

FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
November 21, 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 – October 17, 2019
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Ordinance 2019-9 – Tax Levy Ordinance
  - b. Report from PMA Securities on Series 2019 Bond Sale
  - c. Approval of Resolution 2019-12 – Resolution Regarding the Issuance of Non-Resident Library Cards
  - d. Approval of Statement of Receipts and Disbursements Fiscal Year 2018/2019
  - e. Approval of Revised Study Room Policy
  - f. Approval of Notary Services Policy
  - g. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest
8. Library Projects
  - a. Change Order #2 for 2<sup>nd</sup> Floor Meeting Room Project
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – November, 2019
  - b. Bills Payable Report – November, 2019
12. Director's Report – November, 2019
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Personnel
15. Announcements
16. Adjournment

## November 2019 Agenda Background

Paul Mills

### 7. New Business – Action Items

#### a. Approval of Ordinance 2019-9 – Tax Levy Ordinance

This ordinance represents the total request of corporate and special purpose property taxes to be levied. The debt service levy is not included in this ordinance as it is covered by other ordinances.

*Suggested Motion: Motion to approve Ordinance 2019-9 – Tax Levy Ordinance.*

#### b. Report from PMA Securities on Series 2019 Bond Sale

Andrew Kim from PMA Securities will deliver a report on the Series 2019 Bond Sale.

*Suggested Motion: No Motion Required.*

#### c. Approval of Resolution 2019-12 – Resolution Regarding the Issuance of Non-Resident Library Cards

Every year we are required to choose whether to participate or not participate in the non-resident reciprocal borrowing program. It is my recommendation that we continue to participate.

*Suggested Motion: Motion to approve Resolution 2019-12 – Resolution Regarding the Issuance of Non-Resident Library Cards.*

#### d. Approval of Statement of Receipts and Disbursements Fiscal Year 2018/2019

This document is a summary of income and expenditures from the last fiscal year. It is prepared by our Finance Office with information from our auditors and other sources.

*Suggested Motion: Motion to approve the Statement of Receipts and Disbursements for Fiscal Year 2018/2019.*

e. Approval of Revised Study Room Policy

This draft revision of our Study Room Policy features the following suggested changes:

- Reservations may be made 24 hours in advance instead of 72 hours in advance
- Non-Resident library cardholders may make a reservation 24 hours in advance. This suggested change mirrors our current Studio 300 Policy.

This draft policy has been reviewed by our attorney and he had no recommended changes.

*Suggested Motion: Motion to repeal the existing Study Room Policy and to approve the revised Study Room Policy.*

f. Approval of Notary Services Policy

This draft Policy establishes the guidelines and parameters by which our District would offer Notary Services for our patrons. A key thing to note is that notary services would be provided in accordance with the Illinois Notary Public Handbook, which is published by the Office of the Secretary of State.

This draft policy has been reviewed by our attorney and he had no recommended changes.

*Suggested Motion: Motion to approve the Notary Services Policy.*

g. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest

This list contains the name and addresses of trustees and staff who will receive an economic interest statement that must be completed.

*Suggested Motion: Motion to approve certified list of trustees and staff for filing with Will and DuPage Counties for Statements of Economic Interest.*

**November 2019 Agenda Background**  
**Building Project**  
Paul Mills

8. New Business – Action Items

a. Approval of Change Order #2 for 2<sup>nd</sup> Floor Meeting Room Project

This change order provides for changes to the acoustical panels in Meeting Room C.

The original design for acoustical panels placed paneling on the entire west and east elevations. When installing these panels, a few panels were interfering with the locations of the new Crestron A/V controller, Cisco phone, and Lutron lighting controllers. The two options to cut these panels around these devices would create long lead times, cost prohibitive change orders, on-going maintenance and expense on the panels surrounding these controllers (dirt, wear/tear, etc), and a decrease in the overall patron experience within this room.

Based on conversations with the on-site Superintendent from Walter Daniels, and Amy Schmieding from Sheehan Nagle Hartray Architects, it was cost effective to rearrange these panels and purchase one panel in order to visually end the line of panels.

The cost to the library is \$2,158.20

*Suggested Motion: Motion to approve Change Order #2 for 2<sup>nd</sup> Floor Meeting Room Project.*



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

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, October 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, Marcelo Valencia, Celeste Bermejo and Margaret (Peggy) Danhof.

ABSENT

Trustee Ruth Newell

FOUNTAINDALE STAFF PRESENT

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

PUBLIC PRESENT

The following public was present: Jody Hargett, Jamie Wilkey, Andrew Kim.

AGENDA APPROVAL

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

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

### MINUTES OF THE PUBLIC HEARING – September 19, 2019

The minutes of the Public Hearing held September 19, 2019 were presented. A motion to approve the minutes was made by Spindel, seconded by Prodehl. Minutes were approved as read.

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

### MINUTES OF THE BOARD MEETING – September 19, 2019

The minutes of the board meeting held September 19, 2019. A motion to approve the minutes was made by Spindel, seconded by Bermejo. Minutes were approved as read.

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

### COMMENTS FROM THE PUBLIC

No comments were made.

### FRIENDS OF THE LIBRARY

Jody Hargett reported that the Friends Fall Book Sale was the second most successful book sale in history. This year, the Studio had offered removed equipment to the Friends for the book sale. However the equipment did not go over very well with patrons. During the sale, many new members joined the Friends and annual memberships were paid.

### NEW BUSINESS

#### Acceptance of Financial Report for Fiscal Year 2018/2019

Jamie Wilkey from Lauterbach & Amen LLP presented the Financial Report for Fiscal Year 2018/2019.

A motion to accept the Financial Report for Fiscal Year 2018/2019 was made by Kalnicky, seconded by Valencia.

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

#### Approval of Resolution 2019-11 – Truth in Taxation Law Resolution

A motion to approve Resolution 2019-11 – Truth in Taxation Law Resolution was made by Prodehl, seconded by Valencia.

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

#### Approval of Ordinance 2019-7 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2020/2021

A motion to approve Ordinance 2019-7 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2020/2021 was made by Spindel, seconded by Valencia.

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

#### Presentation on and Approval of Bond Refinancing Scenario

Andrew Kim, Director of Public Finance from PMA Securities presented different refinancing scenarios for the 2009B bonds.

A motion to approve the selected bond refinancing scenario with a contribution of \$655,000 from the General Fund Balance was made by Spindel, seconded by Valencia.

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

#### Approval of Chapman and Cutler LLP Engagement Letter for Services as Bond Counsel and Disclosure Counsel for Bonds

A motion to approve the Chapman and Cutler LLP Engagement Letter for services as bond counsel and disclosure counsel for bonds was made by Kalnicky, seconded by Valencia.

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

Approval of Ordinance 2019-8 – An Ordinance providing for the issue of not to exceed \$8,900,000 General Obligation Refunding Library Bonds, providing for the levy of a direct annual tax sufficient to pay the principal of and interest on the bonds and authorizing the sale of the bonds to the purchaser thereof

A motion to approve Ordinance 2019-8 – An Ordinance providing for the issue of not to exceed \$8,900,000 General Obligation Refunding Library Bonds, providing for the levy of a direct annual tax sufficient to pay the principal of and interest on the bonds and authorizing the sale of the bonds to the purchaser thereof was made by Kalnicky, seconded by Valencia.

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

Approval of Bring Your Own Device to Work Policy for the Employee Handbook

Lea Pottle, Human Resources Manager, presented the draft policy. Pottle stated that the policy was created to provide a way to comply with the Illinois Wage Payment and Collection Act

A motion to approve Bring Your Own Device to Work policy for the Employee Handbook was made by Valencia, seconded by Spindel.

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

Approval of Revised Leave Under the Victims' Economic Security and Safety Act (VESSA) Policy for the Employee Handbook

Lea Pottle, Human Resources Manager, presented the draft policy. Pottle stated that the revised draft policy adds gender violence to the reasons for leave and for reasonable accommodations among other changes.

A motion to repeal the existing Leave Under the Victims' Economic Security and Safety Act (VESSA) Policy for the Employee Handbook and approve the revised Leave Under the Victims' Economic Security and Safety Act (VESSA) Policy for the Employee Handbook was made by Valencia, seconded by Spindel.

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

### Approval of 2020 Library Closing Schedule

Mills reported that an item of note on the draft Library Closing Schedule is that the Fourth of July is an administrative day, which means it is a day in which the library is closed but it is not a paid Holiday for staff. Mills noted that the next agenda item discusses this issue.

A motion to approve the 2020 Library Closing Schedule was made by Spindel, seconded by Kalnicky.

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

### Approval of 2020 Staff Supplemental Floating Holiday

Mills reported that a supplemental floating holiday may be provided by the Board when a holiday falls on a weekend per the Employee Handbook.

A motion to approve a (one) 7.5 Staff Supplemental Floating Holiday for full time staff and (one) four hour Supplemental Floating Holiday for part time staff which must be used by December 31, 2020 with implementation rules to be created by the Executive Director was made by Prodehl, seconded by Kalnicky.

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

### Approval of 2020 Board Meeting Schedule

A motion to approve the 2020 Board Meeting Schedule was made by Spindel, seconded by Valencia.

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

### Approval of 2020 Per Capita Grant Application

A motion to approve the 2020 Illinois Per Capita Grant Application was made by Valencia, seconded by Bermejo.

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

### Approval of Trustee Service for American Library Association Division Councilor for United for Libraries

A motion to approve the Trustee Service for Kathryn Spindel for the American Library Association Division Councilor for United for Libraries was made by Prodehl, seconded by Kalnicky.

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

### LIBRARY PROJECTS

Executive Director provided an update on Meeting Room C. The carpet, painting and the majority of the electrical work has been completed. Work will continue on Saturday. The tentative completion date is still November 1.

### CORRESPONDENCE

The Chicago Tribune published an article about the new role of libraries for patrons.

Trustee Newell sent an invitation to the Bolingbrook Christian Clergy Association's Thanksgiving event on Tuesday, November 26 at New Hope Baptist Church.

### TREASURER'S REPORT

Jennie Nguyen included a memo regarding an update to the Revenue and Expenditure Report of the Treasurer's Report.

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

### BILLS FOR APPROVAL

#### Bills Paid Report – October, 2019

Bills paid for the month of October in the amount of \$72,132.11 was presented for approval. Motion to approve was made by Kalnicky, seconded by Valencia.

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

### Bills Payable Report – October, 2019

Bills payable for the month of October in the amount of \$180,625.33 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

### DIRECTOR'S REPORT – October, 2019

Mills discussed the TIF meetings in Romeoville.

Pinnacle Library Road Trip in September was hugely successful. Pinnacle plans on implementing another road trip imitative next year.

### UNFINISHED BUSINESS

None.

### REPORTS

Building – None.

Finance – The Liaisons will be meeting on Monday, October 21.

Strategic Plan – The Liaisons met with the Goal Team Owners on Tuesday, October 15. The Objective Implementation Status Reports were handed out to the Board. All objectives have been met. In addition, Communications Manager Melissa Bradley shared her 50<sup>th</sup> Anniversary Special Initiatives Plan to celebrate the library's golden anniversary. This concludes our Strategic Plan and it is anticipated that we will begin the process for a new one towards the end of calendar year 2020.

Personnel – None.

## ANNOUNCEMENTS

The Community Service Council is hosting their annual Take Back the Night on Tuesday, October 26 at 6 p.m. This year's theme is superheroes.

The Bolingbrook Lions Club is hosting a Soup Crawl on Saturday, November 19 at the Promenade.

The Village of Bolingbrook has formed a Census Committee. Adult and Teen Services Manager Debra Dudek will be the library's representative.

Executive Director Mills and several staff are attending the upcoming 2019 Illinois Library Association Annual Conference. Melissa Bradley, Debra Dudek, and Lea Pottle will all be presenting at the conference. Tasos Priovolos will be assisting with ATLAS as well at the conference.

## ADJOURNMENT

A consensus was taken and the Board adjourned at 8:42 p.m.

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

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



Ordinance 2019-9  
Tax Levy Ordinance  
Fountaindale Public Library District  
Will and Du Page Counties, Illinois

AN ORDINANCE for the levy of taxes for the general corporate purposes 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; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special social security retirement expense tax levy, for a special Illinois Municipal Retirement Fund expense tax levy and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. By Ordinance 2019-6 entitled “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,” passed on September 19, 2019 the Board of Library Trustees did appropriate ELEVEN MILLION EIGHT HUNDRED NINETEEN THOUSAND EIGHT HUNDRED FIFTY-THREE DOLLARS (\$11,819,853.00) for the corporate purposes of said District and that said Budget and Appropriation Ordinance is incorporated herein by reference.

SECTION 2. Of the total amount of ELEVEN MILLION EIGHT HUNDRED NINETEEN THOUSAND EIGHT HUNDRED FIFTY-THREE DOLLARS (\$11,819,853.00) appropriated, the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, requires to be raised by taxation the sum of NINE MILLION NINETY-FOUR THOUSAND EIGHT HUNDRED TWO DOLLARS (\$9,094,802.00) for the following purpose:

Estimated Expenditures	
Salaries	\$3,388,908
<b>Total Salaries</b>	<b>\$3,388,908</b>
Prof. Dev. & Training	\$45,600
Employee Recognition	\$2,000
Membership Dues	\$10,800
Dues - Institutional	\$2,000
Mileage & Transportation	\$28,800
Room/Board / Meals	\$37,200
Hiring and Placement	\$400
Cafeteria Plan	\$474,000
EAP	\$2,400
<b>Total Personnel</b>	<b>\$603,200</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	\$103,200
Contractual Services - Public Relation	\$63,600
Catalog Management	\$30,000
Computer Circulation Expense	\$132,000
<b>Total Contractual Services</b>	<b>\$718,248</b>

Telephone Service	\$13,200
Telephone Data/Internet/Cable	\$58,200
Electricity	\$224,400
Gas	\$56,400
Water & Sewer	\$36,000
Minor Library Equipment	\$10,000
Minor Office Equipment	\$3,000
Minor Library Furniture	\$3,000
Minor Office Furniture	\$3,000
Office Supplies	\$36,000
Program Supplies	\$63,840
Computer Supplies	\$9,600
Board Supplies	\$2,000
Fuel Expense Bookmobile	\$9,000
Library Supplies	\$62,000
Postage	\$15,000
Shipping	\$8,000
Buildings	\$18,000
Grounds	\$60,000
<b>Total Supplies &amp; Utilities</b>	<b>\$690,640</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	\$7,989
Computer Software	\$394,800
<b>Total Library Materials</b>	<b>\$1,490,229</b>

Library Equipment - Capital	\$450,000
Office Equipment - Capital	\$5,000
Library Furniture - Capital	\$5,000
Office Furniture - Capital	\$5,000
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>\$1,442,480</b>

Miscellaneous	\$24,000
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Public Relations	\$51,600
<b>Total Miscellaneous</b>	<b>\$75,600</b>
 <b>Total General Fund</b>	 <b>\$8,409,305</b>
 Audit Expense	 \$4,500
<b>Total Audit Fund</b>	<b>\$4,500</b>
 Unemployment Insurance	 \$3,000
Workmen's Compensation	\$5,000
Liability Insurance	\$10,000
Umbrella Policy	\$5,800
Treasurer's Bond	\$6,200
<b>Total Liability Insurance</b>	<b>\$30,000</b>
 FICA	 \$227,806
IMRF	\$100,000
<b>Total Social Security</b>	<b>\$327,806</b>
 Building Maintenance	 \$282,000
Building Supplies	\$41,191
<b>Total Maintenance</b>	<b>\$323,191</b>
 <b>Total Estimated Expenditures</b>	 <b>\$9,094,802</b>

SECTION 3. NOW, THEREFORE, there be and hereby is levied upon all the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year 2019/2020 for general corporate purposes the sum EIGHT MILLION FOUR HUNDRED NINE THOUSAND THREE HUNDRED FIVE DOLLARS (\$8,409,305.00).

SECTION 4. In addition to the foregoing general corporate levy, there is herein specially levied a sum of FOUR THOUSAND FIVE HUNDRED DOLLARS (\$4,500.00) for the audit expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 50 ILCS 310/9.

SECTION 5. In addition to the foregoing, there is hereby specially levied a sum of THIRTY THOUSAND DOLLARS (\$30,000.00) for liability insurance expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 745 ILCS 10/9-107.

SECTION 6. In addition to the foregoing, there is hereby specially levied a sum of TWO HUNDRED TWENTY-SEVEN THOUSAND EIGHT HUNDRED SIX DOLLARS (\$227,806.00) for social security retirement expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 7. In addition to the foregoing, there is hereby specially levied a sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) for Illinois Municipal Retirement Fund expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 8. In addition to the foregoing, there is hereby specially levied a sum of THREE HUNDRED TWENTY-THREE THOUSAND ONE HUNDRED NINETY-ONE DOLLARS (\$323,191.00) for special equipping and maintenance expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 75 ILCS 16/35-5.

SECTION 9. All unexpended balances of any item or items of the general corporate levy made by this ordinance may be expended in making up an insufficiency or deficit in any item or items in the same general corporate levy made by this ordinance.

SECTION 10. All unexpended balances not applied in the manner set forth in Section 8 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 11. The Secretary of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, is directed to file with the County Clerk of Will County, Illinois and the county Clerk of Du Page County, Illinois a certified copy of this Ordinance, and said County Clerks are hereby directed to cause the sum of EIGHT MILLION FOUR HUNDRED NINE THOUSAND THREE HUNDRED FIVE DOLLARS (\$8,409,305.00) for general corporate levy of this District; the sum of FOUR THOUSAND FIVE HUNDRED DOLLARS (\$4,500.00) as a special audit expense tax levy of this District; the sum of THIRTY THOUSAND DOLLARS (\$30,000.00) as a special liability insurance tax levy of this District; the sum of TWO HUNDRED TWENTY-SEVEN THOUSAND EIGHT HUNDRED SIX DOLLARS (\$227,806.00) as a special social security expense tax levy of this District; the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) as a special Illinois Municipal Retirement Fund expense tax levy of this District and the sum of THREE HUNDRED TWENTY-THREE THOUSAND ONE HUNDRED NINETY-ONE DOLLARS (\$323,191.00) as a special equipping and maintenance tax levy of this District to be extended up and against the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, in accordance with the laws and statutes of the State of Illinois.

SECTION 12. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 21<sup>st</sup> day of November, 2019.

Approved this 21<sup>st</sup> day of November, 2019.

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

ATTEST:

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Steven J. Prodehl  
Secretary

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION  
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55  
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUTES**

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the Will County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for year 2019.

Check One

- X        The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.
- The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met. Said hearing was held on November 21, 2019.

\_\_\_\_\_  
Margaret J. Danhof, President  
Board of Trustees  
Fountaindale Public Library District  
Will and DuPage Counties, Illinois

Date: November 21, 2019

Attach this Certificate to Tax Levy

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION  
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55  
THROUGH 200/18-101.65 ILLINOIS COMPILED STATUES**

I, Margaret J. (Peggy) Danhof, Presiding Officer of the Fountaindale Public Library District, hereby certify to the Du Page County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for 2019.

Check One

  X   The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.

       The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **applicable** and have been met. Said hearing was held on November 21, 2019.

\_\_\_\_\_  
Margaret J. Danhof, President  
Board of Trustees  
Fountaindale Public Library District  
Will and Du Page Counties, Illinois

Date: November 21, 2019

Attach this Certificate to Tax Levy



# FOUNTAINDALE PUBLIC LIBRARY DISTRICT

## SERIES 2019 SALE SUMMARY

ANDREW KIM  
*DIRECTOR*  
PMA SECURITIES, LLC

November 21, 2019



- **Par Amount:** **\$7,290,000**
- **Dated/Delivery:** **November 25, 2019**
- **Due:** **February 1 , 2021 through 2030**
- **Call Provision:** **Noncallable**
- **Tax Status:** **Tax-Exempt (Bank Qualified)**
- **Rating (S&P):** **AA**
- **Financial Advisor:** **PMA Securities, LLC**
- **Winning Underwriter:** **Robert W. Baird & Co., Inc.**

11/6/2019

PARITY Result Screen

 Upcoming Calendar Overview Compare Summary**Bid Results**

**Fountaindale Pub Lib Dt**  
**\$7,175,000 General Obligation Refunding Library Bonds,**  
**Series 2019**

The following bids were submitted using **PARITY**<sup>®</sup> and displayed ranked by lowest TIC.  
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input type="checkbox"/>	<a href="#">Robert W. Baird &amp; Co., Inc.</a>	2.218666
<input type="checkbox"/>	<a href="#">Stifel, Nicolaus &amp; Co., Inc.</a>	2.319873
<input type="checkbox"/>	<a href="#">Hutchinson, Shockey, Erley &amp; Co.</a>	2.333409
<input type="checkbox"/>	<a href="#">The Baker Group</a>	2.382683

\*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

Source: Parity

Note that final statistics may differ due to resizing.

Estimated homeowner  
impact for a \$200,000 home

## General Obligation Debt Service

Dated Date: Nov. 15, 2019

Future  
Abatements  
[Exercising the  
2016A call  
option could  
reduce the size  
of this  
abatement.]

Estimated  
Change in Tax  
Payment  
Schedule on  
\$200,000  
Home due to  
Restructuring  
Plan

Levy Year	Fiscal Year	\$10,000,000 GO Library Bonds, Series 2008	\$20,750,000 GO Library Bonds, Series 2009	\$8,750,000 Taxable GO Library Bonds, Series 2009B [BABs]	Series 2009B BAB Subsidy	\$9,775,000 GO Refunding Library Bonds, Series 2016A	\$10,545,000 GO Refunding Library Bonds, Series 2018	Proposed GO Refunding Bonds, Series 2019 [2009B BABs] (1)	Total	Total General Obligation Bonds Debt Service	EAV	Growth Rate	B&I Tax Rate	Current Estimated Payment Schedule on a \$200,000 Home (2)	Change in Tax Payment Schedule on \$200,000 Home due to Restructuring Plan
2015	2017	\$ 461,240	\$ 1,801,813	\$ 505,975	\$ (177,091)	\$ -	\$ -	\$ -	\$ 2,591,936	\$ 2,591,936	\$ 1,794,686,375	1.67%	0.1444		
2016	2018	33,600	1,894,500	505,975	(177,091)	277,800	-	-	2,534,784	2,534,784	1,886,532,310	5.12%	0.1344		
2017	2019	33,600	2,030,500	505,975	(177,091)	276,100	-	-	2,669,084	2,669,084	1,996,917,091	5.85%	0.1337	84	0
2018	2020	833,600	-	505,975	(177,091)	279,400	1,345,050	-	2,786,934	2,786,934	2,109,887,599	5.66%	0.1321	85.12	0.40
2019	2021	-	-	-	-	1,077,600	1,490,250	312,263	2,880,113	2,880,113	2,109,887,599	0.00%	0.1365	87.96	0.04
2020	2022	-	-	-	-	1,044,800	1,627,750	316,863	2,989,413	2,989,413	2,109,887,599	0.00%	0.1417	91.30	0.31
2021	2023	-	-	-	-	1,007,300	1,660,750	466,263	3,134,313	3,134,313	2,109,887,599	0.00%	0.1486	95.73	0.49
2022	2024	-	-	-	-	1,075,200	1,682,350	489,663	3,247,213	3,247,213	2,109,887,599	0.00%	0.1539	99.17	(0.19)
2023	2025	-	-	-	-	1,031,400	1,716,850	501,863	3,250,113	3,250,113	2,109,887,599	0.00%	0.1540	99.26	(4.36)
2024	2026	-	-	-	-	993,100	1,766,250	488,263	3,247,613	3,247,613	2,109,887,599	0.00%	0.1539	99.19	(10.06)
2025	2027	-	-	-	-	1,190,200	1,560,000	499,863	3,250,063	3,250,063	2,109,887,599	0.00%	0.1540	99.26	(13.96)
2026	2028	-	-	-	-	2,958,000	-	290,663	3,248,663	3,248,663	2,109,887,599	0.00%	0.1540	99.22	(18.52)
2027	2029	-	-	-	-	-	-	3,249,463	3,249,463	3,249,463	2,109,887,599	0.00%	0.1540	99.24	(22.88)
2028	2030	-	-	-	-	-	-	3,247,388	3,247,388	3,247,388	2,109,887,599	0.00%	0.1539	99.18	(23.15)
2029	2031	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2030	2032	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2031	2033	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2032	2034	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2033	2035	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2034	2036	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2035	2037	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2036	2038	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2037	2039	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
2038	2040	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000		
Total DS From Current FY:		\$ 833,600	\$ -	\$ 505,975	\$ (177,091)	\$ 10,657,000	\$ 12,849,250	\$ 9,862,550	\$ -	\$ 34,531,284	\$ 34,531,284				

District Funds Contributed to from General Fund:	\$ 617,729	\$ 655,000	\$ 1,272,729
District Funds Contributed to from B&I Fund:	\$ 182,271	\$ 100,631	\$ 282,902
Total Funds Contributed to PayDown Debt Service:	\$ 800,000	\$ 755,631	\$ 1,555,631

\$655,000 => level annual debt service  
payments @ approximately \$3.245  
million per year

(1) Rates based upon the "AAA" MMD index for July 24, 2018 and recent bond sales which PMA believes to be accurate and reliable, plus 0.25%. Estimated TIC = 2.66%.

(2) Many variables may impact this payment, including, but not limited to, exemptions for primary residence homeowners, senior citizens, and disabled and/or returning veterans

Note: Estimated lost interest earnings for each \$1 million contributed over the term of the bonds is approximately \$163,000.  
Assumes investment rate of 1.63% equal to the 2-year Treasury as of October 8<sup>th</sup>, 2019.

Estimated homeowner  
impact for a \$200,000 home

## General Obligation Debt Service

Dated Date: Nov. 25, 2019

Future  
Abatements  
[Exercising the  
2016A call  
option could  
reduce the size  
of this  
abatement.]

\$8,750,000								[Exercising the							Current	Payment	
		\$10,000,000	\$20,750,000	Taxable GO				\$7,290,000	2016A call						Estimated	Schedule on	
		GO Library	GO Library	Library		\$9,775,000 GO	\$10,545,000	GO Refunding	option could	Total General					Schedule on	\$200,000	
		Building	Building	Bonds,	Series	Refunding	GO Refunding	Library Bonds,	reduce the size	Obligation					Home due to		
Levy	Fiscal	Bonds, Series	Bonds,	Series 2009B	2009B BAB	Library Bonds,	Library Bonds,	Series 2019	of this	Bonds Debt				Growth	B&I Tax	a \$200,000	Restructuring
Year	Year	2008	Series 2009	[BABs]	Subsidy	Series 2016A	Series 2018	(1)	abatement.]	Total	Service	EAV	Rate	Rate	Home (2)	Plan	
2015	2017	\$ 461,240	\$ 1,801,813	\$ 505,975	\$ (177,091)	\$	\$	\$	\$	\$ 2,591,936	\$ 2,591,936	\$ 1,794,686,375	1.67%	0.1444			
2016	2018	33,600	1,894,500	505,975	(177,091)	277,800				2,534,784	2,534,784	1,886,532,310	5.12%	0.1344			
2017	2019	33,600	2,030,500	505,975	(177,091)	276,100				2,669,084	2,669,084	1,996,917,091	5.85%	0.1337		9	
2018	2020	833,600	-	505,975	(177,091)	279,400	1,345,050	-	-	2,786,934	2,786,934	2,109,887,599	5.66%	0.1321	80.13	(0.04)	
2019	2021	-		-	-	1,077,600	1,490,250	311,600	-	2,879,450	2,879,450	2,109,887,599	0.00%	0.1365	82.79	(0.86)	
2020	2022	-		-	-	1,044,800	1,627,750	315,800	-	2,988,350	2,988,350	2,109,887,599	0.00%	0.1416	85.93	(1.08)	
2021	2023	-	-	-	-	1,007,300	1,660,750	464,800	-	3,132,850	3,132,850	2,109,887,599	0.00%	0.1485	90.08	(1.41)	
2022	2024	-	-	-	-	1,075,200	1,682,350	487,800	-	3,245,350	3,245,350	2,109,887,599	0.00%	0.1538	93.32	(2.56)	
2023	2025	-	-	-	-	1,031,400	1,716,850	499,600	-	3,247,850	3,247,850	2,109,887,599	0.00%	0.1539	93.39	(7.02)	
2024	2026	-		-	-	993,100	1,766,250	490,600	-	3,249,950	3,249,950	2,109,887,599	0.00%	0.1540	93.45	(12.83)	
2025	2027	-		-	-	1,190,200	1,560,000	496,600	-	3,246,800	3,246,800	2,109,887,599	0.00%	0.1539	93.36	(17.19)	
2026	2028	-	-	-	-	2,958,000	-	292,000	-	3,250,000	3,250,000	2,109,887,599	0.00%	0.1540	93.45	(21.91)	
2027	2029	-	-	-	-	-	-	3,250,200	-	3,250,200	3,250,200	2,109,887,599	0.00%	0.1540	93.45	(26.60)	
2028	2030	-	-	-	-	-	-	3,250,000	-	3,250,000	3,250,000	2,109,887,599	0.00%	0.1540	93.45	(27.18)	
2029	2031	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2030	2032	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2031	2033	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2032	2034	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2033	2035	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2034	2036	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2035	2037	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2036	2038	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2037	2039	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
2038	2040	-	-	-	-	-	-	-	-	-	-	2,109,887,599	0.00%	0.0000			
Total DS From																	
Current FY:		\$ 833,600	\$ -	\$ 505,975	\$ (177,091)	\$ 10,657,000	\$ 12,849,250	\$ 9,859,000	\$ -	\$ 34,527,734	\$ 34,527,734						

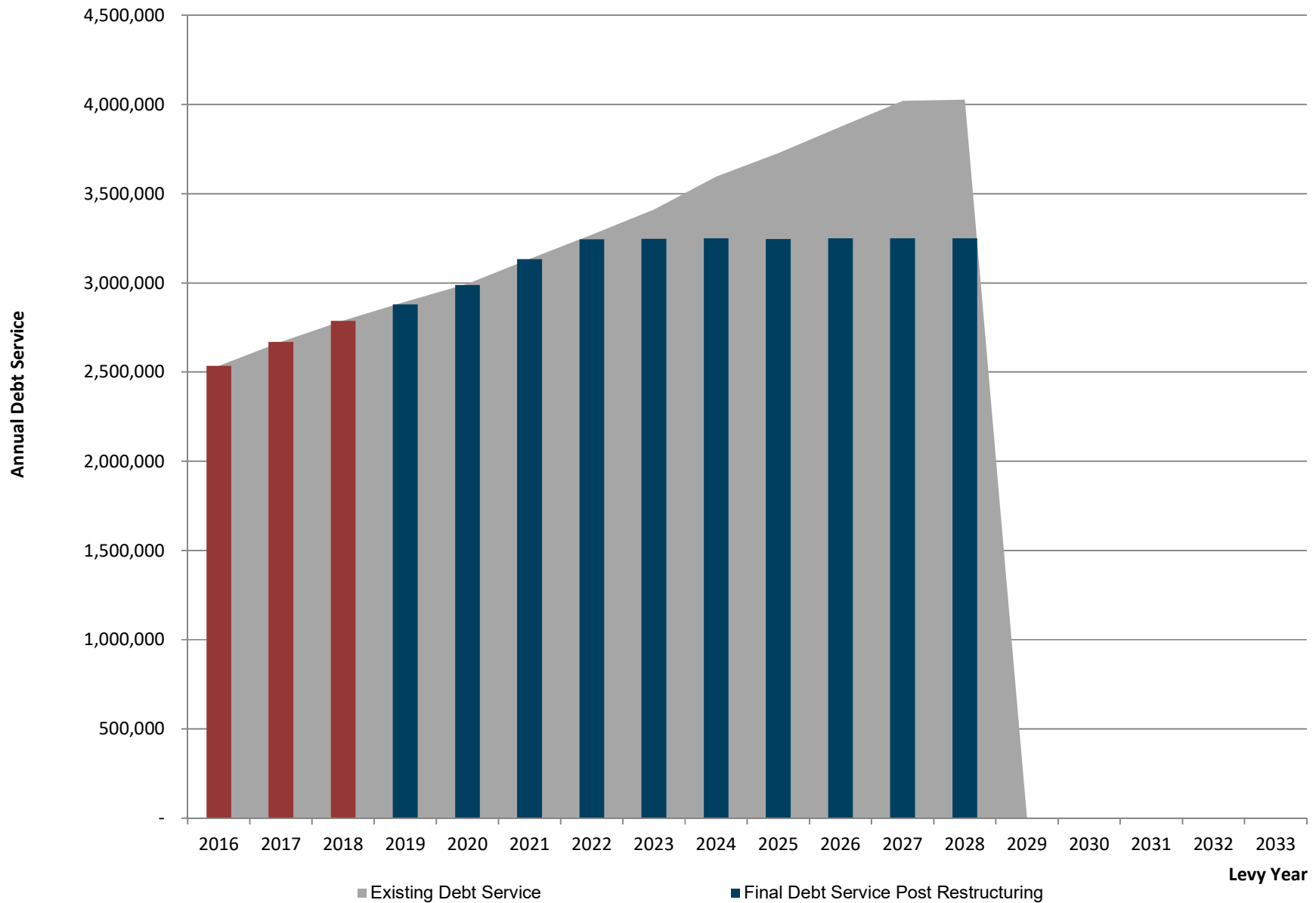
District Funds Contributed to from General Fund:	\$ 617,729	\$ 375,000	\$ 992,729
District Funds Contributed to from B&I Fund:	\$ 182,271	\$ 110,982	\$ 293,253
Total Funds Contributed to PayDown Debt Service:	\$ 800,000	\$ 485,982	\$ 1,285,982

\$375,000 => level annual debt service  
payments @ approximately \$3.25  
million per year

(1) Final TIC = 2.22%.

(2) Many variables may impact this payment, including, but not limited to, exemptions for primary residence homeowners, senior citizens, and disabled and/or returning veterans

Note: Estimated lost interest earnings for each \$1 million contributed over the term of the bonds is approximately \$142,000.  
Assumes investment rate of 1.42% equal to the 2-year Treasury as of October 8<sup>th</sup>, 2019.





## Estimated Savings Analysis

Date	Total Debt Service	+	Cash Contribution	=	New Net Debt Service	-	Old Net Debt Service	=	Savings
02/01/2020	63,810.97		655,000.00		819,441.88		164,441.88		(655,000.00)
02/01/2021	312,262.50				312,262.50		328,883.76		16,621.26
02/01/2022	316,862.50				316,862.50		328,883.76		12,021.26
02/01/2023	466,262.50				466,262.50		328,883.76		(137,378.74)
02/01/2024	489,662.50				489,662.50		328,883.76		(160,778.74)
02/01/2025	501,862.50				501,862.50		328,883.76		(172,978.74)
02/01/2026	488,262.50				488,262.50		428,883.76		(59,378.74)
02/01/2027	499,862.50				499,862.50		525,113.76		25,251.26
02/01/2028	290,662.50				290,662.50		917,573.76		626,911.26
02/01/2029	3,249,462.50				3,249,462.50		4,019,953.76		770,491.26
02/01/2030	3,247,387.50				3,247,387.50		4,026,750.00		779,362.50
<b>Total</b>	<b>\$9,926,360.97</b>				<b>\$10,681,991.88</b>		<b>\$11,727,135.72</b>		<b>\$1,045,143.84</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings	2,891,197.76
Effects of changes in Credit Enhancement Expenses	(1,511,823.37)
Net PV Cashflow Savings @ 2.790%(AIC)	1,379,374.39
Total Cash contribution	(755,630.91)
<b>Net Present Value Benefit</b>	<b>\$623,743.48</b>
<b>Net PV Benefit / \$8,525,000 Refunded Principal</b>	<b>7.317%</b>

Note: Net of all costs of issuance.

## Debt Service Comparison

Date	New Debt Service	=	New Net Debt Service	vs.	Old Net Debt Service [Net of BAB Credits]	=	Savings
02/01/2020	53,460.00		53,460.00		53,460.00		-
02/01/2021	311,600.00		311,600.00		328,883.76		17,283.76
02/01/2022	315,800.00		315,800.00		328,883.76		13,083.76
02/01/2023	464,800.00		464,800.00		328,883.76		(135,916.24)
02/01/2024	487,800.00		487,800.00		328,883.76		(158,916.24)
02/01/2025	499,600.00		499,600.00		328,883.76		(170,716.24)
02/01/2026	490,600.00		490,600.00		428,883.76		(61,716.24)
02/01/2027	496,600.00		496,600.00		525,113.76		28,513.76
02/01/2028	292,000.00		292,000.00		917,573.76		625,573.76
02/01/2029	3,250,200.00		3,250,200.00		4,019,953.76		769,753.76
02/01/2030	3,250,000.00		3,250,000.00		4,026,750.00		776,750.00
<b>Total</b>	<b>\$9,912,460.00</b>		<b>\$9,912,460.00</b>		<b>\$11,562,693.84</b>		<b>\$1,703,693.84</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings	3,001,740.04
PV Loss of 35% BAB Credits	(1,545,121.11)
Net PV Cashflow Savings @ 2.329%(AIC)	1,456,618.93
Contribution from General Fund	(375,000.00)
Transfers from Prior Issue Debt Service Fund	(110,981.88)
PV Impact of 6.2% Sequester on Future BAB Credits	172,666.93
<b>Net Present Value Benefit</b>	<b>\$1,143,303.98</b>
<b>Net PV Benefit / \$8,525,000 Refunded Principal</b>	<b>13.411%</b>

Note: Net of all costs of issuance.

Bonds sold; delegates approve results and sign bid forms	November 6
Chapman & Cutler sends closing documents to the District	by November 11
District returns signed documents to Chapman & Cutler	~November 18
District wires \$143,500 good faith deposit to the escrow and \$110,981.88 to the escrow for interest due on February 1, 2020 on the 2009B Bonds	November 22
Closing	November 25





The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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**RESOLUTION NO. 2019-12**  
**RESOLUTION REGARDING THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS**

WHEREAS, the Illinois General Assembly has passed Public Act 92-166, effective January 1, 2002, regarding the issuance of non-resident library cards; and

WHEREAS, Fountaindale Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Fountaindale Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District has determined for the 2020 calendar year, commencing January 1, 2020 and ending December 31, 2020, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: That the Fountaindale Public Library District shall participate in the reciprocal borrowing program of its region's library system and the non-resident library card program for the 2020 calendar year.

SECTION 2: From and after January 1, 2020, the non-resident fee card price will be \$535.96 calculated according to the General Mathematical Formula.

SECTION 3: The Fountaindale Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 4: A valid non-resident library card issued by the Fountaindale Public Library District shall accord a non-resident library cardholder all the services which this Library provides to its residents.

PASSED THIS 21<sup>st</sup> day of November, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS 21<sup>st</sup> day of November, 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  
DISBURSEMENTS BY VENDOR AS OF 06/30/2019 \$1,000 MIN.**

1000Bulbs.com 1,098.77; 4imprint, Inc. 10,535.11; ABCO Electrical Construction & Design LLC 13,487.00; Accurate Truck & Bus Repairs, Inc. 4,101.74; AFLAC 5,691.15; Airstream of Chicago 1,393.89; Amazon 26,902.17; American Building Services, LLC 3,376.89; American Library Association 2,898.75; AmeriFlex Business Solutions 2,449.75; Andrew J. Krause 2,340.00; ArchiveSocial, Inc. 2,388.00; Arthur J. Gallagher Risk Management Services, Inc. 29,145.00; Ashbury's at Boughton Ridge 3,049.73; AT&T 18,349.16; B&H Photo-Video 12,454.55; Backupify, Inc. 1,920.00; Baker & Taylor 274,231.13; Bauer Built Tire 2,115.00; Belynda Head 1,500.00; Best Quality Cleaning, Inc. 85,977.00; Better Containers Mfg. Co., Inc. 1,283.05; BiblioLabs LLC 6,662.00; Bibliotheca, LLC 128,370.30; Blackbaud 11,654.40; Blackstone Publishing 4,011.95; Blue Cross Blue Shield of Illinois 416,601.55; Bolingbrook Park District 3,772.00; Bolingbrook Rotary Club 1375.00; Bolingbrook Signs + Apparel 2,064.00; Bond Trust Services Corporation 2,599,825.00; BookPage 1,800.00; Bridgeall Libraries Limited 14,900.00; Brooks Café 1,111.25; BRT Outdoor LLC 6,000.00; Business Office Systems 12,969.12; C. Acitelli Heating & Piping Contractors, Inc. 14,116.14; Call One 30,613.92; Calumet Decorating Services, Inc. 11,240.00; Canine Detection & Inspection Services 2,500.00; Cathryn Stanek-Whisler 5,071.75; CCS International 3,920.00; Center Point Large Print 5,875.92; Chase Card Services 86,083.80; Christina Theobald 1,709.20 Christine Thornton 5,000.00; Cintas Corporation 8,385.17; Combined Roofing Service 7,572.71; Comcast 1,282.22; Compsych 1,735.68; Creekside Printing 30,639.12; Culligan Water 1,078.68; CyberOptik 1,440.00; Dearborn National Life Insurance Company 6,042.05; Demco, Inc. 24,115.05; Diesel Service Center 4,480.16; Dynegy Energy Services 150,464.40; Eagle Training Services Inc. 1,000.00; EBSCO Subscription Services 19,769.28; Elizabeth Portillo 4,000.00; Fidelity Security Life Insurance/EYEMED 8,233.11; Findaway World, LLC 28,798.17; Forward Space 7,582.45; Fun Express LLC 1,668.83; Gale/Cengage Learning 27,646.45; Grasso Graphics, Inc. 5,991.64; Graybar 11,844.52; Groot Industries, Inc. 4,100.80; Gumdrop Books 2,459.77; H-O-H Water Technology 1,000.00; Hansen Services, Inc. 1,133.00; Heartland Cabinet Supply, Inc. 26,153.00; HR Source 4,675.00; IHLS-OCLC 8,675.16; Illinois American Water 19,769.49; Illinois Library Association 7,565.00; Illinois Municipal Retirement Fund 710,105.29; Imprint Enterprises, Inc. 10,064.00; Ingram Library Services 25,696.69; Intrinsic Landscaping, Inc. 4,913.63; IT Supplies 1,164.77; ITsavvy LLC 70,477.05; J.W. Kramer Co., Inc 7,075.00; Jacob M. Luce 4,637.66; Jennie Nguyen 1,388.92; Jim Gill, Inc. 1,200.00; Joan M. O'Malley 1,500.00; Johnson Controls 3,360.05; Kanopy 2,454.00; Kathryn Spindel 2,213.42; kd Repair 4,601.10; Kellie Chase 3,850.00; Konica Minolta Business Solutions 36,198.03; Lands' End Business Outfitters 1,475.40; Lauterbach & Amen, LLP 11,100.00; Libraries of Illinois Risk Agency (LIRA) 44,848.00; LibrariesFirst 11,210.00; Library Ideas LLC 17,670.75; LIMRiCC Unemployment Compensation Group 4,459.53; LinkedIn Corporation 13,125.00; Lutron Services Co., Inc. 6,245.00; Magic Pure LLC 1,920.00; Malwarebytes Corporation 3,875.50; Mango Languages 6,762.16; Margaret J. Danhof 1,233.68; McKula, Inc. 1,200.00; Midwest Tape 198,268.69; Mobility Works 1,291.42; Morningstar Inc. 4,670.00; National Lift Truck, Inc. 1,500.00; NCPERS Group Life Ins. 2,624.00; Netrix, LLC 50,421.14; Niche Academy 2,040.00; Ollis Book Corporation 3,189.95; Oriental Trading Company Inc. 1,917.50; Otis Elevator Company 18,277.13; Pace Systems, Inc. 9,141.00; PeopleFacts 1,785.92; Pinnacle Library Cooperative 135,317.46; Pitney Bowes 3,184.49; Poblocki Sign Company, LLC 3,069.00; Prismatic Magic LLC 1,049.00; ProQuest LLC 21,179.72; Rainmakers Irrigation 2,278.25; Reaching Across Illinois Library System (RAILS) 21,175.50; Recorded Books, Inc. 39,159.46; Rendel's Inc. 12,372.63; Rentals Unlimited

2,594.50; Robert Pennor 1,680.00; Ruth Newell 1,906.95; S&S Worldwide, Inc. 2,567.28; Scholastic Inc. 33,531.43; Sebert Landscaping Inc. 29,565.00; Second Story Promotions 1,484.00; Sheehan Nagle Hartay Architects, Ltd. 18,618.70; Shirley Williams 4,675.00; Showcases 4,708.42; SimplexGrinnell 14,100.00; SNI Companies 4,759.87; Steiner Electric Company 1,937.37; Superior Service Solutions, Inc. 7,260.00; Susan K. Maddox 3,000.00; Swank Movie Licensing USA 2,825.00; Team One Repair, Inc. 2,553.60; Terryberry 1,525.27; The Bugle Newspapers 2,503.60; The New York Times 1,105.00; Theatre-on-the-Hill 1,700.00; Tidal Construction Service Inc. 2,828.00; Today's Business Solutions, Inc. 24,116.52; Top Secret Studios 1,889.60; Trane U.S. Inc. 49,633.75; Tressler LLP 42,842.85; Tria Architecture, Inc. 29,899.40; Tumbleweed Press, Inc. 1,435.33; Unique Management Services, Inc. 4,716.65; UPS 8,369.41; USCutter 1,075.72; VALIC 24,580.00; Valley View School District 2,215.88; Value Line Publishing, LLC 6,025.00; Vanguard Energy Services, LLC 20,822.57; Verizon Wireless 6,059.22; Village of Bolingbrook 1,482.00; Warehouse Direct 39,980.07; Watson Label Products 2,244.00; Windy City Ice Cream, LLC 1,247.76; World Book, Inc. 6,430.99; Zepole Restaurant Supplies 2,048.07; Zions Bank 65,979.17; Zoobean, Inc. 2,525.00; **All Other Vendors 73,067.12** TOTAL \$6,429,288.01

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

PAYROLL 2018-2019

PAYROLL: UNDER \$15,000

Abdullah, Ishmael; Anderson, David; Anderson, Mary P; Andes, Sandra; Appiah, Adwoa M; Barner, Marianna B; Bhatti, Adeel N; Blazek, Steven J; Borchert, Arianne; Boyer, Carolyn S; Burton, Tanya C; Cecil, Anabel ; Ciucci, Linda S; Clemens, Patrick W; Criss, Kara M; De Leon, Remu P; DiSandro, Jenna; Drury, Bridget E; Ford, Rachel H; Fuller, Eric T; Gogliotti, Anna K; Gottlick, James M; Granados, Jessica M; Izumi, Elise O; Jagiel, Colin T; Jagiel, Lauren M; Johnson, Jenna M; Koutsogiannis, Christina; LaHa, Brent W; McCammack, Devan; Mercado, Ethan E; Montes, Adam; Morales, Ruth; Oestreich, Jack D; Oestreich, Nathan; Olszanowski, Babs L; Pierce, Vincent J; Roman, Aldo A; Schaeflein, Kelsey J; Schwager, Brittany A; Siddiqi Sayeed, Sabah Z; Slivinski, Dominique L; Strickland, Kate A; Tucker, Maria C; Voss, Leigh A; Walker, Julie A

PAYROLL: \$15,000 TO \$40,000

Ali, Amina; Alvarez, Adriana; Alvarez, Nabil; Ambriz, Nelly B; Babinski, Agnieszka M; Bauer, Rosemary A; Bedoya, Daniel; Bennett, Kathy E; Burton, Kirsten-Andre; Castaneda, Ivette; Castle, Christopher W; Clash, Justin A; Cobb, Tara F; Cortez, Uriel; Cox, William; Crookham, Joseph H; Cuevas, Jennifer; Dobrescu, Andreea; Evans, Marleigha K; Falasz, Rebecca L; Fitzer, Kendra C; Ford, Susan M; Gatz, Danette L; Gillespie, Anna M; Henderson, Carol R; Hodur, John J; Jagiel, Susan E; Khan, Harris M; Kolalis, Ashley M; Lynch, Jeremy J; Makowski, Marta A; McCaig, Cheryl; McCurrie, Thomas; Mekeel, Daniel J; Nguyen, Anthony; Peddicord, Nathan J; Peters, Jason M; Petrick, Joseph G; Purrazzo, Jay; Raleigh, Dennis M; Robles, Jose R; Saltzman, Sarah A; Schiller, Allyse S; Schneidman, Diana; Schroeder, Debra S; Sincic, Mary C; Taylor, Charles V; Ultreras, Brian; Welko, Kathryn L; Zahorcik, Christine M

PAYROLL: \$40,000 and OVER

Arellano, Joyce M; Birkemeier, Wendy A; Bradley, Melissa I; Burkiewicz, Ann M; Carreno, Randi; Consalvo, Cindy J; Degutis, Thomas A; Didier, Laura; Dolley, Sarah E; Dudek, Debra M; Fisher, Jeffrey P; Ford, Steven M; Frias, Noelia; Garzaro, Maureen; Halvorsen, Christopher R; Hildebrandt, Randall E; Hopwood, Katherine L; Jason, Christine A; Korczak, Nancy; Lennon, Juanita; Luce, Jacob M; Luce, Melissa; Luminais, Brett M; Matysek, John M; Mills, Paul D; Mukukenow, Therese A; Nguyen, Jennie; Pottle, Leandra E; Priovolos, Tasos C; Smallwood, Brian M; Smallwood, Sabrina C; Theobald, Christina L; Thompson, Marianne M; Tuitman, Dawne J; Waters-Thurston, Katherine L

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

## Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2018 through June 30, 2019 (by Funds)

**GENERAL FUND**

Fund Balance - July 1, 2018	\$	8,754,526
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## REVENUES &amp; OTHER FINANCIAL SOURCES

Taxes	7,585,178
Interest	184,151
Fines	73,164
Others	60,269
State Grant	84,604

TOTAL REVENUES	7,987,366
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## PERSONNEL SERVICES

Salaries	3,783,168
Employee Hospitalization and Medical Insurance	343,138
Hiring and Placement Expenditures	100
Dues	10,915
Professional Development and Training	30,054
Mileage and Travel	40,202
Employee Recognition	1,525
EAP	1,736

4,210,838
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## CONTRACTUAL SERVICES

Equipment Rental and Maintenance	226,930
Legal Fees and Expenditures	54,547
Bookmobile Maintenance	20,525
Circulation Control	64,867
Payroll Services	17,162
Professional Services	112,042
Catalog Management	28,110
Bank Service Fees	5,532
Security	2,204

531,919
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## SUPPLIES &amp; UTILITIES

Telephone	20,169
Electricity	163,085
Cable TV	1,282
Internet Services	39,870
Gas	20,823
Water and Sewerage	21,632
Buildings and Grounds	68,128
Office Supplies	19,631
Library Supplies	39,237
Postage and Shipping	17,032
Computer Supplies	27,042
Program Supplies	39,243
Board Supplies	1,339
Fuel Expenditures - Bookmobile	2,965
Minor Furniture and Equipment	14,073

495,551
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**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

## Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2018 through June 30, 2019 (by Funds)

LIBRARY MATERIALS	
Library Materials	<u>1,025,925</u>
STATE GRANT	
Office & Library Equipment	<u>84,854</u>
MISCELLANEOUS	
Public Relations	41,830
Other	<u>13,059</u>
	<u>54,889</u>
CAPITAL OUTLAY	<u>202,062</u>
TOTAL EXPENDITURES	<u>6,606,038</u>
TRANSFER IN	21,490
TRANSFER OUT	(4,006,559)
Fund Balance - June 30, 2019	<u>\$ 6,150,785</u>
<b><u>AUDIT FUND</u></b>	
Fund Balance - July 1, 2018	\$ 5,568
REVENUES	
Taxes	<u>12,128</u>
EXPENDITURES	
CONTRACTUAL SERVICES	
Audit Expenses	<u>8,650</u>
Fund Balance - June 30, 2019	<u>\$ 9,046</u>

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2018 through June 30, 2019 (by Funds)

**LIABILITY INSURANCE FUND**

Fund Balance - July 1, 2018	103,613
REVENUES	
Taxes	<u>76,453</u>
EXPENDITURES	
Insurance	
Unemployment Insurance	4,460
Workmen's Compensation	27,031
Liability Insurance	33,780
Umbrella Policy	11,068
Treasurer's Bond	<u>6,200</u>
TOTAL EXPENDITURES	<u>82,539</u>
Fund Balance - June 30, 2019	<u><u>\$ 97,527</u></u>

**ILLINOIS MUNICIPAL RETIREMENT FUND**

Fund Balance - July 1, 2018	\$ 588,425
REVENUES	
Taxes	<u>599,718</u>
EXPENDITURES	
Personnel Services	
IMRF	<u>483,956</u>
Fund Balance - June 30, 2019	<u><u>\$ 704,187</u></u>



**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2018 through June 30, 2019 (by Funds)

**SOCIAL SECURITY FUND**

Fund Balance - July 1, 2018	\$	204,955
REVENUES		
Taxes		<u>265,352</u>
EXPENDITURES		
Personnel Services		
FICA Tax		<u>277,616</u>
Fund Balance - June 30, 2019	\$	<u><u>192,691</u></u>

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2018 through June 30, 2019 (by Funds)

**SPECIAL RESERVE FUND**

Fund Balance - July 1, 2018	\$ 14,416,279
REVENUES	
Interest	<u>387,082</u>
EXPENDITURES	<u>-</u>
TRANSFER IN	2,500,000
Fund Balance - June 30, 2019	<u><u>\$ 17,303,361</u></u>

**EQUIPPING & MAINTENANCE FUND**

Fund Balance - July 1, 2018	\$ 178,431
REVENUES	
Taxes	<u>299,224</u>
EXPENDITURES	
Building Maintenance	<u>316,628</u>
Fund Balance - June 30, 2019	<u><u>\$ 161,027</u></u>

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

## Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2018 through June 30, 2019 (by Funds)

**WORKING CASH FUND**

Fund Balance - July 1, 2018	\$ 630,500
REVENUES	
Investment Interest	21,124
EXPENDITURES	-
TRANSFER IN	423,046
TRANSFER OUT	(21,124)
Fund Balance - June 30, 2019	\$ 1,053,546

**DEBT SERVICE FUND**

Fund Balance - July 1, 2018	\$ 1,178,597
REVENUES	
Taxes	2,475,158
Interest	17,409
Other	165,757
OTHER FINANCING SOURCES	
Debt Issuance	10,545,000
Premium on Debt Issuance	731,111
Transfer In	1,083,513
TOTAL REVENUES	15,017,948
EXPENDITURES	
Bond Payments	14,528,267
OTHER FINANCING USES	
Loss on Refunding	210,003
TOTAL EXPENDITURES	14,738,270
Fund Balance - June 30, 2019	\$ 1,458,275

**FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS**

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2018 through June 30, 2019 (by Funds)

**CAPITAL PROJECT FUND**

Fund Balance - July 1, 2018	<u>\$ 39,504</u>
REVENUES	
Interest	<u>844</u>
EXPENDITURES	
Capital Outlay	<u>29,369</u>
TRANSFER OUT	(366)
Fund Balance - June 30, 2019	<u>\$ 10,613</u>

## **FOUNTAINDALE PUBLIC LIBRARY STUDY ROOM POLICY**

The Fountaindale Public Library District provides study rooms to serve the needs of the Library and the Fountaindale community. Use of the study rooms is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the study rooms by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

### **PRIORITY FOR USE**

Study rooms are available in two hour intervals on a first-come, first-served basis at no charge for Fountaindale Library cardholders in good standing. Patrons wishing to reserve a study room in advance can do so through our website. Non-resident card holders are required to call ahead and reserve a study room at least 24 hours in advance. Extra time allotted for study room sessions will be accommodated if there are no requests for use of the room within the next half hour. Those individuals or groups who have been allotted additional time in study rooms beyond the two hour limit will be asked to vacate if all study rooms are filled and a new party wishes to utilize a room.

### **LIMITS OF USE**

Individuals under the age of 12 or younger than 6<sup>th</sup> grade must be accompanied by a person at least 18 years of age.

Each group study room has a capacity of four people. The person who books the reservation must remain in the room at all times. Should the person making the reservation need to leave the room for any reason, it is expected that they will return in no more than 10 minutes.

There is no guarantee of a silent atmosphere inside each study room due to their proximity to one another; however, users of each study room are asked to be respectful of other patrons in adjacent study rooms and of the Library’s conduct policy regarding noise.

Two study rooms on the third floor of the Library will be made available for advanced reservation. The person making the reservation must be a Fountaindale library or Non-Resident library cardholder in good standing.

Because of the general demand for use of the study rooms, reservations for a maximum session of two hours may not exceed one per day. A person who has used a group study room on any given day as part of a group may not have another session as part of another group at the library on that day. Groups may not obtain additional sessions by having different members of the group make a reservation for the same, substantially the same or similar groups.

### **RESERVING A ROOM**

Individuals wishing to use the study rooms should visit the 3rd floor Reference Desk. Study rooms are available for use during Library open hours only. Rooms must be vacated at library closing, or at the end of the scheduled session, whichever comes first.

Requests for advance reservation of the 2 study rooms are accepted no more than 90 days and no less than 24 hours in advance of the requested date. Instructions for advance reservations may be found on our website. Non-Resident library cardholders will need to reserve a study room at least 24 hours in advance by calling the 3rd floor Reference Desk.

An individual or group may have no more than one advance reservation per day.

## **PROCEDURES**

Upon arrival, individuals requesting the use of a study room must check in at the Library's 3rd floor Service Desk. Study room users are asked to notify Library staff when the session is finished. The room will then be inspected for condition.

Groups may not rearrange Library furniture. Signs and decorations may not be taped or stapled to walls, doors or glass windows. Use of glue, crayons, paint, markers, tape, glitter, wax, candles (lit or unlit) and other craft supplies is prohibited. Study rooms are to be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles. No food or open drinks are allowed in study rooms.

Once a room has been vacated for more than 10 minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the study room to an available status.

## **EQUIPMENT**

The Library does not provide equipment and/or storage.

## **CANCELLATIONS**

No person or group may assign its reservation to another person or group. Individuals are asked to inform the 3rd Floor Reference desk if a study room is no longer needed so that it can be reassigned to an available status. Patrons who have not arrived within 10 minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Patrons who show up late will not have extended reservations. Failure to provide two hours' notice of a cancellation will be grounds for suspension of study room privileges.

## **FAILURE TO COMPLY**

Failure to comply with Library policies, rules and regulations (including this policy) will be grounds for suspension of study room privileges for up to six months.

## **DAMAGES AND LIABILITY**

The Library is not responsible for possessions left in a study room or moved by staff to another location.

Any individual using the study room shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group in accordance with the Meeting Room Policy and Conduct Policy.

Fountaindale library cardholders and Non-Resident library cardholders who book a room understand that they take full responsibility for the actions of themselves and anyone in their group and will be held accountable for violations of this policy or the Library Conduct Policy.

## **APPEAL AND REVIEW**

The Board of Trustees of the Fountaindale Public Library District will review the study room policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the study rooms. The Executive Director has delegated authority to approve study room requests to the Adult and Teen Services Department staff.

Any appeals for changes to, or exceptions to, any portion of the study room policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing. The Executive Director will respond in writing.

DRAFT OCTOBER 30, 2019

## **FOUNTAINDALE PUBLIC LIBRARY DISTRICT NOTARY SERVICES POLICY**

The Fountaindale Public Library District provides notary service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois. This manual is available on the Secretary of State, State of Illinois website. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

### **PRIORITY FOR USE**

Patrons seeking notary service are encouraged to inquire prior to their visit regarding the availability of services, as a notary may not be present at all times. Notary service is provided free of charge on a first-come, first-served basis.

### **LIMITS OF USE**

Documents in a language other than English will only be notarized if a notary who understands the language is available.

Illinois law requires that a notary and the patron seeking notarization be able to communicate directly with each other. The Library notary is not permitted to make use of a translator to communicate with the requestor.

To ensure adequate time for service, notary services will end fifteen minutes before closing.

The requestor must provide the notary with a current, valid identification issued by a state or federal agency that includes the requestor's photo and signature, such as a current driver's license, state ID, U.S. military ID, or U.S. passport. Illinois state law requires that photo IDs must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs include a valid (unexpired) state driver's license or ID card, a United States Military ID, valid (unexpired) passport, and a Tribal Identification Card.

Notary service is not available for documents which require legal knowledge, such as but not limited to deeds, wills, living wills, trusts, and real estate transactions.

Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises an issue of authenticity, ambiguity, doubt, or uncertainty for the library.



In this event, the notary may, at his or her sole discretion, decline to provide notary public service.

Library notaries cannot notarize government I-9 forms, nor can they provide an Apostille. By Illinois law, notaries cannot attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc.

Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed.

The Library does not provide witnesses and witnesses may not be solicited from staff or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

## **APPEAL AND REVIEW**

The Board of Trustees of the Fountaindale Public Library District will review the notary services policy periodically and reserves the right to amend it at any time.

DRAFT OCTOBER 30, 2019

# Change Request Proposal

Project:  
(name and address)

119-6000 / FOUNTAINDALE LIBRARY  
300 W Briarcliff Road  
Bolingbrook, IL 60440

Change request number:

1003

Description:

Repairs to remove the cleats and tape and paint over screw holes to accommodate proposed new layout for acoustical panels

Customer:

Fountaindale Public Library

Quotation

Status:

Proposed

Origination date:

10/28/19

Submitted amount:

2,158.20

Additional Work Detail

Phase	Description	Amount
0900	DRYWALL	125.00
0970	PAINTING	250.00
0600	ROUGH CARPENTRY	680.00
0690	MILWORK FABTN/INSTAL	907.00
0170	OH & P	196.20
Total Change Request:		2,158.20

Approvals

Customer: Fountaindale Public Library

Contractor: Walter Daniels Construction Co

Authorized Representative:

By:

By:

Date:

Date:

CAPITOL OFFICE:  
284-S STRATTON BLDG.  
SPRINGFIELD, IL 62704  
(217) 782-4179

DISTRICT OFFICE:  
16151 WEBER ROAD, SUITE 103  
CREST HILL, IL 60403  
(815) 372-0085

EMAIL: repconnor@gmail.com

ILLINOIS HOUSE OF REPRESENTATIVES



JOHN CONNOR

STATE REPRESENTATIVE • 85TH DISTRICT

COMMITTEES:

- APPROP - GENERAL SERVICES
- APPROP - HIGHER EDUCATION
- CYBERSECURITY - VICE CHAIR
- JUDICIARY - CRIMINAL
- LABOR & COMMERCE
- TRANSPORTATION: REGULATION, ROADS & BRIDGES

October 15, 2019

Dear Marianne,

Thank you for participating as an exhibitor in my annual Senior Celebration. Your participation made this year's event our most successful. Each day you work to make a difference in the lives of seniors in our community. Thank you for your contributions. I am honored to be able to continue this annual tradition and look forward to our continued partnership as your State Representative.

We are already planning for next year's event, and hope you will be able to join us. My annual Senior Celebration is tentatively scheduled for October 2, 2020 at the Romeoville Recreation Center. I look forward to continuing to work together to provide important information and valuable services to the seniors in our community. If you have questions or concerns please feel free to contact me at (815) 372-0085 or at [district85rose@gmail.com](mailto:district85rose@gmail.com)

I wish you and your family a safe and happy holiday season, and all the best in the new year.

Sincerely,

A handwritten signature in black ink, appearing to read "John Connor".

John Connor  
State Representative  
85<sup>th</sup> District

# Fountaindale Public Library District

## Cash and Investment

October 31, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking	\$783,397.51	\$119,738.62	\$903,136.13
Cash Checking/Payroll	\$186,644.40	(\$9,253.10)	\$177,391.30
Petty Cash	\$2,429.25	\$0.00	\$2,429.25
Total Cash	\$972,471.16	\$110,485.52	\$1,082,956.68
Investments			
Investment - General/BMO Harris MM	\$6,677,388.60	\$725,253.03	\$7,402,641.63
Investment - General/IL Funds/MM	\$70,052.78	\$511.24	\$70,564.02
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$2,660.72	\$60,407.03
Investment - Special Reserve/BMO Harris MM	\$2,042,408.59	\$16,338.05	\$2,058,746.64
Investment - Working Cash/BMO Harris MM	\$1,074,669.45	(\$12,575.66)	\$1,062,093.79
Investments - Working Cash/Madison	\$0.00	\$0.00	\$0.00
Investment - Working Cash/MM	\$0.00	\$0.00	\$0.00
Investment - Morgan Stanley - CD/Bond	\$0.00	\$0.00	\$0.00
Investment - Special Reserve/PMA	\$15,260,952.35	\$39,103.11	\$15,300,055.46
Total Investments	\$25,183,218.08	\$771,290.49	\$25,954,508.57
Bond Fund			
4-1211-40 Invest/BMO Harris MM Account	\$1,447,597.04	\$1,248,622.10	\$2,696,219.14
Total Bond Fund	\$1,447,597.04	\$1,248,622.10	\$2,696,219.14
Building Project Fund			
9-1221-90 Bond Proceeds Invest - 2009	\$0.00	\$0.00	\$0.00
9-1211-90 Invest/BMO Harris MM Account	\$10,613.02	\$84.90	\$10,697.92
Total Building Project Fund	\$10,613.02	\$84.90	\$10,697.92
Total Cash and Investments	\$27,613,899.30	\$2,130,483.01	\$29,744,382.31

Special Res. PMA - 2.26%  
General - IL Fund - 1.921%  
Money Market BMO Harris - 2.192%

# Fountaindale Public Library District

## Revenue Report

October 31, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$76,536.82	\$4,031,949.80	96.95 %	\$4,158,849.00	\$126,899.20
Property Tax Dupage 2018	\$4,300.53	\$81,151.97	95.61 %	\$84,874.00	\$3,722.03
Property Tax Will - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$4,278,200.00	\$4,278,200.00
Property Tax Dupage - 2019 - Est.	\$0.00	\$0.00	0.00 %	\$87,310.00	\$87,310.00
Other Tax	\$36,557.24	\$60,081.79	53.63 %	\$112,040.00	\$51,958.21
Interest	\$28,688.12	\$119,847.11	29.81 %	\$402,030.00	\$282,182.89
Fines	\$1,363.20	\$15,761.73	24.25 %	\$65,000.00	\$49,238.27
Copy Machines	\$752.80	\$2,629.74	32.87 %	\$8,000.00	\$5,370.26
Fax Machine	\$675.88	\$2,678.00	38.26 %	\$7,000.00	\$4,322.00
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$2,276.69	\$9,228.57	46.14 %	\$20,000.00	\$10,771.43
Miscellaneous	\$581.69	\$10,181.42	88.53 %	\$11,500.00	\$1,318.58
Reimbursements	\$26.98	\$2,325.64	51.68 %	\$4,500.00	\$2,174.36
Board Reimbursements	\$0.00	\$0.00	0.00 %	\$250.00	\$250.00
Leases	\$0.00	\$0.00	0.00 %	\$300.00	\$300.00
Grant Income	\$0.00	\$84,603.75	99.71 %	\$84,854.00	\$250.25
General Fund Balance Contrib.	\$0.00	\$0.00	0.00 %	\$632,000.00	\$632,000.00
Total Operating Funds	\$151,759.95	\$4,420,439.52	44.40 %	\$9,956,707.00	\$5,536,267.48
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$19.95	\$84.90	0.00 %	\$0.00	(\$84.90)
Total Building Project Fund	\$19.95	\$84.90	0.00 %	\$0.00	(\$84.90)
Bond Fund					
Property Tax - Will 2018	\$20,507.89	\$1,080,352.12	96.93 %	\$1,114,516.00	\$34,163.88
Property Tax - Dupage 2018	\$1,160.72	\$21,903.11	96.30 %	\$22,745.00	\$841.89
Property Tax - Will 2019 - Est.	\$0.00	\$0.00	0.00 %	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2019 - Est.	\$0.00	\$0.00	0.00 %	\$38,931.36	\$38,931.36
Interest Bond Fund	\$3,808.40	\$10,323.58	103.24 %	\$10,000.00	(\$323.58)
Interest Rebate Payment - BAB	\$0.00	\$83,055.79	50.00 %	\$166,112.00	\$83,056.21
General Fund Balance Contrib. to Escrow	\$655,000.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total Bond Fund	\$680,477.01	\$1,850,634.60	29.56 %	\$6,259,941.00	\$4,409,306.40
Total Revenue	\$832,256.91	\$6,271,159.02	38.67 %	\$16,216,648.00	\$9,945,488.98

# Fountaindale Public Library District

## Expenditure Report

October 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
<b>Expenditures</b>					
<b>Total Expenditures - Operating Funds</b>					
<b>General Fund Expenditures</b>					
Personnel Expense	\$327,040.75	\$1,439,571.31	29.69 %	\$4,848,800.00	\$3,409,228.69
Contractual Services	\$25,637.60	\$143,171.05	23.92 %	\$598,500.00	\$455,328.95
Supplies & Utilities	\$50,472.23	\$156,993.23	26.15 %	\$600,400.00	\$443,406.77
Library Materials	\$84,457.52	\$259,811.40	20.97 %	\$1,238,967.00	\$979,155.60
Capital Expenditures	\$2,744.00	\$233,155.70	20.14 %	\$1,157,900.00	\$924,744.30
Miscellaneous	\$3,641.88	\$13,186.65	17.58 %	\$75,000.00	\$61,813.35
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$84,604.00	\$84,604.00
Other Grant Expenditures	\$0.00	\$0.00	0.00 %	\$500.00	\$500.00
Escrow Expenditures	\$655,000.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
<b>Total General Fund Expenditures</b>	<b>\$1,148,993.98</b>	<b>\$2,900,889.34</b>	<b>25.00 %</b>	<b>\$11,604,671.00</b>	<b>\$8,703,781.66</b>
<b>Other Fund Expenditures</b>					
Audit Fund Expenditures	\$0.00	\$6,800.00	56.67 %	\$12,000.00	\$5,200.00
Liability Insurance Fund Expenditures	\$0.00	\$7,242.63	7.58 %	\$95,500.00	\$88,257.37
Soc Sec/IMRF Fund Expenditures	\$44,542.89	\$203,675.88	26.45 %	\$770,000.00	\$566,324.12
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$16,049.63	\$57,267.17	17.84 %	\$321,000.00	\$263,732.83
<b>Total Other Fund Expenditures</b>	<b>\$60,592.52</b>	<b>\$274,985.68</b>	<b>22.94 %</b>	<b>\$1,198,540.00</b>	<b>\$923,554.32</b>
<b>Total Expenditures - Operating Funds</b>	<b>\$1,209,586.50</b>	<b>\$3,175,875.02</b>	<b>24.81 %</b>	<b>\$12,803,211.00</b>	<b>\$9,627,335.98</b>
<b>Building Project Fund Expenditures</b>					
	\$0.00	\$0.00	0.00 %	\$10,613.00	\$10,613.00
<b>Total Building Project Fund Expenditures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00 %</b>	<b>\$10,613.00</b>	<b>\$10,613.00</b>
<b>Bond Fund Expenditures</b>					
Principal Payment - 2008	\$0.00	\$0.00	0.00 %	\$800,000.00	\$800,000.00
Interest Payment - 2008	\$0.00	\$16,800.00	50.00 %	\$33,600.00	\$16,800.00
Principal Payment - 2009	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2009	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Principal Payment - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - Bond 2009B	\$0.00	\$252,987.50	50.00 %	\$505,975.00	\$252,987.50
Principal Payment - 2016A	\$0.00	\$0.00	0.00 %	\$90,000.00	\$90,000.00
Interest Payment - 2016A	\$0.00	\$94,700.00	50.00 %	\$189,400.00	\$94,700.00
Principal Payment - 2018	\$0.00	\$0.00	0.00 %	\$870,000.00	\$870,000.00
Interest Payment - 2018	\$0.00	\$237,525.00	50.00 %	\$475,050.00	\$237,525.00
Bond - Abatement from General Fund	\$0.00	\$0.00	0.00 %	\$465,784.00	\$465,784.00
Escrow Expense - From General Fund	\$0.00	\$0.00	0.00 %	\$3,000,000.00	\$3,000,000.00
<b>Total Bond Fund Expenditures</b>	<b>\$0.00</b>	<b>\$602,012.50</b>	<b>9.36 %</b>	<b>\$6,429,809.00</b>	<b>\$5,827,796.50</b>

**Fountaindale Public Library District**  
**Expenditure Report**

October 31, 2019

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Total	<u>\$0.00</u>	<u>\$602,012.50</u>	<u>9.35 %</u>	<u>\$6,440,422.00</u>	<u>\$5,838,409.50</u>
Total Expenditures - All Funds	<u>\$1,209,586.50</u>	<u>\$3,777,887.52</u>	<u>19.63 %</u>	<u>\$19,243,633.00</u>	<u>\$15,465,745.48</u>

# Fountaindale Public Library District

## Bills Paid - Operating Account

NOVEMBER 2019

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - October 2019	11/1/2019	780	1-4192-10	\$20.15
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - November 2019	11/1/2019	52485	1-4192-10	\$31,258.89
Dearborn National Life Insurance Company	Employer Insurance Contribution - November 2019	11/1/2019	52486	1-4192-10	\$560.80
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - November 2019	11/1/2019	52487	1-4192-10	\$213.41
Home Depot	Building Operation Supplies	11/1/2019	52488	8-4357-30	\$9.54
	Building Maintenance	11/1/2019		8-4211-30	\$0.99
Illinois Municipal Retirement Fund	Employer Contribution - September 2019	11/1/2019	782	5-4142-10	\$23,450.86
LIMRiCC Unemployment Compensation Group	Unemployment Insurance - 3rd Quarter Ending 09/30/2019	11/1/2019	52489	3-4143-10	\$684.05
Naperville Bank & Trust	Safe Deposit Box - 12 Month Rental - October 2019/2020	11/01/2019	52490	1-4247-10	\$100.00
					<b><u>\$56,298.69</u></b>

  
 Jennie Nguyen, Finance Manager

### Gross Payroll & FICA Expense - October 2019

Gross Payroll	\$288,342.02
FICA	\$21,420.05
<b>Total Gross Payroll &amp; FICA</b>	<b><u>\$309,762.07</u></b>



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

**General Fund** Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Adriana Alvarez</b>	Mileage - 10/10/19 & Evolving Mgr Bootcamp 10/23/19-10/25/19	AA103119	1-4171-10	\$ 65.17
	<i>Totals for Adriana Alvarez</i>			<u>\$ 65.17</u>
<b>Allegra Print &amp; Imaging</b>	FPLD Window & Non-Window Envelopes	15127	1-4351-10	553.00
	Bkm Star Wars Celebration Smooth Matte Vinyl Sign	15181	1-4731-10	150.00
	<i>Totals for Allegra Print &amp; Imaging</i>			<u>\$ 703.00</u>
<b>Allyse Schiller</b>	Mileage - 10/4-10/30/19 & Evolving Mgr Btcmp 10/23-10/25/19	AS103119	1-4171-10	83.40
	<i>Totals for Allyse Schiller</i>			<u>\$ 83.40</u>
<b>Alonti Cafe &amp; Catering</b>	Staff Thanksgiving Dinner - 11/21/19	1659602	1-4353-10	1,264.65
	Staff Thanksgiving Lunch - 11/21/19	1659567	1-4353-10	1,264.65
	<i>Totals for Alonti Cafe &amp; Catering</i>			<u>\$ 2,529.30</u>
<b>Amazon</b>	CSD - Storage Bins	A30-1920	1-4371-20	65.16
	CSD - Tracing Paper	A30-1920	1-4353-20	9.99
	CSD - Panty Hose Program Supplies	A30-1920	1-4353-20	17.99
	Finance - ID Theft Security Stamps	A27-1920	1-4351-10	17.69
	Finance - Binders	A27-1920	1-4351-10	127.52
	Finance - Electric Stapler	A28-1920	1-4351-10	44.62
	CMTSD & ATSD - Backordered Calendars	A29-1920	1-4351-10	73.26
	Books - Adult Fiction	0660346-NOV19	1-4540-26	269.89
	Books - Adult Non-Fiction	0660346-NOV19	1-4541-26	48.63
	DVD - Adult	0660346-NOV19	1-4557-26	25.90
	DVD - Juvenile	0660346-NOV19	1-4558-26	54.59
	Video Games - YA	0660346-NOV19	1-4563-26	47.86
	Realia - Juvenile - Storage Bins	0660346-NOV19	1-4569-26	61.76
	CSD - Circulating Doll Collection	A12-1920	1-4575-10	47.98
	CSD - Book Play Items	A30-1920	1-4575-10	44.59
	CSD - Book Play Items	A30-1920	1-4575-10	112.42
	CSD - Book Play Items	A30-1920	1-4575-10	16.19
	STEAM Boxes	0660346-NOV19	1-4528-26	110.28
	<i>Totals for Amazon</i>			<u>\$ 1,196.32</u>

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

**General Fund** Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>American Library Association</b>				
	J. Nguyen Membership - 1/1/20-12/31/20	2218495	1-4161-10	\$ 148.00
	<i>Totals for American Library Association</i>			<b>\$ 148.00</b>
<b>AmeriFlex Business Solutions</b>				
	Benefit/Cobra Administration Fees - November 2019	INV285221	1-4253-10	189.55
	<i>Totals for AmeriFlex Business Solutions</i>			<b>\$ 189.55</b>
<b>Amina Ali</b>				
	Mileage - LACONI - 9/13/19	AA110119	1-4171-10	8.82
	Mileage - CCS Meeting - 10/11/19	AA110119	1-4171-10	42.11
	Mileage - ILA 10/22/19-10/24/19	AA110119	1-4171-10	102.66
	<i>Totals for Amina Ali</i>			<b>\$ 153.59</b>
<b>Andreea Dobrescu</b>				
	Mileage - Observed Bilingual Program - 11/6/19	AD111119	1-4171-10	17.23
	<i>Totals for Andreea Dobrescu</i>			<b>\$ 17.23</b>
<b>Arkadin, Inc.</b>				
	Conference Calls - 10/1/19-10/31/19	C243674102019	1-4311-14	0.81
	<i>Totals for Arkadin, Inc.</i>			<b>\$ 0.81</b>
<b>AT &amp; T</b>				
	Internet - October 2019	9620931504	1-4314-14	1,366.86
	<i>Totals for AT &amp; T</i>			<b>\$ 1,366.86</b>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 9/22/19-10/21/19	15554774	1-4311-14	253.42
	<i>Totals for AT &amp; T Mobility - National Business Services</i>			<b>\$ 253.42</b>
<b>B&amp;H Photo-Video</b>				
	Studio - Various Sound/Camera Equipment	163601904	1-4568-27	648.17
	Studio - Various Sound/Camera Equipment	163635977	1-4568-27	505.91
	<i>Totals for B&amp;H Photo-Video</i>			<b>\$ 1,154.08</b>
<b>Baker &amp; Taylor - L030107</b>				
	Rockin' Reading Race Book Prizes	2034875923	1-4575-10	448.62
	Rockin' Reading Race Book Prizes	2034875924	1-4575-10	599.76
	Rockin' Reading Race Book Prizes	2034906112	1-4575-10	48.90
	Rockin' Reading Race Book Prizes	2034909803	1-4575-10	28.12
	Great Page Race Book Prizes	2034910074	1-4575-10	190.82
	<i>Totals for Baker &amp; Taylor - L030107</i>			<b>\$ 1,316.22</b>

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

General Fund

Page 3

<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	2034823413	1-4540-29	\$ 98.41
	Books - Adult Fiction	2034856200	1-4540-29	96.57
	Books - Adult Fiction	2034868941	1-4540-29	31.59
	Books - Adult Non-Fiction	2034823413	1-4541-29	33.32
	Books - Adult Non-Fiction	2034860454	1-4541-29	15.02
	Books - Adult Non-Fiction	2034856200	1-4541-29	135.70
	Books - Adult Large Print	2034823413	1-4543-29	184.55
	Books - Adult Large Print	2034856200	1-4543-29	98.21
	Books - Adult Large Print	2034868941	1-4543-29	139.17
	Books - Juvenile Non-Fiction	2034868941	1-4545-29	7.79
	Books - Juvenile Easy	2034879377	1-4546-29	199.03
	Books - Young Adult Fiction	2034823413	1-4548-29	20.67
	Books - Juvenile World Languages	2034823413	1-4526-29	14.34
	Library Materials - Processing Costs	2034823413	1-4518-29	9.80
	Library Materials - Processing Costs	2034856200	1-4518-29	14.20
	Library Materials - Processing Costs	2034868941	1-4518-29	4.75
	Library Materials - Processing Costs	2034879377	1-4518-29	5.85
	Library Materials - Shipping Costs	2034823413	1-4519-29	1.76
	Library Materials - Shipping Costs	2034856200	1-4519-29	1.65
	Library Materials - Shipping Costs	2034868941	1-4519-29	0.89
	Library Materials - Shipping Costs	2034879377	1-4519-29	1.00
<i>Totals for Baker &amp; Taylor - L420685</i>				<u>\$ 1,114.27</u>

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

**General Fund**

Page 4

<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	2034806213	1-4526-26	\$ 34.13
	Books - Juvenile World Languages	2034821937	1-4526-26	35.85
	Library Materials - Shipping Costs	2034806213	1-4519-26	24.56
	Library Materials - Shipping Costs	2034828984	1-4519-26	7.48
	Library Materials - Shipping Costs	2034821937	1-4519-26	25.00
	Library Materials - Shipping Costs	2034848187	1-4519-26	15.27
	Library Materials - Shipping Costs	2034864384	1-4519-26	3.35
	Library Materials - Shipping Costs	2034885574	1-4519-26	25.00
	Library Materials - Processing Costs	2034806213	1-4518-26	230.40
	Library Materials - Processing Costs	2034828984	1-4518-26	107.70
	Library Materials - Processing Costs	2034821937	1-4518-26	317.30
	Library Materials - Processing Costs	2034848187	1-4518-26	131.35
	Library Materials - Processing Costs	2034864384	1-4518-26	30.85
	Library Materials - Processing Costs	2034885574	1-4518-26	338.65
	Books - Adult World Languages	2034806213	1-4525-26	35.33
	Books - Adult World Languages	2034828984	1-4525-26	2.99
	Books - Adult World Languages	2034821937	1-4525-26	28.70
	Books - Adult World Languages	2034885574	1-4525-26	59.39
	Books - Juvenile Non-Fiction	2034885574	1-4545-29	7.17
	Books - Adult Non-Fiction	2034806213	1-4541-29	15.52
	Books - Adult Fiction	2034806213	1-4540-26	1,123.34
	Books - Adult Fiction	2034828984	1-4540-26	597.38
	Books - Adult Fiction	2034821937	1-4540-26	1,903.96
	Books - Adult Fiction	2034848187	1-4540-26	762.58
	Books - Adult Fiction	2034864384	1-4540-26	145.04
	Books - Adult Fiction	2034885574	1-4540-26	3,447.81
	Books - Young Adult Non-Fiction	2034806213	1-4549-26	50.39
	Books - Young Adult Non-Fiction	2034848187	1-4549-26	71.21
	Books - Young Adult Non-Fiction	2034885574	1-4549-26	11.49
	Books - Adult Non-Fiction	2034806213	1-4541-26	1,401.26
	Books - Adult Non-Fiction	2034828984	1-4541-26	194.87
	Books - Adult Non-Fiction	2034821937	1-4541-26	1,449.51
	Books - Adult Non-Fiction	2034848187	1-4541-26	569.48
	Books - Adult Non-Fiction	2034864384	1-4541-26	306.46
	Books - Adult Non-Fiction	2034885574	1-4541-26	1,686.85
	Books - Adult Large Print	2034806213	1-4543-26	117.66
	Books - Adult Large Print	2034828984	1-4543-26	48.99
	Books - Adult Large Print	2034821937	1-4543-26	325.50

# Fountaindale Public Library District

## Bills Payable Report

### November 21, 2019

General Fund Page 5

Vendor name	Invoice Description	Invoice #	Account #	Amount
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Large Print	2034848187	1-4543-26	\$ 110.20
	Books - Adult Large Print	2034864384	1-4543-26	34.79
	Books - Adult Large Print	2034885574	1-4543-26	369.25
	Books - Juvenile Fiction	2034806213	1-4544-26	872.40
	Books - Juvenile Fiction	2034828984	1-4544-26	368.61
	Books - Juvenile Fiction	2034821937	1-4544-26	943.26
	Books - Juvenile Fiction	2034848187	1-4544-26	453.98
	Books - Juvenile Fiction	2034864384	1-4544-26	106.59
	Books - Juvenile Fiction	2034885574	1-4544-26	355.97
	Books - Juvenile Non-Fiction	2034806213	1-4545-26	303.01
	Books - Juvenile Non-Fiction	2034828984	1-4545-26	44.72
	Books - Juvenile Non-Fiction	2034821937	1-4545-26	95.20
	Books - Juvenile Non-Fiction	2034848187	1-4545-26	206.57
	Books - Juvenile Non-Fiction	2034864384	1-4545-26	13.99
	Books - Juvenile Non-Fiction	2034885574	1-4545-26	256.93
	Books - Juvenile Easy	2034806213	1-4546-26	708.49
	Books - Juvenile Easy	2034828984	1-4546-26	154.88
	Books - Juvenile Easy	2034821937	1-4546-26	712.90
	Books - Juvenile Easy	2034848187	1-4546-26	720.64
	Books - Juvenile Easy	2034864384	1-4546-26	63.40
	Books - Juvenile Easy	2034885574	1-4546-26	595.33
	Books - Juvenile Storytime & Professional Reference	2034885574	1-4547-26	21.66
	Books - Young Adult Fiction	2034806213	1-4548-26	251.44
	Books - Young Adult Fiction	2034828984	1-4548-26	83.15
	Books - Young Adult Fiction	2034821937	1-4548-26	446.79
	Books - Young Adult Fiction	2034848187	1-4548-26	149.40
	Books - Young Adult Fiction	2034885574	1-4548-26	240.36
	Totals for Baker & Taylor - L420686			<b>\$ 24,373.68</b>
Bibliothecca, LLC	RFID Gate Buried Cable, 2 Aisle	INV-US25915	1-4641-14	10,384.00
	Totals for Bibliothecca, LLC			<b>\$ 10,384.00</b>
Blackstone Publishing	Audiobooks - Adult	1145500	1-4551-26	292.42
	Audiobooks - Adult	1142681	1-4551-26	262.49
	Audiobooks - Adult	1142854	1-4551-26	45.00
	Totals for Blackstone Publishing			<b>\$ 599.91</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Bolingbrook Park District</b>				
	Program - Zumba - 11/23/19	BPD112319	1-4571-24	\$ 75.00
	Program - Yoga - 12/19/19	BPD121919	1-4571-24	50.00
	<i>Totals for Bolingbrook Park District</i>			<b>\$ 125.00</b>
<b>BRT Outdoor LLC</b>				
	Star Wars Celebration Billboards - 11/11/19-12/8/19	7357	1-4731-10	1,000.00
	<i>Totals for BRT Outdoor LLC</i>			<b>\$ 1,000.00</b>
<b>Call One</b>				
	Internet & Telephone - 10/15/19-11/14/19	145785	1-4312-14	893.75
	Internet & Telephone - 11/15/19-12/14/19	157747	1-4312-14	969.69
	Internet & Telephone - 10/15/19-11/14/19	145785	1-4314-14	1,968.00
	Internet & Telephone - 11/15/19-12/14/19	157747	1-4314-14	1,968.00
	<i>Totals for Call One</i>			<b>\$ 5,799.44</b>
<b>Carolyn Boyer</b>				
	Reimburse - ABOS Conference Meals - 10/22/19-10/25/19	CB103019	1-4173-10	23.55
	<i>Totals for Carolyn Boyer</i>			<b>\$ 23.55</b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1727491	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			<b>\$ 318.78</b>
<b>Chase Card Services</b>				
	Boy Scouts of Ameria - Patron Request Merit Badge Books	T3680-NOV19	1-4549-26	678.67
	Embassy Suites - Thompson - ABOS Hotel - 10/22/19-10/25/19	N7124-NOV19	1-4173-10	503.37
	Embassy Suites - Boyer - ABOS Hotel - 10/22/19-10/25/19	N7124-NOV19	1-4173-10	503.37
	H-Mart - K-Pop Fan Meetup Program Supplies	M3664-NOV19	1-4353-24	42.88
	Holiday Inn - Danhof - 2019 ILA Hotel - 10/21/19-10/24/19	N7124-NOV19	1-4173-16	475.38
	Eventbrite - Zahorcik - Nature Play Brookfield Zoo - 11/8/19	N7124-NOV19	1-4151-10	30.00
	Panera - Staff In-Service Breakfast - 10/4/19	N7124-NOV19	1-4715-10	417.42
	Mailchimp - Monthly Subscription	N7124-NOV19	1-4731-10	74.99
	Woobox - Monthly Subscription	N7124-NOV19	1-4731-10	29.00
	Videoblocks - Studio Patron Media Usage - Redo Charge	N7124-NOV19	1-4568-27	199.00
	<i>Totals for Chase Card Services</i>			<b>\$ 2,954.08</b>
<b>Chicago Sun Times</b>				
	Periodicals - 11/15/19-11/13/20	27468	1-4511-26	832.00
	<i>Totals for Chicago Sun Times</i>			<b>\$ 832.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Chicago Swordplay Guild, Inc.	Program - Swordmanship in the Renaissance - 11/23/19	CSG112319	1-4571-24	\$ 300.00
		<i>Totals for Chicago Swordplay Guild, Inc.</i>		<u>\$ 300.00</u>
Chicago Tribune	Periodicals	40172770	1-4511-26	780.00
		<i>Totals for Chicago Tribune</i>		<u>\$ 780.00</u>
Christina Theobald	Mileage - Various Meetings 5/15/19-10/18/19	CT102519	1-4171-10	205.90
		<i>Totals for Christina Theobald</i>		<u>\$ 205.90</u>
Comcast Cable	Cable - 11/3/19-12/2/19	0367494-NOV19	1-4316-14	124.03
		<i>Totals for Comcast Cable</i>		<u>\$ 124.03</u>
Cook County Clerk	FPLD Staff - Notary	6167-1920	1-4351-10	10.00
	FPLD Staff - Notary	6167-1920	1-4351-10	10.00
		<i>Totals for Cook County Clerk</i>		<u>\$ 20.00</u>
Daily Southtown	Periodicals	74033238	1-4511-26	380.75
		<i>Totals for Daily Southtown</i>		<u>\$ 380.75</u>
Dan Mekeel	Mileage - Homeless Training - 10/18/19	DM102919	1-4171-10	42.22
		<i>Totals for Dan Mekeel</i>		<u>\$ 42.22</u>
Demco, Inc.	CMTSD - Labels, Jackets, Covers, Protectors, etc.	6698570	1-4371-12	758.92
		<i>Totals for Demco, Inc.</i>		<u>\$ 758.92</u>
Diesel Service Center	Oil, Prevent Maint, Check Various Parts - 11/8/19	D065649	1-4235-29	367.69
	Van - Oil, Prevent Maint, Windshield Wipers - 11/6/19	D065648	1-4235-29	666.52
		<i>Totals for Diesel Service Center</i>		<u>\$ 1,034.21</u>
Discount School Supply	CSD - Dolls, Doll House, Craft Supplies	P38991680001	1-4353-20	70.18
	CSD - Dolls, Doll House, Craft Supplies	P38991680001	1-4569-26	164.28
		<i>Totals for Discount School Supply</i>		<u>\$ 234.46</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>DuPage County Clerk</b>				
	FPLD Staff - Notary	6169-1920	1-4351-10	\$ 10.00
	FPLD Staff - Notary	6169-1920	1-4351-10	10.00
	FPLD Staff - Notary	6169-1920	1-4351-10	10.00
	FPLD Staff - Notary	6169-1920	1-4351-10	10.00
	<i>Totals for DuPage County Clerk</i>			<b>\$ 40.00</b>
<b>Dynegy Energy Services</b>				
	Electricity - 9/27/19-10/27/19	270493919111	1-4321-30	12,619.19
	<i>Totals for Dynegy Energy Services</i>			<b>\$ 12,619.19</b>
<b>Eagle Training Services Inc.</b>				
	Boyer - Bookmobile Driver Training - Started 9/9/19	3161	1-4151-10	1,500.00
	<i>Totals for Eagle Training Services Inc.</i>			<b>\$ 1,500.00</b>
<b>EBSCO Subscription Services</b>				
	Periodicals - 2020 Sub AA	1589405-1	1-4511-26	12,548.44
	Periodicals - 2020 Sub AA	1589405-2	1-4511-29	813.83
	<i>Totals for EBSCO Subscription Services</i>			<b>\$ 13,362.27</b>
<b>Elizabeth Portillo</b>				
	Program - Conversational ESL - 11/25/19	EP112519	1-4571-24	80.00
	Program - Conversational ESL - 12/2/19	EP120219	1-4571-24	80.00
	Program - Conversational ESL - 12/9/19	EP120919	1-4571-24	80.00
	Program - Conversational ESL - 12/16/19	EP121619	1-4571-24	80.00
	Program - Conversational ESL - 11/26/19	EP112619	1-4571-24	40.00
	Program - Conversational ESL - 12/3/19	EP120319	1-4571-24	40.00
	Program - Conversational ESL - 12/10/19	EP121019	1-4571-24	40.00
	Program - Conversational ESL - 12/17/19	EP121719	1-4571-24	40.00
	<i>Totals for Elizabeth Portillo</i>			<b>\$ 480.00</b>
<b>ELM USA</b>				
	CMTSD - Various Polishing Pads	25899	1-4371-12	225.50
	<i>Totals for ELM USA</i>			<b>\$ 225.50</b>



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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Findaway World, LLC	Audiobooks - Juvenile	299618	1-4553-26	\$ 118.07
	Audiobooks - Juvenile	298458	1-4553-26	395.72
	Audiobooks - Juvenile	301719	1-4553-26	447.80
	Playaway - Juvenile	299554	1-4562-29	365.54
	Playaway - Juvenile	301713	1-4562-29	309.81
	Launchpads - Juvenile	297764	1-4566-26	2.99
	Launchpads - Juvenile	300098	1-4566-26	69.99
	Launchpads - Juvenile	302108	1-4566-26	309.97
	<i>Totals for Findaway World, LLC</i>			<u>\$ 2,019.89</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Lulu - Nemo Journal 2 Books	NGUYEN-NOV19	1-4571-27	\$ 96.12
	GoDaddy.com - Fountaindale.org Domain Renewal	NGUYEN-NOV19	1-4253-14	317.55
	Jewel - October Birthday Cake	NGUYEN-NOV19	1-4711-10	38.99
	Izotope - Studio Patron Use RX 7 Standard Upgrade	NGUYEN-NOV19	1-4522-14	3,267.00
	Shutterstock - Promo Images	MILLS-NOV19	1-4731-10	49.00
	American Assoc Notaries - Carreno - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - B. Smallwood - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - Ambriz - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - Martinez - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - DiSandro - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - Edwards - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - Kolalis - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - Dobrescu - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	American Assoc Notaries - Falasz - Bond & Supplies	NGUYEN-NOV19	1-4253-10	30.00
	IGFOA Eventbrite - J. Nguyen - Reimag. Leadership - 11/13/19	NGUYEN-NOV19	1-4151-10	35.00
	GWHRA - Pottle - Summit Conference - 11/2/19	NGUYEN-NOV19	1-4151-10	35.00
	Pro Dryers - Staff Restroom Fixtures	PRIOVOLOS-NOV19	1-4391-30	1,370.28
	LLBean - Outreach Totes	NGUYEN-NOV19	1-4371-12	222.81
	ILA - Prodehl 2019 ILA Conference Trustee Day	NGUYEN-NOV19	1-4151-16	225.00
	American Assoc Notaries - Carreno - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - B. Smallwood - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - Ambriz - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - Martinez - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - DiSandro - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - Edwards - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - Kolalis - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - T. Nguyen - Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - Dobrescu - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	American Assoc Notaries - Falasz - Bond & Supplies	NGUYEN-NOV19	1-4351-10	19.90
	Michaels - ATSD - Burlap Program Supplies	NGUYEN-NOV19	1-4353-24	36.00
	Dollar Tree - ATSD Program Frames	NGUYEN-NOV19	1-4353-24	37.80
	Domino's - ATSD Senior Movie & Light Lunch	NGUYEN-NOV19	1-4353-24	109.34
	Walmart - ATSD Consumable Program Supplies	NGUYEN-NOV19	1-4353-24	70.25
	Tutto - Outreach Office on Wheels	NGUYEN-NOV19	1-4353-28	227.00
Totals for First Bankcard				<u>\$ 6,606.14</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Forward Space</b>				
	Outreach Dry Erase Board	778792	1-4391-30	\$ 376.65
		<i>Totals for Forward Space</i>		<u><b>\$ 376.65</b></u>
<b>Gale/Cengage Learning</b>				
	Books - Adult Large Print	68663172	1-4543-26	139.45
	Books - Adult Large Print	68682581	1-4543-26	117.70
	Books - Adult Large Print	68681838	1-4543-26	124.45
	Books - Adult Large Print	68663574	1-4543-26	189.68
	Books - Adult Large Print	68742837	1-4543-26	101.96
	Books - Adult Large Print	68663874	1-4543-26	197.18
	Electronic Audiobooks & Books	68783025	1-4520-26	271.70
		<i>Totals for Gale/Cengage Learning</i>		<u><b>\$ 1,142.12</b></u>
<b>Illinois American Water</b>				
	Fire Protection - 10/18/19-11/19/19	1025-210003089465	1-4331-30	43.06
	Irrigation - 9/20/19-10/17/19	1025-210003089915	1-4331-30	859.47
		<i>Totals for Illinois American Water</i>		<u><b>\$ 902.53</b></u>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 9/20/19-10/17/19	1025-210003088318	1-4331-30	912.77
		<i>Totals for Illinois American Water/Bolingbrook</i>		<u><b>\$ 912.77</b></u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Illinois Secretary of State</b>				
	FPLD Staff - Notary Application Fee	6166-1920 2	1-4351-10	\$ 10.00
	FPLD Staff - Notary Application Fee	6166-1920 1	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 3	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 4	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 5	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 6	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 7	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 8	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 9	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 10	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 11	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 12	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 13	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 14	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 15	1-4351-10	10.00
	FPLD Staff - Notary Application Fee	6166-1920 16	1-4351-10	10.00
	<i>Totals for Illinois Secretary of State</i>			<b>\$ 160.00</b>
<b>Ilya Kabirot</b>				
	Program - Great Reads Book Club - 12/18/19	IK121819	1-4571-24	75.00
	<i>Totals for Ilya Kabirot</i>			<b>\$ 75.00</b>
<b>Imaging Office Systems, Inc.</b>				
	Equipment Maint. - ScanPro 2000 Main Unit - 1/26/20-1/25/21	CONT015780	1-4233-14	750.00
	<i>Totals for Imaging Office Systems, Inc.</i>			<b>\$ 750.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	Video Games - Adult	42155202	1-4565-26	\$ 265.95
	Video Games - Adult	42508411	1-4565-26	512.89
	Video Games - Adult	42246930	1-4565-26	142.46
	Video Games - Adult	42246933	1-4565-26	37.99
	Video Games - Adult	42420043	1-4565-26	189.96
	Video Games - Adult	42420040	1-4565-26	208.96
	Video Games - Juvenile	42155201	1-4564-26	75.98
	Video Games - Juvenile	42155204	1-4564-26	170.97
	Video Games - Juvenile	42508410	1-4564-26	398.77
	Video Games - Juvenile	42246932	1-4564-26	66.48
	Video Games - Juvenile	42420042	1-4564-26	208.95
	Rockin' Reading Race Book Prizes	42371369	1-4575-10	17.98
	Rockin' Reading Race Book Prizes & Outreach Bkm Books	42371370	1-4575-10	56.42
	Great Page Race Book Prizes	42548363	1-4575-10	91.04
	Video Games - YA	42155203	1-4563-26	170.97
	Video Games - YA	42508412	1-4563-26	322.87
	Video Games - YA	42508413	1-4563-26	104.47
	Video Games - YA	42246931	1-4563-26	28.49
	Video Games - YA	42246934	1-4563-26	56.99
	Video Games - YA	42246935	1-4563-26	389.34
	Video Games - YA	42420041	1-4563-26	75.98
	Video Games - YA	42420044	1-4563-26	498.65
	Video Games - YA	42420045	1-4563-26	322.94
	Rockin' Reading Race Book Prizes & Outreach Bkm Books	42371370	1-4572-28	41.78
	Staff Summer Reading Prizes	42217021	1-4711-10	15.81
	Staff Summer Reading Prizes	42371368	1-4711-10	45.20
<i>Totals for Ingram Library Services</i>				<b>\$ 4,518.29</b>
It's A Sign, Inc.	Star Wars Elevator Wraps	7593	1-4731-10	1,170.00
	<i>Totals for It's A Sign, Inc.</i>			<b>\$ 1,170.00</b>
ITSavvy LLC	HP Z3200ps DesignJet Service Call	05046228	1-4354-14	1,217.25
	Malwarebytes Endpoint Protect & Response - 11/20/19-11/19/22	01146822	1-4631-14	13,110.00
	<i>Totals for ITSavvy LLC</i>			<b>\$ 14,327.25</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Jeffrey P. Fisher</b>				
	Mileage - Soon to be Famous - 10/21/19 & 10/22/19	JF102519	1-4171-10	\$ 68.37
	Mileage - Soon to be Famous Meeting - 11/7/19	JF111119	1-4171-10	13.92
	<i>Totals for Jeffrey P. Fisher</i>			<b>\$ 82.29</b>
<b>Jennie Nguyen</b>				
	Mileage - IGFOA/IAMMA Training - 11/13/19	JN111319	1-4171-10	16.24
	<i>Totals for Jennie Nguyen</i>			<b>\$ 16.24</b>
<b>Jim's Truck Inspection</b>				
	Bkmb & Van Bi-Annual State Insp. State Add'l Charge	2857	1-4235-29	14.00
	<i>Totals for Jim's Truck Inspection</i>			<b>\$ 14.00</b>
<b>John Hopkins</b>				
	Mileage - Homeless Training - 10/18/19	JH102619	1-4171-10	39.79
	<i>Totals for John Hopkins</i>			<b>\$ 39.79</b>
<b>Joyce Arellano</b>				
	Mileage - ILA Conference - 10/22/19-10/23/19	JA110119	1-4171-10	40.02
	<i>Totals for Joyce Arellano</i>			<b>\$ 40.02</b>
<b>Juanita Lennon</b>				
	Reimburse - Donuts w/Director, Pastries w/Paul, Board	JL102919	1-4355-16	14.49
	Reimburse - Donuts w/Director, Pastries w/Paul, Board	JL102919	1-4715-10	32.96
	<i>Totals for Juanita Lennon</i>			<b>\$ 47.45</b>
<b>Kanopy</b>				
	Electronic Audio Visual	172643-PPU	1-4523-26	297.00
	<i>Totals for Kanopy</i>			<b>\$ 297.00</b>
<b>Kathryn Spindel</b>				
	Mileage - ILA Conference - 10/24/19	KS110119	1-4171-16	33.04
	<i>Totals for Kathryn Spindel</i>			<b>\$ 33.04</b>
<b>kd Repair</b>				
	Bkm Generator Prevent. Maint. - 10/14/19	29342	1-4235-29	264.17
	<i>Totals for kd Repair</i>			<b>\$ 264.17</b>
<b>Kendall County Clerk</b>				
	FPLD Staff - Notary	6170-1920	1-4351-10	10.00
	<i>Totals for Kendall County Clerk</i>			<b>\$ 10.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Kidworks Touring Theatre Co.</b>				
	Program - Kidworks: Holidays Around the World - 12/11/19	KTT121119	1-4572-20	\$ 350.00
	<i>Totals for Kidworks Touring Theatre Co.</i>			<b>\$ 350.00</b>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	Copy Overage - 9/15/19-10/14/19	9006150789	1-4234-14	1,533.66
	Leased Equipment - 10/15/19-11/14/19	9006154328	1-4234-14	323.84
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			<b>\$ 1,857.50</b>
<b>Konica Minolta Premier Finance</b>				
	Leased Equipment - November 2019	399315928	1-4234-14	1,632.16
	<i>Totals for Konica Minolta Premier Finance</i>			<b>\$ 1,632.16</b>
<b>Kristin Kozlowski</b>				
	Refund - Magic Tricks from the Treehouse	KK2175	1-3310-30	7.99
	<i>Totals for Kristin Kozlowski</i>			<b>\$ 7.99</b>
<b>Lands' End Business Outfitters</b>				
	Staff Polos	SIN7826618	1-4711-10	95.80
	<i>Totals for Lands' End Business Outfitters</i>			<b>\$ 95.80</b>
<b>LaSalle County Clerk</b>				
	FPLD Staff - Notary	6171-1920	1-4351-10	13.00
	<i>Totals for LaSalle County Clerk</i>			<b>\$ 13.00</b>
<b>Laura Didier</b>				
	Mileage - 10/1/19-10/31/19	LD110619	1-4171-10	112.54
	<i>Totals for Laura Didier</i>			<b>\$ 112.54</b>
<b>Margaret J. Danhof</b>				
	Mileage Reimburse - ILA Conference - 10/21/19-10/24/19	MJD111319	1-4171-16	31.32
	<i>Totals for Margaret J. Danhof</i>			<b>\$ 31.32</b>
<b>Marianne Thompson</b>				
	Transport. & Baggage Reimburse - ABOS - 10/22/19-10/25/19	MT103019	1-4171-10	243.32
	<i>Totals for Marianne Thompson</i>			<b>\$ 243.32</b>
<b>Melisa Martinez</b>				
	Mileage - Evolving Manager Bootcamp - 10/23/19-10/25/19	MM110119	1-4171-10	9.40
	<i>Totals for Melisa Martinez</i>			<b>\$ 9.40</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Melissa Bradley</b>				
	Mileage - Kiwanis Meeting - 10/16/19	MB101619	1-4171-10	\$ 13.77
	Reimburse - Facebook Ad Charged to Personal CC	MB101619	1-4731-10	90.36
	<i>Totals for Melissa Bradley</i>			<u>\$ 104.13</u>
<b>Melissa Luce</b>				
	Mileage - 7/18/19-10/7/19	ML110619	1-4171-10	47.85
	<i>Totals for Melissa Luce</i>			<u>\$ 47.85</u>
<b>Mergent, Inc.</b>				
	Books - Adult Non-Fiction	1673004063	1-4541-26	326.00
	<i>Totals for Mergent, Inc.</i>			<u>\$ 326.00</u>



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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>				
	Audiobooks - Adult	98106717	1-4551-26	\$ 45.29
	Audiobooks - Adult	98107451	1-4551-26	221.45
	Audiobooks - Adult	98103918	1-4551-26	30.29
	Audiobooks - Adult	98105333	1-4551-26	60.29
	Audiobooks - Adult	98016711	1-4551-26	51.49
	Audiobooks - Adult	98016528	1-4551-26	45.29
	Audiobooks - Adult	98012792	1-4551-26	71.49
	Audiobooks - Adult	98013527	1-4551-26	135.87
	Audiobooks - Adult	98013522	1-4551-26	45.29
	Audiobooks - Adult	98013520	1-4551-26	95.58
	Audiobooks - Adult	98016526	1-4551-26	93.58
	Audiobooks - Adult	98076013	1-4551-26	120.87
	Audiobooks - Adult	98076012	1-4551-26	35.29
	Audiobooks - Adult	98073497	1-4551-26	80.58
	Audiobooks - Adult	98073493	1-4551-26	75.58
	Audiobooks - Adult	98073087	1-4551-26	140.87
	Audiobooks - Adult	98073499	1-4551-26	45.29
	Audiobooks - Adult	98044895	1-4551-26	135.87
	Audiobooks - Adult	98044900	1-4551-26	40.29
	Audiobooks - Adult	98044894	1-4551-26	45.29
	Audiobooks - Adult	98041698	1-4551-26	40.29
	Audiobooks - Adult	98041691	1-4551-26	40.29
	Audiobooks - Adult	98041157	1-4551-26	50.29
	Audiobooks - Adult	98041156	1-4551-26	95.58
	Audiobooks - Adult	98133735	1-4551-26	9.99
	Audiobooks - Adult	98133074	1-4551-26	50.29
	Audiobooks - Adult	98133064	1-4551-26	123.87
	DVD - Juvenile	98107450	1-4558-26	25.34
	DVD - Juvenile	98107455	1-4558-26	18.29
	DVD - Juvenile	98079333	1-4558-26	8.54
	DVD - Juvenile	98016524	1-4558-26	18.29
	DVD - Juvenile	98012799	1-4558-26	97.30
	DVD - Juvenile	98016525	1-4558-26	70.49
	DVD - Juvenile	98013531	1-4558-26	80.13
	DVD - Juvenile	98076015	1-4558-26	18.29
	DVD - Juvenile	98076016	1-4558-26	36.58
	DVD - Juvenile	98076017	1-4558-26	18.29
	DVD - Juvenile	98076019	1-4558-26	109.77

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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 - Juvenile	98076020	1-4558-26	\$ 36.59
	DVD - Juvenile	98073492	1-4558-26	70.46
	DVD - Juvenile	98073494	1-4558-26	33.18
	DVD - Juvenile	98044899	1-4558-26	54.87
	DVD - Juvenile	98041696	1-4558-26	33.18
	DVD - Juvenile	98041153	1-4558-26	38.18
	DVD - Juvenile	98044897	1-4558-26	182.95
	DVD - Juvenile	98044898	1-4558-26	73.18
	DVD - Juvenile	98044901	1-4558-26	36.59
	DVD - Juvenile	98044896	1-4558-26	257.90
	DVD - Juvenile	98133069	1-4558-26	18.29
	DVD - Juvenile	98133079	1-4558-26	25.79
	DVD - Juvenile	98133065	1-4558-26	14.54
	DVD - Juvenile	98133062	1-4558-26	17.08
	CD Music - Juvenile	98012795	1-4554-26	32.23
	CD Music - Juvenile	98073496	1-4554-26	58.46
	CD Music - Juvenile	98041152	1-4554-26	13.94
	CD Music - Juvenile	98106716	1-4554-26	17.24
	CD Music - Juvenile	98133070	1-4554-26	36.73
	Audiobooks - Young Adult	98016710	1-4555-26	50.29
	Audiobooks - Young Adult	98012793	1-4555-26	455.92
	Audiobooks - Young Adult	98013521	1-4555-26	35.29
	Audiobooks - Young Adult	98013534	1-4555-26	45.29
	Audiobooks - Young Adult	98043759	1-4555-26	71.49
	Audiobooks - Young Adult	98133081	1-4555-26	45.29
	DVD - Adult	98106715	1-4557-26	14.54
	DVD - Adult	98107456	1-4557-26	262.35
	DVD - Adult	98107454	1-4557-26	42.58
	DVD - Adult	98107453	1-4557-26	22.04
	DVD - Adult	98107457	1-4557-26	267.60
	DVD - Adult	98107458	1-4557-26	20.54
	DVD - Adult	98107452	1-4557-26	257.90
	DVD - Adult	98105342	1-4557-26	41.08
	DVD - Adult	98105331	1-4557-26	45.87
	DVD - Adult	98079976	1-4557-26	33.39
	DVD - Adult	98105318	1-4557-26	27.39
	DVD - Adult	98105317	1-4557-26	66.03
	DVD - Adult	98105315	1-4557-26	42.39

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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	98073455	1-4557-26	\$ 110.67
	DVD - Adult	98108233	1-4557-26	24.39
	DVD - Adult	98108165	1-4557-26	44.43
	DVD - Adult	98105337	1-4557-26	250.40
	DVD - Adult	98105339	1-4557-26	36.58
	DVD - Adult	98105340	1-4557-26	18.29
	DVD - Adult	98105334	1-4557-26	41.83
	DVD - Adult	98105332	1-4557-26	27.29
	DVD - Adult	98105335	1-4557-26	19.79
	DVD - Adult	98105336	1-4557-26	242.32
	DVD - Adult	98105338	1-4557-26	66.12
	DVD - Adult	98107367	1-4557-26	34.89
	DVD - Adult	98107420	1-4557-26	34.89
	DVD - Adult	98107366	1-4557-26	66.78
	DVD - Adult	98133281	1-4557-26	170.74
	DVD - Adult	98133283	1-4557-26	47.28
	DVD - Adult	98107369	1-4557-26	23.64
	DVD - Adult	98015835	1-4557-26	40.14
	DVD - Adult	98015834	1-4557-26	94.17
	DVD - Adult	98016521	1-4557-26	22.04
	DVD - Adult	98016529	1-4557-26	48.12
	DVD - Adult	98013378	1-4557-26	65.28
	DVD - Adult	98013379	1-4557-26	49.89
	DVD - Adult	98013461	1-4557-26	27.39
	DVD - Adult	98012791	1-4557-26	230.73
	DVD - Adult	98013532	1-4557-26	402.48
	DVD - Adult	98012794	1-4557-26	47.68
	DVD - Adult	98013523	1-4557-26	52.62
	DVD - Adult	98013526	1-4557-26	73.18
	DVD - Adult	98013525	1-4557-26	51.58
	DVD - Adult	98013524	1-4557-26	167.95
	DVD - Adult	98012798	1-4557-26	125.20
	DVD - Adult	98013530	1-4557-26	43.64
	DVD - Adult	98076032	1-4557-26	116.31
	DVD - Adult	98076014	1-4557-26	91.45
	DVD - Adult	98076010	1-4557-26	41.54
	DVD - Adult	98076018	1-4557-26	67.17
	DVD - Adult	98076021	1-4557-26	115.31

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98076022	1-4557-26	\$ 41.08
	DVD - Adult	98073491	1-4557-26	45.87
	DVD - Adult	98073498	1-4557-26	48.58
	DVD - Adult	98073502	1-4557-26	43.62
	DVD - Adult	98073504	1-4557-26	48.58
	DVD - Adult	98044498	1-4557-26	34.89
	DVD - Adult	98041695	1-4557-26	326.05
	DVD - Adult	98044892	1-4557-26	169.58
	DVD - Adult	98044893	1-4557-26	28.89
	DVD - Adult	98044902	1-4557-26	22.04
	DVD - Adult	98041690	1-4557-26	36.58
	DVD - Adult	98041693	1-4557-26	18.29
	DVD - Adult	98041697	1-4557-26	54.87
	DVD - Adult	98041159	1-4557-26	61.62
	DVD - Adult	98041694	1-4557-26	371.10
	DVD - Adult	98133083	1-4557-26	91.45
	DVD - Adult	98133061	1-4557-26	17.54
	DVD - Adult	98132718	1-4557-26	50.69
	DVD - Adult	98133073	1-4557-26	73.16
	DVD - Adult	98133067	1-4557-26	180.36
	DVD - Adult	98133066	1-4557-26	196.98
	DVD - Adult	98133068	1-4557-26	127.57
	DVD - Adult	98133075	1-4557-26	262.72
	DVD - Adult	98133076	1-4557-26	180.53
	DVD - Adult	98133060	1-4557-26	25.79
	DVD - Adult	98133078	1-4557-26	386.85
	DVD - Adult	98133077	1-4557-26	346.09
	DVD - Adult	98133063	1-4557-26	74.12
	DVD - Adult	98013533	1-4557-26	20.54
	CD Music - Adult	98103919	1-4550-26	11.99
	CD Music - Adult	98105343	1-4550-26	24.73
	CD Music - Adult	98105341	1-4550-26	12.74
	CD Music - Adult	98016522	1-4550-26	124.09
	CD Music - Adult	98016527	1-4550-26	29.23
	CD Music - Adult	98016712	1-4550-26	24.73
	CD Music - Adult	98012796	1-4550-26	53.81
	CD Music - Adult	98013529	1-4550-26	9.44
	CD Music - Adult	98076023	1-4550-26	32.98

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	CD Music - Adult	98073505	1-4550-26	\$ 11.99
	CD Music - Adult	98073503	1-4550-26	12.74
	CD Music - Adult	98073501	1-4550-26	13.49
	CD Music - Adult	98073495	1-4550-26	71.50
	CD Music - Adult	98043758	1-4550-26	11.24
	CD Music - Adult	98044890	1-4550-26	26.68
	CD Music - Adult	98041151	1-4550-26	64.11
	CD Music - Adult	98041692	1-4550-26	48.52
	CD Music - Adult	98041154	1-4550-26	176.42
	CD Music - Adult	98106718	1-4550-26	53.81
	CD Music - Adult	98133080	1-4550-26	14.84
	CD Music - Adult	98133072	1-4550-26	48.42
	CD Music - Adult	98132717	1-4550-26	23.98
	Audiobooks - Juvenile	98076011	1-4553-26	25.29
	Audiobooks - Juvenile	98073500	1-4553-26	20.29
	Audiobooks - Juvenile	98041158	1-4553-26	146.16
	Audiobooks - Juvenile	98132719	1-4553-26	80.58
	CD Music - Adult	98041699	1-4550-29	13.94
	CD Music - Adult	98133082	1-4550-29	14.24
	Audiobooks - Adult	98073508	1-4551-29	40.29
	Audiobooks - Adult	98044904	1-4551-29	55.29
	Audiobooks - Adult	98133085	1-4551-29	123.87
	DVD - Adult	98107459	1-4557-29	20.54
	DVD - Adult	98073507	1-4557-29	41.83
	DVD - Adult	98044905	1-4557-29	92.66
	DVD - Adult	98044906	1-4557-29	22.04
	DVD - Adult	98133086	1-4557-29	77.37
	DVD - Adult	98133087	1-4557-29	18.29
	DVD - Juvenile	98076025	1-4558-29	18.29
	DVD - Juvenile	98073506	1-4558-29	49.33
	DVD - Juvenile	98041700	1-4558-29	18.29
	DVD - Juvenile	98044903	1-4558-29	25.79
	CD Music - Juvenile	98133084	1-4554-29	32.23
	Books - Juvenile World Languages	98013528	1-4526-26	142.74
	Books - Juvenile World Languages	98073490	1-4526-26	25.79
	Books - Juvenile World Languages	98073088	1-4526-26	61.46
<i>Totals for Midwest Tape</i>				<b>\$ 14,114.71</b>

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## Bills Payable Report

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Morningstar Inc.</b>	Online Databases Renewal - 1/1/20-12/31/20	8748202-20	1-4521-26	\$ 4,810.00
		<i>Totals for Morningstar Inc.</i>		<u>\$ 4,810.00</u>
<b>Nancy Korczak</b>	Mileage - ILA - 10/22/19-10/24/19	NK102819	1-4171-10	106.22
		<i>Totals for Nancy Korczak</i>		<u>\$ 106.22</u>
<b>Naperville Public Library</b>	2 Lost Items - Patron: Alghazali	NPL100419	1-3310-30	22.90
		<i>Totals for Naperville Public Library</i>		<u>\$ 22.90</u>
<b>Naperville Sun</b>	Periodicals	26701857	1-4511-26	156.00
		<i>Totals for Naperville Sun</i>		<u>\$ 156.00</u>
<b>New Readers Press</b>	Periodicals	6798664	1-4511-26	501.07
		<i>Totals for New Readers Press</i>		<u>\$ 501.07</u>
<b>Paul Mills</b>	Mileage - LIRA - 10/15/19	PM101619	1-4171-10	36.28
	Mileage - LIRA - 11/6/19	PM110719	1-4171-10	36.28
	Reimbuse - Donuts w/Director Donuts	PM102919	1-4715-10	10.50
		<i>Totals for Paul Mills</i>		<u>\$ 83.06</u>
<b>PeopleFacts</b>	New Hire Background Checks - October 2019	33754-102019	1-4253-10	164.37
		<i>Totals for PeopleFacts</i>		<u>\$ 164.37</u>
<b>Pinnacle Library Cooperative</b>	PAC Payments - 8/1/19-9/30/19	20-014	1-3310-10	22.75
		<i>Totals for Pinnacle Library Cooperative</i>		<u>\$ 22.75</u>
<b>Reaching Across Illinois Library System (RAILS)</b>	Gale Virtual Reference Library - 9/29/19-9/28/20	6363	1-4521-26	82.50
	Communico Cloud Platform - 10/16/19-10/15/20	6338	1-4631-14	15,000.00
		<i>Totals for Reaching Across Illinois Library System (RAILS)</i>		<u>\$ 15,082.50</u>
<b>Record Information Services, Inc.</b>	Public Record Display Subscription - 1/1/20-12/31/20	47633	1-4521-26	698.00
		<i>Totals for Record Information Services, Inc.</i>		<u>\$ 698.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Robert Pennor</b>				
	Program - Watercolor Pencil Drawing - 11/26/19	RP112619	1-4571-24	\$ 60.00
	Program - Watercolor Pencil Drawing - 12/3/19	RP120319	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			<b>\$ 120.00</b>
<b>Ronald Goldie</b>				
	Program - Monthly Dungeons & Dragons Nights - 12/10/19	RG121019	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			<b>\$ 60.00</b>
<b>Sandra Perez</b>				
	Refund - The Little Seagull Handbook	SP0982	1-3310-30	24.85
	<i>Totals for Sandra Perez</i>			<b>\$ 24.85</b>
<b>Scholastic Library Publishing</b>				
	Electronic Audiobooks & Books	20273979	1-4520-26	16,202.00
	Online Databases	20273979	1-4521-26	10,129.00
	<i>Totals for Scholastic Library Publishing</i>			<b>\$ 26,331.00</b>
<b>Sebert Landscaping Inc.</b>				
	Lawn Maintenance - November 2019	191841	1-4392-30	1,436.00
	<i>Totals for Sebert Landscaping Inc.</i>			<b>\$ 1,436.00</b>
<b>Sheehan Nagle Hartay Architects, Ltd.</b>				
	Architectural Services - 2nd Fl., Comp. Lab, Studio	331.01.06	1-4651-30	191.00
	<i>Totals for Sheehan Nagle Hartay Architects, Ltd.</i>			<b>\$ 191.00</b>
<b>Sidecar Publications</b>				
	Annual Gimlet Subscription - 12/1/19-11/30/20	INV-1913	1-4568-27	348.00
	<i>Totals for Sidecar Publications</i>			<b>\$ 348.00</b>
<b>SmithGear</b>				
	ATSD Low Cost Stereo Headband Headphones	2019-10007	1-4371-10	1,074.00
	<i>Totals for SmithGear</i>			<b>\$ 1,074.00</b>
<b>Susan K. Maddox</b>				
	Program - Cooking Demonstrations w/Chef Maddox - 12/5/19	SKM120519	1-4571-24	300.00
	<i>Totals for Susan K. Maddox</i>			<b>\$ 300.00</b>
<b>Swank Movie Licensing USA</b>				
	ATSD, YA, CSD Movie Licensing 2020	BO 1576579	1-4571-24	676.00
	ATSD, YA, CSD Movie Licensing 2020	BO 1576579	1-4573-24	676.00
	ATSD, YA, CSD Movie Licensing 2020	BO 1576579	1-4572-20	676.00
	<i>Totals for Swank Movie Licensing USA</i>			<b>\$ 2,028.00</b>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>The Bugle Newspapers</b>				
	Bolingbrook & Romeoville Halloween Page Ad	1179092	1-4731-10	\$ 200.00
	Legal Ad - Maintenance Ordinance	1179206	1-4243-10	199.50
		<i>Totals for The Bugle Newspapers</i>		<b>\$ 399.50</b>
<b>Today's Business Solutions, Inc.</b>				
	Fax Program - 3rd Quarter - July-Sept. 2019	100719-51	1-4234-14	323.20
		<i>Totals for Today's Business Solutions, Inc.</i>		<b>\$ 323.20</b>
<b>Toni Greathouse</b>				
	Program - Tuesdays w/Toni Book Club - 12/17/19	TG121719	1-4571-24	75.00
		<i>Totals for Toni Greathouse</i>		<b>\$ 75.00</b>
<b>Tracy Schuring</b>				
	Refund: Captain Underpants Attack Talking Toilets	TS5317	1-3310-30	49.99
		<i>Totals for Tracy Schuring</i>		<b>\$ 49.99</b>
<b>Tressler LLP</b>				
	Legal Expense - Attorney - October 2019	409694	1-4241-10	1,444.00
	Legal Expense - Attorney - Tax Objection - October 2019	409675	1-4241-10	399.00
		<i>Totals for Tressler LLP</i>		<b>\$ 1,843.00</b>
<b>Tria Architecture, Inc.</b>				
	Electric Car Charging Schematic Design	3120	1-4253-10	2,625.00
		<i>Totals for Tria Architecture, Inc.</i>		<b>\$ 2,625.00</b>
<b>Unique Management Services, Inc.</b>				
	Collection Expense - October 2019	560811	1-4245-10	143.20
		<i>Totals for Unique Management Services, Inc.</i>		<b>\$ 143.20</b>
<b>UPS</b>				
	Shipping - Account Refillment	0000603951459	1-4382-10	150.00
		<i>Totals for UPS</i>		<b>\$ 150.00</b>
<b>USA TODAY</b>				
	Periodicals	4177294	1-4511-26	710.41
		<i>Totals for USA TODAY</i>		<b>\$ 710.41</b>
<b>USCutter</b>				
	Studio - Vinyl Supplies	1412306	1-4371-27	571.90
		<i>Totals for USCutter</i>		<b>\$ 571.90</b>



# Fountaindale Public Library District

## Bills Payable Report

### November 21, 2019

**General Fund** Page 25

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Vanguard Energy Services, LLC</b>				
	Gas Service - 10/1/19-10/31/19	G404408110519	1-4322-30	\$ 1,024.26
		<i>Totals for Vanguard Energy Services, LLC</i>		<u>\$ 1,024.26</u>
<b>Verizon Wireless</b>				
	Telephone Service - 9/17/19-10/16/19	9840302916	1-4311-14	542.98
		<i>Totals for Verizon Wireless</i>		<u>\$ 542.98</u>
<b>Walter Daniels Construction Company</b>				
	Buildings - Capital - Meeting Room C	204	1-4651-30	70,528.18
		<i>Totals for Walter Daniels Construction Company</i>		<u>\$ 70,528.18</u>
<b>Warehouse Direct</b>				
	Staff Sweaters	4353212-0	1-4711-10	118.39
	Outreach - AAA Batteries	4449418-0	1-4351-10	107.12
	Outreach - Water Restock	4462562-0	1-4351-10	26.37
	CMTSD - Mailer Envelopes & Labels	4478831-0	1-4351-10	452.92
	District Supply Closet Restock	4478844-0	1-4351-10	745.25
	District Supply Closet Restock	4478844-0	1-4371-10	16.92
		<i>Totals for Warehouse Direct</i>		<u>\$ 1,466.97</u>
<b>WhoFi</b>				
	Library License - 11/1/19-10/31/20	2434	1-4631-14	950.00
		<i>Totals for WhoFi</i>		<u>\$ 950.00</u>
<b>Will County Clerk</b>				
	FPLD Staff - Notary	6168-1920 1	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 2	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 3	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 4	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 5	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 6	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 7	1-4351-10	10.00
	FPLD Staff - Notary	6168-1920 8	1-4351-10	10.00
		<i>Totals for Will County Clerk</i>		<u>\$ 80.00</u>
		<b>Total for Fund 1</b>		<u><b>\$ 276,602.78</b></u>

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

**Audit Fund**

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Lauterbach & Amen, LLP	Audit Final Billing for FY2018-2019	40327	2-4251-10	\$ 2,000.00
		<i>Totals for Lauterbach &amp; Amen, LLP</i>		<u>\$ 2,000.00</u>
		<b>Total for Fund 2</b>		<u>\$ 2,000.00</u>

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

Maintenance Fund

Page 27

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Amazon</b>				
	Building - Locking Handle	A25-1920	8-4211-30	\$ 12.57
	Staff Lounge Condiment Restock	A25-1920	8-4357-30	8.53
	Staff Lounge/District Closet Restock	A26-1920	8-4357-30	45.36
	<i>Totals for Amazon</i>			<b>\$ 66.46</b>
<b>American Building Services, LLC</b>				
	Sargent Grandmaster Keys	4032114	8-4357-30	47.00
	<i>Totals for American Building Services, LLC</i>			<b>\$ 47.00</b>
<b>Best Quality Cleaning, Inc.</b>				
	Special Clean - 3rd Fl. Men's Restroom - 10/1/19	30803	8-4211-30	75.00
	2 Special Clean - 2nd Fl. Men's Restroom - 10/4/19 & 10/6/19	30812	8-4211-30	150.00
	Special Clean - 1st Fl CSD 10/11/19 & 3rd Fl Women 10/12/19	30813	8-4211-30	150.00
	2 Special Clean - 1st Fl. Boy's Restroom - 10/16 & 10/17/19	30842	8-4211-30	150.00
	Special Clean - 1st Fl Women 10/1/19 & 3rd Fl Women 10/23/19	31139	8-4211-30	150.00
	Special Clean - 2nd Fl. Staff Men's Restroom - 10/27/19	31160	8-4211-30	75.00
	Monthly Cleaning - November 2019	31032	8-4215-30	6,921.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			<b>\$ 7,671.00</b>
<b>Business Office Systems</b>				
	Repair & Restock Chair Arm Caps	8795	8-4211-30	354.75
	<i>Totals for Business Office Systems</i>			<b>\$ 354.75</b>
<b>Calumet Decorating Services, Inc.</b>				
	Power Wash & Stain Front Building Columns - PO5881-1819	21492	8-4211-30	3,400.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			<b>\$ 3,400.00</b>
<b>Chase Card Services</b>				
	Batteries Plus - Panic Button Replacement Batteries	P3672-NOV19	8-4211-30	38.50
	Easy Keys - Building Cabinets - Keys/Lock Core	P3672-NOV19	8-4357-30	15.00
	<i>Totals for Chase Card Services</i>			<b>\$ 53.50</b>
<b>Cintas Corporation</b>				
	First Aid Restock - 10/24/19	8404357226	8-4215-30	371.49
	<i>Totals for Cintas Corporation</i>			<b>\$ 371.49</b>

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

Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<b>Cintas Corporation #344</b>				
	Weekly Mat Service - 10/10/19	4032226760	8-4215-30	\$ 30.00
	Weekly Mat Service - 10/17/19	4032772526	8-4215-30	30.00
	Weekly Mat Service - 10/24/19	4033311382	8-4215-30	30.00
	Weekly Mat Service - 10/3/19	4031679209	8-4215-30	30.00
	Weekly Mat Service - 10/31/19	4033898620	8-4215-30	30.00
	<i>Totals for Cintas Corporation #344</i>			<b>\$ 150.00</b>
<b>Combined Roofing Service</b>				
	Semi-Annual Roof Inspection - 9/30/19	8672	8-4215-30	1,760.00
	<i>Totals for Combined Roofing Service</i>			<b>\$ 1,760.00</b>
<b>Culligan Bolingbrook, IL</b>				
	Solar Salt Delivery - 10/31/19	0100167	8-4215-30	155.29
	<i>Totals for Culligan Bolingbrook, IL</i>			<b>\$ 155.29</b>
<b>Cutting Edge Document Destruction, LLC</b>				
	Records Shred - 10/23/19	m7299	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			<b>\$ 30.00</b>
<b>Filter Services Inc.</b>				
	Various Size Perfect Pleat & Synthetic Hi-Cap Filters	INV220428	8-4357-30	429.76
	<i>Totals for Filter Services Inc.</i>			<b>\$ 429.76</b>
<b>Graybar</b>				
	Building Light Switch	9312803259	8-4211-30	146.51
	Meeting Room C Phone Wall Plate	9313000422	8-4211-30	15.95
	<i>Totals for Graybar</i>			<b>\$ 162.46</b>
<b>Groot Industries, Inc.</b>				
	Garbage & Recycling - 11/1/19-11/30/19	4133470	8-4215-30	393.47
	<i>Totals for Groot Industries, Inc.</i>			<b>\$ 393.47</b>
<b>Hansen Services, Inc.</b>				
	Monthly Pest Control - October 2019	3914470	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 - Oct., Nov., Dec. 2019	566140	8-4215-30	250.00
	<i>Totals for H-O-H Water Technology</i>			<b>\$ 250.00</b>

# Fountaindale Public Library District

## Bills Payable Report

### November 21, 2019

Maintenance Fund

Page 29

Vendor name	Invoice Description	Invoice #	Account #	Amount
Library Furniture International, Inc.				
	Install Additional Row DVD Stack	6677	8-4211-30	\$ 875.00
		Totals for Library Furniture International, Inc.		<u>\$ 875.00</u>
Magic Pure LLC				
	Annual 1 Additional Cooler Rental - 12/31/19-12/31/20	2712	8-4215-30	480.00
	Annual Cooler Rental - 12/1/19-12/1/20	2717	8-4215-30	1,440.00
		Totals for Magic Pure LLC		<u>\$ 1,920.00</u>
National Lift Truck, Inc.				
	Aerial Lift Yearly Maintenance Program - 10/1/19-10/1/20	RA161110231-4	8-4215-30	1,200.00
		Totals for National Lift Truck, Inc.		<u>\$ 1,200.00</u>
Poblocki Sign Company, LLC				
	Painted Digital Sign Frames	100747	8-4211-30	310.00
		Totals for Poblocki Sign Company, LLC		<u>\$ 310.00</u>
Warehouse Direct				
	Building - Duracell 9V Batteries	4445095-0	8-4357-30	76.68
	Building - Monthly Cleaning Restock	4454958-0	8-4357-30	1,561.94
	Building - Monthly Correct Pinesol Cleaner Restock	4458175-0	8-4357-30	44.29
	District Supply Closet Restock	4478844-0	8-4357-30	172.56
	District Supply Closet - Gloves Restock	4481767-0	8-4357-30	20.72
		Totals for Warehouse Direct		<u>\$ 1,876.19</u>
		Total for Fund 8		<u>\$ 21,579.37</u>
		Grand Total		<u>\$ 300,182.15</u>

  
 Jennie Nguyen/Finance Manager

## **Director**

### **LIRA (Libraries of Illinois Risk Agency)**

The full LIRA membership met to discuss our insurance renewal for property/casualty and workers compensation for the coming year. Insurance costs for property insurance have been trending very high particularly in the Midwest. LIRA's team spoke with approximately 50 carriers in an effort to get the best deal.

Our renewal otherwise was good, and our workers compensation saw a significant decrease in our renewal.

To date LIRA has returned approximately \$250,000 in surplus to its members. These funds would otherwise have stayed with the insurance carriers. LIRA has also grown 133% since inception, and we are now up to 56 member libraries. Our library is a founding member of LIRA, and I have served as an Executive Committee member since LIRA's inception as well.

I was also re-elected for a three year term to the LIRA Executive Committee.

### **Fine Free Presentation**

Included with this report is a presentation regarding going Fine Free for our library district. A team consisting of our Deputy Director, Children's Services Manager, Circulation Manager, Collection Management and Technical Services Manager, Communications Manager, and myself researched fine free initiatives, including attending several presentations at the Illinois Library Association's Annual Conference in October.

I am recommending that our District go fine free in order to increase access to materials for our patrons and change many of our patron conversations from ones about fines to ones about our materials and services.

### **Deputy Director (Nancy Korczak)**

In early October we hosted a short In-service training for staff. Staff had the opportunity to hear from President Peggy Danhof and Trustee Ruth Newell. This was a great opportunity for our staff to get to know our board members better. The rest of the time was spent conducting department meetings, this was very helpful for the Public Services Departments since it is hard to schedule regular meetings while the library is open and desks have to be staffed. Our next In-Service Day will be in February and it will be a full day of training.

This month I also had the opportunity to attend the Illinois Library Association conference that took place in Tinley Park. The sessions were very informative and I was able to see some of our staff members present on different topics. The opening session featuring Robert Stein from the Shedd Aquarium and the President's Program featuring Mathematician Eugenia Cheng were particularly interesting, it is always useful to apply ideas from different fields of study back to libraries. I also attended sessions on data reporting, HR topics and a fines free presentation.

## From Marianne Thompson's report

### Outreach Services

**FRIENDS:** Friends of Fountaindale had a great fall Book Sale! They took in \$2865. This is more than last fall's book sale! I worked with the Friends, assisting them with whatever they needed, and provided coffee & refreshments for the volunteers on Saturday & Sunday of the sale.

**ADULT VOLUNTEERS:** Five volunteers provided six hours of volunteer time in October.

**ACTIVITIES:** Carolyn took her road test and passed! She is the newest C Licensed drive for Outreach! Congratulations to Carolyn!



Marleigha attended the DuPage Township Job Fair at The Levy. She had 39 visitors at her table. She registered patrons for library cards, and promoted library services. She met with job seekers and recommended they come to the library ask for help with their job searches. As always, the giveaways were very popular!

Sarah attended the John Connor Senior Fair at the Romeoville Rec Center on Friday, Oct 4. She had 89 visitors at her table & promoted library services.

Melissa attended the "Glow Art Fair" at McGee Elementary School on Saturday, October 5, 2019. She demonstrated our pens, and had 100 visitors! Her table was so busy, we now need to send a second person along with her for future events.

At Revere Court, Melissa provided programming for the memory care residents. She told some Halloween jokes, and got the residents to talk about their memories of Halloween, costumes they wore, and if they went trick-or-treating. Melissa provided a craft to make decorations for Halloween. They made a 3D pumpkin out of paper. She brought back some decorations to be placed on the Outreach door.

On October 9, Melissa provided storytime to kindergarten students while Nancy provided a tour of the library for Spanish-speaking parents. This event is requested two times each year by Ms Arelis Vellon-Fernandez from Independence Elementary school. Melissa read *Puedo jugar yo también = Can I Play too?* by Mo Willems, *La Casa Encantada = Ghosts in the House!* By Kazuno Kohara and *Pete El Gato and His Four Groovy Buttons* by Eric Litwin. She used the flannel board to tell the Pete the Cat story. The children laughed when she opened Pete's coat and showed them his bellybutton. After that she presented a puppet show for *That is Not a Good Idea* by Mo Willems. The teacher and the students enjoyed the puppet show. She also played several bilingual songs. She handed out egg shakers and maracas, turned on the color changing lights in the storytime room, and had a dance party.







Fountaindale donated a collection of Mo Willems books to Salk Elementary school, in memory of Mary Nicols, a kindergarten teacher who passed away earlier this year. The photo includes Ms. Nichols' co-teacher Mrs. Brown and some of her class from last school year, Cindy, and the books.

Cindy has provided the percentage of students she visits, based on the school enrollment and the number of students she sees. She visits 84-100% of students enrolled in the Bolingbrook schools. This is great to see, and I hope she will create a spreadsheet so we can calculate this by school.



Marianne presided at the October 2019 B'LONG quarterly meeting on Friday October 11, held at the Shorewood-Troy Public Library. Carolyn also attended. We discussed the Roundup held at Warren-Newport Library in July. We had a record number of attendees for any Roundup the group has held in past years! Attendees talked about their Outreach services & vehicles. In addition, I asked if anyone had an actual library policy covering Home Delivery service. Everyone had procedures, but no policy.

Carolyn & I attended the ABOS conference held in Omaha, NE this year. This was Carolyn's first time at an ABOS conference, and I feel it gave her a broader view of Outreach services that libraries across the country provide. We were lucky to find a Bookmobile at the conference that is almost identical to the new vehicle we will get in late 2020. It was helpful for both of us to walk on it, look at the shelving, flooring, service desks, and the driving area. The dashboard looks more like a car dashboard than a truck. We took many photos to bring back to staff and to the Bookmobile committee. The conference sessions were exceptional. Marianne participated in a "Past Presidents Panel", discussing advocacy. We had a full room of participants, with lots of great conversation & questions. The Past Presidents will be working on an Advocacy Toolkit for the ABOS membership in 2020. ABOS is always a "networking opportunity" for everyone to meet other Outreach people, find out what they do, and learn new ways to consider in how we provide our Outreach service to library patrons. Carolyn spent time networking and attending several sessions. Carolyn & I very much appreciate the opportunity to attend the ABOS conference.



Laura attended the Re-Grand Opening of Midwest Christian Montessori Academy. The school relocated to First Baptist Church this summer. They have more room than at their previous location. I could not attend, but Laura came back with a personal invitation for me to visit them, from Director Eileen Contos. I hope to set up a time to go there soon.

Laura's first Panera Monday storytime took place on Oct. 14. I went as an observer. She had 37 attendees, which is great considering CSD had the Fire Department at the library for their storytime. There were new faces and regulars; it also was a day off from school. The November



Panera is also on a non-school day, so we will have to see what happens in December when it is a day school is in session.

Laura provided stories & activities with Rosemary on Antarctica for the Homeschool Adventures Storytime. Laura had many activities planned. The children had fun hopping from iceberg to iceberg, throwing snowballs into a snowman's mouth, dancing like penguins, etc.

At IKEA, Laura's topic was "Feelings" Be Kind/Bullies. She received thanks from several moms, hugs from students, and received applause several times. The topic was a success!

### **REPAIRS & MAINTENANCE OF OUTREACH VEHICLES:**

Oct 14 – Preventative maintenance on the generator

Oct 18 – State inspection of both vehicles

### **From Jeffrey Fisher's report**

#### **Studio 300**

Here is a snapshot of the Studio 300 October 2019 stats:

- 956 patrons actively used our spaces.
- 3122 items were checked out.
  - 118 of that total circulated out of the lab.
- 228 total patrons attended our 43 Orientations, Adult/T(w)een programs, tours, and offsite events.
  - Total programming hours came to 50.
- 7 Non-FPLD people used Studio 300.
- And there were about 1927 blog page views. This will be the *last* month reporting this statistic as our blog has merged into the main FPLD website.



The Independence Elementary *Indie Filmmakers*, an after school program led by teacher Anthony S., returned again this year with a fresh batch of 5th graders who learned about Studio 300 resources and received basic editing instruction. They are busy using Studio equipment to make their films and will return in early December to begin the post-production process.

Another return visit to earn a new badge came from a local Girl Scout Troop and saw them learn to create short computer-based animations using the ever-popular Stykz software. Last visit they learned basic robotics. They plan to visit again next year to earn yet another badge.

Our three Learning Circles finished up this month with positive comments from all participants. Adults seem to prefer learning together rather than alone and these classes support them well.

The *Write Your Book in a Day* workshop proved to be a rousing success with participants working with author Annalisa Russo to devise a basic blueprint to guide their next writing project. Patron Toni G. had this to say: "*[The program] was beyond amazing! The value was off the chart. The packet is an excellent source.*"

Despite the *Snow-a-Ween* weather, a large group of would-be NaNoWriMo participants came to the *Kick-off* event and stuck around for an equally well-attended *Nameless Writer's Group* meeting. Between the self-publishing initiatives, programming classes/events, and our software technology support for our writers, this area continues to grow.

This month saw many Studio Services staff milestones: **Monica S.** celebrated her 90 days with FPLD. **Patrick C.** began his new F/T position. **Justin C.** completed his third year with us. And **McKayla B.** joined our team. Congrats and welcome to all.

**From Adriana A.** - I was able to roll out Glip cloud-based software for task management and staff projects. Glip allows staff to check off daily, weekly, and monthly tasks and allows more communication with them on assigned projects. I also developed and implemented updated credit card procedures and created training material, too. I have been working on the Roku task force and meeting with them regularly to be able to roll out the Roku's by 11/25! The taskforce has made plenty of progress, and we already have dates in place to train staff on procedures and use of the Roku devices. I had the opportunity to attend the *Evolving Manager Bootcamp* where I learned various philosophies and tools to assist me in my position. It was a great experience and I learned much in several days. Randi C, and I had a very successful K-Pop Meetup with 12 teens participating. They had a great time eating snacks and sharing their favorite K-pop music and moments. We look forward to this month's event and hope that teens continue to attend. Finally, I was also able to flex my Photoshop skills and created the new *Star Wars* elevator wraps that will be up soon. Can't wait to see how they turn out.

**From Monica S.** - I taught my first Photoshop class on a *Monster Makeover*, Halloween-themed tutorial. Only had one attendee, but felt accomplished and glad to learn a new skill. Also, I led a vinyl one-on-one session. Two adults were making shirts and a baby romper with a custom design to support their family member who was running a Makeshift Marathon. The family member decided to run their own 26.2 mile route instead of signing up for a formal marathon. WOW! Talk about discipline. It felt good to help these folks create something to support and commemorate such a big accomplishment!



**From Patrick C.** - I completed the October wall display in the first week of the month, detailing ten film techniques often associated with the horror genre, focused on editing, audio, and lighting. I taught several Cura 1-on-1s during the month. To increase patron interest in learning the CR-10 and Cura software, I began printing several more complex and mechanical 3D prints to have on display. This includes the Print-In-Place Iris box, and the as-yet unfinished mechanical sea-turtle. Towards the end of the month the CR-10 was having issues stemming from a partially blocked nozzle, and I attempted to troubleshoot the CR-10 and replaced the nozzle, as well as leveling the print bed.

**From Anna G.** - I created a display highlighting different Maker machines for our display case including the new Silhouette cutter. The Halloween village was a big hit as was the video I made showing how it was made that ended up on the [FPLD blog](#) and [YouTube](#). I had a very successful and well-attended Adult and Teen Maker class creating light up headbands and everyone had fun.

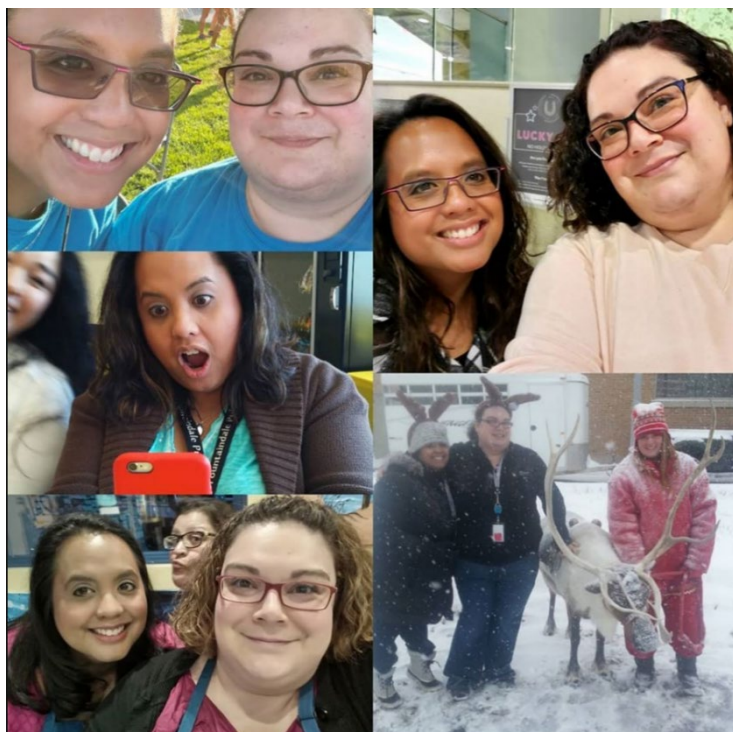
**From Nikki S.** - I led the *Secrets of Better Photography* Learning Circle for seven weeks and was very happy with the overall results and feedback from my group. I also learned a lot along the way. I went into the first meeting with an open mind and an open format guided by the Gale online course. As the weeks went by, there were many great discussions and advice sessions, and the group really did lead themselves in interpreting the material that was covered in the online course. They also practiced what they learned and showed their images with the applied photographic concepts.

Moving forward with these types of classes and programs I will take the feedback and experience from everyone in order to improve and expand for future success.

**From Justin C.** - Along with Patrick C. I hosted another successful open mic using new Studio 300 audio equipment to better support our performers and make the audience experience better. I also hosted the 3rd annual Music Business month which incorporated a series of classes including *Copyright Basics*, *Music Publishing*, and *Music Licensing* for our patrons. The series culminated with a one-on-one interview with music industry professional and Bolingbrook resident, Renee Baker. A video of this program will be available soon.



Jeffrey met with RAILS, Soon to Be Famous, and BiblioLabs to discuss matters related to the *Indie Author Project*, *Inkie.org*, and more. He attended the RAILS get together at ILA where the *Soon to Be Famous Illinois Author Project* committee announced this year's winners for the annual contest. [Read the details and watch the videos Jeffrey made on the STBF blog.](#) Both of our winners this year have unique stories behind their work, and Jeffrey will share these videos on the STBF website in November. Meanwhile, the second annual *Soon to Be Famous Manuscript Project* contest opens November 1. [Details here.](#)



## From Debra Dudek's report Adult and Teen Services

### General Comments on the Month

This month ATSD bid farewell to our longtime Adult Programming Librarian Maureen Garzaro. Maureen accepted a position at another library which was closer to her home. She is very excited to manage her own department, and will bring a strong vision of adult services to her new position. We will miss her, and we wish her nothing but the best in her new role.

Our library has been hosting weekly Census 2020 recruiting sessions in the lobby of the library. Our partnership with our local census office has been very positive, and we have received many



compliments from the census office staff regarding our library, the type of equipment we have provided, and the great placement we have set aside in our lobby. I have been coordinating additional census programs for later this year, as well as a census informational booth at the Winter Carnival, a mobile census service at the Levy Center, and Census & Coffee sessions in March.



While most of this month was full of Star Wars Day prep work, I also spent additional time coordinating future census programs, partnership opportunities with the Polish Genealogical Society of America, and the Bolingbrook Historic Preservation Commission. This year's Boardman Cemetery Halloween Open House was cancelled due to the unexpected snowy weather, I am looking forward to spring tours and Memorial Day events at the cemetery in 2020.

### **Programming (includes):**

#### YA Programs:

**Randi's Observations:** I visited all three Bolingbrook middle schools in October. Outreach Services and I visited Brooks, Humphrey and Jane Addams Middle Schools bringing books and a simple craft. This month, the students made paper owls as well as scratch art. Scratch art was very popular with all the students as they could draw or write notes for their friends and teachers. I had magnets and pin backs on hand to add to the paper owls or scratch notes. The Great Page Race ended on October 28. 107 students registered in October for a total of 1999 students. Of those students, 1520 language arts students read and logged 957,715 pages. We registered 1892 students in September.

#### Teen Programming

- Cathryn Stanek-Whisler was here in October to present Spooky String Art. The kids could choose from several different designs including a bat, skeleton, pumpkin and more. Jenna was on hand to help with the program. She writes, "It was a lot of fun to see the kids get creative and also a little nervous. They seemed more anxious about perfecting their designs than the actual hammer wielding part." Despite their worries, the final results were great.



- We had a full house for our October Teen Makers program. This month we made custom headbands using 3D printed horns, LED lights and various craft supplies. Our teens got very creative with this program using deconstructed flowers, googly eyes, felt, feathers and more. Many were excited to wear these on Halloween.



- We had our second K-Pop Fan Meet-up and it was so much fun. Adriana and I had purchased Korean snack foods from H-Mart. I started off the meeting introducing Freegal. This eResource has some of their favorite groups including BTS, Stray Kids, ATEEZ and more. They were surprised to hear that they could download five free songs a week. We then tried the various snacks, talked about current K-Pop news and streamed music via Freegal and watched music videos on YouTube.



- Jenna and I ended the month with our own Halloween version of a popular Netflix show. In our version, Nail It or Fail It, teens were tasked to make three different desserts using the tools and supplies we provided. Jenna writes, "We had the kids recreate some Pinterest



Halloween goodies and gave them candy melts instead of icing to make it more challenging. Well it was even more difficult as we only had one microwave involved.” Check out some of the results!

#### Career Online High School:

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 1

Students 75% Through Program: 2

Graduate: 22

**Minecraft Club:** October has had a busy month in Minecraft, we have had a group of middle-schoolers join and it pushed our numbers up. The attendance totals were fairly consistent with 11-13 kids per session. Our stats are better than September (which is expected, September usually starts out slow & low), and better than last October. We’ve had more kids coming in per session than last year, even with fewer sessions overall.

#### **Specialist Highlight**

##### **Agnes Babinski**

I was asked to put together some ideas for backdrops for the selfie museum. I sketched up a few ideas based around the retro-modern postcard style, as well as the Millennium Falcon cockpit, and a Death Star backdrop for the Studio. These will be made out of cardboard, with a PVC pipe frame to keep it upright. The purchase orders for the materials are in, hopefully we will be able to start work on it soon!



#### **Librarian Highlight**

##### **Jay Purrazzo**

The Roku Committee is still meeting weekly. We are fast approaching our implementation date. Cases have been chosen and staff training will begin on the 12th. I have mostly finished the staff FAQ. I would like to check with as many staff members of ATSD as possible after training before finishing it to make sure all concerns can be answered.

#### **New Specialist Highlight**

##### **Roy Herman**

For the month of October, I started to work more independently on the 3rd floor. I began helping patrons reserve study rooms and laptops. I began to help patrons find certain books and other reference materials. Coming into the month, I was very comfortable on the 2nd floor, but felt I needed more experience on the 3rd floor. Coming out of the month, I am almost on equal footing as to working the 2nd and 3rd floors. I ordered notary supplies after checking out the credit card. I attended my first staff meeting during the month. I also became more efficient in taking DVD orders via phone and picking them off the shelf and getting them to circulation.

### **From the Vortex**

**By Jenna DiSandro**

On October 9th I published my final blog to our old teen account that was a reader's advisory for a really popular manga our patrons had been requesting often. The following week I posted my first blog to the new library-wide blog about last minute teen Halloween costumes. Finally, Randi and I hosted Nail It Or Fail It which turned out to be quite an ordeal. We had the kids recreate some Pinterest Halloween goodies and gave them candy melts instead of icing just to be evil. Well it was not only insanely evil but also pretty unreasonable when only one microwave is involved. I updated the end caps in October, too and made a Halloween display in our little window. The end caps I chose to feature were: dark comedies, futuristic sci-fi, diverse voices, and under 220 pages. I created a pathfinder from the 220 pages display and found some great reads in our collection that would be quick and easy for patrons to get through during this busy time of year. I planned our craft-on-the-go this month as well and they were a cute owl design with some fall features. It's been quite a month! I love how much I get to do in the Vortex and all the hands on work there is. I really appreciate being able to get creative with displays and program and craft ideas. It keeps me alive!!

### **From Joyce Arellano's report**

#### **Children's Services**

**Monthly Overview of Children's Services:** October was an exciting month for CSD! Storytimes and regular programs celebrated fall, fire safety, Halloween, and more. We launched a new program, Paws to Read, where children can improve their literacy skills by reading out loud to certified therapy and service dogs.

### **Programming**

#### **ARTS & CRAFTS**

##### **Arts & Fables: Button Tree (2 programs, 50 attendance)**

"Kathy and I had a fall tree theme. She had a cute book with a felt board that explained the 'magic' of a tree's life cycle. I came in and handled the felt, while she read the story. We made fall trees, using our amazing collection of buttons for the leaves. They turned out great!" -Debbie S.

**Let's Create: Spooky (37)** "A nice sized group this month. Super creative! Some new and some regulars this time. A nice mix." *Chris Z.*





### Parent & Child DIY: Popsicle Stick Self

**Portraits (24)** "In this program we combined art and technology to obtain a colorful family portraits. I prepared wood canvases from popsicle sticks ahead of time to speed up the process. We used the Photo Sketch app on the iPads to take individual and family portraits. The app transformed the regular pictures in pencil sketches. We printed the sketches on 4x6 papers. Then we used the sketches and carbon paper to transfer the images on the popsicle sticks canvases. Finally patrons used markers to color the pictures and make them more realistic. Families enjoyed to work together on a project. One family invited both "abuelitas" to come and keep them company while they were working. They gave the family portraits to grandmas to take home. It seemed they had a good time together." - *Andreea D.*

## READING & WRITING

**Paws to Read (22 readers)** After evaluating last year's Pete the Cat: Be a Rockin' Reader, Rosemary began researching a reading to dogs program. The result is our new collaboration with a group of therapy and service dogs affiliated with Paws to Read. The group came highly recommended by the Crestwood Public Library and will be joining us monthly to help K-5 students practice their reading skills. "We had 22 readers and 16 adults attend, the children loved reading to the dogs and just petting the dogs. We had 3 dogs Hershey, Hazel, and Charlotte to read to. The dogs and the handlers were wonderful, this was a great program and I am proud to start it." *Rosemary B.*



## MOVIES, MUSIC & ENTERTAINMENT

**Mini Movin' and Groovin' (63)** "Around and around and around was the theme for this month. Our songs included walking around the circle with Hap Palmer (we laid hula-hoops on the ground and walked around them, jumped inside etc.), colors all around, streamers to "Ferris Wheel" by Laura Doherty and more. Several new families joined us for the first time." *Kathy B.*



**Family Movie: *Goosebumps 2* (16)** As part of the Spooky Saturday events, families watched this sequel based on R.L. Stine's popular series.

## STEAM & LEARNING FUN

### Adventures in Homeschooling: Antarctica (2 programs, 92 attendance)

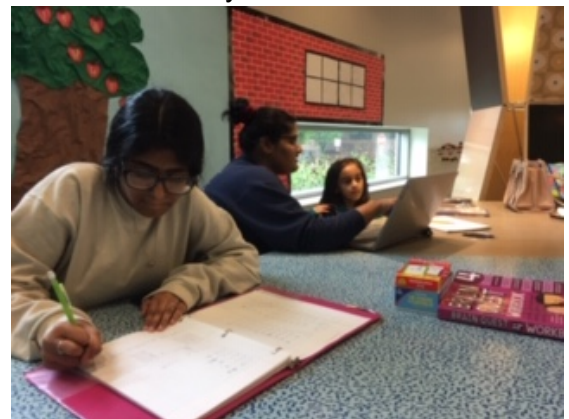


"Homeschool Antarctica was amazing. We explored certain facts such as it has one sunset and one sunrise per year. I carried a globe to describe how the earth changes seasons. In honor of the scientists that work tirelessly through the weather and atmosphere, we used the scientific method to show how quickly ice melts in either a liquid vs a solid. One mom said her son had been asking about seasons and why they happen on the way to the library that morning so holding the globe really made a difference." *Kathy B.*

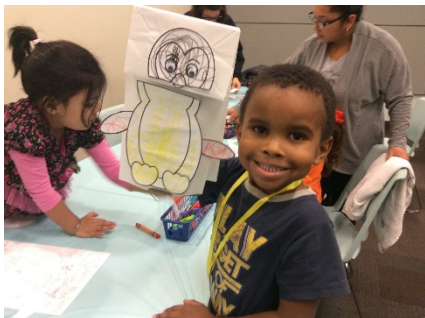
"We virtually traveled to Antarctica this month. We went all out on this one this month. We had an ice melting experiment and painting a ceramic penguin. It was fun to try a new format with the kids. We started the group ice experiment and had them observe their ice and write down their observations; next, we went to the Creativity Park and had them paint their penguin. When they came, back to meeting room A, they observed how their ice was melting and wrote their observations. Then we read the story of the Shackleton Antarctica expedition and had them observe their experiment one last time before they left. On to Ecuador!" *Debbie S.*

### A's Tutoring Club (4 programs, 13 attendance)

Though attendance varied each week, Amudha and the tutors reported progress with the children who have been attending since the program started. Math and Reading are the most frequently asked topics.



**iMake (14)** "Chris and I put out the Dash robots, gears, the light table, cord pen writers, and some building toys. The boy in the photo loved that the gears could also be wheels and essentially make a remote controlled car." *Sarah D.*



**Mini Adventures Around the World: Antarctica (2 programs, 58 attendance)** "We had the children jump on "icebergs," walk in a blizzard using a Blizzard Line, and throw snowballs into a snowman's mouth. Miss Laura read stories about Antarctica, had a puppet show, danced to fun songs, and showed everyone where Antarctica is on a map and a globe. This was a fun program, and everyone had a great time." *Rosemary B.*

**Roots: Jackie Robinson & Serena Williams (11)** The Carter family presented in place of Judith and Ernie this month. Families learned all about the first African American baseball player to play in

Major League Baseball and tennis superstar, Serena Williams, who currently holds the record for most Grand Slam titles. After the Carters' presentation, the children were excited to transform the Storytime Room into the "Fountaindale Open," and took turns playing table tennis.



### TechnoKids:

**Robo Art (14)** "In the first activity, kids used their creativity to build an art robot from household items: an electric toothbrush, a pool noodle, and markers. The goal of activity 2 was to program a robot to draw using the Pro-Bots. In activity 3, we taped a hula hoop on butcher paper. We dipped the Sphero robots in washable paint and drove them inside the circle to leave patterns on paper. Parents were very appreciative of the ideas in this program."

*Andreea D.*



### GAMING & PLAY

**Board Game Blast (10)** "Kids, parents, and grandparents stopped by and tried chess, checkers, Angry Birds Knock on Wood and Chutes and Ladders." *Sarah D.*

### Build It! (16)





**Preschool Activity Time: Sesame Street (75)** In celebration of the 50th Anniversary of the beloved show, Rosemary and Susan planned a special Sesame Street-themed Preschool Activity Time. “We had toys to play with and crafts to make. They could make a Cookie Monster headband, a Cookie Monster tissue paper face, Elmo paper bag puppet, Elmo face with construction paper, and a mask of various Sesame Street characters. We ended PSA with the parachute, everyone had a wonderful time playing and making the crafts. We had 2 adult volunteers Joni and Jamie who were wonderful.” *Rosemary B.*



**Spooky Saturday Costume Parade & Trick-or-Treating (147)** After Spooky Storytime, children came to Children’s Services to show off their costumes and trick-or-treat around the department. Four wonderful teen volunteers helped hand out candy.



## JUST FOR TWEENS

**Diez Deditos: Día de los Muertos (20)** We ended our special Latino Art & Culture series with a Día de los Muertos-themed storytime. “The



altar I have prepared for them made them very happy. They took lots of pictures in front of it. We read together a book that explains to the kids how people celebrate Día de los Muertos. For some families this information was new because not everyone celebrates this tradition. Then we danced with maracas and other instruments on traditional songs. Some parents knew the songs and sang them together. We moved to Creativity Park to do a skull craft decorated with a marigold. I enjoyed watching families working together on their craft and humming the mariachi songs.” *Andreea D.*

**Firefighter Storytime (97)** A huge thank you to the Bolingbrook Fire Department! Before Storytime, they were called to respond to an emergency, then drove directly to Fountaindale after they finished. "Lieutenant Hughes talked to the children about fire safety. After the brief presentation inside, the firefighters invited the children outside to see the fire truck. Lieutenant Hughes showed the children the fire truck and explained to them what different parts of the fire truck are used for. He also let the children go inside the truck and take pictures. All of the children that attended storytime got a safety/activity booklet, crayons, a pencil, stickers and a badge. I got a lot of positive feedback from the parents. A few parents stopped me and told me that they really appreciate the library doing such a fun and educational program for the kids. A mom stopped me and thanked me for such a fun program, she said that the library never disappoints." *Marta M.*



**Polish Storytime (4)** "Our theme this month was fall. The second story that we read was called "Ten Red Apples", which I translated into Polish. I involved the children in the reading of the story, by giving each child three animals. The children had to listen for their animal and come up to the felt board and take off one apple that their animal ate, while leaving their animal up on the board. The children enjoyed this story very much, because they were able to be part of it." *Marta M.*

**Romanian Storytime (34)** "For this program I had to put in balance the traditions from two different cultures. Halloween is not celebrated in our part of the world. However the Moldavian [families that attend Romanian Storytime] are curious about other cultures. Therefore, I selected a book about how Corduroy celebrates Halloween. I translated the book in Romanian and used the Corduroy puppet." *Andreea D.*



**Spooky Storytime & Craft (90)** Children arrived in costumes to read, dance, and play! They also made a paper bag monster puppet.

## Public Service

**Blog:** We migrated to the new blog this month. Sarah, Andreea, and Susan will continue to be regular contributors to the blog, and the rest of the CSD team will occasionally provide ideas and support. The previous blog had 208 views this month by 141 visitors.

**Ellison Dies:** We filled 2 Ellison usage requests this month.

**1000 Books Before Kindergarten:** 2 new children signed up in October, and 1 child completed this month, bringing our active participants to 340.

## Stories of the Month:

"One mom said 'I arrived from work at 6:30pm. I got my son and just told my husband that we are leaving right away to the library. My husband looked very puzzled why were we rushing to the library. I said we have to go and see Mrs. Andreea! She does a special program with music and costumes for Día de los Muertos! We don't want to miss that!' I really respect people for coming to

my programs after a day of work. This is why I always prepare my programs well because I want them to feel that their effort was well worth it.” *Andreea D.*

“A patron called one day asking for a copy of *Curious George Three Tales for a Winter's Night*. She was at the doctor's office and she was reading it to her child. Unfortunately, they didn't get a chance to finish it and called the library to see if we had it. We didn't have it and she was open to just any three Curious George books. I looked up the book on Amazon and I was able to identify what three stories were in the book that she read. I cross referenced to see if we had them and I was able to find two of the three. I wrote a post it note with this information for the patron and I gave them to Circulation as she requested them to pick them up at the drive through. Apparently, she left a voicemail on the library main line detailing how happy she was that I went above and beyond to find the exact stories in the book.” *Melisa M.*

#### From Amina Ali's report

#### Circulation Services

#### Circulation Statistics

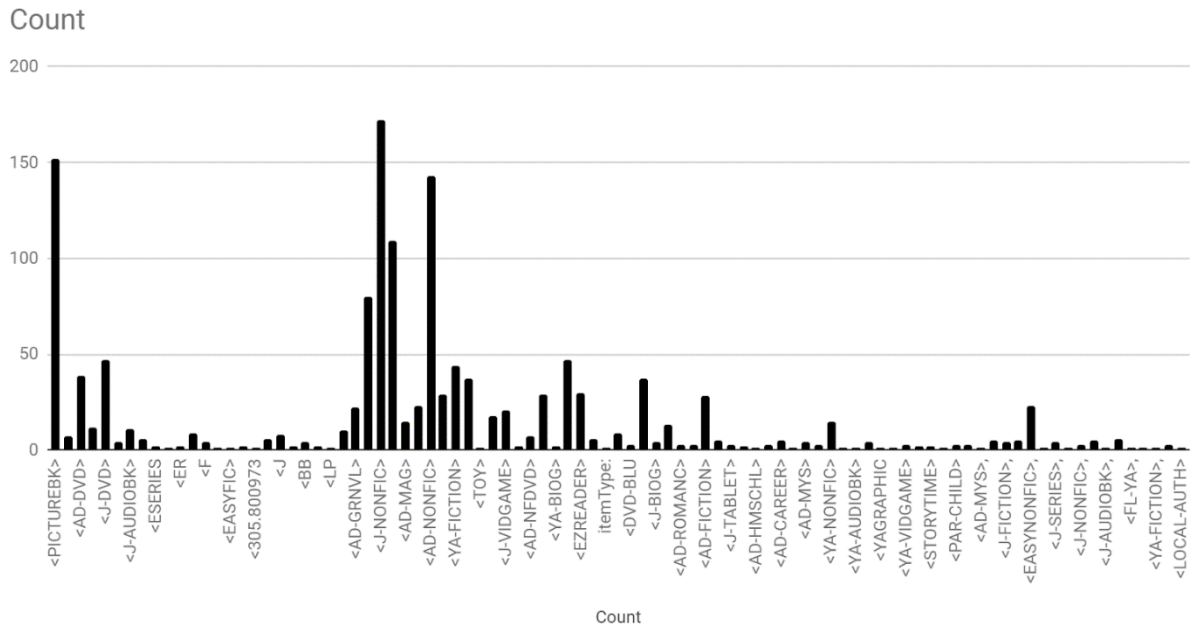
<b>New Patrons Registered</b>	<b>279</b>
<b>Holds Pulled From Shelves</b>	<b>6166</b>
<b>Incoming Rails Bins</b>	<b>264</b>

<b>Snags Resolved</b>	<b>56</b>
<b>Snags Retrieval Material Amount</b>	<b>\$1,471.65</b>

<b>Drive Up Statistics</b>		
<b>Total Visits (October 2019)</b>	<b>Previous Month (September)</b>	<b>Previous Year (October 2018)</b>
<b>743</b>	<b>739</b>	<b>790</b>

<b>Total In-House Circulation (September 2019)</b>	<b>2,130</b>
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## **Building Operations (Tasos Priovolos)**

Gerardo Marroquin joined our team as a Building Security Monitor. We are extremely happy to welcome him to our team!!

We are currently accepting applications for a Building Security Monitor.



Construction continued to the new 2<sup>nd</sup> Floor meeting room. Installation of the acoustical panels has begun, doors were installed and exterior wood paneling is now complete. Changes to the storage room walls were needed and are almost completed. We are currently waiting for updates on fire alarm devices, key-card control devices, and lighting control system from the vendor.

We added an additional row of DVD's on the 2<sup>nd</sup> Floor. This will give the additional room needed for our existing DVD collection.

New restroom signs were installed at 8 staff restrooms and 2 restrooms in the Children's Department. The Equitable Restrooms Act which begins on January 1<sup>st</sup>, requires all single-occupancy restrooms to be labeled as gender-neutral.

Tasos attended the ILA convention in Tinley Park, assisting at the ATLAS booth as a facilities expert.

The entire department assisted in setting up for the Friend's Booksale.

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

Met with Strategic Plan Liaisons to discuss our completed strategic plan goals. Building Operations goals included creating a disaster recovery plan and create a facility, fixture and equipment replacement plan.

Reviewed electrical engineers study for possibly adding vehicle charging stations in the parking lot. The building electrical system and electrical service was evaluated for current and future loads.



### **ZENDESK –**

In October, 53 new maintenance tickets were created, and 49 new or existing tickets were completed.

## **Collection Management & Technical Services (Christina Theobald)**

### **Staff Updates**

- We conducted several interviews this month for the two open CMTSD Aide positions. Two candidates were selected and will be starting in November.
- While our ILL Specialist has been on leave, Lynnette Hopwood, Jake Luce and Susan Jagiel have all pitched in to help cover interlibrary loan responsibilities. Due to their hard work, we were able to maintain lending and provided over 550 ILLs for our patrons and also lending to other libraries.

### **Continuing Education, Trainings & Orientations**

- Oct 1 – Webinar: Picture Perfect: Books for the Youngest Readers (Brett)
- Oct 2 – Webinar: Monstrously Good Titles (Lynnette)
- Oct 4 – Staff In-Service Half Day (All)
- Oct 7 – CMTSD Orientation for Erica Edwards, ATSD (Christina)
- Oct 8 – Webinar: Mad About Middle Grade (Brett)
- Oct 18 – WILIUG Conference (Christina)
- Oct 24 – ILA Conference (Chris)
- Oct 22-24 – ILA Conference (Christina, Lynnette, Jake, Brett)

## Comparison of Physical Collection Circulation

**October 2018 to October 2019**

<b>Collection Categories</b>	<b>Oct 2018 Circs</b>	<b>Oct 2019 Circs</b>	<b>Change</b>	<b>% Change</b>
Adult Audiobooks	1066	917	-149	-14%
Adult Bookmobile Collection	254	274	20	8%
Adult Fiction	4623	4479	-144	-3%
Adult Non-Fiction	4907	4523	-384	-8%
Foreign Language Adult	163	209	46	28%
Foreign Language Juvenile	795	833	38	5%
Foreign Language Young Adult	16	8	-8	-50%
Graphic Novels	2410	3138	728	30%
Interlibrary Loan	308	243	-65	-21%
Juvenile Audiobooks	444	376	-68	-15%
Juvenile Bookmobile Collection	1543	3568	2025	131%
Juvenile Fiction	4790	4635	-155	-3%
Juvenile Non-Fiction	3968	3986	18	0%
Large Print	721	733	12	2%
Local Author Collection	0	3	3	
Magazines	987	650	-337	-34%
Movies	11503	11668	165	1%
Movies - Juvenile	5629	5189	-440	-8%
Music CDs	2114	1541	-573	-27%
On-The-Fly	18	12	-6	-33%
Picture Books	10968	10302	-666	-6%
Reference	10	8	-2	-20%
STEAMboxes	43	30	-13	-30%
Studio 300 Collection	3062	3122	60	2%
Technology & Equipment	1065	1098	33	3%
Technology & Equipment - Juvenile	149	191	42	28%
Toys	146	127	-19	-13%
Videogames	1727	1652	-75	-4%
Young Adult Audiobooks	113	67	-46	-41%
Young Adult Bookmobile Collection	8	23	15	188%
Young Adult Fiction	1235	956	-279	-23%
Young Adult Non-Fiction	277	238	-39	-14%
<b>TOTALS</b>	<b>65062</b>	<b>64799</b>	<b>-263</b>	<b>-0.4%</b>

### Battle of the AV Formats

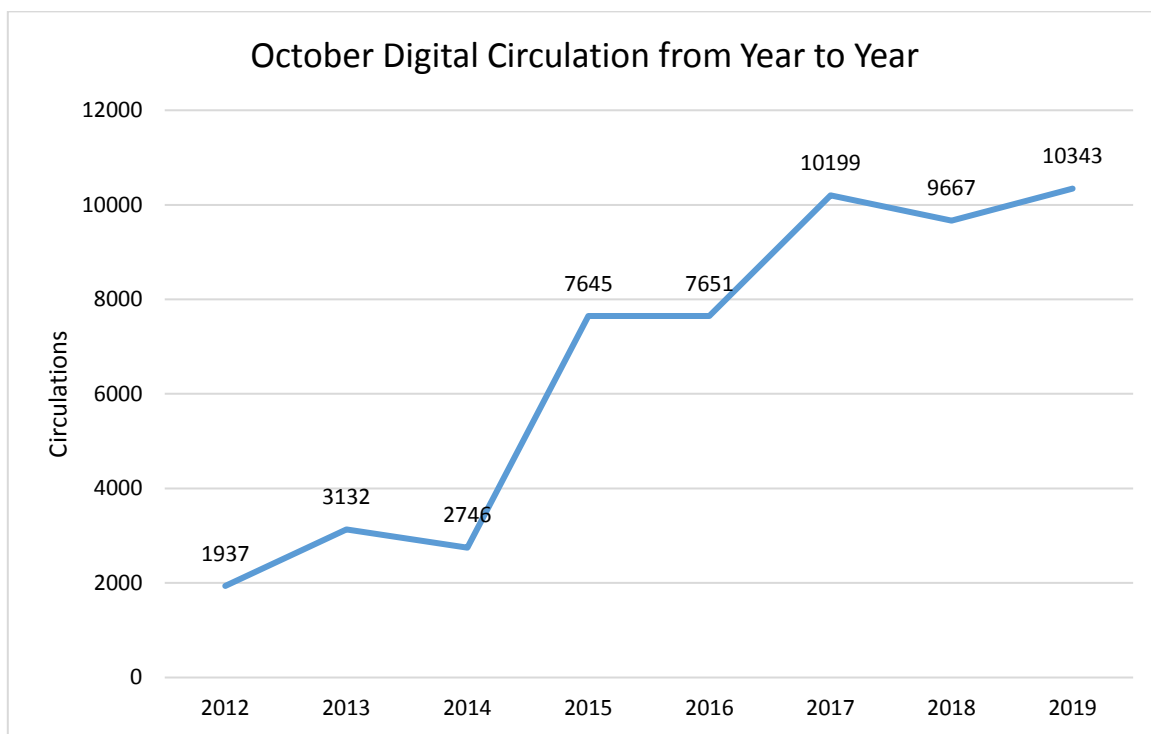
<b>Format</b>	<b>Circs</b>	<b>Format</b>	<b>Circs</b>
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Blu-ray	3,722	<b>vs.</b>	DVD	13,865
CD Audiobook	934	<b>vs.</b>	Playaway Audiobook	844

#### Special Collections

Collection	Circs
Lucky Day	1084
Mobile Hotspots	60
Dolls	64
STEAMboxes	30



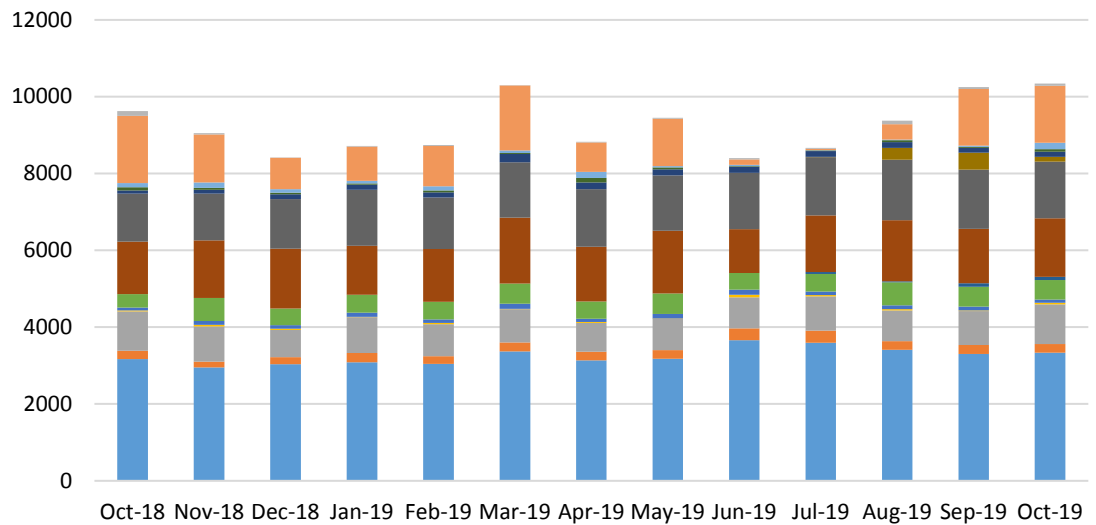
#### Comparison of Digital Collection Usage - October 2018 to October 2019

Digital Platform	Oct 2018	Oct 2019	Change	% Changed
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Hoopla	1248	1478	230	18.43%
Rbdigital eMags	344	515	171	49.71%
Freegal Music Downloads	249	405	156	62.65%
OverDrive eAudio	1333	1487	154	11.55%
PressReader	0	129	129	
Rbdigital Entertainment	0	78	78	
World Book eBooks	108	174	66	61.11%
Kanopy	83	132	49	59.04%
cloudLibrary eBooks	292	334	42	14.38%
Biblioboard	23	41	18	78.26%
OverDrive eBooks	1834	1851	17	0.93%
cloudLibrary eAudio	113	119	6	5.31%
eRead Illinois eBooks	149	153	4	2.68%
Rbdigital eAudio	78	82	4	5.13%
eRead Illinois eAudio	74	69	-5	-6.76%
Freegal Music Streaming	1123	1118	-5	-0.45%
GVRL eBooks	82	60	-22	-26.83%
cloudLibrary Shared	619	580	-39	-6.30%
BookFlix	128	61	-67	-52.34%
Tumblebooks	1748	1477	-271	-15.50%
<b>Totals</b>	<b>9628</b>	<b>10343</b>	<b>715</b>	<b>7.43%</b>

For **October 2019**, digital circulation was **13.8%** of the library's total circulation.

## Digital Collection Circulation



	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19
Book Flix	128	31	2	14	23	11	21	29	30	26	89	49	61
Tumble Books	1748	1251	813	893	1052	1687	762	1231	146	39	404	1474	1477
World Book eBooks	108	140	94	63	106	71	160	36	33	7	17	39	174
Gale Virtual Ref Library	82	52	39	33	55	25	117	44	13	12	45	21	60
Kanopy	83	101	121	139	134	212	172	164	159	153	154	128	132
PressReader										8	307	443	129
Hoopla	1248	1218	1296	1454	1339	1449	1506	1440	1467	1520	1573	1536	1478
Freegal Music	1372	1500	1553	1277	1377	1712	1423	1636	1140	1469	1591	1421	1523
RB Digital Entertainment										49	27	88	78
RB Digital eMags	344	596	438	469	456	529	449	533	432	460	599	517	515
RB Digital eAudio	78	105	89	106	91	126	86	112	137	91	98	98	82
Biblioboard	23	41	33	12	32	14	22	5	62	36	34	22	41
Cloud Library	1024	916	713	933	830	865	752	825	811	893	800	882	1033
eRead Illinois	223	152	184	241	207	231	223	224	306	311	223	235	222
OverDrive	3167	2949	3033	3083	3041	3371	3136	3175	3663	3598	3413	3299	3338

## Digital Content Fast Facts - October 2019

### Overdrive

- There were **4,818 unique users**, which is a **16.6% growth** from last October.
- **eBooks** accounted for **57.9%** of checkouts, while **eAudio** accounted for **42.1%**.
- **88%** of checkouts were for **Adult** titles, **6.9%** were for **Young Adult** titles, and **5.1%** made up **Juvenile** titles.
- During the month, Pinnacle had **8,716 active holds** and **21,675 total checkouts**.

### cloudLibrary

- There were **193 active users** in the month. **Of those, 22 are new patrons.**
- **Pay Per Use eAudio** program yielded **28 circs** from FPLD and **50 circs** from LMPL.

#### eRead Illinois/Axis 360

- There were **104 active users** for the month, **31** of which are **new users**.
- **eBooks** accounted for **68.9%** of checkouts, while **eAudio** accounted for **31%**.

#### Hoopla

- There were **1,476 total circs** borrowed by **375 patrons**. The **average number of circs was 3.9 circs** per patron, with 46 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **55%** of all circs, followed by **eBooks with 17%**, **Movies/TV** with 14%, and **Comics** with **8%** of circs.
- **Adult Fiction** was the most borrowed category, accounting for **51%** of all circs, followed by **Adult Non-Fiction** with **29%** and **Juvenile Fiction** with **14%**.

#### Kanopy

- The **most popular videos** in October were: *The Florida Project* and *Day of the Dead*
- Our patrons played **132 distinct video titles** and **289 video plays**.
- The site was **visited 879 times** and received **1,175 page hits**.
- There were **40 active users**, of which 2 used all 10 video plays.

#### Freegal

- This month yielded **405 music downloads** and **1,118 songs streamed**.
- The month's top **streaming music genres**: Pop, Classical, Rock, Alternative, World Music, R&B
- The month's top **downloaded music genres**: Pop, Classical, Rock, and R&B

#### PressReader

- Top titles: *Chicago Tribune*, *Los Angeles Times*, and *The Guardian*

#### **Physical Items Added and Withdrawn**

<b>Physical Items</b>	<b>Oct 2019 Added</b>	<b>Oct 2019 Withdrawn</b>
Adult Audiobooks	75	0
Adult Bookmobile Collection	106	2
Adult Fiction	787	1
Adult Non-Fiction	681	37
Foreign Language Adult	53	2
Foreign Language Juvenile	61	2
Foreign Language Young Adult	0	0
Graphic Novels	209	12
Juvenile Audiobooks	18	46
Juvenile Bookmobile Collection	146	386

Juvenile Fiction	359	788
Juvenile Non-Fiction	206	12
Large Print	124	33
Local Author Collection	1	0
Magazines	293	1089
Movies	390	582
Movies - Juvenile	120	2
Music CDs	117	88
Picture Books	482	55
Reference	11	0
Studio 300 Collection	7	110
Technology & Equipment	8	5
Technology & Equipment - Juvenile	0	1
Toys	21	0
Videogames	44	238
Young Adult Audiobooks	5	6
Young Adult Bookmobile Collection	11	0
Young Adult Fiction	186	1488
Young Adult Non-Fiction	28	0
<b>TOTALS</b>	<b>4549</b>	<b>4985</b>

### Acquisitions

- Purchase Orders created and released: 81
- Purchase Orders closed out and received: 65
- Invoices Paid: 257

### Processing & Repair

- New cases: 139
- RFIDs/Stingrays: 53
- Repairs: 97
- New artwork: 17
- Stolen: 5 reports (16 items)
- Disc repairs: 170
- Processed (spine & pocket): 2725
- New stickers: 1037
- Discard& de-processing: 3237
- Playaway battery covers: 3
- Call no. changes: 146

### Interlibrary Loan

<b>248</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 207 items from IL libraries</li> <li>• 41 items from out of state libraries</li> </ul>
<b>310</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 163 to IL libraries</li> <li>• 140 to out of state libraries</li> <li>• 7 to XYZ libraries</li> </ul>
<b>454</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 439 submitted in OCLC</li> <li>• 9 items were too new to request</li> <li>• 6 were available in Pinnacle</li> <li>• 9 were out of country only</li> <li>• 4 XYZ Patrons</li> </ul>
<b>429</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 221 from IL libraries</li> <li>• 206 from out of state libraries</li> <li>• 2 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%	11,400 Up 640 items 9.87%	4,195 Down 1,191 items 16.52%	14,209 Up 186 items 13.02%	30,250 Down 1,637 items 11.79%
<b>Collection Check</b> - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	251 Up 15 items 2.2%	708 Down 210 items 23.57%	1,070 Up 137 items 8.49%	2,224 Down 58 items 7.57%
<b>Grubby</b> - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	10,326 Down 81 items 8.94%	902 Up 8 items 4.96%	12,286 Down 485 items 10.81%	23,587 Down 558 items 9.49%
<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. US average 16%	2,086 Up 79 items 15.39%	593 Up 24 items 29.78%	1,248 Down 15 items 17.01%	3,918 Up 88 items 17.12%
<b>Turnover</b> October 23, 2018 to October 21, 2019	2.11 Turnover	1.85 Turnover	2.64 Turnover	2.33 Turnover

#### NextReads Newsletters

<b>Subscribers</b>	12 New	7 Unsubscribed	5 Bounced
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<b>Newsletters</b>	<ul style="list-style-type: none"> <li>• 395 Items clicked open</li> <li>• October 2019 Movies highest clicks (284!!)</li> </ul>	24.89% Mobile Views	75.11% Desktop Views
<b>Emails</b>	<ul style="list-style-type: none"> <li>• 1,241 Sent</li> <li>• 36.73% opened</li> </ul>	Highest Subscribers - New York Times Fiction Bestsellers (90)	Highest Unique Opens – Mystery 29 opens

## Displays

### Lobby Tree

- Football (36)
- Strange but True (92)

### Lobby Display

- Staff Picks (246)

### 2<sup>nd</sup> Floor

- Hallmark
- Halloween

### 3<sup>rd</sup> floor self-check

- Paranormal Graveyards

### Holiday

- Hair Raising Tales (19)
- Happy Birthday Sesame Street (9)
- Fire Fighters (34)
- 1000 Books Before Kindergarten (102)
- Spooky Scary Movie Time (356)
- Creep Creatures (36)
- Ghouls Galore (105)

### Yellow Wall

- Step Into Reading (196)

### Lobby Popup

- Paws/Claws to Read (110)
- Adoption (15)









## Communications General Updates

- The 50<sup>th</sup> anniversary Library Card Design Contest public voting ended. These are the winning designs that will be available in January.



- Melissa and Steven trained all of our bloggers on WordPress and officially merged all of our external blogs into one blog on our website: [fountaindale.org/blog](http://fountaindale.org/blog).
- Melissa and John applied for the Google for Nonprofits Grant to receive \$10,000/month in free Google advertising money. They set up a free trial with Koios to manage this project.
- Melissa presented *Marketing Plans 101* with Addison and Palatine libraries at the ILA Conference.
- Steven is serving as a chair on the Beanstack User Group, which launched to the public in late October.
- Sabrina designed an attractive 50<sup>th</sup> anniversary emblem, a new four-page [annual report](#) and completed the design work for the juvenile DVDs and Blu-ray divider labels.



## 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 3,454 completed surveys.
  - The most frequent way people hear about our programs is via the website (45.25%) and *The Fountain* newsletter (35.03%).

### **Social Media Paid Ads**

- The Library Card Design Contest Public Voting paid ad ended. The ad ran October 14–28. We spent \$15, which reached 667 people and had 119 post engagements.

### **Social Media Metrics**

- Facebook Metrics
  - 41 new people liked our page
  - 1,265 people viewed our page
  - 50,025 people saw our content
    - 23,328 people saw our content because a friend shared, liked or engaged with it
  - 3,388 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
  - 5 new followers
  - 68 page views
  - 9,414 tweet impressions
- Instagram Metrics
  - 16 new followers
  - 452 post likes

### **Email Marketing Metrics**

- 10 emails sent
  - This includes weekly blog round-up emails sent to subscribers
- 196 new subscribers
  - This includes blog subscribers that were moved over to our email list
- Average open rate: 48.42% (industry average is 19.85%)
- Average click rate: 24.28%

### **Finance (Jennie Nguyen)**

- **Bond** – Worked throughout the month providing and preparing information to and from PMA in preparation of the bond sale scheduled in November 2019.
- **Publication** – Prepare the Maintenance Ordinance for publication according to the legal timeline.
- **FOIA Requests** – The Library received two FOIA request within the month of October. The Finance team worked in correlation with the Building Operation Manager, Tasos Priovolos, to complete FOIA request from the Village of Bolingbrook. The Library also provided the purchase order report for our quarterly FOIA request from SmartProcure organization.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations.
- **Finance Forms** – Worked to update the purchasing and expense form templates which will be updated on the intranet with instructions.

## **Human Resources (Lea Pottle)**

### **Staffing and Recruiting**

#### *Open Positions:*

- Adult Services Programming Librarian
- Building Security Monitor ( 1 positions )
- Children's Services Specialist
- Circulation Services Aide
- Circulation Services Specialist
- CMTSD Aide ( 2 positions )
- Finance Specialist ( 2 positions )

#### *New Employees:*

- McKayla Braid, Studio Services Specialist, 10/14
- Gerardo Marroquin, Building Security Monitor, 10/28

#### *Change in Status:*

- Patrick Clemens, Studio Services Specialist, change from part-time to full-time, 10/6

#### *Departures:*

- Anabel Garcia Silva, Building Security Monitor, 10/4
- Adam Montes, Finance Specialist, 10/10
- Sabah Siddiqi Sayeed, Finance Specialist, 11/1
- Maureen Garzaro, Adult Services Programming Librarian, 11/3

### **ILA 2019 Annual Conference;**

Participated/Presented in panel discussions; Lea  
Change of Direction or Course Correction?  
Staff Morale - Boost NOT Bust!

### **Information Technology (John Matysek)**

- During the month of October 89 new help desk tickets were created by FPLD staff, and 88 new or existing tickets were solved by IT staff.
- Worked with vendor Cisco to upgrade the network firewall appliance and associated command center to the recommended versions to correct a known bug that has caused issues with remote VPN access to the library network.
- Along with Tasos Priovolos, worked with vendor Bibliotheca to complete an on-site survey for new replacement RFID security gates at the front entrance.
- Met with vendor ITsavvy for a kickoff meeting for the project to upgrade the library servers Windows operating system, VMware virtual environment, and physical server firmware/software to current versions.
- Met with vendor CallOne for an annual account review.
- Along with Melissa Bradley and Steven Ford, worked with vendor Warren Greely to troubleshoot and resolve an issue with the library district boundary Google Map embedded on the library website.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed reimaging all of the Studio 300 iMac computers with updated versions of the macOS and various new and existing software programs as requested by Studio staff.
- Along with Tasos Priovolos, worked with vendor Pace Systems to replace the Ethernet cable to one of the wireless access points mounted in the lobby ceiling to resolve a connectivity issue negatively affecting patron and staff wireless access.
- Along with Melissa Bradley, met with vendor Koios to setup the necessary accounts to apply for a Google for Non Profits Ad Grant.

October 2019 District Statistics						Population Total		67683													
Total Circulation Statistics		75,142		Reading Programs		Adult		Teen		Children		Outreach		Total		Website Visits		Total Facebook Likes			
Building/Driveup		58,303		Reading Programs Offered		0		1		1		0		2		29,514		4,332			
Bookmobile		6,496		Reading Members		0		479		340		0		819		Proctoring		Total Twitter Followers			
Digital		10,343		Summer Reading		0		0		0		0		0		16		815			
				Summer Reading Members		0		0		0		0		0		Faxes Sent		Total Instagram Followers			
				Collections Totals				Population Served		Building		Outreach		Total		619		948			
Interlibrary Loan Requests				New Physical Items		4,549		Total Visits		34,010		2,112		36,865		Scans Sent		Total eNews Subscribers			
Items Received for our Patrons		248		New Digital Items		1,365		New Cardholders		279		0		279		4,625		4,858			
Items Sent to other Libraries		310		Collection Total		436,074		Active Cardholders		24,271		104		24,375		Pages Printed		COHS Students Enrolled			
				% Served				All cardholders **		48,311		Drive through visits		743		19,910		5			
In-house checkins (Not part of total circ)		2130		Active cardholders		36.01%		Computer and Internet Sessions										Monthly Wireless Sessions			
				All cardholders		71.38%		Studio 300		Children's		Vortex		Lab/Commons		Total					
								181		1,048		478		3,274		4,981		20,704			
Public Use of Meeting Rooms		S300 Audio Booths		Studio 300 GCRs		S300 Video Suites		Meeting Room A, B & Board Room		Study Rooms		Free Standing Book Drop Return Totals									
Number of events/uses		205		42		14		41		446		Building Front		Building Rear		Church		Ashbury's			
Attendance		273		79		21		489		736		3,634		3,775		1,367		397			
		Programs Adults										Programs Teens						Mobile App Downloads			
Programs		Adult/Teen Staff		Outreach Staff		Studio 300 Staff		Total		Adult/Teen Staff		Outreach Staff		Studio 300 Staff		Total		IOS: 3,806			
Numbered offered		46		5		39		90		40		0		0		40		Android: 928			
Attendance		622		174		179		975		743		0		0		743					
Programming hours		70		10		45.5		125.5		84		0		0		84					
		Programs Children										Passive Programs for Teens						Total Offered			
Programs		Children's Staff		Outreach Staff		Studio 300 Staff		Total		Adult/Teen Staff		Outreach Staff		Studio 300 Staff		Total		365			
Numbered offered		73		148		4		225		16		0		0		16		Total Attendance			
Attendance		2,202		4,497		49		6748		644		0		0		644		8,584.5			
Programming Hours		53.5		115.5		4.5		173.5		X		X		X		X		Total Programming Hours			
		Passive Programs for Children										Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages									
		Children's Staff		Outreach Staff		Studio 300 Staff		Total		Building		Offsite		Virtual		Total					
Numbered offered		141		0		0		141		7		0		3		10					
Attendance		550		0		0		550		75		0		44		119					
Programming hours		X		0		0		X		10		0		782		792					
Questions		Studio 300		Circulation		ATSD		Outreach		CSD		Other		Unique Chat		Total					
Reference Total		225		134		1,119		1,512		1,319		16		105		4,430					
Directional		9		557		1,239		98		1,573		0		0		3,476					
One on One Assistance		54		28		64		0		4		0		0		150					
Comparison to Previous Year		This Year		Last Year		% change		Comparison to Previous Year		This Year		Last Year		% change							
Circulation		75,142		74,690		0.61%		Reference Questions		4,430		4,296		3.12%				*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			
Visitors		36,865		37,629		-2.03%		Computer Usage		4,981		6,327		-21.27%							
Card Holders		24,375		25,302		-3.66%		Wireless Sessions		20,704		18,954		9.23%							
Room Bookings		748		713		4.91%		Program Attendance*		8,584		14,055		-38.93%							

## Conference / Event Report Form

**Name**

\_Kathryn

Spindel\_\_\_\_\_

\_\_\_\_\_

**Position**

\_\_\_\_Trustee\_\_\_\_\_

\_\_\_\_\_

**Conference / Event Attended**

\_\_Illinois Library Association Annual

Conference\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_10-24-

2019\_\_\_\_\_

—

**Location**

\_\_Tinley Park Convention

Center\_\_\_\_\_

—

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

\_"Not all Shifts are Seismic: Thoughtful Advocacy for Cumulative Impact and Success"

Trustee Exhibits Break

"Tips for Advocating to Legislators from Legislators"

Trustee Luncheon and ILA Trustee Forum Meeting

"Local Elections and the Library – Enhancing the Library's Image During the Local Election Cycle"

\_\_\_\_\_  
\_Thank You for this opportunity to attend this conference.

Respectfully submitted 10/29/2019

Kathy

Spindel

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## Conference / Event Report Form

**Name**

Steven Prodehl

**Position**

Secretary of the Board

**Conference / Event Attended**

ILA Annual Conference – Trustees Day

**Date**

October 24, 2019

**Location**

Tinley Park Convention Center

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

Not All Shifts are Seismic

Tips for Advocating to Legislators from Legislators

Local Elections and the Library

A Mock Board Meeting of the Kleintown Public Library

**Highlights of Conference / Event**

Listening to the tips from State Senator McGuire and Senator Hastings was interesting and informative. I also enjoyed the Mock Board Meeting. I learned that you should never answer your phone or even look at a text on your phone during a Board Meeting, even if it is from you're your wife. The conversation/text could be required to be disclosed to anyone making a FOIA request.



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# Fine Free

How Eliminating Fines Would  
Benefit the Fountaindale Public  
Library District Community

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# Fines vs. Fees

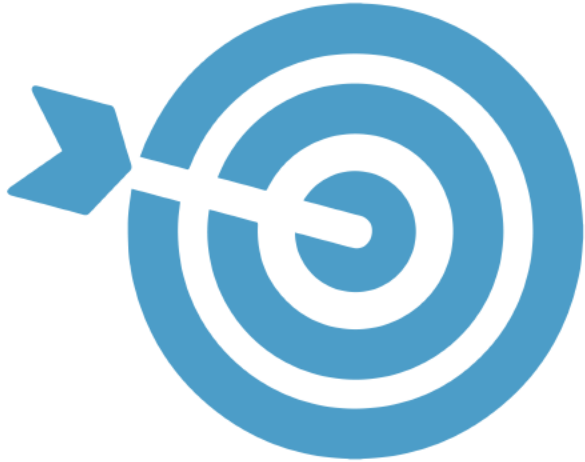
## FINE

- Fines are charged for an overdue material that has been returned
- Fine conversations consume significant staff time

## FEE

- Fees are charged for lost or damaged materials
- Fees are paid for services including copying, printing, faxing and Maker Lab creations

# Why Eliminate Fines?



**STAY TRUE TO  
OUR MISSION**



**POTENTIALLY INCREASE  
CIRCULATION**



**CREATE GOODWILL  
WITH PATRONS**

# Less than 1%

of our annual revenues comes from collecting fines

# The Impact of Fines

19,108

cardholders have  
fines on their account

4,314

cardholders owe \$20 or  
more and are **blocked**

"The Library eliminated overdue fines for items checked out on children's cards in 2016 and saw an increase in borrowing and library use among children."\*

– Linda Devlin  
Director, Camden County Library System

[In four months], 22% of customers who had fines forgiven have re-engaged with the library in some form—that's 23,000 customers being welcomed back into our spaces."\*

– Michelle Jeske  
Librarian, Denver Public Library

# How Fines Add Up

## CHILDREN MATERIALS EXAMPLE

**20 Picture Books + 1 Playaway  
Launchpad @ 7 Days Overdue**

20 Books @ \$0.10/day = \$14.00

1 Launchpad @ \$1/day = \$7.00

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**TOTAL = \$21.00 in Fines**  
**ACCOUNT BLOCKED**

## ADULT MATERIALS EXAMPLE

**10 DVDs + 3 Video Games  
@ 7 Days Overdue**

10 DVDs @ \$0.10/day = \$7.00

3 Video Games @ \$1/day = \$21.00

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**TOTAL = \$28.00 in Fines**  
**ACCOUNT BLOCKED**

# The Impact of No Fines



**HIGHER  
CUSTOMER  
SATISFACTION**



**INCREASED  
LIBRARY ACTIVITY**



**MORE  
LIBRARY  
CARDS**



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# **What Are Other Pinnacle — Libraries Doing? —**

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# Lemont Public Library

- Made juvenile materials fine free for 2019 Summer Reading Program
- Received great feedback
- Extended fines free initiative indefinitely



# Joliet Public Library

- Made all materials fine free for summer
- Received great feedback
- Some patrons donated what they would have paid for fines to the Friends of the Library



# Shorewood-Troy Public Library District

- Made juvenile materials fine free in January 2018
- Noticed an **increase** in circulation numbers



# White Oak Library District

- Made juvenile materials fine free in May 2019
- Received all positive feedback



# Other Chicago-Area Fine Free Libraries

Addison Public Library

Algonquin Area Public Library

Chicago Public Library

Ela Area Library

Fremont Public Library

Indian Trails Public Library

Oak Park Public Library

Warren-Newport Public Library

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# Addressing Concerns

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# **Concern #1: Will Patrons No Longer Return Materials?**



Chicago Public Library says 240% increase in book returns since Lightfoot eliminated fines, will add Sunday hours in 2020\*

- When libraries move from charging fines to limiting borrowing access, materials come back quicker
- Fremont Public Library noticed the total number of days materials were out **decreased** overall

## **Concern #2:**

# **Will Popular Materials Never Be Available?**

- Libraries that have gone fines free have not experienced this
- Fremont Public Library reported the number of days patrons had to wait for a hold remained the same
- Our Lucky Day Collection has introduced almost double the copies of popular materials available to our community



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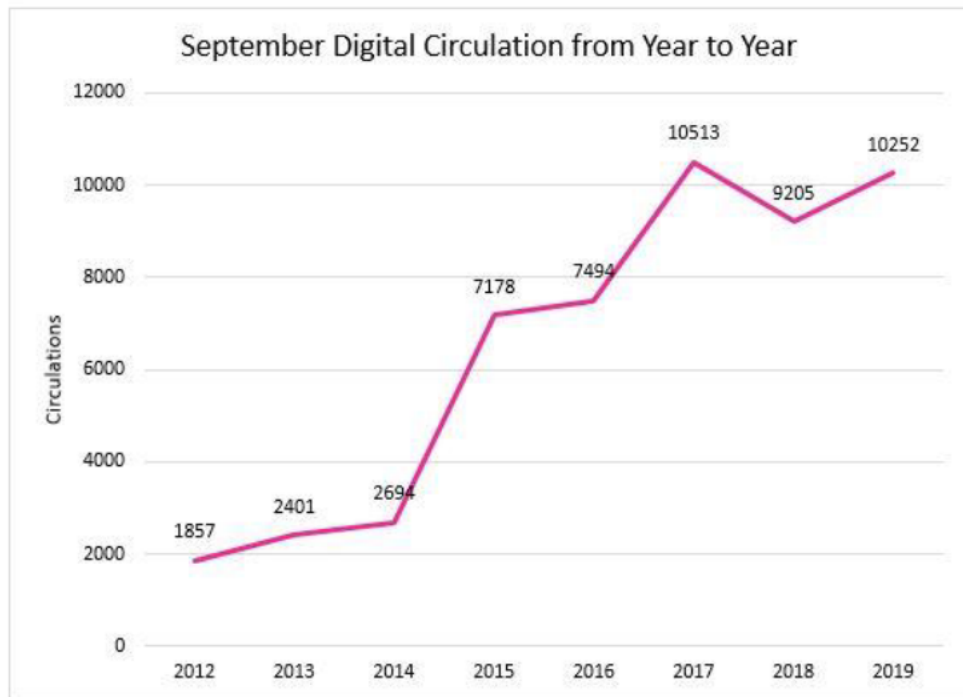
# Let's Make Fountaindale Fine Free

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# Patrons Already Enjoy Fine Free Digital Materials

- Digital content has always been fine free because of automatic returns
- Digital content circulation has steadily increased since 2012
- **14%** of our total circulation in September 2019 was digital



# Our Proposal

- Celebrate our 50th anniversary by **eliminating fines** for overdue materials in **2020**
- Remove all previous fines on patron accounts
- Keep in place fees for lost materials

# Our Process



**CHANGE THE  
CONVERSATION**



**SEND  
NOTIFICATIONS**



**SUSPEND  
PRIVILEGES**



**BILL OVERDUE  
MATERIALS**

# Our Process



**CHANGE THE CONVERSATION:** Engage with patrons about materials and services instead of fines



**SEND NOTIFICATIONS:** Notify patrons three days before/after item is due/overdue

- *Currently we notify at seven days overdue*



**SUSPEND PRIVILEGES:** Block patron's card after an item is 14 days overdue

- *Currently we block at 28 days*



**BILL OVERDUE MATERIALS:** Bill at 28 days overdue

- Send to collections at 42 days overdue if more than \$24.99 is owed



# Our Timeline



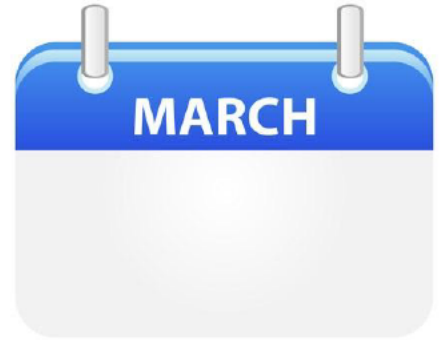
## **SOFT ROLLOUT**

Stop charging fines  
for overdue  
materials



## **SOFT ROLLOUT**

Clear fines (not fees)  
from accounts and  
notify patrons



## **PUBLIC CAMPAIGN**

Announce we're  
**fine free** to the  
world