
One on One Assistance (Scheduled)	258	25	357	0	307	0	3	950	
<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	<b>Comparison to Previous Year</b>	<b>This Year</b>	<b>Last Year</b>	<b>% change</b>	*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	874,775	948,484	-7.77%	Reference Questions	39,725	53,161	-25.27%		
Visitors	455,310	435,711	4.50%	Computer Usage	71,732	77,076	-6.93%		
Card Holders	25,246	25,420	-0.68%	Wireless Sessions	216,585	225,185	-3.82%		
Room Bookings	8,113	9,064	-10.49%	Program Attendance*	125,423	102,035	22.92%		

# Conference / Event Report Form

**Name**

Ruth Newell

**Position**

Trustee

**Conference / Event Attended**

ALA Annual Conference 2019

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**Date**

June 19-25,2019

**Location**

Washington D.C

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

Pre-Conference Tour of African American Museum for CSK Members  
Opening Session ,CSK 50 anniversary Gala , Speaker Series A talk with  
Supreme court Justices Sonia Sotomayor , CSK Book Award Committee,  
CSK Breakfast committee meeting, CSK General Membership Meeting,  
CSK Breakfast committee bag stuffing(over 800 bags)  
Virginia Hamilton award and Reception CSK Pre Breakfast meeting  
,CSK Award Breakfast , ALA-APA LSSC Certification review committee  
CSK Celebration and social , ALAP Gala Visited the Exhibits

**Highlights of Conference / Event**

We had a private guided tour before the public came in. Spent from  
8:30-3:00pm Enjoyed the CSK Gala at the Library of Congress the  
performance was great and a reception followed with swag gift bags  
got to see pass members and staff who came back for this event.  
After meeting Justice Sotomayor and hearing her speak I had CSK  
meetings and Bag stuffing for CSK Breakfast(800)+ bags The Breakfast  
was great it was sold out. We had a pre meeting and I was over the  
green room. Went to my ALA APA meeting which was a closed meeting  
Went to the Last Celebration for CSK a Social it was great. Was happy  
to be Part of CSK 50 And did a lot of Networking . One of the Bussies yet  
great conference.

## Conference / Event Report Form

**Name**

Kathy Spindel

**Position**

\_Trustee\_\_\_\_\_

**Conference / Event Attended**

\_\_ALA Annual  
Conference\_\_\_\_\_

**Date**

\_\_June 21, 2019 to June  
25,2019\_\_\_\_\_

**Location**

\_\_Washington  
D.C.\_\_\_\_\_

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

\_Friday 6/21 Donuts & Dialogue for Trustees, Friends & Foundations

\_\_Saturday 6/22 United for Libraries All Committee meeting I & II

Sunday 6/23 United For Libraries All Committee Meeting III

United For Libraries Board Meeting

United For Libraries President's Program-How to engage our lawmakers

Public Library Trustees Discussion Group

Monday 6/24 Program for Trustees, Friends, Foundations – The  
Financial side

Touring the exhibits to meet and greet our vendors and supporters

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**Highlights of Conference / Event**

\_Penguin Random House\_ & United For Libraries Annual Trustee/  
Librarian Reception held at the Smithsonian Castle Friday evening  
hosted by the United For Libraries President Skip Dye.

ALA Auditorium Speaker Series hosted by ALA President, Loida Garcia-  
Febo welcomed Hoda Kotb, author and co-anchor of NBC News Today  
on Saturday

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*Respectfully Submitted -  
Kathy Spindel*

**American Library Association**  
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Fax: 312-280-3224  
<http://www.ala.org>

**Conference Services Department**  
Paul Graller  
[conf@ala.org](mailto:conf@ala.org)

# ALA American Library Association


June 25, 2019

1156487  
Kathryn Spindel  
Trustee  
Fountaindale Public Library  
300 West Briarcliff Road  
Bolingbrook, IL 60440

Dear Kathryn,

Thank you for your recent registration and attendance at the American Library Association (ALA) Annual Conference. This letter confirms your attendance at the ALA Annual Conference in Washington, DC June 20 - 25, 2019.

Cordially,

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

Paul Graller  
Conference Services