

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
January 16, 2020 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room (2nd Floor)

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – December 19, 2019
 - b. Executive Session – December 19, 2019
5. Employee Recognition
 - a. Ann Burkiewicz – 20 years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval to Seek Requests for Proposals for Audit Services
 - b. Approval to Seek Requests for Proposals for Multi-Function Duplicating Devices and Services
 - c. Approval of Revised Anti-Harassment and Anti-Discrimination Policy Section for the Employee Handbook
 - d. Approval of Revised Use of Staff Library Accounts Section for the Employee Handbook
 - e. Approval of Request to Travel for Trustees to 2020 American Library Association Annual Conference in Chicago, IL – June 25-30, 2020
 - f. Approval of Request to Travel for Trustees to 2020 Illinois Library Association Legislative Meet-ups
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – January, 2020
 - b. Bills Payable Report – January, 2020
13. Director's Report – January, 2020
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Personnel
16. Announcements
17. Adjournment

January 2020 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval to Seek Requests for Proposals for Audit Services

Our five year agreement with Lauterbach & Amen for Audit Services has been completed. Our recommendation is to request proposals for audit services and bring back a recommendation later this Spring.

Suggested Motion: Motion to approve to seek Requests for Proposals for Audit Services.

b. Approval to Seek Requests for Proposals for Multi-Function Duplicating Devices and Services

Our current agreement with Konica Minolta for copiers and printers is coming to an end this Summer. Our recommendation is to request proposals for these services and bring back a recommendation later this Spring.

Suggested Motion: Motion to approve to seek Requests for Proposals for Multi-Function Duplicating Devices and Services.

c. Approval of Revised Anti-Harassment and Anti-Discrimination Policy Section for the Employee Handbook

This draft revision of this section of the employee handbook includes the following changes:

- Added a section which states that any employee's behavior that fits the definition of harassment is a form of misconduct which may result in disciplinary action up to and including termination. Harassment also could subject the District and, in some cases, an individual to substantial civil penalties.
- Changed the amount time in which an IDHR (Illinois Department of Human Rights) complaint must be filed from within 180 days to 300 days.
- Added a section which states that contact information for the Illinois Department of Human Rights (IDHR), Illinois Human Rights Commission (IHRC), and the United States Equal Employment Opportunity Commission (EEOC) can be found on the Fountaindale Public Library District's staff intranet and posted on the bulletin board in the staff lounge.

Our attorney was consulted with this draft as well.

Suggested Motion: Motion to repeal the existing Anti-Harassment and Anti-Discrimination Policy Section in the Employee Handbook and to approve the revised Anti-Harassment and Anti-Discrimination Policy Section for the Employee Handbook.

- d. Approval of the Use of Staff Library Accounts Section for the Employee Handbook

With the approval of the revised Circulation Policy, this section of the employee handbook is being edited to remove wording regarding fines on staff library accounts.

1. Remove the wording “with the exception that employees do not accumulate fines for overdue material”.
2. Clarification that the District Circulation Policy applies to all staff accounts.

Our attorney has reviewed this draft.

Suggested Motion: Motion to repeal the existing Use of Staff Library Accounts section of the Employee Handbook and to approve the revised Use of Staff Library Accounts section for the Employee Handbook.

- e. Approval of Request to Travel for Trustees to 2020 American Library Association Annual Conference in Chicago, IL – June 25-30, 2020

This action is required in order for trustees to attend the ALA Annual Conference this year.

Suggested Motion: Motion to approve the requests to travel for Trustees to the 2020 American Library Association Annual Conference in Chicago, IL – June 25-30, 2020.

- f. Approval of Request to Travel for Trustees to 2020 Illinois Library Association Legislative Meet-ups

This action is required in order for trustees to attend the ILA Legislative Meet-ups this year.

Suggested Motion: Motion to approve the request to travel for Trustees to the 2020 Illinois Library Association Legislative Meet-ups.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD DECEMBER 19, 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, December 19, 2019 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

Trustee Marcelo Valencia

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Nancy Korczak, Lea Pottle, Amina Ali, Marianne Thompson, Jeffrey Fisher, Joyce Arellano, Jake Luce, Melissa Luce, Sarah Dolley, Carolyn Boyer, and Marleigha Evans.

PUBLIC PRESENT

The following public was present: Jorge Ortiz, Peter Thompson, Eric Thompson, Cory Dolley, Matt Lennon and Aria Lennon.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – December 19, 2019

The minutes of the board meeting held December 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, Newell, Bermejo, Danhof
NAYES: None
ABSENT: Valencia

EMPLOYEE RECOGNITION

President Danhof recognized Juanita Lennon for her ten years of service and presented her an award. Danhof also recognized Sarah Dolley for her 15 years of service and presented her with an award.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett was ill and unable to attend the meeting.

NEW BUSINESS

Approval of Proclamation Recognizing and Honoring the Career of Marianne Thompson After 30 Years of Service

President Danhof and Vice President Kalnicky presented Marianne Thompson a proclamation honoring her.

A motion to approve the Proclamation recognizing and honoring the career of Marianne Thompson after 30 years of service was made by Kalnicky, seconded by Spindel.

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

Approval of Revised Capital Assets Replacement and Improvement Plan for Special Reserve Fund

Jorge Ortiz from Tria Architecture discussed the new Capital Assets Replacement and Improvement Plan that was created for the library. This plan will serve as a guide for the next 20 years. Mills discussed how this plan also incorporates work from IT Savvy to incorporate needed network and related improvements as well.

A motion to repeal the existing Capital Assets Replacement and Improvement Plan and to approve the revised Capital Assets Replacement and Improvement Plan for the Special Reserve Fund was made by Newell, seconded by Spindel.

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

Approval of Revised Circulation Policy and Revised Circulation Policy Appendix 1 and Appendix 2

Mills discussed that the main change to this policy and the two appendices was to make them fine free. Other changes related to going fine free have been incorporated as well.

A motion to repeal the existing Circulation Policy and Circulation Policy Appendices 1 and 2 and approve the revised Circulation Policy and Circulation Policy Appendices 1 and 2 was made by Kalnicky, seconded by Newell.

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

Approval of Revised Studio 300 Policy

Mills discussed that the main change to this policy was to make it fine free. Another key change was to emphasize the do it yourself aspect of Studio 300's maker capabilities.

A motion to repeal the existing Studio 300 Policy and to approve the revised Studio 300 Policy was made by Prodehl, seconded by Newell.

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

Approval of Change Order #1 for Outreach Bookmobile

Mills discussed that the key changes in this order were the removal of the carpet runners and the task chairs and the addition of more interior lighting. The carpet runners and the task chairs will instead be provisioned through our regular library suppliers.

A motion to approve Change Order #1 for the Outreach Bookmobile for \$755 was made by Newell, seconded by Spindel.

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

Approval of Request to Travel for Trustees to 2020 Illinois Library Association Trustee Forum Workshop – March 14, 2020

A motion to approve the request to travel for Trustees to the 2020 Illinois Library Association Trustee Forum Workshop on March 12, 2020 in Oak Brook was made by Newell, seconded by Spindel.

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

LIBRARY PROJECTS

Approval of Business Office Systems Proposal for Furniture for the 3rd Floor

This proposal from Business Office Systems would provide additional tables and chairs that would be used by our patrons on the 3rd Floor. The cost of this proposal is \$15,293.93. The Building Fund has approximately \$10,700.

A motion to approve the Business Office Systems Proposal for Furniture for the 3rd Floor to be paid from the Building Fund and the remainder not covered by the Building Fund from other funds was made by Spindel, seconded by Kalnicky.

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

CORRESPONDENCE

The Bolingbrook Chamber of Commerce Annual State of the Village Luncheon will be on Thursday, January 16, 2020 at the Bolingbrook Golf Club at noon.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – December, 2019

Bills paid for the month of December in the amount of \$56,296.49 was presented for approval. Motion to approve was made by Spindel, seconded by Bermejo.

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

Bills Payable Report – December, 2019

Bills payable for the month of December in the amount of \$215,576.26 was presented for approval. Motion to approve was made by Kalnicky, seconded by Spindel.

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

DIRECTOR'S REPORT – December, 2019

Director Mills reported that the Meeting Room C renovation has been completed. During the final walk through with the contractor, a few things were identified including a few issues with the carpeting and related trim. A missing acoustical panel should be delivered next week. Meeting Room C will be available to patrons in January.

Mills also introduced Joyce Arellano, Children's Services Manager and Amina Ali, Circulation Manager.

UNFINISHED BUSINESS

Approval of Final Approval of Request to Travel for Trustees to 2020 American Library Association Midwinter Meeting in Philadelphia, PA – January 24-28, 2020

A motion for final approval of the request to travel for Trustees to the 2020 American Library Association Midwinter Meeting in Philadelphia, PA during January 24-28, 2020 was made by Kalnicky, seconded by Bermejo.

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

REPORTS

Building – None.

Finance – None.

Strategic Plan – None.

Personnel – None.

ANNOUNCEMENTS

Trustee Newell invited the Board to attend the Coretta Scott King Awards Breakfast in Chicago at 6 a.m. in June, 2020.

Newell also shared that she is the new pastor at Greenleaf Church.

EXECUTIVE SESSION

A motion was made by Spindel, seconded by Kalnicky, to enter Executive Session at 7:55 p.m. for 5 ILCS 120/2 (c) (21) “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.” and Litigation 5 ILCS 120/2 (c) (11) “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

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

A motion was made by Kalnicky, seconded by Newell, to return to Open Session at 8:07 p.m.

OPEN SESSION

Approval of Report on Review of Closed Meeting Minutes

The Board reported that they will keep all closed meeting minutes closed.

A motion to approve the report on review of the closed meeting minutes was made by Kalnicky, seconded by Bermejo.

AYES: Kalnicky, Spindel, Newell, Bermejo, Danhof

NAYES: Prodehl

ABSENT: Valencia

ADJOURNMENT

A consensus was taken and the Board adjourned at 8:12 p.m.

Approved: _____
Steven J. Prodehl, Secretary

Margaret J. (Peggy) Danhof, President

Fountaindale Public Library District

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Audit Services Request for Proposals

The Fountaindale Public Library District (FPLD) will accept proposals from Certified Public Accounting firms to provide audit services for our District. Visit www.fountaindale.org to view this document online.

Description of the Fountaindale Public Library District

The Fountaindale Public Library District (“the District”) was established as a tax-supported public library in 1970 and currently serves a population of approximately 68,000, serving most of the population of the Village of Bolingbrook. The District is governed by an elected board of seven trustees, all residents of the District, and administered by an Executive Director.

The District provides general library services, *viz.*, circulation, reference, reader’s advisory, programming, and outreach; as well as ancillary services, such as meeting rooms, computers, wireless hotspot, photocopiers, and voter registration. The District contracts out for janitorial services, building maintenance services, legal services, engineering services, accounting services, as well as supplemental planning services.

The primary source of funding for the District is a property tax in perpetuity. The District has a June 30 fiscal year end, with a requirement to file an Audit Report and Annual Financial Report with the Illinois State Comptroller and Will County Clerk within 180 days after fiscal year end (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1). A copy of the District’s most recent audited annual financial statement is available on our website at www.fountaindale.org.

Service to Be Performed

Your proposal is expected to cover the completion of the audit of the District’s annual financial statement in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report with the Comptroller and will include meetings with the District’s Administration team and/or Board of Trustees as necessary.

In addition to the above services, the proposal is expected to cover a management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency. The auditor shall also be responsible for performing certain limited procedure involving required supplementary information required by the Governmental Accounting Standards Board as mandated by general accepted auditing standards. This includes, but not limited to, actuarial services for the GASB Statement 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, reporting requirements. Also, it should cover the firm’s availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

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Term of Engagement

A single-year contract for fiscal year 2020 is contemplated. It is the intent of the District's board of trustees to continue its relationship with the auditor for up to five years, subject to the annual review by the board.

Relationship with Current Auditor

These services have been provided by Lauterbach and Amen since 2015. However, as part of good fiscal practices, we are seeking proposals at this time to determine cost from other firms. In preparing your proposal, be advised that management will give permission to contact the current auditor.

Other Information

Working Papers

The working papers shall be retained for at least five years. The working papers will be available for examination by authorized representatives of the State of Illinois, and, if required, the cognizant federal audit agency and the General Accounting Office.

Government Accounting Standards Board

It is expected that your firm will have experienced and adequate staff available to meet the changes that have been brought forth by GASB 34 and subsequent statements. The District expects the successful proposer to review all supplemental schedules and to advise, as necessary, on related accounting and reporting concerns.

Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Detail your firm's size, structure, and experience in providing auditing services to public libraries, as well as other government agencies.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the Fountaindale Public Library District.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.

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5. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also, discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the coverage amount of your professional liability insurance and the name of the insurer. Indicate if your firm has been involved in any lawsuit for similar work in the last five years.
7. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
8. Describe how your firm will approach the audit of the District, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. Finally, discuss the communication process used by the firm to discuss issues with the management and finance committee of the board.
9. Set forth your fee proposal for the 2020 audit, with whatever guarantees can be given regarding increases in future years. You may also additionally propose fees for three- or five-year terms of engagement.
10. Furnish standard billing rates for classes of professional personnel for each of the last three years.
11. Provide the names and contact information for at least three other, similarly sized public library clients of the partner and manager that will be assigned to our organization for reference purposes.

Timeframe

Please provide a timeline that addresses the following activities and any others that are appropriate.

- | | |
|--|--------|
| 1. Planning and interim testing | [Date] |
| 2. Meet with the Administration team to discuss the audit plan | [Date] |
| 3. Receive a list of client-provided documents and requests | [Date] |
| 4. Begin fieldwork (approximately XX weeks) | [Date] |
| 5. Financial statement draft for management review | [Date] |

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6. Presentation of draft audit report and comments
to the District's Administration team and Board of Trustees. [Date]
7. Issue final audit report (XX bound copies) [Date]

Submission Information

Questions must be submitted to pmills@fountaindale.org no later than 3 p.m. on Friday, February 14, 2020. All questions received by the deadline will be posted with an answer to www.fountaindale.org by 3 p.m. on Friday, February 21, 2020.

All proposals must be submitted via email and are due no later than 3 p.m. on Friday, March 13, 2020.

Proposals must be emailed to pmills@fountaindale.org with a subject line of "FPLD Audit Services Proposals 2020"

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

Proposals must include all costs. Proposals must be held firm for 60 days. Proposal documents, information, and answers to questions may be obtained by contacting pmills@fountaindale.org.

Proposals will be opened on Monday, March 16, 2020 at 9 a.m. in the Board Room on the 2nd Floor at 300 West Briarcliff Road, Bolingbrook IL 60440.

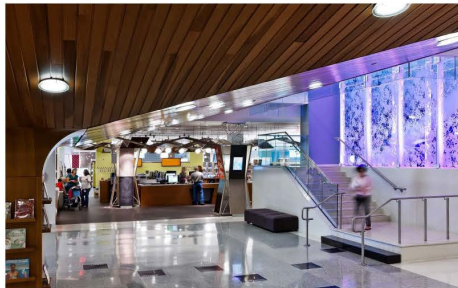
The award date will be Thursday, April 16, 2020 at the Board Meeting.

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

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

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

2020



Multi-Function Duplicating Devices and Services Request for Proposal

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

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Background

The Fountaindale Public Library District is seeking proposals for a lease that includes multi-function duplicating devices and services for its facility located at 300 West Briarcliff Road in Bolingbrook, Illinois. The facility is approximately 114,000 square feet and has four floors. The current duplicating devices and services are heavily used and the goal of the District is to have those services provide excellent operations for our patrons and staff.

Timeline

- January 23, 2020 – Notice published in paper
- January 24, 2020 – RFP published on website
- February 13, 2020—Last day to submit questions to RFP contact person
- February 21, 2020—Final Questions and Answers published on website
- February 27, 2020—Respondent proposals due by 4:00 p.m.
- February 28, 2020—Proposals opened at Fountaindale Public Library District at 9:30 a.m.
- March 19, 2020—Contract awarded at Fountaindale Public Library District Board Meeting

Instructions

RFP Contact Person:

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

Questions and Notifications

All inquiries, questions or notifications must be sent in writing via postal mail or email and marked “Fountaindale RFP for Multi-Function Duplicating Devices and Services.” Phone calls will not be accepted. All inquiries shall be directed only to the RFP contact person as shown above. Violations of this provision by respondent or interested parties may result in the rejection of the proposal.

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

Proposal Submission

Proposals must be received no later than 4 p.m. on February 27, 2020. Proposals must be submitted electronically in PDF or Microsoft Word format. Files may not be password-protected or copy-protected. Print copies of the proposal may be submitted in addition to the electronic version, but this is optional. Accompanying materials may be submitted in electronic or print form. Include four copies of any print materials.

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

Proposals must include the following sections in this order:

- A. Contact information: Name, address, FEIN number, phone number, and email address of the respondent.
- B. Corporate profile describing your company, including the number of employees and physical location of current operations offices. Also state whether the corporation or other entity is fully licensed and incorporated or otherwise legally qualified to do business in the State of Illinois.
- C. Key personnel: Identify persons who will assist with this contract. For each person, include the name, title, experience, and periods of service with your firm.
- D. Statement of qualifications: State your experience with similar projects.
- E. References: Three references from recent customers, including name, agency, phone number, and email address of persons to contact.
- F. Fully completed Price Sheet provided in Appendix A of this proposal.
- G. Full description, including all specifications, of devices proposed to meet this proposal's requirements. This section must also identify which device would be in which location.
- H. Full description of training plans for library staff.
- I. Full response to all service requirements of this proposal.
- J. Proposal must incorporate terms referenced in Appendix B of this proposal.

Evaluation

Although no weighted value is assigned, consideration will be given to the following issues, among others:

- Cost
- Adequacy and completeness of proposal
- Respondent's understanding of the project
- Compliance with the format, terms and conditions of the RFP
- Experience in providing like services
- Methodology to accomplish tasks
- Respondent's ability to provide the services required, including financial stability
- Respondent's qualifications and references

The Fountaindale Public Library District reserves the right to reject any and all proposals, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional proposals, and to award a contract in the best interest of the Fountaindale Public Library District. Submission of an offer confers on the respondent no right to an award or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the Fountaindale Public Library District's discretion.

The Fountaindale Public Library District reserves the right to waive any informalities or discrepancies or permit a respondent to clarify such discrepancies and so conduct discussions with all qualified respondents in any manner necessary to serve the best interests of the Fountaindale Public Library District. The Fountaindale Public Library District may seek clarification of the offer at any time, and failure to respond is cause for rejection. Clarification is not an opportunity to change the offer.

Respondents must be prepared for the Fountaindale Public Library District to accept the offer as submitted without prior discussions or negotiation, but the Fountaindale Public Library District may require contract negotiations if necessary or desirable. If negotiations do not result in an acceptable agreement, the Fountaindale Public Library District may reject the offer or revoke the award, and may begin negotiations with another respondent or re-issue the RFP.

Conditions of the Contract

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

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

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

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

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

Compliance with Requirements

Each respondent is responsible for the contents of its proposal and for satisfying the requirements set forth in the RFP. The respondent is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself or take advantage of any errors or omissions in the description of the proposed devices and services.

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

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

Cost of Preparing Proposal

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

Preparation of Proposal

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

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

Competition

The purpose of this RFP is to seek competition. The respondent shall advise the Fountaindale Public Library District if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the RFP contact person no later than five (5) business days prior to the response due date.

Proposal Disclosures

All information submitted is subject to the Illinois Freedom of Information Act (5 ILCS 140) and other applicable laws and rules. Respondents claiming exemption from disclosure of certain portions of the offer must do so in a separate section of the offer clearly labeled "Confidential Information."

Proposal Term

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

Devices and Services Requested

The Fountaindale Public Library District is seeking proposals for a multi-year lease of devices detailed below. Both four year and five year lease options must be included. The proposals must also include services and supplies specified below. All devices, services, and requests listed below must be acknowledged and included in the proposal.

Devices

The following devices with the accompanying features are required;

LOCATION: Studio 300

FEATURES:

Full-featured tabloid-size color printer with advanced capabilities for graphic-intensive environment.

- B&W and Color Printing
- Duplex Printing
- Gigabit Ethernet capability
- True 1200 x 2400 dpi resolution PANTONE® Color calibration
- Large multi-tray paper capacity
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in. 22 ppm 11 x 17 in.
- Custom Sizes: 4x6 to 11 x 17
- Weights; Single-sided printing: 20 lb. bond to 130 lb., Two-sided printing: 20 lb. bond to 98 lb. cover
- Media Types; Plain paper, Card stock, Prepunched, Letterhead, Recycled, Pre-printed Transparencies, Labels, Envelopes, Custom, Lightweight card stock, Heavyweight card stock, Extra heavyweight card stock, Lightweight glossy card stock, Glossy card stock, Heavyweight glossy card stock

OPTIONAL:

- Stapling
- 2 and 3 hole punch
- Booklet folding and center staple finishing

LOCATION: Children's Services 1st Floor Public Computer Commons

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- Duplex Copying/Printing
- Enlargement and Reduction capabilities (easy to use controls)
- Automatic Document Feeder
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in., 22 ppm 11 x 17 in.
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Children's Services Staff Desk

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Children's Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Outreach Services Staff Workroom

FEATURES:

- B&W Printing
 - B&W Copying
 - Automatic Document Feeder
 - Scan to Email capability
 - Gigabit Ethernet capability
- OPTIONAL: Color Printing and Copying capability

LOCATION: Circulation Services Information Desk

FEATURES:

Small format printer must be no taller than 19" in height and 20" in depth

- B&W Printing
- Gigabit Ethernet capability

LOCATION: Circulation Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Adult & Teen Services 2nd Floor Public Computer Commons

FEATURES:

- B&W and Color Printing
- Duplex Printing
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- True 600 x 600 dpi resolution
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Adult & Teen Services 2nd Floor Public Desk Area

FEATURES:

- B&W and Color Printing (serves as backup to 2nd Floor Public Computer Commons Printer)
- B&W and Color Copying
- Duplex Copying/Printing
- Enlargement and Reduction capabilities (easy to use controls)
- Automatic Document Feeder
- True 600 x 600 dpi resolution
- 11x14 and 11x17 paper capabilities
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in., 22 ppm 11 x 17 in.
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Adult & Teen Services 2nd Floor Staff Desk

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Adult & Teen Services Public Vortex Commons

FEATURES:

- B&W and Color Printing
- Duplex Printing
- True 600 x 600 dpi resolution
- Minimum 2 multi-tray paper capacity
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Collection Management & Technical Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- Regularly print different size labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Administration Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder (High Capacity)
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- 2 and 3 hole punch
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

LOCATION: Executive Director Office

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Finance Manager Office

FEATURES:

- B&W and Color Printing
- Duplex Printing
- Check Printing
- Gigabit Ethernet capability

LOCATION: HR Manager Office

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Communications and Graphic Arts Workroom

FEATURES:

Heavy Duty Production capability for a large graphics production environment

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- Enlargement and Reduction capabilities
- Ability to print on special paper, envelopes, and labels
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Duplex Copying/Printing
- Automatic Document Feeder
- Top Loading Document Copying
- 2 and 3 hole punch
- Booklet folding and center staple finishing
- Tri fold capability
- True 600 x 600 dpi resolution
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- 11x14 and 11x17 paper capabilities
- Gigabit Ethernet capability

LOCATION: Communications and Graphic Arts Workroom

FEATURES:

Large Format Photo Quality Postscript Printer

- Max Printable Width: 44"
- Max Resolution: 2400 x 1200 dpi
- Borderless Printing
- Gigabit Ethernet capability
- BOD HP DesignJet Z9+ 44" PostScript Printer

LOCATION: Adult & Teen Services 3rd Floor Staff Desk

FEATURES:

- B&W Printing
- B&W Copying
- Automatic Document Feeder
- Scan to Email capability
- Gigabit Ethernet capability

LOCATION: Adult & Teen Services 3rd Floor Public Desk Area

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- Duplex Copying/Printing
- Enlargement and Reduction capabilities (easy to use controls)
- Automatic Document Feeder
- True 600 x 600 dpi resolution
- 11x14 and 11x17 paper capabilities
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in., 22 ppm 11 x 17 in.
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- Gigabit Ethernet capability
- Today's Business Solutions (TBS) Compatibility

LOCATION: Adult & Teen Services Staff Workroom

FEATURES:

- B&W and Color Printing
- B&W and Color Copying
- B&W and Color Scanning
- FAX capability
- Duplex Copying/Printing
- Enlargement and Reduction capabilities
- Automatic Document Feeder
- Secure Print capability
- Ability to print on special paper, envelopes, and labels
- 11x14 and 11x17 paper capabilities
- Scan to email capability with a minimum of 10 pre-programmed addresses
- Stapling
- Minimum 3 multi-tray paper capacity including at least one large capacity (1000 page)
- True 600 x 600 dpi resolution
- Output Speed; Color and Black and White: 45 ppm 8.5 x 11 in.
- Gigabit Ethernet capability

TBS Compatibility

TBS compatibility means that the unit must have a vendor kit for hooking up to existing coin bill units supplied by Today's Business Solutions (TBS). All units requiring TBS compatibility must come with PCL and Postscript drivers and those must be delivered to the Fountaindale Public Library District.

All devices must be compatible with and supported by PaperCut Print Management software.

Services

Return of existing leased units

The Fountaindale Public Library District currently has 19 Konica Minolta devices that must be returned by the end of our lease on July 29, 2020. It is required that the vendor to which this proposal is awarded will assume all responsibility and liability for returning these 19 devices. The current lease ends on July 29, 2020.

Complete installation and testing of new units

The Fountaindale Public Library District requires that complete physical and virtual installation services, including but not limited to connecting to our network, be provided. These complete installation services include all physical and virtual setup tasks required for the new units to be fully functional and ready to use by our patrons and our staff. Complete testing from all computers that will use the new devices must be completed as well.

An implementation plan that minimizes disruption to staff and patrons must be included in the RFP response. The implementation plan and schedule are subject to approval by the Fountaindale Public Library District and will remain subject to District approval throughout the implementation process.

PaperCut Compatibility and Support

All devices must be compatible with and supported by PaperCut Print Management software.

Drivers for all devices

Both PCL and PS Drivers must be supplied in advance of installation of the devices to the District for all devices.

Supplies and Service

The Fountaindale Public Library District requires that supplies and all ongoing maintenance costs including parts and labor be included in the proposal. The supplies and service requirements must be in effect for the duration of the lease.

Our requirements for supplies are consumables including toner and staples with an automated replenishment system that does not require staff intervention.

32,000 B&W pages per month are to be included in the contract and 3,700 color pages per month are to be included in the contract.

Automated meter reads that do not require staff intervention are required.

The District will provide its own paper.

Our requirements for service are Next Business Day onsite response to service requests.

Return of proposed leased units at end of lease

The Fountaindale Public Library District requires that the cost of returning the leased units be clearly spelled out and the cost must be all inclusive. No additional costs beyond what is quoted in responses to this proposal will be accepted.

Appendix A Price Sheet

Fountaindale Public Library District

Request for Proposal

Multi-Function Duplicating Devices and Services

Total Cost including all devices, services, and supplies: _____

Total Monthly Payment of Four Year Lease Option: _____

Total Monthly Payment of Five Year Lease Option: _____

Total number of prints/copies included in proposal: _____

Cost per unit of excess prints/copies: _____

Cost to return existing Konica Minolta leased units: _____

Cost to return new RFP proposed units at end of lease: _____

Appendix B

Agreement

Terms

Article I

General Conditions

The Contractor shall employ competent supervisory personnel who have experience in all facets of the tasks to be rendered under this agreement. The Contractor's personnel shall be carefully interviewed, screened, reference-checked and covered by bond.

The Contractor shall furnish all necessary, appropriate, tested and approved implements, machinery, supplies, and materials for the satisfactory performance of all specified services. Fountaindale shall provide sufficient space in the building to the Contractor for the storage of said implements, supplies, and materials.

Communication between Fountaindale and the Contractor shall be by e-mail or by phone to communicate specific daily instructions or needs. Meetings between the Contractor and Fountaindale shall be scheduled at regular intervals on a mutually agreeable frequency.

Contractor shall insure that all personnel and/or agents shall abide by all safety rules and regulations which may be adopted from time to time by either Fountaindale or the Contractor as are relevant to multi-function duplicating devices and services.

Contractor's personnel shall not disturb papers on desks, tables, cabinets, etc., nor shall they in any way utilize Fountaindale's office or other equipment; including telephones, calculators, computers, copy machines, FAX machines, coffee makers, etc. without permission.

Contractor's paid personnel shall not be accompanied by any non-paid personnel, specifically family members or children of paid personnel.

Contractor's personnel shall not smoke within the library facility.

Contractor shall furnish Worker's Compensation Insurance in limits as prescribed by Illinois statutes, and Bodily Injury and Property Damage Insurance with coverage of \$1,000,000 each occurrence and \$2,000,000 aggregate. Contractor is required to furnish Automobile coverage and Umbrella Liability Insurance coverage in the amount of \$1,000,000.

Contractor shall pay payroll taxes and other taxes levied against payrolls by municipal, state and federal agencies when due.

Contractor shall not subcontract any portion of the services to be rendered under this Agreement, nor assign this Agreement in any manner without written approval of Fountaindale.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs for any damage for which the contractor is liable. Fountaindale shall determine if appropriate restitution is a repair or a replacement or a full reimbursement.

Contractor shall replace any unit with a new unit upon request if a unit experiences the same service issue on four (4) or more occasions within a sixty (60) day period.

Contractor shall complete and execute the Certifications attached to this Agreement prior to the Agreement becoming effective.

Article II

Schedule of Services

Contractor shall render service as specified seven (7) days per week, Sunday through Saturday except on the following days when the Library is closed: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. Other days that the library may be closed are determined in October of each year for the next year. Fountaindale will advise Contractor of other days when the Library is closed at that time.

Services are to be rendered during normal library hours. Fountaindale will provide Contractor with a schedule of normal library hours.

Contractor shall provide Fountaindale with a schedule outlining the days and/or the weeks and/or the months when regularly scheduled periodic services shall be rendered.

Article III

Charges

Contractor shall render all services as specified to the complete satisfaction of Fountaindale for charges as detailed below:

The total and all-inclusive cost to have all existing Konica Minolta equipment removed shall be \$_____.

All devices, services, and supplies as specified for the sum of \$_____ for a _____ year contract.

Payments to be made in equal monthly payments of \$_____ for _____ months.

The total and all-inclusive cost to have all equipment removed and services ended at the end of the lease shall be \$_____.

Article IV

Special Services

Fees for other devices and/or services shall be negotiated as needed.

Article V

Hold Harmless

Contractor shall furnish Fountaindale with certification for Public Liability and Property Damage Insurance covering all of its operations in the library facility in the limits as prescribed herein. Certificates of such insurance shall be forwarded to Fountaindale upon award of the Contract.

Contractor shall indemnify and save harmless Fountaindale or its agents against all loss and expenses by reason of liability imposed by law upon Fountaindale or its agents for damages: (1) Because of bodily injuries, including death at any time resulting therefrom, sustained by any person other than employees of contractor while on or about the premises of Fountaindale caused by the willful or negligent acts or omissions of Contractor; or, (2) because of injury to or destruction of property caused or occasioned directly or indirectly by Contractor, its agents, or its employees.

Contractor agrees to defend promptly and diligently at its sole cost and expense any such claim, action or proceeding brought against Fountaindale and/or its agents, or against Fountaindale and Contractor jointly or severally (a) arising out of or connected with any of the work performed under this Agreement; or (b) by any employee or former employee of Contractor arising out of or based upon the law regulations, requiring contract or award relating to the hours of any such employment, working conditions, and/or wages or compensation of such employees.

Contractor also agrees to carry Worker's Compensation Insurance for all its employees as required by law and to furnish a certificate of such insurance. In addition, Contractor will conform to the current provision of the Occupational Safety and Health Act and any other applicable federal, state or municipal laws and regulations.

Contractor shall maintain liability insurance in the amounts required by Article I, such insurance to include both bodily injury and property damage liability. Before commencing the work, the Contractor shall furnish a certificate of insurance from its insurance carrier showing that it has complied with the foregoing provisions of this Article, and providing that the said insurance policies will not be changed or cancelled during their term after at least thirty (30) days prior notice by registered mail to Fountaindale. The form of said certificate of insurance shall be in accordance with the attached form – Certificate of Insurance and the Additional Insured Endorsement.

It is especially understood and agreed that the foregoing provisions of the Article will survive the termination of this Agreement.

Article VI
Agreement Term

This Agreement shall become effective the _____ day of _____, 2020 and will remain in effect for _____ months, subject to the terms and conditions as detailed herein.

In Witness whereof, the parties herein have caused their corporate names to be subscribed this day and year above written.

Fountaindale Public Library District

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Contractor

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Additional Required Documents

Contractor must complete in full and submit the following documents with the signed Agreement. Copies of these documents may be downloaded from the Fountaindale Public Library District website at www.fountaindale.org. Failure to submit or properly complete any of the documents can cause the bid to be incomplete. Incomplete bids may disqualify the bidder from consideration by the Library in awarding the Contract.

- Breakdown of Charges
- Contractor's Certification
- Fair Employment Practices Affidavit of Compliance
- Contractor's Drug-Free Workplace Certification
- Anti-Collusion Affidavit of Compliance
- Additional Insured Endorsement

Anti-Harassment and Anti-Discrimination Policy- DRAFT

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

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

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

Any employee's behavior that fits the definition of harassment is a form of misconduct which may result in disciplinary action up to and including termination. Harassment also could subject the District and, in some cases, an individual to substantial civil penalties.

Discrimination

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

Harassment

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

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

Sexual Harassment

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

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

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

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

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

Investigation Procedure

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

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

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

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

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

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

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and District policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside District

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal

complaint. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact information for the Illinois Department of Human Rights (IDHR), Illinois Human Rights Commission (IHRC), and the United States Equal Employment Opportunity Commission (EEOC) can be found on the Fountaindale Public Library District's staff intranet and posted on the bulletin board in the staff lounge.

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

Use of Staff Library Accounts- DRAFT

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

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

Employees are expected to use their borrowing privileges responsibly and judiciously and are responsible for any activity on their account. The District Circulation Policy applies to all staff accounts. Examples of unacceptable behaviors are:

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

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

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



2020 Legislative Meet-Ups

This series of eight legislative events provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. [Make the most of your Meet-up with these tips from the ILA Advocacy Committee.](#)

Your registration fee includes breakfast or lunch, legislative materials, and program featuring state and federal legislative briefing and library-related priorities and speakers.

Monday, 3 February 2020

West Suburban Library Legislative Lunch

Chicago Marriott Oak Brook

1401 W. 22nd St.

Oak Brook, IL 60523

11:30 a.m. doors open and lunch is available

12:00 noon program begins

2:00 p.m. program concludes

Price: \$45

Monday, 10 February 2020

Southern Illinois Library Legislative Lunch

Effingham Public Library

200 N. Third Street

Effingham, IL 62401

11:30 a.m. doors open and lunch is available

12:00 noon program begins

1:30 p.m. program concludes

Price: \$25

Friday, 14 February 2020

Western Illinois Library Legislative Lunch

Galesburg Public Library

40 E. Simmons Street

Galesburg, IL 61401

11:30 a.m. doors open and lunch is available

12:00 noon program begins

1:30 p.m. program concludes

Price: \$25

Friday, 21 February 2020

South Suburban Library Legislative Breakfast

Tinley Park Public Library

7851 Timber Dr.

Tinley Park, IL 60477

7:45 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$25

Friday, 7 February 2020

Metro East Library Legislative Breakfast

Sunset Hills Country Club

2525 Illinois 157

Edwardsville, IL 62025

8:00 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$25

Friday, 14 February 2020

Central Illinois Library Legislative Breakfast

Bloomington-Normal Marriott Hotel

201 Broadway Ave.

Normal, IL 61761

8:00 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$30

Monday, 17 February 2020

Presidents' Day Library Legislative Breakfast

Arboretum Club

401 Half Day Rd.

Buffalo Grove, IL 60089

7:45 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$30

Friday, 6 March 2020

Chicago Library Legislative Lunch

Harold Washington Library Center Winter Garden

400 S State Street

Chicago, IL 60605

11:30 a.m. doors open and lunch is available

12:00 noon program begins

1:30 p.m. program concludes

Price: \$45

To Paul Mills & the Board of Trustees:

Thank you very much for honoring me for my 30 years at Fountainebleau. I look forward to receiving the final proclamation.

I appreciate all the opportunities I have had to grow as a librarian, and to discover my "passion" as a leader for Outreach, both locally & nationally. Thank you for providing those opportunities, and for making Fountainebleau a place where staff want to work & stay!

Thank you!

Marianne Thompson

Fountaindale Public Library District

Cash and Investment

December 31, 2019

	Beginning Balance	Net Change-YTD	Ending Balance
Cash and Investments			
Cash			
Cash Checking/Operating	\$783,397.51	\$127,656.46	\$911,053.97
Cash Checking/Payroll	\$186,644.40	\$162,406.42	\$349,050.82
Petty Cash	\$2,429.25	\$18.45	\$2,447.70
Total Cash	\$972,471.16	\$290,081.33	\$1,262,552.49
Investments			
Investment - General/BMO Harris MM	\$6,677,388.60	(\$552,921.12)	\$6,124,467.48
Investment - IL Funds/General	\$70,052.78	\$716.77	\$70,769.55
Investment - IL Funds/INB/E-Pay	\$57,746.31	\$3,977.23	\$61,723.54
Investment - Special Reserve/Wintrust MM	\$2,042,408.59	\$22,833.78	\$2,065,242.37
Investment - Working Cash/Wintrust MM	\$1,074,669.45	(\$9,217.52)	\$1,065,451.93
Investment - Special Reserve/PMA	\$15,260,952.35	\$66,883.05	\$15,327,835.40
Total Investments	\$25,183,218.08	(\$467,727.81)	\$24,715,490.27
Bond Fund			
4-1211-40 Invest/BMO Harris MM Accou	\$1,447,597.04	\$801,964.18	\$2,249,561.22
Total Bond Fund	\$1,447,597.04	\$801,964.18	\$2,249,561.22
Building Project Fund			
9-1211-90 Invest/Wintrust MM Account	\$10,613.02	\$118.14	\$10,731.16
Total Building Project Fund	\$10,613.02	\$118.14	\$10,731.16
Total Cash and Investments	\$27,613,899.30	\$624,435.84	\$28,238,335.14

Special Res. PMA - 2.24%
General - IL Fund - 1.720%
Money Market BMO Harris - 1.613%
Money Market Wintrust - 1.76%

Fountaindale Public Library District

Revenue Report

December 31, 2019

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2018	\$57,773.79	\$4,137,715.51	99.49 %	\$4,158,849.00	\$21,133.49
Property Tax Dupage 2018	\$152.94	\$83,059.36	97.86 %	\$84,874.00	\$1,814.64
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	\$6,071.04	\$66,152.83	59.04 %	\$112,040.00	\$45,887.17
Interest	\$43,454.46	\$186,910.02	46.49 %	\$402,030.00	\$215,119.98
Fines	\$5,845.95	\$25,687.76	39.52 %	\$65,000.00	\$39,312.24
Copy Machines	\$473.70	\$3,518.45	43.98 %	\$8,000.00	\$4,481.55
Fax Machine	\$336.01	\$3,554.98	50.79 %	\$7,000.00	\$3,445.02
Book Sales	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Printing	\$1,829.90	\$12,984.29	64.92 %	\$20,000.00	\$7,015.71
Miscellaneous	\$261.02	\$12,326.54	107.19 %	\$11,500.00	(\$826.54)
Reimbursements	\$3,086.37	\$5,443.36	120.96 %	\$4,500.00	(\$943.36)
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	\$119,285.18	\$4,621,956.85	46.42 %	\$9,956,707.00	\$5,334,750.15
Building Project Fund Revenue					
Proceeds From Bond Sale	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Building Project Fund	\$15.48	\$118.14	0.00 %	\$0.00	(\$118.14)
Total Building Project Fund	\$15.48	\$118.14	0.00 %	\$0.00	(\$118.14)
Bond Fund					
Property Tax - Will 2018	\$15,480.37	\$1,108,691.82	99.48 %	\$1,114,516.00	\$5,824.18
Property Tax - Dupage 2018	\$41.27	\$22,417.90	98.56 %	\$22,745.00	\$327.10
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	\$3,384.49	\$18,072.31	180.72 %	\$10,000.00	(\$8,072.31)
Interest Rebate Payment - BAB	\$0.00	\$83,055.79	50.00 %	\$166,112.00	\$83,056.21
General Fund Balance Contrib. to Escrow	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total Bond Fund	\$18,906.13	\$1,887,237.82	30.15 %	\$6,259,941.00	\$4,372,703.18
Total Revenue	\$138,206.79	\$6,509,312.81	40.14 %	\$16,216,648.00	\$9,707,335.19

Fountaindale Public Library District

Expenditure Report

December 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$332,655.90	\$2,100,118.08	43.31 %	\$4,848,800.00	\$2,748,681.92
Contractual Services	\$33,998.88	\$190,651.13	31.85 %	\$598,500.00	\$407,848.87
Supplies & Utilities	\$37,088.23	\$231,903.53	38.62 %	\$600,400.00	\$368,496.47
Library Materials	\$91,732.59	\$460,525.03	37.17 %	\$1,238,967.00	\$778,441.97
Capital Expenditures	\$5,314.66	\$348,633.54	30.11 %	\$1,157,900.00	\$809,266.46
Miscellaneous	\$1,256.50	\$17,981.57	23.98 %	\$75,000.00	\$57,018.43
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	\$0.00	\$655,000.00	21.83 %	\$3,000,000.00	\$2,345,000.00
Total General Fund Expenditures	\$502,046.76	\$4,004,812.88	34.51 %	\$11,604,671.00	\$7,599,858.12
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$8,800.00	73.33 %	\$12,000.00	\$3,200.00
Liability Insurance Fund Expenditures	\$0.00	\$7,926.68	8.30 %	\$95,500.00	\$87,573.32
Soc Sec/IMRF Fund Expenditures	\$45,788.83	\$294,678.18	38.27 %	\$770,000.00	\$475,321.82
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00 %	\$40.00	\$40.00
Maintenance Fund Expenditures	\$34,352.52	\$113,243.68	35.28 %	\$321,000.00	\$207,756.32
Total Other Fund Expenditures	\$80,141.35	\$424,648.54	35.43 %	\$1,198,540.00	\$773,891.46
Total Expenditures - Operating Funds	\$582,188.11	\$4,429,461.42	34.60 %	\$12,803,211.00	\$8,373,749.58
Building Project Fund Expenditures					
	\$7,646.97	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Total Building Project Fund Expenditures	\$7,646.97	\$7,646.97	72.05 %	\$10,613.00	\$2,966.03
Bond Fund Expenditures					
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 - 2009B	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 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
Principal Payment - 2019	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Interest Payment - 2019	\$0.00	\$0.00	0.00 %	\$0.00	\$0.00
Bond - Abatement from General Fund	\$0.00	\$0.00	0.00 %	\$465,784.00	\$465,784.00
Escrow Expense - From General Fund	\$0.00	\$629,481.88	20.98 %	\$3,000,000.00	\$2,370,518.12
Total Bond Fund Expenditures	\$0.00	\$1,231,494.38	19.15 %	\$6,429,809.00	\$5,198,314.62

Fountaindale Public Library District
Expenditure Report

December 31, 2019

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Total	\$7,646.97	\$1,239,141.35	19.24 %	\$6,440,422.00	\$5,201,280.65
Total Expenditures - All Funds	\$589,835.08	\$5,668,602.77	29.46 %	\$19,243,633.00	\$13,575,030.23

Fountaindale Public Library District

Bills Paid - Operating Account

JANUARY 2020

Payee Name	Description	Payment Date	Check/Draft Number	Account Number	Payment Amount
AFLAC	Employer Insurance Contribution - December 2019	1/1/2020	790	1-4192-10	\$20.15
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - January 2020	1/1/2020	52841	1-4192-10	\$31,626.13
Dearborn National Life Insurance Company	Employer Insurance Contribution - January 2020	1/1/2020	52842	1-4192-10	\$532.40
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - January 2020	1/1/2020	52843	1-4192-10	\$183.19
Home Depot	Building Operation Supplies	1/1/2020	52844	8-4357-30	\$40.92
	Bookmobile Maintenance	1/1/2020		1-4235-29	\$61.89
Illinois Municipal Retirement Fund	Employer Contribution -December 2019	1/1/2020	792	5-4142-10	\$23,910.42
Illinois State Treasurer	Unclaimed Properties - Patron Refunds	1/1/2020	52845	1-2114-10	\$1,577.18
					<u>\$57,952.28</u>


Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - DECEMBER 2020

Gross Payroll	\$295,055.14
FICA	\$21,953.84
Total Gross Payroll & FICA	<u>\$317,008.98</u>

**Fountaindale Public Library District
Bills Payable Report
January 16, 2019**

General Fund Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Allyse Schiller	Mileage - 12/13/19-12/30/19	AS123019	1-4171-10	\$ 14.27
	<i>Totals for Allyse Schiller</i>			<u>\$ 14.27</u>
Amazon	District Supply Restock - October 2019	A45-1920	1-4351-10	172.86
	Finance - Desk Supplies	A53-1920	1-4351-10	20.53
	District Supply Stapler Restock - November 2019	A55-1920	1-4351-10	22.45
	District Supplies Restock - November 2019	A55-1920	1-4351-10	167.15
	Finance - Desk Supplies	A53-1920	1-4351-10	9.99
	District Supplies Restock - November 2019	A55-1920	1-4371-10	10.98
	Library Supplies	AMZ191029MO	1-4371-12	16.74
	Library Supplies	AMZ191127PH	1-4371-12	10.58
	ATSD - Teen Make-A-Thon Supplies	A50-1920	1-4353-24	167.90
	ATSD - Star Wars Day Supplies	A46-1920	1-4353-24	75.91
	ATSD - Star Wars Day & Craft on the Go Supplies	A49-1920	1-4353-24	230.21
	ATSD - Genealogy Books	A52-1920	1-4353-24	34.90
	ATSD - Teen Make-A-Thon Supplies	A50-1920	1-4353-24	138.00
	Outreach - Bkm Heater	A48-1920	1-4235-29	149.35
	Books - Adult Fiction	AMZ191104	1-4540-26	98.80
	Books - Adult Fiction	AMZ191029MO	1-4540-26	10.99
	Books - Adult Fiction	AMZ191112PH	1-4540-26	11.07
	Books - Adult Fiction	AMZ191112PH	1-4540-26	76.95
	Books - Adult Non-Fiction	AMZ191104	1-4541-26	19.98
	Books - Adult Non-Fiction	AMZ191029MO	1-4541-26	26.76
	DVD - Adult	AMZ191112PH	1-4557-26	62.08
	DVD - Adult	AMZ191127PH	1-4557-26	43.80
	Donation - Patron Book Dedication	AMZ19123DED	1-4575-10	38.02
	CD Music - Adult	AMZ191127PH	1-4550-26	34.94
	Studio/ATSD - Light Projector	A47-1920	1-4571-24	13.99
	Video Games - Adult	AMZ191029MO	1-4565-26	119.98
	Studio - Backdrop	A54-1920	1-4353-27	38.48
	Studio - Portable External HDD & Capture Card	A51-1920	1-4568-27	427.91
	<i>Totals for Amazon</i>			<u>\$ 2,251.30</u>
American Button Machines	Outreach - Button Maker Kit	181567	1-4353-28	371.95
	<i>Totals for American Button Machines</i>			<u>\$ 371.95</u>

Fountaindale Public Library District
Bills Payable Report
January 16, 2019

General Fund Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
American Library Association				
	Membership - Boyer - 12/1/19-11/30/20	2240060	1-4161-10	\$ 112.00
	READ Design Flash Drive	53850116	1-4731-10	177.68
		<i>Totals for American Library Association</i>		\$ 289.68
AmeriFlex Business Solutions				
	Benefit/Cobra Administration Fees - January 2020	INV298753	1-4253-10	183.40
		<i>Totals for AmeriFlex Business Solutions</i>		\$ 183.40
Andreea Dobrescu				
	Reimbursement - Happy Noon Year Program Supplies	AD121919	1-4353-20	24.99
		<i>Totals for Andreea Dobrescu</i>		\$ 24.99
Antonieta Diaz				
	Program - Ramo de Flores con Chocolate - 2/11/20	AD021120	1-4571-24	100.00
		<i>Totals for Antonieta Diaz</i>		\$ 100.00
Antonio Acevedo				
	Refund - Bag	AA6357	1-3310-30	6.00
		<i>Totals for Antonio Acevedo</i>		\$ 6.00
Arkadin, Inc.				
	Conference Calls - 12/1/19-12/31/19	C243674122019	1-4311-14	0.52
		<i>Totals for Arkadin, Inc.</i>		\$ 0.52
AT & T				
	Internet - December 2019	1852091502	1-4314-14	1,366.87
		<i>Totals for AT & T</i>		\$ 1,366.87
AT & T Mobility - National Business Services				
	Telephone Service - 11/10/19-12/9/19	15792629	1-4311-14	253.42
		<i>Totals for AT & T Mobility - National Business Services</i>		\$ 253.42
B&H Photo-Video				
	Studio - Pop Windscreen	165566833	1-4568-27	33.90
		<i>Totals for B&H Photo-Video</i>		\$ 33.90
Baker & Taylor - C009233				
	Library Materials - Processing Costs	5015861186	1-4518-26	10.35
	Library Materials - Shipping Costs	5015861186	1-4519-26	1.45
	Books - Adult Non-Fiction	5015861186	1-4541-26	289.31
		<i>Totals for Baker & Taylor - C009233</i>		\$ 301.11

Fountaindale Public Library District
Bills Payable Report
January 16, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Juvenile Fiction	2034969514	1-4544-26	\$ 147.29
	Books - Juvenile World Languages	2034959600	1-4526-29	26.99
	Library Materials - Processing Costs	2034959775	1-4518-29	10.80
	Library Materials - Processing Costs	2034959858	1-4518-29	4.25
	Library Materials - Processing Costs	2034943557	1-4518-29	9.30
	Library Materials - Processing Costs	2034959600	1-4518-29	3.60
	Library Materials - Processing Costs	2034969514	1-4518-29	15.75
	Library Materials - Shipping Costs	2034959775	1-4519-29	1.29
	Library Materials - Shipping Costs	2034959858	1-4519-29	1.78
	Library Materials - Shipping Costs	2034943557	1-4519-29	2.24
	Library Materials - Shipping Costs	2034959600	1-4519-29	1.36
	Library Materials - Shipping Costs	2034969514	1-4519-29	1.45
	Books - Young Adult Fiction	2034943557	1-4548-29	9.77
	Books - Adult Fiction	2034943557	1-4540-29	96.60
	Books - Adult Fiction	2034959600	1-4540-29	31.05
	Books - Adult Non-Fiction	2034959775	1-4541-29	220.59
	Books - Adult Non-Fiction	2034943557	1-4541-29	17.24
	Books - Adult Non-Fiction	2034959600	1-4541-29	34.50
	Books - Adult Non-Fiction	2034969514	1-4541-29	13.79
	Books - Adult Large Print	2034959775	1-4543-29	37.04
	Books - Adult Large Print	2034959858	1-4543-29	36.09
	Books - Adult Large Print	2034943557	1-4543-29	250.24
	Books - Adult Large Print	2034959600	1-4543-29	79.20
	Books - Adult Large Print	2034969514	1-4543-29	48.08
	Books - Juvenile Fiction	2034959858	1-4544-29	319.83
	Books - Juvenile Fiction	2034943557	1-4544-29	44.37
	Books - Juvenile Fiction	2034959600	1-4544-29	29.03
	Books - Juvenile Fiction	2034969514	1-4544-29	68.31
	Books - Juvenile Non-Fiction	2034943557	1-4545-29	13.97
	Books - Juvenile Easy	2034943557	1-4546-29	15.99
	Books - Juvenile Easy	2034959600	1-4546-29	70.87
	Books - Juvenile Easy	2034969514	1-4546-29	13.29
<i>Totals for Baker & Taylor - L420685</i>				\$ 1,675.95

Fountaindale Public Library District
Bills Payable Report
January 16, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686				
	Library Materials - Shipping Costs	2034977673	1-4519-26	\$ 2.80
	Library Materials - Shipping Costs	2034981239	1-4519-26	2.83
	Library Materials - Shipping Costs	2034965435	1-4519-26	2.05
	Library Materials - Shipping Costs	2034960963	1-4519-26	8.04
	Library Materials - Shipping Costs	2034969664	1-4519-26	20.07
	Library Materials - Shipping Costs	2034963463	1-4519-26	25.00
	Library Materials - Shipping Costs	2034973076	1-4519-26	10.26
	Library Materials - Processing Costs	2034977673	1-4518-26	20.25
	Library Materials - Processing Costs	2034981239	1-4518-26	39.35
	Library Materials - Processing Costs	2034965435	1-4518-26	22.05
	Library Materials - Processing Costs	2034960963	1-4518-26	96.00
	Library Materials - Processing Costs	2034969664	1-4518-26	166.60
	Library Materials - Processing Costs	2034963463	1-4518-26	296.95
	Library Materials - Processing Costs	2034973076	1-4518-26	159.40
	Books - Adult World Languages	2034977673	1-4525-26	21.56
	Books - Adult World Languages	2034960963	1-4525-26	23.92
	Books - Adult World Languages	2034963463	1-4525-26	101.20
	Books - Adult World Languages	2034973076	1-4525-26	11.97
	Books - Juvenile World Languages	2034981239	1-4526-26	11.98
	Books - Juvenile Fiction	2034977673	1-4544-26	10.34
	Books - Juvenile Fiction	2034960963	1-4544-26	259.41
	Books - Juvenile Fiction	2034969664	1-4544-26	294.60
	Books - Juvenile Fiction	2034963463	1-4544-26	228.25
	Books - Juvenile Fiction	2034973076	1-4544-26	175.29
	Books - Juvenile Non-Fiction	2034977673	1-4545-26	22.98
	Books - Juvenile Non-Fiction	2034965435	1-4545-26	25.18
	Books - Juvenile Non-Fiction	2034960963	1-4545-26	66.93
	Books - Juvenile Non-Fiction	2034963463	1-4545-26	53.16
	Books - Juvenile Non-Fiction	2034973076	1-4545-26	4.50
	Books - Juvenile Easy	2034977673	1-4546-26	88.11
	Books - Juvenile Easy	2034981239	1-4546-26	23.01
	Books - Juvenile Easy	2034965435	1-4546-26	91.63
	Books - Juvenile Easy	2034960963	1-4546-26	50.81
	Books - Juvenile Easy	2034969664	1-4546-26	1,352.38
	Books - Juvenile Easy	2034963463	1-4546-26	1,242.20
	Books - Juvenile Easy	2034973076	1-4546-26	183.07
	Books - Adult Non-Fiction	2034977673	1-4541-26	190.13
	Books - Adult Non-Fiction	2034981239	1-4541-26	222.82

Fountaindale Public Library District
Bills Payable Report
January 16, 2019

General Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Adult Non-Fiction	2034965435	1-4541-26	\$ 158.80
	Books - Adult Non-Fiction	2034960963	1-4541-26	337.16
	Books - Adult Non-Fiction	2034969664	1-4541-26	1,802.52
	Books - Adult Non-Fiction	2034963463	1-4541-26	2,424.45
	Books - Adult Non-Fiction	2034973076	1-4541-26	213.47
	Books - Adult Large Print	2034977673	1-4543-26	131.01
	Books - Adult Large Print	2034981239	1-4543-26	43.64
	Books - Adult Large Print	2034965435	1-4543-26	11.99
	Books - Adult Large Print	2034960963	1-4543-26	129.07
	Books - Adult Large Print	2034963463	1-4543-26	85.83
	Books - Adult Fiction	2034981239	1-4540-26	252.97
	Books - Adult Fiction	2034977673	1-4540-26	85.42
	Professional Books	2034969664	1-4538-26	188.97
	Books - Adult Fiction	2034965435	1-4540-26	110.03
	Books - Adult Fiction	2034960963	1-4540-26	500.39
	Books - Adult Fiction	2034969664	1-4540-26	354.83
	Books - Adult Fiction	2034963463	1-4540-26	2,125.40
	Books - Adult Fiction	2034973076	1-4540-26	1,375.78
	Books - Young Adult Fiction	2034977673	1-4548-26	9.59
	Books - Young Adult Fiction	2034981239	1-4548-26	10.79
	Books - Young Adult Fiction	2034965435	1-4548-26	11.99
	Books - Young Adult Fiction	2034960963	1-4548-26	241.12
	Books - Young Adult Fiction	2034969664	1-4548-26	21.26
	Books - Young Adult Fiction	2034963463	1-4548-26	22.77
	Books - Young Adult Fiction	2034973076	1-4548-26	88.75
	Books - Young Adult Non-Fiction	2034963463	1-4549-26	43.27
	<i>Totals for Baker & Taylor - L420686</i>			\$ 16,408.35
Belynda Head				
	Program - R&B Line Dancing - 2/16/20	BH021620	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Bibliotheca, LLC				
	RFID Staff Pads & Lyngsoe Support Renewals - 1/1/20-12/31/20	INV-US27873	1-4233-14	7,585.50
	RFID Staff Pads & Lyngsoe Support Renewals - 1/1/20-12/31/20	INV-US27873	1-4276-14	34,833.49
	Prepaid Maintenance - 3 Year Contract - 1/1/20-1/1/23	INV-US27626	1-4641-14	63,620.55
	<i>Totals for Bibliotheca, LLC</i>			\$ 106,039.54

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Bolingbrook Park District				
	Program - Yoga - 1/23/20	BPD012320	1-4571-24	\$ 50.00
	Program - Yoga - 1/30/20	BPD013020	1-4571-24	50.00
	Program - Yoga - 2/13/20	BPD021320	1-4571-24	50.00
	Program - Zumba - 2/8/20	BPD020820	1-4571-24	75.00
	<i>Totals for Bolingbrook Park District</i>			\$ 225.00
Bradford Systems Corporation				
	Outreach Carriages Shortened	33025-1	1-4651-30	6,250.00
	<i>Totals for Bradford Systems Corporation</i>			\$ 6,250.00
Brittany Hogan				
	Program - Learn to Make Soap at Home - 2/13/20	BH021320	1-4571-24	350.00
	<i>Totals for Brittany Hogan</i>			\$ 350.00
Cathryn Stanek-Whisler				
	Program - Waterless Snow Globes - 1/22/20	CSW012220	1-4573-24	220.00
	Program - Soap Forming - 2/6/20	CSW020620	1-4573-24	193.75
	Program - DIY: Painted Tote Bag - 2/4/20	CSW020420	1-4571-24	197.50
	<i>Totals for Cathryn Stanek-Whisler</i>			\$ 611.25
Center Point Large Print				
	Books - Adult Large Print	1742376	1-4543-26	318.78
	<i>Totals for Center Point Large Print</i>			\$ 318.78
Christina Beaird				
	Program - Genealogy Club: Family History Research - 2/12/20	CB021220	1-4571-24	200.00
	<i>Totals for Christina Beaird</i>			\$ 200.00
Christine Thornton				
	Program - Watercolor Resist Snowflake - 2/20/20	CT022020	1-4571-24	325.00
	Program - How to Draw Cartoon Dogs - 2/13/20	CT021320	1-4573-24	325.00
	Program - Watercolor Snowflakes - 1/30/20	CT013020	1-4573-24	325.00
	Program - Cozy Winter Cottage - 1/21/20	CT012120	1-4571-24	325.00
	<i>Totals for Christine Thornton</i>			\$ 1,300.00
Cindy Consalvo				
	Mileage - 11/18/19-12/20/19	CC010820	1-4171-10	43.26
	<i>Totals for Cindy Consalvo</i>			\$ 43.26
Clear Choice Photo Booths LLC				
	Digital & Onsite Mosaic Photo System Deposit for 50th Anni.	INV-4834	1-4256-10	2,500.00
	<i>Totals for Clear Choice Photo Booths LLC</i>			\$ 2,500.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Comcast Cable	Cable - 1/3/20-2/2/20	0367494-JAN20	1-4316-14	\$ 124.44
		<i>Totals for Comcast Cable</i>		<u>\$ 124.44</u>
Cover One	CMTSD - Book Repair Glue Strips	18901	1-4371-12	99.00
		<i>Totals for Cover One</i>		<u>\$ 99.00</u>
DEO Consulting, Inc.	Program - Dale Obrochta's on the Spot Art Show - 1/18/20	DC011820	1-4584-10	500.00
		<i>Totals for DEO Consulting, Inc.</i>		<u>\$ 500.00</u>
Discount School Supply	CSD - Various Program/Craft Supplies	P39120580101	1-4353-20	365.69
		<i>Totals for Discount School Supply</i>		<u>\$ 365.69</u>
Dynegy Energy Services	Electricity - 10/28/19-11/25/19	270493920011	1-4321-30	11,646.27
		<i>Totals for Dynegy Energy Services</i>		<u>\$ 11,646.27</u>
Ebony Wallace	Refund - Previously Lost Item	CW3061	1-3310-30	59.99
		<i>Totals for Ebony Wallace</i>		<u>\$ 59.99</u>
Ehlers & Associates, Inc.	Bond Series 2009B - Rebate Calc, Prep, File IRS 8038-CP	54242	1-4253-10	150.00
	Professional Services - Bond Paying Agent	53724	1-4253-10	400.00
		<i>Totals for Ehlers & Associates, Inc.</i>		<u>\$ 550.00</u>
Elite Chess Inc	Program - Chess Club for Adults and Teens - 1/21/20	EC012120	1-4571-24	90.00
		<i>Totals for Elite Chess Inc</i>		<u>\$ 90.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Elizabeth Portillo				
	Program - Conversational ESL for Adults - 1/21/20	EP012120	1-4571-24	\$ 40.00
	Program - Conversational ESL for Adults - 1/28/20	EP012820	1-4571-24	40.00
	Program - Conversational ESL for Adults - 2/4/20	EP020420	1-4571-24	40.00
	Program - Conversational ESL for Adults - 2/11/20	EP021120	1-4571-24	40.00
	Program - Conversational ESL for Adults - 2/18/20	EP021820	1-4571-24	40.00
	Program - Conversational ESL for Adults - 1/20/20	EP012020	1-4571-24	80.00
	Program - Conversational ESL for Adults - 1/27/20	EP012720	1-4571-24	80.00
	Program - Conversational ESL for Adults - 2/3/20	EP020320	1-4571-24	80.00
	Program - Conversational ESL for Adults - 2/10/20	EP021020	1-4571-24	80.00
	Program - Conversational ESL for Adults - 2/17/20	EP021720	1-4571-24	80.00
<i>Totals for Elizabeth Portillo</i>				<u>\$ 600.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Jewel - December Birthday Cake	N7231-JAN20	1-4711-10	\$ 38.99
	Jewel - Thompson Retirement Cake	N7231-JAN20	1-4711-10	38.99
	Will Co. Health - Temp. Food Permits for Cook Demo Programs	N7231-JAN20	1-4711-10	46.50
	Hobby Lobby - Thompson Proclamation Frame	N7231-JAN20	1-4153-10	10.99
	Facebook - Star Wars Celebration Ad	N7231-JAN20	1-4731-10	48.30
	Brooks - Veterans of Foreign War Christmas Fundraiser GC	N7231-JAN20	1-4731-10	25.00
	Mailchimp - Monthly Subscription	N7231-JAN20	1-4731-10	74.99
	Woobox - Monthly Subscription	N7231-JAN20	1-4731-10	29.00
	Displays2Go - Community Pillars READ Poster Stands	N7231-JAN20	1-4731-10	195.62
	Crazy Egg - Annual Subscription for FPLD Heat Map Imaging	N7231-JAN20	1-4731-10	290.00
	Basecamp - Monthly Subscription	N7231-JAN20	1-4631-14	899.00
	ILA - Mills - 2020 ILA Legislative Meetup	M4566-JAN20	1-4151-10	25.00
	EB - Fisher Reg. - Business Buy-In at Your Library - 1/23/20	N7231-JAN20	1-4151-10	15.00
	Andersons - Boyer & Consalvo - Children's Lit Break. 2/22/20	N7231-JAN20	1-4151-10	126.00
	IGFOA - J. Nguyen - Account for TIFs - 2/7/20	N7231-JAN20	1-4151-10	15.00
	IGFOA - J. Nguyen - Property Tax Basic - 1/30/20	N7231-JAN20	1-4151-10	25.00
	IGFOA - J. Nguyen - Downstate Chapter Conf - 2/27/20-2/28/20	N7231-JAN20	1-4151-10	150.00
	GFS - Happy Noon Year Party Program Supplies	N7231-JAN20	1-4353-20	68.92
	Michaels - CSD - Youth T-Shirts	N7231-JAN20	1-4353-20	38.28
	Beggars Pizza - Star Wars Celebration Guest & Staff Lunch	N7231-JAN20	1-4353-24	164.54
	Hobby Lobby - ATSD Program Supplies - Cotton Cord	N7231-JAN20	1-4353-24	25.82
	Target - Vortex Gaming Equipment	N7231-JAN20	1-4353-24	239.97
	Best Buy - Vortex Gaming Equipment	N7231-JAN20	1-4353-24	299.99
	VistaPrint - CSD 1st Birthday Baby Packs Cards	N7231-JAN20	1-4256-10	87.58
	GovDocs - IL & Federal Labor Law Posters	N7231-JAN20	1-4351-10	34.31
	ALA - Luminas - New Membership - 12/17/19-12/17/20	N7231-JAN20	1-4161-10	74.00
	Inventables - MakerLab Supplies - Wood & Plastic	N7231-JAN20	1-4371-27	251.17
	Netflix - 4/12 Screen Monthly Subscription	T7780-JAN20	1-4523-26	15.99
	Netflix - 4/12 Screen Monthly Subscription	T7780-JAN20	1-4523-26	15.99
	Netflix - 4/12 Screen Monthly Subscription	T7780-JAN20	1-4523-26	15.99
	HBO Now - 1/4 Screen Monthly Subscription	T7780-JAN20	1-4523-26	14.99
	HBO Now - 2/4 Screen Monthly Subscription	T7780-JAN20	1-4523-26	14.99
	HBO Now - 3/4 Screen Monthly Subscription	T7780-JAN20	1-4523-26	14.99
	HBO Now - 4/4 Screen Monthly Subscription	T7780-JAN20	1-4523-26	14.99
	Jewel - PinCollect Meeting Refreshments	T7780-JAN20	1-4715-10	34.95
	Panera - RAILS Tech Services Meeting Breakfast	N7231-JAN20	1-4715-10	187.41
<i>Totals for First Bankcard</i>				\$ 3,668.25

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Fun Express LLC	CSD - Various Program/Craft Supplies	700413524-01	1-4353-20	\$ 339.88
	<i>Totals for Fun Express LLC</i>			<u>\$ 339.88</u>
Gale/Cengage Learning	Books - Adult Large Print	69016567	1-4543-26	220.42
	Books - Adult Large Print	69027778	1-4543-26	45.73
	Books - Adult Large Print	69028309	1-4543-26	23.99
	Books - Adult Large Print	69027352	1-4543-26	23.99
	Books - Adult Non-Fiction	69047201	1-4541-26	624.05
	Books - Adult Large Print	69028309	1-4543-29	53.23
	Electronic Audiobooks & Books	68992869	1-4520-26	271.70
	<i>Totals for Gale/Cengage Learning</i>			<u>\$ 1,263.11</u>
Gaylord Archival	CMTSD - CD Pockets	2636196	1-4371-12	81.16
	<i>Totals for Gaylord Archival</i>			<u>\$ 81.16</u>
Government Finance Office Association	Membership - J. Nguyen - 3/1/20-2/28/21	0215345	1-4161-10	150.00
	<i>Totals for Government Finance Office Association</i>			<u>\$ 150.00</u>
Grasso Graphics, Inc.	eRources Cards, MLR Bookmarks, Comment Cards	30570	1-4256-10	2,130.67
	<i>Totals for Grasso Graphics, Inc.</i>			<u>\$ 2,130.67</u>
Illinois American Water	Irrigation - 11/20/19-12/17/19	1025-21000308991E	1-4331-30	119.10
	Fire Protection - 12/19/19-1/21/20	1025-21000308946E	1-4331-30	43.07
	<i>Totals for Illinois American Water</i>			<u>\$ 162.17</u>
Illinois American Water/Bolingbrook	Water & Sewer - 11/20/19-12/17/19	1025-21000308831E	1-4331-30	897.93
	<i>Totals for Illinois American Water/Bolingbrook</i>			<u>\$ 897.93</u>
Ilya Kabirov	Program - Great Reads Book Club - 1/22/20	IK012220	1-4571-24	75.00
	<i>Totals for Ilya Kabirov</i>			<u>\$ 75.00</u>

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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 - YA	42934507	1-4563-26	\$ 493.91
	Video Games - YA	42934509	1-4563-26	90.22
	Video Games - YA	43042385	1-4563-26	113.98
	Video Games - YA	43042387	1-4563-26	28.49
	Books - Adult Non-Fiction	42993768	1-4541-26	19.78
	Books - Juvenile Easy	42993769	1-4546-26	11.29
	Books - Juvenile Non-Fiction	43038362	1-4545-26	3.59
	Video Games - Juvenile	42934506	1-4564-26	66.48
	Video Games - Adult	42934508	1-4565-26	37.99
	Video Games - Adult	43042384	1-4565-26	37.99
	Books - Juvenile World Languages	43042386	1-4526-26	9.89
	<i>Totals for Ingram Library Services</i>			\$ 913.61
ITSavvy LLC				
	FatPipe Service	01157202	1-4641-14	15,000.00
	<i>Totals for ITSavvy LLC</i>			\$ 15,000.00
James N. Rachlin				
	Consulting Services - Balance Fund Level Analysis	FPLD-1019	1-4253-10	925.00
	Consulting Services - Bond Fund Level Analysis	FPLD-1219	1-4253-10	750.00
	<i>Totals for James N. Rachlin</i>			\$ 1,675.00
John Coyne				
	Program - DJ for Winter Carnival - 1/18/20	JC011820	1-4571-24	500.00
	<i>Totals for John Coyne</i>			\$ 500.00
John Hopkins				
	Mileage - 12/18/19	JH010720	1-4171-10	15.21
	<i>Totals for John Hopkins</i>			\$ 15.21
Johnson Controls Security Solutions				
	Quarterly Security - 1/1/20-3/31/20	33581337	1-4221-30	332.05
	<i>Totals for Johnson Controls Security Solutions</i>			\$ 332.05
Juanita Lennon				
	RAILS Mtg, Donuts w/Director, Pastries Supplies	JL010620	1-4715-10	47.80
	<i>Totals for Juanita Lennon</i>			\$ 47.80
Kashif A Razzak				
	Refund - Kit Feeny	KAR3106	1-3310-30	13.00
	<i>Totals for Kashif A Razzak</i>			\$ 13.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Kellie Chase				
	Program - 4 Sewing Classes - 1/22/20	KC012220	1-4571-24	\$ 175.00
	Program - 4 Sewing Classes - 2/3/20	KC020320	1-4571-24	175.00
	Program - 4 Sewing Classes - 2/19/20	KC021920	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			\$ 525.00
Kendra Fitzer				
	Mileage - 8/24/19-12/14/19	KF010620	1-4171-10	31.78
	<i>Totals for Kendra Fitzer</i>			\$ 31.78
Koios, LLC				
	Google Paid Search Ads - 12/29/19-12/28/20	6233-1920	1-4256-10	6,580.00
	<i>Totals for Koios, LLC</i>			\$ 6,580.00
Konica Minolta Business Solutions U.S.A., Inc.				
	Copy Overage - 11/15/19-12/14/19	9006330170	1-4234-14	1,056.54
	Maintenance - 12/15/19-1/14/20	9006333426	1-4234-14	323.84
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,380.38
Konica Minolta Premier Finance				
	Leased Equipment - January 2020	404074262	1-4234-14	1,616.00
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,616.00
Lands' End Business Outfitters				
	Staff Polo Shirts	SIN8113079	1-4711-10	528.85
	Board 50th Anniversary Polo Shirts	SIN8085907	1-4355-16	394.07
	<i>Totals for Lands' End Business Outfitters</i>			\$ 922.92
Laura Didier				
	Mileage - 12/2/19-12/30/19	LD123019	1-4171-10	80.88
	<i>Totals for Laura Didier</i>			\$ 80.88
Library Ideas LLC				
	Books - Juvenile Easy	73443	1-4546-26	689.10
	Books - Juvenile Easy	73443	1-4546-29	689.10
	<i>Totals for Library Ideas LLC</i>			\$ 1,378.20

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape				
	Audiobooks - Adult	98353513	1-4551-29	\$ 85.58
	DVD - Adult	98303235	1-4557-29	21.74
	DVD - Adult	98303182	1-4557-29	21.74
	DVD - Adult	98353514	1-4557-29	22.49
	DVD - Adult	98326360	1-4557-29	14.99
	DVD - Adult	98326359	1-4557-29	23.24
	DVD - Adult	98326362	1-4557-29	44.98
	DVD - Juvenile	98303181	1-4558-29	14.99
	DVD - Juvenile	98326361	1-4558-29	22.49
	Books - Juvenile World Languages	98349361	1-4526-26	230.74
	Books - Juvenile World Languages	98349362	1-4526-26	42.88
	CD Music - Juvenile	98326357	1-4554-29	14.99
	DVD - Adult	98359663	1-4557-26	37.21
	DVD - Juvenile	98303174	1-4558-26	14.99
	DVD - Juvenile	98303167	1-4558-26	105.98
	DVD - Juvenile	98303176	1-4558-26	106.41
	DVD - Juvenile	98264914	1-4558-26	174.49
	DVD - Juvenile	98264915	1-4558-26	36.59
	DVD - Juvenile	98353502	1-4558-26	19.73
	DVD - Juvenile	98353506	1-4558-26	19.73
	DVD - Juvenile	98325729	1-4558-26	35.77
	DVD - Juvenile	98326352	1-4558-26	70.94
	DVD - Juvenile	98326350	1-4558-26	81.69
	DVD - Juvenile	98326335	1-4558-26	89.40
	DVD - Juvenile	98326339	1-4558-26	19.73
	DVD - Juvenile	98359662	1-4558-26	70.94
	CD Music - Adult	98303172	1-4550-26	25.66
	CD Music - Adult	98352644	1-4550-26	16.43
	CD Music - Adult	98352648	1-4550-26	66.32
	CD Music - Adult	98352645	1-4550-26	74.65
	CD Music - Adult	98352646	1-4550-26	16.43
	CD Music - Adult	98353501	1-4550-26	16.43
	CD Music - Adult	98353500	1-4550-26	66.02
	CD Music - Adult	98353505	1-4550-26	76.52
	CD Music - Adult	98352647	1-4550-26	37.51
	CD Music - Adult	98325725	1-4550-26	13.49
	CD Music - Adult	98326331	1-4550-26	41.49
	CD Music - Adult	98326358	1-4550-26	16.49

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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	98326354	1-4550-26	\$ 18.08
	CD Music - Adult	98325727	1-4550-26	12.74
	CD Music - Adult	98328674	1-4550-26	11.24
	CD Music - Adult	98330662	1-4550-26	13.58
	CD Music - Adult	98359655	1-4550-26	42.84
	CD Music - Adult	98359656	1-4550-26	13.58
	CD Music - Adult	98359657	1-4550-26	15.08
	CD Music - Adult	98359658	1-4550-26	62.87
	Audiobooks - Adult	98302948	1-4551-26	85.58
	Audiobooks - Adult	98303169	1-4551-26	90.58
	Audiobooks - Adult	98303177	1-4551-26	40.29
	Audiobooks - Adult	98326333	1-4551-26	45.29
	Audiobooks - Adult	98326330	1-4551-26	40.29
	Audiobooks - Adult	98326925	1-4551-26	40.29
	Audiobooks - Adult	98359660	1-4551-26	45.29
	Audiobooks - Juvenile	98303175	1-4553-26	38.29
	Audiobooks - Juvenile	98303180	1-4553-26	20.29
	Audiobooks - Juvenile	98359661	1-4553-26	40.29
	CD Music - Juvenile	98302949	1-4554-26	11.99
	CD Music - Juvenile	98325726	1-4554-26	17.24
	Audiobooks - Young Adult	98303161	1-4555-26	40.29
	Audiobooks - Young Adult	98328677	1-4555-26	35.29
	DVD - Adult	98303248	1-4557-26	34.89
	DVD - Adult	98303249	1-4557-26	155.70
	DVD - Adult	98303371	1-4557-26	34.89
	DVD - Adult	98303173	1-4557-26	26.24
	DVD - Adult	98302947	1-4557-26	22.04
	DVD - Adult	98303171	1-4557-26	46.28
	DVD - Adult	98303168	1-4557-26	114.80
	DVD - Adult	98302946	1-4557-26	154.72
	DVD - Adult	98303164	1-4557-26	12.74
	DVD - Adult	98303165	1-4557-26	27.73
	DVD - Adult	98303166	1-4557-26	46.47
	DVD - Adult	98303170	1-4557-26	223.65
	DVD - Adult	98303162	1-4557-26	78.72
	DVD - Adult	98303163	1-4557-26	329.85
	DVD - Adult	98303178	1-4557-26	217.40
	DVD - Adult	98303179	1-4557-26	134.95

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Bills Payable Report
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General Fund

Page 15

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	98289932	1-4557-26	\$ 48.06
	DVD - Adult	98268977	1-4557-26	52.89
	DVD - Adult	98353503	1-4557-26	19.73
	DVD - Adult	98353511	1-4557-26	31.48
	DVD - Adult	98353510	1-4557-26	23.48
	DVD - Adult	98353512	1-4557-26	74.19
	DVD - Adult	98353508	1-4557-26	81.69
	DVD - Adult	98353509	1-4557-26	78.44
	DVD - Adult	98353507	1-4557-26	17.48
	DVD - Adult	98353504	1-4557-26	124.61
	DVD - Adult	98325724	1-4557-26	138.87
	DVD - Adult	98326356	1-4557-26	156.88
	DVD - Adult	98326332	1-4557-26	139.90
	DVD - Adult	98326337	1-4557-26	551.35
	DVD - Adult	98325723	1-4557-26	322.73
	DVD - Adult	98326338	1-4557-26	544.60
	DVD - Adult	98326353	1-4557-26	83.65
	DVD - Adult	98326351	1-4557-26	27.33
	DVD - Adult	98326336	1-4557-26	39.46
	DVD - Adult	98326334	1-4557-26	23.48
	DVD - Adult	98325728	1-4557-26	22.04
	DVD - Adult	98328676	1-4557-26	106.41
	DVD - Adult	98328678	1-4557-26	34.96
	DVD - Adult	98328679	1-4557-26	17.48
	DVD - Adult	98330660	1-4557-26	18.74
	DVD - Adult	98330661	1-4557-26	46.96
	DVD - Adult	98325738	1-4557-26	69.78
	<i>Totals for Midwest Tape</i>			\$ 7,250.93
Natola Concrete, Inc.				
	Install Concrete Pads & Replace Damaged Curb	5683	1-4392-30	5,150.00
	<i>Totals for Natola Concrete, Inc.</i>			\$ 5,150.00
Noelia Frias				
	Mileage - 9/11/19-10/24/19, IMRF, DuPage SHRM, ILSHRM Conf.	NF122619	1-4171-10	75.47
	Mileage - 11/12/19-12/19/19	NF122019	1-4171-10	22.06
	<i>Totals for Noelia Frias</i>			\$ 97.53

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General Fund Page 16

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Party Princess Productions				
	Program - Winter Carnival: Anna & Elsa Photo Op. - 1/18/20	PPP011820	1-4572-20	\$ 345.00
	<i>Totals for Party Princess Productions</i>			\$ 345.00
Paul Mills				
	Reimburse - 1/6/2020 Donuts w/Director Donuts	PM010620	1-4715-10	10.50
	<i>Totals for Paul Mills</i>			\$ 10.50
Pitney Bowes Inc.				
	Equipment Maintenance - 7/1/19-12/31/19	1014508550	1-4233-10	423.00
	<i>Totals for Pitney Bowes Inc.</i>			\$ 423.00
Poblocki Sign Company, LLC				
	MRC Storage Room Signage	101330	1-4391-30	160.00
	<i>Totals for Poblocki Sign Company, LLC</i>			\$ 160.00
Robert Pennor				
	Program - Drawing w/Pencils and Charcoals - 2/18/20	RP021820	1-4571-24	60.00
	<i>Totals for Robert Pennor</i>			\$ 60.00
Ronald Goldie				
	Program - Monthly Dungeons and Dragons Nights - 1/21/20	RG012120	1-4573-24	60.00
	Program - Monthly Dungeons and Dragons Nights - 2/18/20	RG021820	1-4573-24	60.00
	<i>Totals for Ronald Goldie</i>			\$ 120.00
Rubab Mahmood				
	Refund - Ooze Control!	RM4842	1-3310-30	14.00
	<i>Totals for Rubab Mahmood</i>			\$ 14.00
S & S Worldwide, Inc.				
	Outreach - Game Program Supplies	IN100364123	1-4353-28	170.96
	Outreach - Various Program Supplies	IN100364533	1-4353-28	150.20
	<i>Totals for S & S Worldwide, Inc.</i>			\$ 321.16
Sebert Landscaping Inc.				
	Restore Main Entrance Landscape	S512905	1-4392-30	465.00
	<i>Totals for Sebert Landscaping Inc.</i>			\$ 465.00
Shaw Media				
	2020 Bolingbrook Chamber of Commerce Membership Ad	121910071633	1-4731-10	755.00
	<i>Totals for Shaw Media</i>			\$ 755.00

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<u>General Fund</u>				Page 17
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Sheehan Nagle Hartay Architects, Ltd.	Architectural Services & MEP Services	331.01.07	1-4651-30	\$ 307.86
		<i>Totals for Sheehan Nagle Hartay Architects, Ltd.</i>		<u>\$ 307.86</u>
Shirley Williams	IMRF Medical Reimbursement	SW010720	1-4192-10	558.08
		<i>Totals for Shirley Williams</i>		<u>\$ 558.08</u>
Showcases	CMTSD - Clear DVD Cases	315078	1-4371-12	612.36
		<i>Totals for Showcases</i>		<u>\$ 612.36</u>
Stefanie Rock	Program - Eating Healthy on a Budget - 1/29/20	SR012920	1-4571-24	100.00
		<i>Totals for Stefanie Rock</i>		<u>\$ 100.00</u>
Susan K. Maddox	Program - Cooking Demonstrations w/Chef Maddox - 2/6/20	SKM020620	1-4571-24	300.00
		<i>Totals for Susan K. Maddox</i>		<u>\$ 300.00</u>
Tammy Gibson	Program - Pullman Maids and Porters - 2/5/20	TG020520	1-4571-24	175.00
		<i>Totals for Tammy Gibson</i>		<u>\$ 175.00</u>
Tania Brenner Hess	Program - Luminarias Para San Valentin - 2/3/20	TBH020320	1-4571-24	130.07
		<i>Totals for Tania Brenner Hess</i>		<u>\$ 130.07</u>
Terryberry	Dolley 15 Year Recognition Items	G93255	1-4153-10	176.81
	10 Staff Recognition Kits	G87059	1-4153-10	735.05
		<i>Totals for Terryberry</i>		<u>\$ 911.86</u>
Today's Business Solutions, Inc.	50th Anniversary Library Cards - 3 Designs	123019-6	1-4371-10	3,645.20
		<i>Totals for Today's Business Solutions, Inc.</i>		<u>\$ 3,645.20</u>
Top Secret Studios	50th Anniversary Staff Shirts	1205	1-4735-10	1,129.75
		<i>Totals for Top Secret Studios</i>		<u>\$ 1,129.75</u>
Tracy A. Townsend	Program - NaNoWriMo: Completing & Revising - 2/4/20	TAT020420	1-4571-27	75.00
		<i>Totals for Tracy A. Townsend</i>		<u>\$ 75.00</u>

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<u>General Fund</u>				Page 18
<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tressler LLP	Legal Expense - Attorney - Tax Appeals - December 2019	410938	1-4241-10	\$ 2,000.00
	<i>Totals for Tressler LLP</i>			<u>\$ 2,000.00</u>
Unique Management Services, Inc.	Collection Expense - December 2019	575597	1-4245-10	447.50
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 447.50</u>
UPS	Shipping - Account Refillment	0000603951529	1-4382-10	2,000.00
	<i>Totals for UPS</i>			<u>\$ 2,000.00</u>
US - Yellow Pages	Quarterly Listing - 12/18/19-3/17/20	2489870-41-01	1-4731-10	259.00
	<i>Totals for US - Yellow Pages</i>			<u>\$ 259.00</u>
Vanguard Energy Services, LLC	Gas Service - 12/1/19-12/31/19	G404408010620	1-4322-30	2,286.36
	<i>Totals for Vanguard Energy Services, LLC</i>			<u>\$ 2,286.36</u>
Verizon Wireless	Telephone Service - 11/17/19-12/16/19	9844425905	1-4311-14	547.21
	<i>Totals for Verizon Wireless</i>			<u>\$ 547.21</u>
Warehouse Direct	District Supplies Restock - December 2019	4532210-0	1-4371-10	8.46
	District Supplies Restock - December 2019	4532210-0	1-4351-10	622.67
	HR - Binders and Index Tabs	4523120-0	1-4351-10	276.30
	Outreach - Batteries and Water	4529005-0	1-4351-10	97.92
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,005.35</u>
	Total for Fund 1			<u>\$ 226,722.65</u>

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Liability Insurance

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Arthur J. Gallagher Risk Management Services,				
	Treasurer's Bond - Renewal Premium & State Assessment	3247942	3-4144-10	\$ 20,645.00
<i>Totals for Arthur J. Gallagher Risk Management Services, Inc.</i>				<u>\$ 20,645.00</u>
Libraries of Illinois Risk Agency (LIRA)				
	Property/Casualty Insurance - 12/31/19-12/31/20	LIRA2020	3-4411-10	35,136.00
	Property/Casualty Insurance - 12/31/19-12/31/20	LIRA2020	3-4421-10	20,099.00
<i>Totals for Libraries of Illinois Risk Agency (LIRA)</i>				<u>\$ 55,235.00</u>
Total for Fund 3				<u>\$ 75,880.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ehlers & Associates, Inc.				
	Bond Series 2008 - Principal/Interest	52596	4-4285-40	\$ 16,800.00
	Bond Series 2016A - Principal/Interest	52598	4-4283-40	90,000.00
	Bond Series 2016A - Principal/Interest	52598	4-4288-40	94,700.00
	Bond Series 2008 - Principal/Interest	52596	4-4284-40	800,000.00
		<i>Totals for Ehlers & Associates, Inc.</i>		<u>\$ 1,001,500.00</u>
Zions Bank				
	Principal Payment - Bond 2018 Series	2905395-20	4-4284-40	870,000.00
	Interest Payment - Bond 2018 Series	2905395-20	4-4289-40	237,525.00
	Interest Payment - Bond 2019 Series	2905398-20	4-4296-40	53,460.00
		<i>Totals for Zions Bank</i>		<u>\$ 1,160,985.00</u>
		Total for Fund 4		<u>\$ 2,162,485.00</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
1000Bulbs.com				
	Building Bulbs	W01957556	8-4357-30	\$ 144.92
		<i>Totals for 1000Bulbs.com</i>		<u>\$ 144.92</u>
Amazon				
	District Supply Restock - October 2019	A45-1920	8-4357-30	31.81
	District Supplies Restock - November 2019	A55-1920	8-4357-30	11.99
		<i>Totals for Amazon</i>		<u>\$ 43.80</u>
Best Quality Cleaning, Inc.				
	Cleaning Service - January 2020	31741	8-4215-30	6,921.00
	Special Clean 1st FI Boys 12/4/19	31524	8-4211-30	75.00
	Special Clean 1st FI 12/8/19 & Lower Level 12/9/19	31525	8-4211-30	150.00
		<i>Totals for Best Quality Cleaning, Inc.</i>		<u>\$ 7,146.00</u>
Business Office Systems				
	Replacement Square Table Tops	10824	8-4211-30	1,034.04
		<i>Totals for Business Office Systems</i>		<u>\$ 1,034.04</u>
C. Acitelli Heating & Piping Contractors, Inc				
	Refrigerant Leak Service Call	0000034078	8-4211-30	3,482.56
		<i>Totals for C. Acitelli Heating & Piping Contractors, Inc</i>		<u>\$ 3,482.56</u>
Calumet Decorating Services, Inc.				
	Repair, Spot Prime, Paint Various Walls	21611	8-4211-30	1,565.00
		<i>Totals for Calumet Decorating Services, Inc.</i>		<u>\$ 1,565.00</u>
Cintas Corporation				
	First Aid Restock - December 2019	8404438394	8-4215-30	333.30
		<i>Totals for Cintas Corporation</i>		<u>\$ 333.30</u>
Cintas Corporation #344				
	Weekly Mat Service - 12/12/19	4037324347	8-4215-30	30.00
	Weekly Mat Service - 12/19/19	4037896997	8-4215-30	30.00
	Weekly Mat Service - 12/26/19	4038414901	8-4215-30	30.00
	Weekly Mat Service - 1/2/20	4039015707	8-4215-30	30.00
		<i>Totals for Cintas Corporation #344</i>		<u>\$ 120.00</u>
Cutting Edge Document Destruction, LLC				
	Records Shred - 12/18/19	m8227	8-4215-30	30.43
		<i>Totals for Cutting Edge Document Destruction, LLC</i>		<u>\$ 30.43</u>

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Maintenance Fund

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	Global Industrial - Replacement Toilet Paper Dispensers	P7810-JAN20	8-4211-30	\$ 147.72
	Easy Keys - Replacement Admin Control Key Lock Cylinders	P7810-JAN20	8-4211-30	12.75
	<i>Totals for First Bankcard</i>			<u>\$ 160.47</u>
Groot Industries, Inc.				
	Garbage & Recycling - 1/1/20-1/31/20	4901898	8-4215-30	393.47
	<i>Totals for Groot Industries, Inc.</i>			<u>\$ 393.47</u>
Johnson Controls Fire Protection				
	Diagnose & Repair Fire Alarm	86397787	8-4211-30	634.00
	<i>Totals for Johnson Controls Fire Protection</i>			<u>\$ 634.00</u>
Otis Elevator Company				
	Yearly Elevator Service - 1/1/20-12/31/20	CYS05242120	8-4215-30	18,134.88
	<i>Totals for Otis Elevator Company</i>			<u>\$ 18,134.88</u>
Pace Systems, Inc.				
	Annual CCTV Security	209396	8-4215-30	5,865.00
	<i>Totals for Pace Systems, Inc.</i>			<u>\$ 5,865.00</u>
Warehouse Direct				
	District Supplies Restock - December 2019	4532210-0	8-4357-30	88.20
	Building - Monthly Cleaning Supply Restock	4518615-0	8-4357-30	2,104.48
	<i>Totals for Warehouse Direct</i>			<u>\$ 2,192.68</u>
	Total for Fund 8			<u>\$ 41,280.55</u>
	Grand Total			<u><u>\$ 2,506,368.20</u></u>


 Jennie Nguyen/Finance Manager

Director

Pinnacle Library Cooperative

I have been appointed to serve the remainder of the Treasurer's term for the Pinnacle Library Cooperative, our integrated library system and related services consortium. The director of the Lemont Public Library retired and the position became open. I have served previously as the Treasurer and I am happy to resume my service in this role.

Innovative Interfaces Inc. (III), the vendor that supplies the Polaris integrated library system service that Pinnacle uses, was purchased by Ex Libris. At this time we do not expect any short term changes to the Polaris service that we use. Polaris is very strong in the public library market, and this acquisition will move Ex Libris into a dominant position there. Ex Libris is already very strong in the academic market.

Gallagher Crisis Protect

A majority of LIRA (Libraries of Illinois Risk Agency) members will be purchasing Gallagher Crisis Protect, including our library. This coverage provides services in the event of a serious crisis. Thanks to LIRA we will be able to obtain this coverage at a significant discount.

Deputy Director (Nancy Korczak)

December began with our big Star Wars celebration. The Star Wars committee led by Debra Dudek did an excellent job planning this year's event. Attendance was excellent and it was so much fun to see our patrons come dressed as their favorite Star Wars characters. We also extended the activities to Studio 300 which gave our patrons an opportunity to learn more about our services offered in the Studio.

December also saw the retirement of our long time Outreach Services Manager, Marianne Thompson. Marianne worked for Fountaindale for over 30 years, we will miss her greatly. She did an excellent job of leaving the department well prepared for the first months of 2020. After an extensive search for her replacement, the library has hired Tana Petrov to lead the Outreach Department. Tana's first day will be January 13th.

From Debra Dudek's Report

Adult and Teen Services

General Comments on the Month

December's largest project focused on our Stars Wars Celebration on Saturday, December 7th. We had a great team of committee members, library staff, and volunteers who organized a really great event. This family-friendly program was a hit with kids, teens, and adults alike, and generated a lot of great photos and feedback. According to the door counter, an estimated 700 people attended the event. Here are a few photos taken during the program.



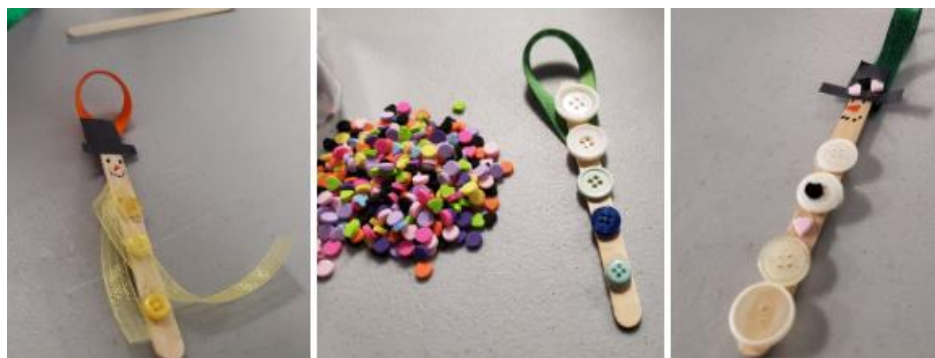
Our partnership with the local census office has continued to be very positive. We hosted six additional recruiting sessions in Meeting Room A, and have scheduled more visits for January 2020.

The Adult and Teen Services Department gained a new Programming Librarian on December 30, 2019. Nicholas M.I has joined our staff from the White Oak (Crest Hill) Library District. We are looking forward to training him for his new position.

Programming (includes):

YA Programs:

Randi's Observations: I visited Bolingbrook High School on December 5 with Outreach Services. We were set up in the LMC during their lunch period. Marleigha was on hand to answer library card questions. I prepped promotional materials for teen programs and eResources. I also brought our button maker and popular button templates to draw teens to our table. We both had fun talking with the students and the librarian seemed pleased with the visit. I am working with her to plan additional visits for the rest of the school year. We have discussed eResource demonstration, crafts and more. We will also be recording digital booktalks to post on their website. We hope to include these in upcoming FPLD blog posts and/or our website.



Teen Programming

- Studio 300 and Teen Services collaborated twice in December. We held our first Teen Make-A-Thon on Friday, December 13. Teens took over Studio 300 to make custom gifts and ornaments for the holidays. We organized multiple projects including custom vinyl bags, t-shirts and more, embroidered stockings, wooden gingerbread men cut with the Carvey and 3D printed gift tags. Teens were also able to make ornaments using craft materials supplied by the Vortex. Everyone seemed to enjoy themselves staying for the

whole program (2.5 hours). Studio played some festive music and multiple staff were on hand to assist where needed. Vinyl was the most popular project by far. One teen came prepared to make t-shirts for her whole family. Jenna writes, "It turned out to be a great opportunity for the teens to create some ornaments and gifts for family. Even one teen brought her dad down to the studio and they crafted together for hours." All in all, a great program! We had enough supplies leftover so we decided to hold drop in DIY Ornaments programs on December 18 & 19. This was a great opportunity for teens in the Vortex to create custom gifts as well as use up some of our supplies. We hope to repeat this same program next Winter.



- December's Teen Maker project was a big hit with our program attendees. They constructed 3D paper houses cut with Studio's Silhouette machine. Houses were customized using specially cut roof pieces and other sparkly snowflakes, trees and more.

Career Online High School:

Currently Enrolled: 5

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 2

Graduate: 22

Adult Programming:

From Tony Nguyen's Report

I've renewed several contracts of our standing presenters like Robert Pennor's Watercolor Pencil Drawing programs as well as brought in some new ones for our Spring season that I'm really looking forward to such as the Gardening 101 class presented by Mary Saba from the Growing Place Garden Center in Naperville. The Rokus have been a success so far judging from the

large amount of holds on the units. They're a really nice option for our patrons that don't have Netflix and Disney+ to enjoy exclusive content offered on those services. And I must say that the Christmas movies display really worked. They reduced the amount of title requests since almost everything patrons were looking for was on that display. I'm looking forward to 2020!

Winter Desserts – December 5

The cooking demos are always among our most popular programs offered at Fountaindale. This month, Chef Maddox brought in some special treats with this winter desserts program. Bread Pudding with Salted Caramel Sauce, Chocolate Toffee Puffs, and Winter Fruit Strudel. Everyone had a great time and they left with some winter cheer and their sweet teeth sated.



Book Club Report

Erika Edwards writes – “ December 5th was my first time meeting with the Chills & Thrills Book Club. They are taking the month of January off, but then will be meeting again in February. I am now the contact person for this club, so I will be ordering the books, helping with the selection of books, and taking a turn moderating. For Coffee and Conversation on December 17th, we read *Where the Crawdads Sing*. We had a great discussion and everybody in the group really enjoyed it. We also did a cookie exchange!”

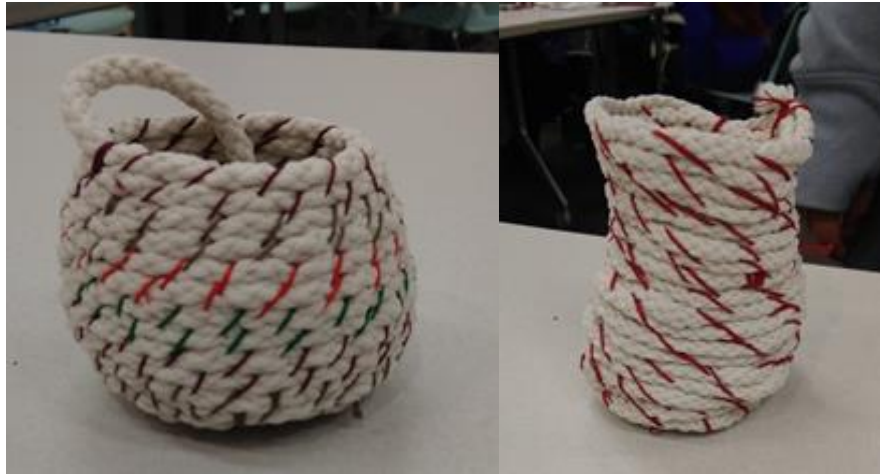


DIY Winter Trees 12/10/2019

Rebecca Falasz writes – “I took charge of the DIY Winter Trees program, where patrons made trees out of recycled books! Twelve patrons attend the class, which was a great turnout.”

Holiday Rope Coil Bowl 12/17/2019

Jay Purrazzo writes – “I hosted my first craft program this month. While it is not my primary duty. My time at several libraries has proven to me that crafts make up the core block of programming for public libraries and any librarian worth their salt must be able to produce and run them. I have run a similar craft before I left Romeoville that went well, but I was worried about working with the expert crafters we have here at Fountaindale. Attendance was full at 15/15 with a full waiting list. While not everyone was able to complete the craft as prescribed or to the same ability, everyone said they had a great time and would take another class hosted by me in the future.”



Librarian Highlight

Jay Purrazzo

I have made progress on scanning the scrap books provided to me to show off the history of Fountaindale. While a mountain of newspaper clippings and photos await me, I have completed one book and expect to get through most of them this month. The work can be tedious, but there have been some neat finds that I hope patrons will be happy to see. One frequent visitor of the local history room was excited by the material (especially on the old programming guides) and wishes to see the rest of it in the near future.

Librarian Highlight

Erika Edwards

I am brainstorming some ideas for fall's "One Book One Community" program. Deb and I spoke about ideas and here are few I've gathered so far:

- *The Thank You Project* by Nancy Davis Kho
- *Martha Manual: How to do (almost) everything* by Martha Stewart
- *Cravings: Hungry for More* by Chrissy Teigen
- *Live Green: 52 steps for a more sustainable life* by Jen Chillingsworth and Amelia Flower

This month, I wrote a new blog post - "What Would Baby Yoda Check out from the Library." This blog post has been very popular and I've received a lot of positive feedback!

Specialist Highlight

Roy Herman

For the month of December, I started to use Hoonuit and taking some online training video courses. I continue to strive for timely and excellent customer service with all of our patrons. I also set realistic goals on timeframes with patrons over the phone by picking DVD orders and getting them downstairs for them to pick up. I continue to improve on the roku process as I have purchased one myself and use Youtube TV at home and cut my cable. This helps me to explain and be a subject matter expert to our patrons on how the service works.

Specialist Highlight

Nelly Ambriz

I worked the second floor media desk for the majority of my December shifts. I learned that I really enjoy making recommendations for related titles for our patrons to watch. I am hoping in the coming New Year I can take blog training and write movie review related posts.

Specialist Highlight

Rebecca Falasz

This month I have helped a lot of patrons with e-readers or just their general devices. I very recently helped a patron with her iPad, which turned out to be quite outdated. So I was able to help her find a new model similar to the one she has now, and compare prices at stores to help her find the best deal. I also was able to inform her how I-Cloud stores her information from the iPad so it makes switching over to a new device easier.

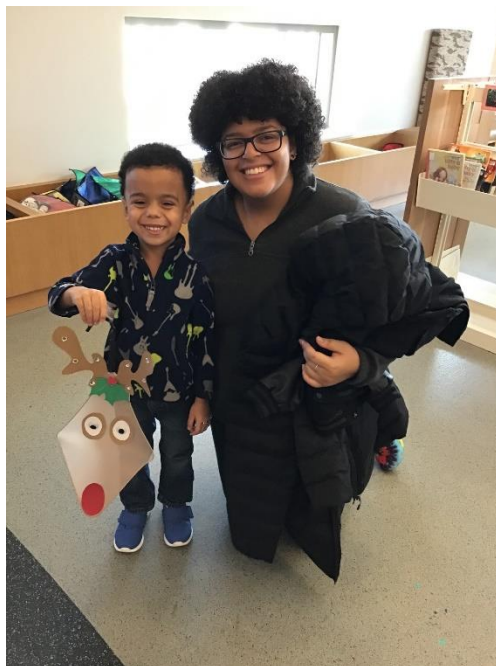
From Joyce Arellano's Report

Children's Services



Monthly Overview of Children's Services: After kicking off the month with a successful Star Wars Day Celebration, we hosted several holiday events including the Polar Express Interactive Storytime, Happy Noon Year, special performances from Arts Ballet Conservatory and Kidworks Touring Theatre and Winter Break: Winter Wonderland. We closed out the storytime season with a week of Christmas, Hanukkah, and Kwanzaa-themed storytimes. Our first Winter Reading Program in several years launched on December 23. We welcomed our new Children's Services Specialist, Jennifer F., on December 16.

Programming



ARTS & CRAFTS

Arts & Fables: Winter Animals (2 programs, 42 attendance) "Kathy read books about winter animals. I put together a craft I did with my own kids when they were younger. The parents and the kids enjoyed putting it together and adding their own touches." *Debbie S.*

Winter Craft (8 programs, 169 attendance) Children participated in a craft each day of Winter Break. From snowflake ornaments to paper penguins to cotton ball snowmen, children enjoyed being creative, and parents appreciated the activity during the break from school.

READING & WRITING

Writer's Club (3) Writers broke down the popular holiday song *The Twelve Days of Christmas*.

HOLIDAYS & CELEBRATIONS



Star Wars Celebration

"Slightly more than one person a minute came to the craft area during the first hour of Star Wars Day on 12/7. After that I stopped trying to count, but for three hours that would have come to about 200 people. Kids made droid puppets at one station and light sabers at another. The light sabers went together so quickly that they didn't require much dedicated space, and I extended the area for making puppets since people needed to sit and work on them longer. Teen volunteers helped everything go smoothly, and some of the cosplayers visited our area. There were lots of smiles, as you can see from the photos!" *Sarah D.*

"A really successful day. We had 473 people come through the Dagobah Forest alone! About 10 of the Rebel Legion and Midwest Garrison were able to make it.



The kids had so much fun. So many came through and were amazed that they could use the Force to lift the Millenium Falcon from the swamp. They loved finding Baby Yoda too!" *Chris Z.*

Arts Ballet Conservatory Holiday Performance (98) "This was a beautiful performance and all that attended loved it. I spoke with a few of the patrons about their experiences and many mentioned that it was great to have a ballet, as most of their children are not familiar with that type of dance." *Susan F.*



Kidworks Touring Theatre Presents: Holidays Around the World (20)

"We had a small crowd but the program involved a lot of volunteer participation so all the kids



were involved in almost every activity in the program. The parents loved it! It was as if their kids were putting on the show especially for them. The performers had wonderful props and backdrops. They explained and celebrated each holiday in a very age appropriate and fun way! The program was scheduled for 45 minutes, but it was a full hour of fun." *Debbie S.*

Happy Noon Year (154) "As families walked into the room each child received a glow stick necklace and a goody bag with blowers, candy, tree ornaments and a pencil. They were also encouraged to walk over to the hat table and pick out a hat or tiara for their head. Andreea and I had a very nice powerpoint presentation prepared. We started out with a Karaoke dance Party singing "Let it Go" and "Jingle Bell Rock". We had instruments and scarves/streamers ready to go along with the songs." *Marta M.*

Noche de la Familia: Feliz Navidad (63) "Our Diez Deditos group was very excited to celebrate Navidad at the library. The plan for this extended storytime was a short program, followed by snacks and a nice Christmas DIY parent & child project in the Creativity Park. Kids enjoyed the treats. Then we moved in Creativity Park and they worked on 'Lamparas.' Everybody had a great time and this group always gives a hand during the program and cleaning up." *Andreea D.*



Family Movies We showed a movie in the Storytime Room almost every day of Winter Break.

STEAM & LEARNING FUN

iMake (12) “I brought out lots of robots, including BB-8 and the Spheros. Kids also played with the Magnatiles and other lower-tech toys.” *Sarah D.*

Roots: Matthew Henson & Barbara Hillary (13) Judith and Ernie highlighted 2 explorers; Matthew Henson, who completed several expeditions to the North Pole (including one in which he carried a fellow explorer on his back!) and Barbara Hillary, the first African American woman to reach the North and South Poles (at the age of 75!) One young boy was completely engaged by the Davis family’s presentation, and after asking many questions, he sprawled out on the Storytime bench to read one of the books on Matthew Henson. Earnest Davis spoke to the boy’s older brothers and said, “Make sure you check out all those books for him!”



GAMING & PLAY



Build It! (16) Children and families enjoyed building with Legos and Duplos!

Preschool Activity Time: Winter Fun Party (41) “The Winter Fun Party was lots of fun. We had some toys and made some winter themed crafts; Snowflake Wand, Hanging Snowman, Snowflake Ornament, Snowflake Lacing Mittens, Beaded Bubble Wand.” *Rosemary B.*



Winter Break Scavenger Hunt (8 programs, 226 attendance) As part of the Winter Wonderland-themed Winter Break, each CSD staff member planned a fun and simple Scavenger Hunt for every day of Winter Break. The Scavenger Hunts took participants throughout Children’s Services on a quest to find hidden letters, items, and library materials.

JUST FOR TWEENS

Tween DIY: Graham Cracker Gingerbread Houses (12) “Some worked neatly; one was really just interested in seeing how high he could stack the candy. Debra purchased plenty of graham crackers and a tub of frosting for each person. Several staff members and Board President Peggy Danhof donated leftover Halloween candy to use as decorations. We used the old cake boards Tom and Wendy donated to the craft exchange as bases. The “milk cartons” we purchased online (sold as party favors) were a little bigger than the graham cracker squares, so

the squares didn't quite meet at the edges when we built houses on them. Gaps can be covered with frosting, though, and as with any food program that prominently features sugar it was a success." *Sarah D.*

STORYTIMES

Polar Express Interactive Storytime (151) "Far exceeding any expectations, 151 people enjoyed a ride on the Polar Express. I began reading the story and while walking around, punching the ticket of each and every child I played the Polar Express theme song. Kids were dancing, moving, and enjoying every part. At the end of the book, I pull the red box from under the tree and open it. It contains a letter from Mr. C and a message to fix the hole in his pocket. At the very end I played Jingle Bell Rock as Santa walked into the room. I blew some bubbles and Santa danced a little before he sat down and "took orders." He had a candy cane for every little boy and girl who came up to talk to him. We ran out of bags, but the team helped pick up. The teens were so helpful. I could not have done it without them. I called up to the Vortex to thank them for their hard work." *Kathy B.*



Family Hanukkah Storytime (7) "I read just two stories because the two children were pretty young. We spun around with the rainbow ribbons (because dreidels spin), put some felt board candles on the friendly octopus menorah, and bounced pretend snowballs on the parachute. The music for the parachute ("The Rocky Hora Chanukah Song," to the tune of "Time Warp" from *The Rocky Horror Picture Show*) was something I learned about online. One of the dads really loved the song! The octopus menorah was inspired by a lighthearted discussion on Jewish Twitter. A third family arrived in time to do the craft. The two oldest children made menorah pictures with colored tape and washi tape for the candles. One little boy had just started using scissors at home, and the craft was a good match for both children's abilities." *Sarah D.*





Romanian Storytime (153) “For December the group suggested to organize a special celebration with a talent show with the kids. We planned the program together and the moms volunteered different jobs for the event. One got dressed as a Winter fairy and introduced the participants for the show. Another mom who has a photography studio brought a backdrop and took professional pictures of the families. Seven kids participated in the talent show and presented carols and played musical instruments.” *Andreea D.*

Public Service

1000 Books Before Kindergarten: 3 new children signed up in December, and 2 children completed the program! There are 343 active participants.

Winter Reading Program: Read to Succeed (55) This is CSD’s first Winter Reading Program in several years. We are offering the Chicago Wolves hockey team’s *Read to Succeed* program, and the organization provided reading logs and incentives (including game tickets) to give to children in preschool through 5th grade. Smoothie King on Weber Road also donated vouchers for a free smoothie to all participants. On the first day “we had around 21 signups which is awesome for our first day!” *Melisa M.*

Story of the Month:

“One of the joys of being a children’s librarian is the new readers demonstrating their skills. I overheard a little girl in the lobby reading every sign that caught her eye: ‘Hoopla! Hoopla! Mommy, there’s spy stuff!’” *Sarah D.*

Collection

Creativity Park Bulletin Boards

Children continued to bring in their “soup bowls” for our *Stone Soup* bulletin board. On the larger board, Debbie and Kathy created a winter scene complete with an ice rink and hockey players to promote the Winter Reading Program.



Other

- Welcome to Jennifer F., who joined our team on December 16 as Children's Services Specialist.

From Amina Ali's report**Circulation Services****Department Summary**

- The biggest news from December 2019 was that the Fountaindale Public Library District Board of Trustees voted on the proposal for the library to go Fine Free on all materials beginning January 2020! This was all done with the help of Nancy, Paul, Joyce, Melissa, Jeffrey, Christina, Kate, and Danny. What a great milestone we achieved together!

Circulation Statistics

New Patrons Registered	130
Holds Pulled From Shelves	6,625
Incoming Rails Bins	212

Snags Resolved	38
Snags Retrieval Material Amount	\$893.29

Drive Up Statistics		
Total Visits (December 2019)	Previous Month (November)	Previous Year (December 2018)
644	729	742

From Marianne Thompson's report**Outreach Services**

FRIENDS: Friends had a couple of good sales during the month of December

ADULT VOLUNTEERS: Two adult volunteers worked 8 hours for the Star Wars program on Dec 7.

ACTIVITIES:



Dec 19 was a busy day for Outreach. The staff held a lovely lunch for my retirement, and I received a Packer blanket & Packer cups. The big surprise was a photo of the Bookmobile open for a MOPs show & the MOPs logo stitched on the back of the blanket - truly a lovely surprise and something

I will cherish! The library held a cake reception in the afternoon, with a beautiful cake. Many of the staff I have hired over the years, thanked me and told me how much they appreciated me hiring them, and they love their jobs at Fountaindale! In the evening, I attended the Board meeting where they approved a proclamation for my 30 years of service at Fountaindale Public Library - truly a wonderful honor! I am happy to have achieved some milestones to move Fountaindale Outreach services forward, with the purchase of a new Bookmobile as the best news for the service! I look forward to attending the ribbon cutting ceremony in the fall! I have thoroughly enjoyed working with the Outreach staff over the years, creating and developing the MOPs shows for summer programming, and expanding our services through participation at community & school events, storytimes, story walks, book talks, the addition of the Library Express Van to serve our seniors and middle schools, and planning for the new Bookmobile! Fountaindale Library is known throughout ABOS (Association of Bookmobile & Outreach Service) for its innovation of Outreach services through my participation at conferences. I am happy to have served on the ABOS Board & as Vice President/President for the organization. Thank you to Fountaindale for providing these opportunities! It has been a great experience working with staff and colleagues.

From Melissa:



On December 2nd, I went to Revere Court for programming. I read them a few stories from the book called, *Chicken Soup for the Soul Christmas Treasury for Kids*. I read them a silly version of the Twelve Days of Christmas. The residents were laughing at some of the things that were given like, "Seven days of the week undies" or "A toothbrush I didn't really need." After that, I read some Christmas jokes to the residents. The staff at Revere Court were yelling out what they thought the answers would be. I had them laughing at my

jokes. Since that took up most of our time, I brought out the games instead of the craft. I brought the inflatable snowballs toss game. I used the fake snowballs that we have in the department instead of the plastic balls that came with the game. The residents enjoyed this game. I also went around the room and tossed a balloon with the residents. I went up to each person and had them hit the balloon to me 20 times. We counted aloud each time we hit the balloon. I had a great time with everyone.



On December 4th, I did a bilingual storytime for the homebased Head Start group. This was my final storytime for this group. Andreea, from children's, will be taking over for me. I introduced her to Ms. Liz and the group. Ms. Liz seemed a bit bummed that I would no longer be doing this storytime. I told her I would still see her and the group since I still do a storytime for the Head Start preschoolers at Good Shepherd. My theme this month was, "Bears." I read, *Dónde está Oso?* = *Where is Bear* by Jonathan Bentley, *Bears, Bears, Everywhere* by Rita Milios and

Un osito en la nieve = *Snowy Bear* by Tony Mitton. For the songs I played, *A Tooty Ta* by Dr. Jean. Everyone in storytime was laughing at this activity song. It was so much fun. I also handed out pieces of wax paper and played the song, *Skater's Waltz* by Georgina Stewart. This was another activity song that everyone enjoyed. The wax paper really does make it feel like you are ice-skating. For the last fifteen minutes of storytime, I put out the games and puzzles for the children to play with.

From Marleigha:

On December 5th I joined Randi at BHS. This was my first time visiting the high school during school hours. I have visited before when school was not in session and I have delivered books to the front office, but this was my first time interacting with the students during school hours. I enjoyed talking with the students, promoting the library and helping them make a craft. The craft Randi brought that day was her button/magnet maker. Most of the kids wanted to make buttons and I was so inspired by the fun they were having I decided to make one too. I went to my first ever Chicago Bulls game on December 9th and I wore a button that I made this day which had the Bulls logo on it. Overall, this was a good day and the students and staff seemed to enjoy having us there.

December 12th I visited Jane Addams with Randi, and this visit went well. We had a few checkouts and the kids really enjoyed the craft Randi brought which was a DIY ornament. That day we saw about 100 students.

December 19th we had Marianne a retirement lunch. We ordered pizza, talked, listened to good music and we even played "Marianne Thompson Trivia" which was fun. We gave Marianne the gift we purchased and from her reaction I am guessing she really liked it. Overall, December has been a good month. I enjoyed this month and I will make the best out of my break and have an awesome break. This is Marianne's last month and she'll be missed. Marianne is truly a knowledgeable resource and I'll miss that the most.

From: Dennis:

From December 3rd to December 6th there was a lot of work done on our office shelving. Due to ADA requirements, we had to remove a large portion of three of our shelves. We lost a good amount of space, but with recent weeding of the collection, we have been able to still fit our materials.

With December wrapping up we are sad that Marianne will be leaving us soon for retirement. This department just won't be the same without her. Marianne has done so much for this department and has worked tirelessly to grow our role in the Library. Even though I know retirement is bittersweet for her I'm sure that she won't miss having to deal with the Bookmobile's current maintenance issues! We wish her well and will miss her a lot. Things will certainly feel very different come January.

From Cindy:

My puppet show was based this month on The Gingerbread Man . I handmade the Gingerbread Man puppet as we don't have one. I wrote the original script adding extra animals so that more kids could. The first two kids the little old lady and little old man, pretend to mix up the gingerbread man, put him in the "oven" (shoe box) and wait for him to bake. I also had a sign with the chant of the gingerbread man that all the kids enjoyed repeating throughout the show.



Mrs. Fairbairn, a Kindergarten teacher at Independence, was very happy to see me this month. She told me that "The day you come to visit is my favorite day all month and I really looks forward to it! Oh, and so do the kids."

From Laura:

Another month full of regular storytimes and book drop pickups. This month, I lost another preschool center as Little Saints of God close their doors on Dec 27. And we bid a sad farewell to Marianne's long tenure here at Fountaindale! Best of luck in your retirement, MT!

Little Saints of God is closing their school as of Dec 27. They have sold the building and both ladies (Joy and Beverly) are taking some of the students to start their own in-home daycares! Since this has been in the works for awhile, most of the teachers have already left as well as all the school-aged kids. So today was my final visit with only 12 kids ending with a tearful goodbye. These kids have always LOVED my visits and were a sponge for MORE, MORE, MORE! I will be very sad that I won't see them again.

From Carolyn:

On December 5, Marianne and I went to St. Dominic School to present the prizes for the rocking Reading Race.

They were very thrilled to get the books for their library! It is great to see so much effort put into the contest by the kids and staff at the school, as well as their appreciation! One of the kids who helped at the presentation even wanted to checkout a book immediately, because he was so excited to read it!

On December 9, I visited St. Dominic School for the book talk visit. With the younger grades, I talked about Monarch award books and a couple Non-fiction books. ***A Big Mooncake for Little Star*** was a hit. I also showed them how they could make their own phases of the moon project with Oreo cookies. I read ***Toys Meet Snow*** and the kids loves the characters and all their activities and different personalities while encountering the snow outside. I told "cheesy" joke from a kids cookbook and talked about some of the recipes in ***Munchy Munchy*** cookbook for Kids. ***Penguin and Pinecone*** is a sweet book about friendship and a great read-aloud for some interactive questions.

This month, I created a document for **Basic Outreach LEAP Processes** for training – A quick reference guide for common tasks Outreach performs in LEAP. This will hopefully make understanding the process a little easier for new hires in Outreach.

On December 19, we celebrated Marianne's 30 years of service at the library and the Outreach dept. It was great to hear about her career, accomplishments, and all the people she has impacted over the years. She will be missed and we wish her much happiness in her retirement!

REPAIRS & MAINTENANCE OF OUTREACH VEHICLES:

12/3 – Van to Diesel Services to check coolant light/level

12/3 – Bookmobile to Diesel Services to check air lines/steps/ actuator had to be ordered

12/6 – Van to Mercedes to work on replacing the key fob. A new one will be ordered.

12/6 – Bookmobile went to Rendels after a breakdown. Radiator needed repair due to damage in transport. Rendels will also assess why the Bookmobile won't start/run, and do our generator maintenance.

12/26 – Van fob was replaced and reprogrammed for use

12/27 – Bookmobile update at Rendels: the radiator was refurbished and reinstalled; the body work was completed at Rendels. This was the work they were to do because of the Bookmobile slipping off the tow. The reason the Bookmobile stopped working on Dec 6 is still not known. There are codes for a fuel pressure sensor and low coolant sensor they are testing. The generator maintenance was complete.

From Jeffrey Fisher's report

Studio 300

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

- 670 patrons actively used our spaces.
- 2716 items were checked out.
 - 111 of that total circulated out of the lab.
- 272 patrons attended our 20 Orientations, Adult/T(w)een programs, tours, and offsite events.
 - Total programming hours came to 31.
- And 10 Non-FPLD people used Studio 300.



We kicked off December with our annual *Holiday Memories Family Photos* program and added a StoryCorps interview component, too. The completed patron photos are on the library [Flicker site](https://www.flickr.com/photos/fountaindalelib/albums/72157712160088461): <https://www.flickr.com/photos/fountaindalelib/albums/72157712160088461>. Studio 300 also supported *Star Wars Day* by creating and hosting "selfie" stations along with other activities. The photos from that event are [also on Flickr](https://www.flickr.com/photos/fountaindalelib/albums/72157712236645027): <https://www.flickr.com/photos/fountaindalelib/albums/72157712236645027>

Maker events were a large part of our efforts this month with two *Open Workshop* dates and a special *Teen Make-A-Thon*, too. Patrons also used the machines heavily for their own DIY projects. These larger programs bring an increase in foot traffic to the Studio 300 space with many patrons asking questions, subsequently taking Orientation, and then using the DML/Maker resources on their own.



The Independence Elementary Indie Filmmakers visited Studio 300 three Thursday afternoons in a row to complete their two short films made at the after school program. This work was even featured in VVSD's own [Weekly News](#).

From Adriana A. - In December, I photographed and edited the *Holiday Memories Family Photos*. I also took pictures during the *Star Wars Day* event. I led several classes including Photoshop and assisted on the various maker open lab programs. This month's Kpop program was a fun event where the teens battled one another for the top spot in the Kpop trivia challenge. I was able to assist with the Community Pillars project to launch in January and prepare images of the completed MRC for promotional and Communico use, too.

From Justin C. - I took on the task of creating fliers for Studio 300 classes and programs for the month of December. I also successfully taught my very first one-on-one for the embroidery machine. Along with Patrick C. I hosted a special holiday *Open Mic* for patrons to perform holiday as well as original compositions. I finished the edit of my interview with music industry professional and Bolingbrook resident Renee Baker. This video is on [FPLD's YouTube channel](#) and the audio-only version is part of [Bolingbrook: Project Music](#) on our Biblioboard platform.

From McKayla B. - Over the course of December, I learned how to use the vinyl cutter, heat press, and the basics of 3D printing. I taught my first class about iMovie and was able to answer specific patron questions and help brainstorm ideas for future projects. I finished creating a tack wall display about capturing holiday memories that included tips for equipment use, featured our circulating equipment, and offered sample questions and topics for family interviews. I used the silhouette machine to create snowflakes and also decorated the display with holiday photos for inspiration.

From Nikki S. - I have learned a lot more about the Maker Lab and the machinery ins and outs. The maker machine one-on-ones I led let me work more hands-on with the specific software and materials, too. I was in charge of creating a display case theme and I decided to not only do something along the lines of photography, but to also showcase how people could use the Maker Lab to create some really nice holiday gifts like 3D printed ornaments, Carvey-ed tiles, embroidered names, holiday icons, etc.

From Patrick C. - I kicked off the month by helping out with the *Holiday Family Photo Day* and running the *StoryCorps* project for that day where we recorded patrons sharing their favorite holiday memories. Patrons were given prompt sheets to use to question one another. I led another *Podcasting 101* with the Rodecaster course early in the month and have seen several attendees return regularly to record their podcasts. I helped with final preparations for *Star Wars Day*, which included adding the Superlaser to the Death Star selfie station and setting up the Starship Cockpit station. I ran the *Open Mic* on December 10th with Justin's help, which saw an increased turnout since the November one. I passed on my *Video Editing 101* class materials to McKayla, did three 3D printer 1-on-1s, a Vixia and lavalier 1-on-1, and assisted with the second *Maker Lab Holiday Open Shop*. I've been printing more 3D prints for the January display case to have an optical illusion theme and will continue to add to this throughout the month ahead.

From Monica S. - Worked during the *Maker Open Lab* and helped Anna provide assistance to patrons and answered maker questions. Worked the Teen *Make-A-Thon*, too and helped Anna, McKayla, and the ATSD-Teens department assist the young patrons with using the maker machines. I also made posters for the tree display and practice projects on the embroidery and Silhouette Cameo machines then led my first Cameo machine training to three patrons.



From Anna G. - Studio 300 hosted two rooms for *Star Wars Day* with Patrick, Monica, and myself creating an 8ft tall Death Star and a life-sized spaceship console. The Studio held two *Maker Open Labs* and a *Teen Make-a-Thon*, too. For these, I made give-aways using the Silhouette Cameo and the prize drawing made a few winning patrons very excited. During the Teen Maker class we made paper gingerbread houses while the adult Makers made fun and creative foil cards during their class.

With the assistance of the Programming Committee members, who reviewed the applications and made recommendations, we selected both our *2020 Artists in Residence*. Erika Doyle will serve her residency during April-May and Valante Grant will be the September-October AiR. More details about both our artists, the work they will be doing, and more will be coming soon in *The Fountain*.



Jeffrey along with Adriana A. worked with Melissa B. and Steven F. to take photos of and interview various people for the *Community Pillars* project as part of the 50th anniversary promotion.

Also, along with Randi C., Jeffrey met with Brooks Middle School to plan a family night at the library. He also worked with Jennie N. on a possible new CC processing solution. The Tinker Technology Troupe augmented their plans for the Maker Faire, too. Jeffrey continued his work with the Soon to Be Famous committee on their contests, promotions, and other related areas. And he attended Manager and Programming meetings, too.

Building Operations (Tasos Priovolos)

Construction was completed in our new 2nd Floor meeting room. A final walk thru was completed with the general contractor and architect. Minimal items were included in the punch-list and we expect these items to be completed in the first couple of weeks of January. The room is available for reservations as of January 1st.



Work was completed on our high density shelving system in the Outreach workroom. This work was to decrease the size of the first three shelves in order to provide needed clearance to the exit door per ADA rules. This work was completed based on recommendations on our recent facilities assessment project.

New concrete and bollards were installed at the island located at the northwest end of the parking lot. This work was completed to provide ease of plugging in the bookmobile engine heater along with preparing to install a new vehicle charger in preparation of the new bookmobile.



New concrete was installed in front of Exit #2 which is located south of the main building entrance. This work was completed to provide adequate clearance for this fire exit. This concrete work was completed based on recommendations on our recent facilities assessment project.



ZENDESK -

In December, 56 new maintenance tickets were created, and 57 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

Weeding Progress

My department was busy this month weeding over 4,000 items that were either in bad condition, no longer popular or were very outdated. Lynnette focused on Adult Nonfiction, while Brett worked on weeding Juvenile Nonfiction. As a result, Adult Nonfiction materials yielded a **9% increase** in circulation compared to last December. Weeding will continue to be a primary focus heading into the New Year.

Lucky Day Collection Update

Our Lucky Day Collection continues to be successful. December yielded 1,523 circs. We added perennially popular holiday movies to the collection, which continuously circulated.

Approximately 68% of Lucky Day checkouts in December were comprised of movies.



Rokus Update

The debut of the newest circulating collection of Roku Ultra media players has proven to be very successful. Our collection of 12 Rokus have yielded 35 circs in December, garnering positive reviews from both patrons and staff. The Roku Task Force has decided to continue meeting on a quarterly basis to address any new issues that arise. Due to the Task Force's preparation and hard work, no major hiccups occurred as we began circulating the devices. ATSD staff is doing a wonderful job explaining the devices to patrons and facilitating the check in/checkout process. CMTSD staff Brett and Chris have taken on the task of checking returned Rokus to wipe out patron data and ensure patron privacy is full intact. Additional Rokus will be purchased in the New Year to fulfill the steadily rising holds queue.

Networking Meetings

We hosted two networking meetings here at Fountaindale this month. My collection development staff and I attended Pinnacle's second PinCollect Forum, held in early December. It was valuable to hear what other Pinnacle libraries are doing in terms of collections. Joliet will be launching their first ever video game collection in early 2020. We also hosted the RAILS Technical Services Networking Group meeting. Along with my Acquisitions and Cataloging staff, over 40 other Technical Services professionals across Illinois were in attendance.

Continuing Education, Trainings & Orientations

- Dec 13 – ILL Training for Nancy and Carolyn (by Christine Jason and Lynnette Hopwood)

Comparison of Physical Collection Circulation December 2018 to December 2019

**Sorted by Category Name – Alphabetical*

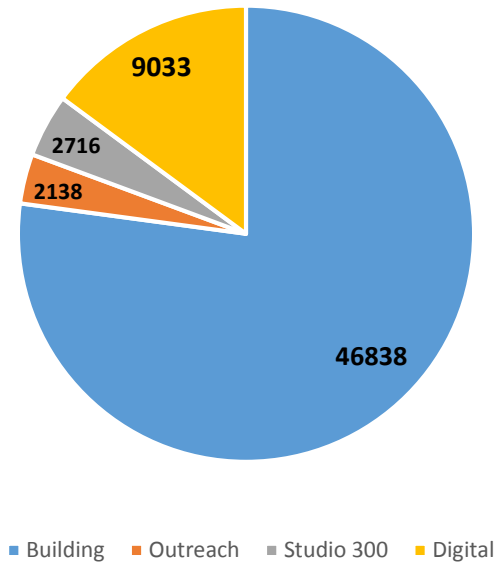
Collection Categories	Dec 2018 Circs	Dec 2019 Circs	Change	% Change
Adult Audiobooks	830	722	-108	-13%
Adult Fiction	4317	4430	113	3%
Adult Graphic Novels	445	347	-98	-22%
Adult Nonfiction	3771	4112	341	9%
Adult Video Games	309	346	37	12%
Beginning Readers	905	1080	175	19%
Interlibrary Loan	232	218	-14	-6%
Juvenile Audiobooks	445	255	-190	-43%
Juvenile Fiction	5685	4203	-1482	-26%
Juvenile Graphic Novels	1118	1355	237	21%

Juvenile Kits	119	104	-15	-13%
Juvenile Movies & TV	4915	3766	-1149	-23%
Juvenile Nonfiction	3019	2529	-490	-16%
Juvenile Technology & Equipment	163	155	-8	-5%
Juvenile Video Games	781	622	-159	-20%
Large Print	698	559	-139	-20%
Local Authors	5	4	-1	-20%
Magazines	863	557	-306	-35%
Movies & TV	11746	11482	-264	-2%
Music	2028	1323	-705	-35%
Picture Books	6796	6749	-47	-1%
Studio 300	2896	2716	-180	-6%
Technology & Equipment	807	941	134	17%
World Languages Adult	169	153	-16	-9%
World Languages Juvenile	429	321	-108	-25%
World Languages Young Adult	16	7	-9	-56%
Young Adult Audiobooks	71	35	-36	-51%
Young Adult Fiction	1100	875	-225	-20%
Young Adult Graphic Novels	503	656	153	30%
Young Adult Kits	7	2	-5	-71%
Young Adult Nonfiction	229	222	-7	-3%
Young Adult Video Games	853	846	-7	-1%
TOTALS	56270	51692	-4578	-8%

Circulation by Branches
December 2018 to December 2019

Branches	2018	2019	Change	% Change
Building	49395	46838	-2557	-5.18%
Outreach	3979	2138	-1841	-46.27%
Studio 300	2896	2716	-180	-6.22%
Digital	8408	9033	625	7.43%
Total	64678	60725	-3953	-6.11%

Circs By Branch

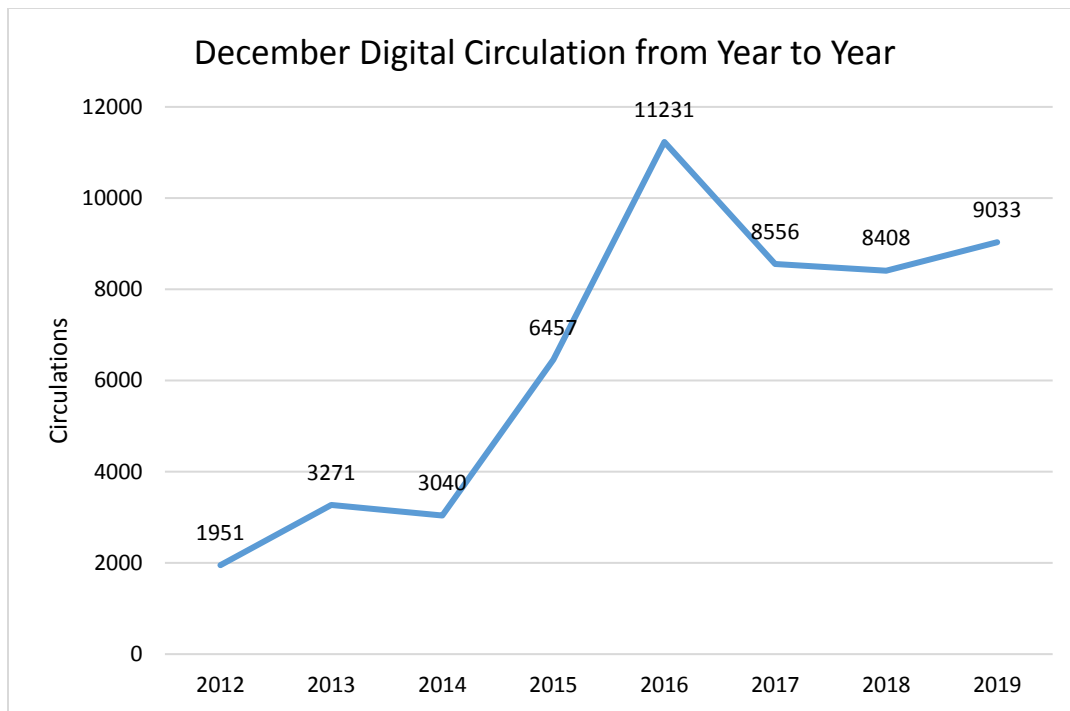


Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	3,457	vs.	DVD	12,120
CD Audiobook	696	vs.	Playaway Audiobook	413

Special Collections

Collection	Circs
Lucky Day	1,523
Mobile Hotspots	53
Roku Media Players	35
Dolls	65
STEAMboxes	32



* Hoopla and Freegal services were added in year 2016

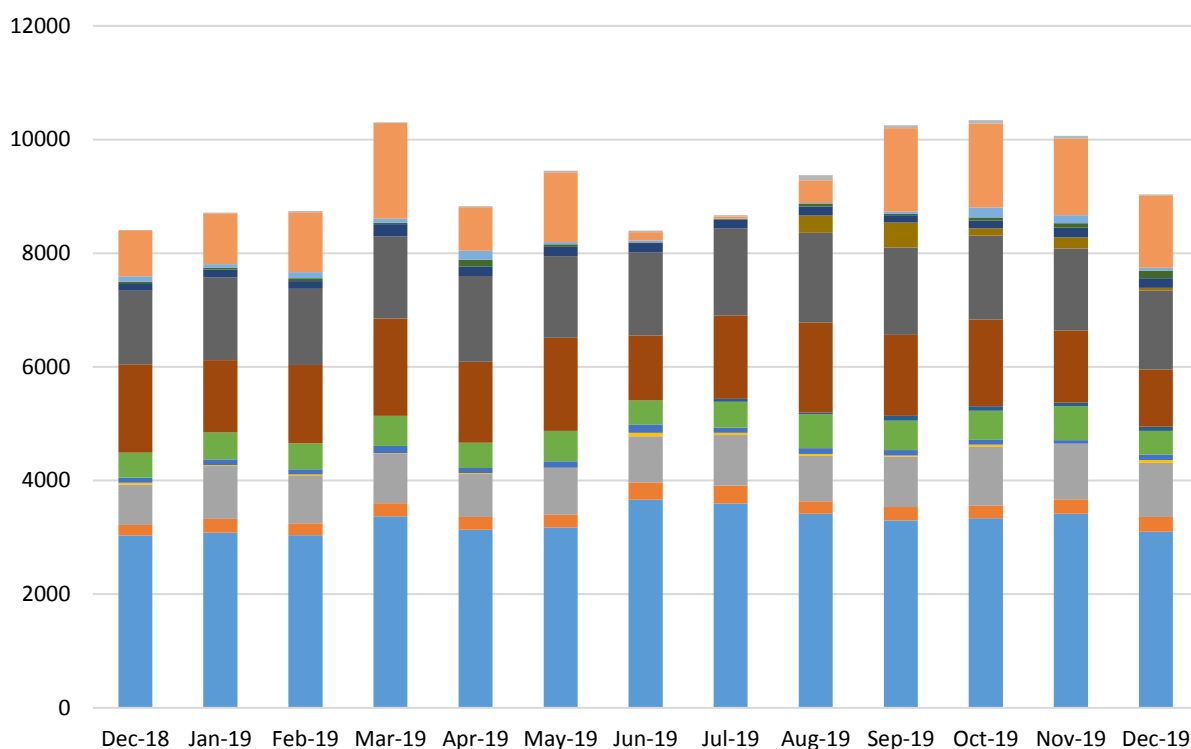
Comparison of Digital Collection Usage December 2018 to December 2019

Digital Platform	Dec 2018	Dec 2019	Change	% Changed
Tumblebooks	813	1270	457	56.21%
cloudLibrary Shared	396	509	113	28.54%
Freegal Music Downloads	230	343	113	49.13%
Hoopla	1296	1390	94	7.25%
GVRL eBooks	39	132	93	238.46%
cloudLibrary eBooks	221	296	75	33.94%
Rbdigital Entertainment	0	70	70	
OverDrive eBooks	1776	1841	65	3.66%
Kanopy	121	173	52	42.98%
cloudLibrary eAudio	96	145	49	51.04%
eRead Illinois eBooks	116	160	44	37.93%
PressReader	0	44	44	
eRead Illinois eAudio	68	101	33	48.53%
Biblioboard	33	49	16	48.48%
BookFlix	2	15	13	650.00%
Rbdigital eAudio	89	98	9	10.11%
OverDrive eAudio	1257	1260	3	0.24%

Rbdigital eMags	438	416	-22	-5.02%
World Book eBooks	94	54	-40	-42.55%
Freegal Music Streaming	1323	667	-656	-49.58%
Totals	8408	9033	625	7.43%

For **December 2019**, digital circulation was **14.86%** of the library's total circulation.

Digital Collection Circulation



	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Book Flix	2	14	23	11	21	29	30	26	89	49	61	54	15
Tumble Books	813	893	1052	1687	762	1231	146	39	404	1474	1477	1345	1270
World Book eBooks	94	63	106	71	160	36	33	7	17	39	174	143	54
Gale Virtual Ref Library	39	33	55	25	117	44	13	12	45	21	60	78	132
Kanopy	121	139	134	212	172	164	159	153	154	128	132	168	173
PressReader								8	307	443	129	196	44
Hoopla	1296	1454	1339	1449	1506	1440	1467	1520	1573	1536	1478	1444	1390
Freegal Music	1553	1277	1377	1712	1423	1636	1140	1469	1591	1421	1523	1268	1010
RBDigital Entertainment								49	27	88	78	67	70
RBDigital eMags	438	469	456	529	449	533	432	460	599	517	515	594	416
RB Digital eAudio	89	106	91	126	86	112	137	91	98	98	82	62	98
Biblioboard	33	12	32	14	22	5	62	36	34	22	41	4	49
Cloud Library	713	933	830	865	752	825	811	893	800	882	1033	978	950
eRead Illinois	184	241	207	231	223	224	306	311	223	235	222	252	261
OverDrive	3033	3083	3041	3371	3136	3175	3663	3598	3413	3299	3338	3415	3101

Digital Content Fast Facts - December 2019

Overdrive

- There were **4,701 unique users**, which is a **13.6% growth** from last December.
- **eBooks** accounted for **59.6%** of checkouts, while **eAudio** accounted for **40.4%**.
- **87.8%** of checkouts were for **Adult** titles, **6.5%** were for **Young Adult** titles, and **5.7%** made up **Juvenile** titles.
- During the month, PLC yielded **8,818 active holds** and **21,010 total checkouts**.

cloudLibrary

- There were **195 active users** in the month. **Of those, 9 are new patrons.**
- **86.42%** of checkouts were **Adult titles**, **5.57%** were **Young Adult** titles and **8.02%** were **Juvenile** titles.
- **Pay Per Use eAudio** program yielded **32 circs** from FPLD and **49 circs** from LMPL.

eRead Illinois/Axis 360

- There were **100 active users** for the month, **25** of which are **new users**.
- **eBooks** accounted for **61.3%** of checkouts, while **eAudio** accounted for **38.7%**.

Hoopla

- There were **1,390 total circs** borrowed by **355 patrons**. The **average number of circs was 3.9 circs** per patron, with 47 patrons using all 10 circs.
- **Audiobooks** were the most borrowed format, accounting for **50%** of all circs, followed by **eBooks with 23%**, **Movies/TV with 14%**, and **Comics with 8%** of circs.
- **Adult Fiction** was the most borrowed category, accounting for **53%** of all circs, followed by **Adult Non-Fiction with 28%** and **Juvenile Fiction with 12%**.

Kanopy

- The **most popular videos** in December were: *Long Day's Journey Into Night*, *The Decline of Western Civilization 2: The Metal Years*, *the Multiverse* and *Paradise Hills*.
- Our patrons played **173 distinct video titles** and **328 video plays**.
- The site was **visited 1,430 times** and received **1,733 page hits**.
- There were **46 active users**, of which 3 used all 10 video plays.

Freegal

- This month yielded **343 music downloads** and **667 songs streamed**.
- The month's top **streaming music genres**: Pop, Holiday, Classical, R&B, Rock
- The month's top **downloaded music genres**: Classical, Pop, Country, Hip Hop/Rap, Holiday, Rock, Alternative

Physical Items Added and Withdrawn

Collections	Added	Collections	Withdrawn
Adult Audiobooks	18	Adult Audiobooks	21
Adult Equipment	3	Adult Equipment	8
Adult Fiction	694	Adult Fiction	218
Adult Graphic Novels	104	Adult Graphic Novels	27
Adult Large Print	84	Adult Large Print	8
Adult Magazines	245	Adult Magazines	17
Adult Movies and TV	751	Adult Movies and TV	72
Adult Music	27	Adult Nonfiction	1474
Adult Nonfiction	470	Adult Video Games	3
Adult Reference	30	Beginning Readers Fiction	9
Adult Video Games	43	Juvenile Audiobooks	3
Beginning Readers Fiction	39	Juvenile Fiction	107
Beginning Readers Nonfiction	39	Juvenile Graphic Novels	133
Juvenile Audiobooks	99	Juvenile Movies and TV	298
Juvenile Fiction	213	Juvenile Nonfiction	1235
Juvenile Graphic Novels	125	Juvenile Video Games	161
Juvenile Kits	12	Picture Books Fiction	115
Juvenile Magazines	15	Spanish Adult Nonfiction	9
Juvenile Movies and TV	149	Spanish Juvenile Fiction	6
Juvenile Music	2	Spanish Young Adult Fiction	17
Juvenile Nonfiction	176	Studio Equipment	5
Juvenile Reference	3	Young Adult Fiction	176
Juvenile Video Games	46	Young Adult Graphic Novels	2
Local History and Genealogy	3	Young Adult Nonfiction	5
Picture Books Fiction	239	Young Adult Video Games	11
Spanish Adult Nonfiction	1		
Spanish Juvenile Fiction	5		
Spanish Juvenile Nonfiction	1		
Studio Equipment	30		
World Languages Juvenile Movies and TV	12		
Young Adult Fiction	45		
Young Adult Graphic Novels	60		
Young Adult Nonfiction	48		
Young Adult Reference	24		
Young Adult Video Games	42		
TOTALS	3897		4140

Acquisitions

- Purchase Orders created and released: 78
- Purchase Orders closed out and received: 83
- Invoices Paid: 224

Interlibrary Loan

218	Items Received for our patrons <ul style="list-style-type: none"> • 180 items from IL libraries • 38 items from out of state libraries
162	Items Sent out to other libraries <ul style="list-style-type: none"> • 85 to IL libraries • 73 to out of state libraries • 4 to XYZ libraries
282	Items requested by our patrons this month <ul style="list-style-type: none"> • 266 submitted in OCLC • 10 items were too new to request • 1 were available in Pinnacle • 6 were out of country only • 1 ALA form
249	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 132 from IL libraries • 117 from out of state libraries • 0 out of country

CollectionHQ Statistics

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - <i>Items that have not circulated in <u>2 years</u></i> <i>CHQ Recommendation: less than 10%</i>	11,876 Down 645 items 10.15%	1,758 Down 204 items 10.45%	12,229 Down 613 items 11.37%	25,863 Down 1,307 items 10.71%
Collection Check - <i>Anything that has not circulated in <u>4 years</u></i> <i>CHQ Recommendation: less than 10%</i>	269 Up 3 items 2.27%	396 Down 112 items 22.53%	1,360 Down 63 items 11.12%	2,025 Down 172 items 7.83%
Grubby - <i>Items that have circulated <u>75 times</u> or more</i> <i>CHQ Recommendation: less than 10%</i>	10,397 Down 22 items 8.88%	896 Up 4 items 5.33%	11,218 Down 389 items 10.43%	22,511 Down 407 items 9.33%

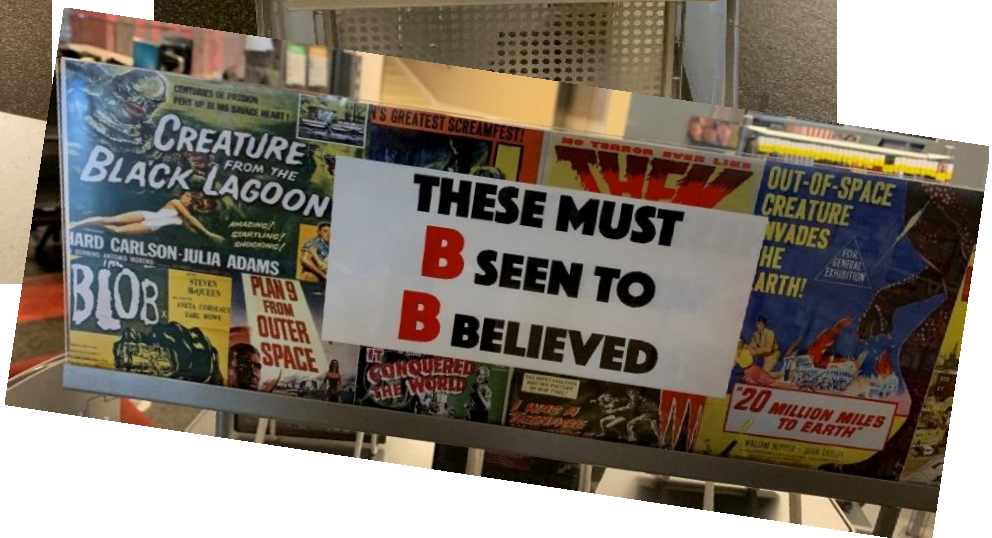
DOA <i>Items that have been added to the collection in the last 6 months, and only circulated 1 or less times in the last 18 months.</i> <i>US average 16%</i>	2,523 Down 63 items 16.88%	626 Down 12 items 31.19%	1,513 Down 123 items 16.90%	4,662 Down 198 items 18%
Turnover <i>December 25, 2018 to December 23, 2019</i>	2.06 Turnover	1.99 Turnover	2.64 Turnover	2.32 Turnover

NextReads Newsletters

Subscribers	12 New	1 Unsubscribed	16 Bounced
Newsletters	<ul style="list-style-type: none"> 395 Items clicked open December 2019 Movies highest clicks (317!!) 	26.79% Mobile Views	73.21% Desktop Views
Emails	<ul style="list-style-type: none"> 1,149 Sent 34.12% opened 	Highest Subscribers - New York Times Fiction Bestsellers (73)	Highest Unique Opens – Mystery 28 opens

Displays

Lobby Tree <ul style="list-style-type: none"> Strange but True (68) Lobby Display <ul style="list-style-type: none"> Staff Picks (185) Lucky Day (1,523) Holiday Cozy Books (94) 2nd Floor <ul style="list-style-type: none"> Hallmark (274) Holiday Movies (593) “B” Movies (36) only up 1 week so far 3rd floor self-check Holiday Cooking and Crafts (24)	Holiday <ul style="list-style-type: none"> Holiday DVDs (608) Holiday Books (191) Kwanzaa Books (16) Hanukkah Books (24) Read to Succeed (17) Yellow Wall <ul style="list-style-type: none"> Step Into Reading (90) Lobby Popup <ul style="list-style-type: none"> Star Wars (32) Spies are Super Fly (13) Beauty and the Beast (8)
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Communications (Melissa Bradley)

Communications General Updates

- During the month of December, our collection-focused Google ads had 15,329 impressions and 2,118 clicks to our collection subpages.
- Melissa, Steven, Jeffrey and Adriana filmed many of our 50th anniversary [Pillars of the Community](#) interviews. A new interview will be released each month during 2020. Sabrina designed the artwork for the videos.



- Melissa, Sabrina, Carolyn, Marianne, Paul and Nancy worked together to provide design concepts to SBW Graphics for the new Bookmobile wrap.
- Melissa, Sabrina and Christina met to discuss printing Roku startup guides and future CMTSD projects.
- Sabrina designed the Read to Succeed: Chicago Wolves Winter Reading Program, Star Wars Celebration and Winter Learning Circles collateral.



Media

- Don McKay included photos of our building in a [blog post](#) he wrote for ILA.
- Valley View included information about Studio 300 in their December 12 [press release](#). [The Bugle](#) also picked up the story.
- In their December 19 [press release](#), Valley View included information about our 50th anniversary Pillars of the Community initiative as Wood View's LMC Director, Felix Soto, participated in the project.

Social Media Paid Ads

- The Star Wars Celebration paid ad ended. The ad ran November 20–December 6. We spent \$20, which reached 2,109 people and had 75 event responses.

Social Media Metrics

- Facebook Metrics
 - 23 new people liked our page
 - 1,150 people viewed our page
 - 60,174 people viewed our content (reach)
 - 15,235 people saw our content because a friend shared, liked or engaged with it
 - 2,690 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 7 new followers
 - 83 page views
 - 10,500 tweet impressions
- Instagram Metrics
 - 15 new followers
 - 288 post likes
 - 6228 people viewed our content (reach)

Email Marketing Metrics

- 27 emails sent (This includes weekly blog roundup emails)
- 56 new subscribers (This includes blog subscribers)
- Average open rate: 53.39% (industry average is 19.85%)
- Average click rate: 23.30%

Finance (Jennie Nguyen)

- **Unclaimed Properties Report** – Finalized list of unclaimed properties to be reported to the Illinois Treasurer's office.
- **Elavon Meeting** – Jeffrey and I conducted a phone conference with the Elavon representative, Craig Peterson, to discussed the credit card services and equipment for the Studio 300 department. Due to the bank selection from the Bank Services RFP, the opportunity to review the credit card company handling the Studio 300 services and equipment checkouts was also reviewed for potential service improvements.

- **BMO Accounts** – The first group of accounts at BMO Harris Bank was closed and funds transferred to our new accounts at Bolingbrook Bank & Trust.
- **Bolingbrook Bank & Trust** – Continue to work with our Bolingbrook Bank representatives to review all of the steps needed to update the records for the Library's direct deposits/debits.
- **Financial Edge NXT** – Allyse and I had a phone conference with our new Blackbaud account manager. This meeting gave us an opportunity to discuss the Library's requirements, service concerns and get an update on any upgrades and database transfers status.
- **Chase Credit Card Account** – Reviewed and finalize the payment for account balance. I had contacted the Chase account manager to notify the Library's intention to close our accounts and send to the Library their account closing requirements.
- **Audit Services RFP** – Review the Audit Services RFP with Paul and had our attorney review the proposal and bid evaluation documents. This proposal will be included in the January 2020 board meeting for the Board Trustees review and approval.
- **Accounting/Reports:** Completed regular monthly financial reports, analysis, and reconciliations

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

*These positions will be posted after the holiday season to increase the number of applicants.

- CMTSD Aide
- Finance Aide
- Finance Specialist

New Employees:

- Amanda Slone, Circulation Services Aide, 12/02
- Dawn Smith, Circulation Services Aide, 12/02
- Andre Burton, Building Security Monitor, 12/03
- Jennifer Fredrick, Children's Services Specialist, 12/16
- Nicholas Mitchel, Adult Services Programming Librarian, 12/30

Promotion:

- Ruth Morales, CMTSD Aide, was promoted to Circulation Services Specialist, 12/09

Retirement:

- Marianne Thompson, Outreach Services Manager, 12/27

Training and Development

- Stop the Madness! Effective Ways to Protect Your Organization Against FMLA Abuse; Webinar, Lea
- Understanding the New W-4 for 2020; Paylocity Webinar; Lea
- HR Source Roundtable for Libraries; Lea

Policy Review

- Continue review of current Anti-Harassment and Anti-Discrimination Policy with Paul Mills; present to the Board at the January 2020 Board meeting.
- Reviewed/revised Use of Staff Library Accounts section of the employee handbook due to the revised Circulation policy eliminating fines. Present to the Board at the January 2020 meeting for approval.

Information Technology (John Matysek)

- During the month of December 74 new help desk tickets were created by FPLD staff, and 64 new or existing tickets were solved by IT staff.
- Worked with vendor ITsavvy to correct an issue with the correct time on the library network domain, which was effecting all computers attached to the domain.
- Met with vendor Netrix, LLC to review the library's account and discuss future network related projects coming up in 2020.
- Began migrating patron computers from a local version of the security software DeepFreeze to a cloud based version, and worked with vendor Faronics to troubleshoot same.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, continued working with vendor Bibliotheca on replacing existing self-check units with new Windows 10 versions.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, started working with vendor Cen-Tec to install and configure My Library Rewards software on the new Windows 10 self-check units.
- Worked with vendor Bibliotheca to configure libraryconnect, there cloud based control center for the new Windows 10 self-check units.
- Met with vendor ITsavvy to finalize plans to replace the library's Cisco IronPort Web Security appliance.
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, completed reimaging the Mac Mini computers in the Studio 300 Group Collaboration Rooms (GCR).
- Along with Randall Hildebrandt, Jose Robles, and Nathan Peddicord, began reimaging all staff computers from Windows 7 to Windows 10.
- Along with Paul Mills, worked on preparing the forthcoming Request for Proposal (RFP) for Multi-Function Devices, which will yield new printers/copiers for the library in mid-2020.

District Statistics					Population Total		67683				
Total Circulation Statistics		60,725	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes	
Building/Driveup		49,554	Reading Programs Offered	0	0	2	0	2	22,926	4,377	
Bookmobile		2,138	Reading Members	0	0	398	0	398	Proctoring	Total Twitter Followers	
Digital		9,033	Summer Reading	0	0	0	0	0	6	826	
			Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers	
			Collections Totals		Population Served	Building	Outreach	Total	442	994	
Interlibrary Loan Requests			New Physical Items	3,897	Total Visits	33,536	711	34,891	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons		218	New Digital Items	1,228	New Cardholders	135	1	136	2,309	5,106	
Items Sent to other Libraries		162	Collection Total	435,064	Active Cardholders	24,123	107	24,230	Pages Printed	COHS Students Enrolled	
			% Served		All cardholders **	48,574	Drive through visits	644	16,897	5	
In-house checkins (Not part of total circ)		1770	Active cardholders	35.80%	Computer and Internet Sessions						Monthly Wireless Sessions
			All cardholders	71.77%	Studio 300	Children's	Vortex	Lab/Commons	Total		
					154	807	406	3,089	4,456	16,424	
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	172	33	24	25	382	Building Front	Building Rear	Church	Ashbury's		
Attendance	267	52	50	453	643	2,662		3,298	1,076	325	
Programs	Programs Adults				Programs Teens					Mobile App Downloads	
	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 3,904		
Numbered offered	29	2	20	51	38	0	0	38	Android: 936		
Attendance	350	25	272	647	677	0	0	677			
Programming hours	60	2.5	31	93.5	70	0	0	70			
Programs	Programs Children				Passive Programs for Teens					Total Offered	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	266		
Numbered offered	48	123	0	171	23	0	0	23	Total Attendance		
Attendance	1,584	3,739	0	5323	605	0	0	605	8,801		
Programming Hours	30.25	90	0	120.25	X	X	X	X	Total Programming Hours		
	Passive Programs for Children				Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages					313	
	Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Offsite	Virtual	Total			
Numbered offered	133	0	0	133	3	0	3	6			
Attendance	766	0	0	766	724	0	1,430	2,154			
Programming hours		0	0	X	7	0	23	30			
Questions	Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total			
Reference Total	211	155	956	593	961	2	87	2,965			
Directional	11	610	999	0	1,313	0	0	2,933			
One on One Assistance	39	74	26	0	6	0	0	145			
Comparison to Previous Year	This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs ** All cardholders are all patrons in our patron database which gets purged monthly to delete patrons with expired cards of 4 years or older			
Circulation	60,725	64,678	-6.11%	Reference Questions	2,965	3,184	-6.88%				
Visitors	34,891	29,849	16.89%	Computer Usage	4,456	4,813	-7.42%				
Card Holders	24,230	24,908	-2.72%	Wireless Sessions	16,424	15,725	4.45%				
Room Bookings	642	614	4.56%	Program Attendance*	8,801	7,408	18.80%				