

FOUNTAINDALE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
November 18, 2021 | 7 p.m.
300 West Briarcliff Road | Bolingbrook | Board Room

View the meeting online via YouTube: https://youtu.be/LmE7HK_ZEHI

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – October 21, 2021
5. Employee Recognition
 - a. Adriana Alvarez – 10 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
 - a. Approval of Ordinance 2021-6 – Tax Levy Ordinance
 - b. Approval to Seek Bids for Exterior Lighting Replacement Project
 - c. Approval of OSHA Emergency Temporary Standard (ETS) COVID-19 Vaccination, Testing and Face Covering Policy
 - d. Approval of Revised Study Room Policy
 - e. Approval of Resolution 2021-8 – Resolution Regarding the Issuance of Non-Resident Library Cards
 - f. Approval of Statement of Receipts and Disbursements Fiscal Year 2020/2021
 - g. Approval of Certified List of Trustees and Staff for Filing with Will and DuPage Counties for Statements of Economic Interest
 - h. Approval of 2022 Per Capita Grant Application
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
 - a. Bills Paid Report – November, 2021
 - b. Bills Payable Report – November, 2021
13. Director's Report – October, 2021
14. Unfinished Business
15. Reports
 - a. Building
 - b. Finance
 - c. Strategic
 - d. Internal Board Operations
16. Agenda Building for the Next Meeting
17. Announcements
18. Adjournment

November 2021 Agenda Background

Paul Mills

8. New Business – Action Items

a. Approval of Ordinance 2021-6 – Tax Levy Ordinance

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

Suggested Motion: Motion to approve Ordinance 2021-6 – Tax Levy Ordinance.

b. Approval to Seek Bids for Exterior Lighting Replacement Project

We are ready to proceed with seeking bids to replace the exterior lights and poles in our parking lots and around the building. We will also be looking to upgrade the security cameras in the parking lot. Architect Ron McGrath from Tria will be at the board meeting to discuss.

Suggested Motion: Motion to approve seeking bids for Exterior Lighting Replacement Project.

c. Approval of OSHA Emergency Temporary Standard (ETS) COVID-19 Vaccination, Testing, and Face Covering Policy

On November 5th, the Occupational Health and Safety Administration (OSHA) published a Covid-19 Emergency Temporary Standard (ETS) on vaccination and testing. The ETS requires covered employers to implement a written vaccination policy. I reviewed the ETS with our attorney, and we are a covered employer for the ETS.

As I write this it is unclear if the ETS will stay in place. There are currently multiple legal challenges to it and it seems likely that the ETS will end up before the United States Supreme Court.

If the ETS stays in effect, all staff will need to either provide documentation regarding vaccination status for Covid-19 and/or provide weekly Covid-19 test results. As the ETS is currently written, reporting vaccination status would be required by December 5, 2021. Staff who are

not vaccinated would need to have weekly Covid-19 testing starting January 4, 2022.

Our attorney and our HR Manager will be present at the Board Meeting to discuss this and answer questions.

As background information, here are key elements of the ETS —

- Testing in Lieu of Vaccination — The ETS allows for an exception to mandatory vaccinations for staff who elect weekly Covid-19 testing. Those staff must also wear a face-covering while at the workplace and while in a vehicle with another person for work-related purposes.

- Determination of employee vaccination status — The ETS requires employers to determine the vaccination status of each staff member, obtain acceptable proof of vaccination, maintain records of each staff member's vaccination status, and maintain a roster of each staff member's vaccination status. These records would be kept secure and separate from other personnel files.

- Booster shots are not required by the ETS.

- Paid Time Off — The ETS requires employers to support vaccination by providing staff reasonable time, including up to four hours of paid time, to receive each vaccination dose, and reasonable time and paid sick leave to recover from side effects experienced following each dose. Staff would be using their available sick time to recover from any side effects.

- Handling Positive Covid Tests — The ETS requires employers to (1) require staff to promptly provide notice when they receive a positive Covid-19 test or are otherwise diagnosed with Covid-19; (2) immediately remove any staff member from the workplace who received a positive COVID-19 test or is diagnosed with Covid-19, regardless of vaccination status; and (3) keep removed employees out of the workplace until they meet appropriate criteria for returning to work.

- Information to Staff — The ETS requires employers to provide employees the following: (1) information about the requirements of the ETS and workplace policies and procedures established to implement the ETS; (2) the CDC document "Key Things to Know About Covid-19 Vaccines"; (3) information about protections against retaliation and

discrimination; and (4) information about laws that provide for criminal penalties for knowingly supplying false statements or documentation.

- OSHA Reporting Requirements —The ETS requires employers to report work-related Covid-19 fatalities to OSHA within 8 hours of learning about them, and work-related Covid-19 in-patient hospitalizations within 24 hours of the employer learning about the hospitalization.

- Availability of Records — The ETS requires employers to make available for examination and copying a staff member's Covid-19 vaccine documentation and any Covid-19 test results to that staff member and to anyone having written authorized consent of that staff member. Employers are also required to make available to a staff member the aggregate number of fully vaccinated staff members at a workplace along with the total number of staff members at that workplace.

These and other elements are reflected in the draft policy and/or procedures that would be implemented.

Suggested Motion: Motion to approve OSHA Emergency Temporary Standard (ETS) COVID-19 Vaccination, Testing, and Face Covering Policy to be in effect only during the duration of the OSHA Emergency Temporary Standard on Vaccination and Testing.

d. Approval of Revised Study Room Policy

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

- Adds the ability for Pinnacle and Reciprocal borrowers to use the rooms on a walk in basis, without requiring them to make a reservation 24 hours in advance.

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

- e. Approval of Resolution 2021-8 – Resolution Regarding the Issuance of Non-Resident Library Cards

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

Suggested Motion: Motion to approve Resolution 2021-8 – Resolution regarding the Issuance of non-resident library cards.

- f. Approval of Statement of Receipts and Disbursements Fiscal Year 2020/2021

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

Suggested Motion: Motion to approve the Statement of Receipts and Disbursements for Fiscal Year 2020/2021.

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

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

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

- h. Approval of 2022 Per Capita Grant Application

The 2022 Illinois Per Capita Grant Application is complete. This year the application is once again focused exclusively on Serving Our Public 4.0, and it is my understanding that this is the planned format for all future per capita grant applications as well. As noted in the review earlier this year, the District meets all of the checklist items.

Suggested Motion: Motion to approve the 2022 Illinois Per Capita Grant application.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD OCTOBER 21, 2021
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, October 21, 2021 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by President Robert Kalnicky.

ROLL CALL

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

PRESENT

Present at roll call were Marcelo Valencia, Celeste Bermejo, Kathryn Spindel, Ruth Newell, Bobby Armstrong and Robert Kalnicky.

ABSENT

Jennifer Korb Waldorf was not present. Trustee Waldorf submitted her resignation prior to the Board Meeting.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Justin Clash, Lea Pottle, Susan Ford, Jennie Nguyen, Joyce Arellano and Melisa Martinez.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jody Hargett, Jennie Mills, Gianna Cilella, Tamara Roslin, Jan Peterson and Don Peterson.

AGENDA APPROVAL

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

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

MINUTES OF THE PUBLIC HEARING – September 16, 2021

The minutes of the Public Hearing held September 16, 2021 were presented. A motion to approve the minutes was made by Armstrong, seconded by Bermejo. Minutes were approved as read.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

MINUTES OF THE BOARD MEETING – September 16, 2021

The minutes of the board meeting held September 16, 2021 were presented. A motion to approve the minutes was made by Armstrong, seconded by Spindel. Minutes were approved as read.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

EMPLOYEE RECOGNITION

President Kalnicky recognized Lea Pottle for her five years of service and presented her with a certificate and keychain. Kalnicky also recognized Susan Ford for Susan Ford for her ten years of service with a certificate and award. Lastly, Kalnicky recognized Justin Clash for his five years of service.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett reported that the Fall Booksale was very successful. The Friends earned just about \$350 more than the 2019 Fall Booksale. They wanted to personally thank Paul Mills, Nancy Korczak, Tasos Priovolos and John Hodur for all their help. The Friends have planned a grand reopening of the Book Cellar for January 2022. At that time, they will begin to accept book donations.

NEW BUSINESS

Approval of Proclamation Honoring the Peterson Family for 10 Years of Brooks Cafe

A motion to approve the Proclamation presented by President Kalnicky honoring the Peterson Family for their ten years of operating Brooks Café was made by Valencia, seconded by Spindel.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Acceptance of Financial Report for Fiscal Year 2020/2021

Tamara Roslin from Brian Zabel & Associates, PC presented the annual Financial Report and Audit for Fiscal Year 2020/2021.

A motion to accept the Financial Report for Fiscal Year 2020/2021 prepared by our auditing firm, Brian Zabel & Associates, PC was made by Valencia, seconded by Armstrong.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of Resolution 2021-7 – Truth in Taxation Law Resolution

A motion to approve Resolution 2021-7 Truth in Taxation Law Resolution was made by Spindel, seconded by Newell.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of Ordinance 2021-5 – Ordinance to Levy an Additional Tax of .02% for Fiscal Year 2022/2023

A motion to approve Ordinance 2021-5 Ordinance to levy an additional tax for .02% for Fiscal Year 2022/2023 to maintain the building was made by Armstrong, seconded by Bermejo.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of Proposal from FastForward Libraries for Consultant Services – Strategic Plan

A motion to approve the recommendation from the Strategic Plan Liaisons for the proposal from FastForward Libraries for strategic plan consultant services in the amount of \$22,750 was made by Armstrong, seconded by Spindel.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of 2022 Fountaindale Public Library District Closing Schedule

A motion to approve the 2022 Fountaindale Public Library District Closing Schedule was made by Valencia, seconded by Spindel.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of 2022 Staff Supplemental Floating Holidays

A motion to approve four 7.5 hour Supplemental Floating Holidays for full time staff and four 4 hour Supplemental Floating Holidays for part time staff which must be used by December 31, 2022 with implementation rules to be created by the Executive Director was made by Spindel, seconded by Armstrong.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of 2022 Fountaindale Public Library District Board Meeting Schedule

A motion to approve the 2022 Fountaindale Public Library District Board Meeting Schedule was made by Valencia, seconded by Newell.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Review of Serving Our Public 4.0

The 2022 Illinois Per Capita Grant requires that every public library board review Serving Our Public 4.0. The management team has reviewed the checklists at the end of each chapter and has found the District to be meeting each of the items.

No action required.

Approval of Acceptance of Resignation of Trustee Jennifer Korb Waldorf

Trustee Jennifer Korb Waldorf has moved out of the Fountaindale Public Library District boundaries and can no longer serve as a library trustee.

A motion to approve and accept the resignation of Trustee Jennifer Korb Waldorf was made by Spindel, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approval of Declaration of Vacancy for the Office of Trustee and Plan to fill Vacancy

A motion to approve the declaration of vacancy for the Office of Trustee and the plan to fill said vacancy was made by Newell, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

LIBRARY PROJECTS

The Lower Level project is ongoing. The contractor continues to deal with staffing shortages and waiting for supplies.

The Tria architects will be meeting with the building liaisons soon regarding the exterior lighting project.

Director Mills noted that the new strategic plan will include an evaluation of the present café space.

CORRESPONDENCE

None.

TREASURER'S REPORT

The Treasurer's Report for September, 2021 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – October, 2021

Bills paid for the month of October in the amount of \$60,642.80 was presented for approval. Motion to approve was made by Newell, seconded by Valencia.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Bills Payable Report – October, 2021

Bills payable for the month of October in the amount of \$186,877.49 was presented for approval. Motion to approve was made by Spindel, seconded by Newell.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

DIRECTOR'S REPORT – September, 2021

Executive Director Mills reported that the Promenade is seeking a tax appeal. Their recent property appraisal showed a significant decrease which would affect the library, Valley View School District and the Bolingbrook Park District.

The Bookmobile is still for sale. Currently there are three interested parties.

UNFINISHED BUSINESS

None.

REPORTS

Building – The liaisons will be meeting soon for the exterior lighting project.

Finance – Quarterly review handouts were distributed. The liaisons met prior to the meeting this evening with two PMA representatives. They reviewed and discussed Limited Term Duration.

Strategic Plan – The new strategic plan consultant was approved earlier in the meeting.

Internal Board Operations – None.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

None.

ADJOURNMENT

A motion to adjourn the meeting at 8:06 p.m. was made by Spindel, seconded by Newell.

AYES: Valencia, Bermejo, Spindel, Newell, Armstrong, Kalnicky
NAYES: None
ABSENT: None

Approved: _____
Marcelo Valencia, Secretary

Robert A. Kalnicky, President

Ordinance 2021-6
Tax Levy Ordinance
Fountaindale Public Library District
Will and Du Page Counties, Illinois

AN ORDINANCE for the levy of taxes for the general corporate purposes of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year commencing July 1, 2021 and ending June 30, 2022; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special social security retirement expense tax levy, for a special Illinois Municipal Retirement Fund expense tax levy and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS:

SECTION 1. By Ordinance 2021-3 entitled “Budget and Appropriation Ordinance of the Fountaindale Public Library District, Will and Du Page Counties, Illinois for Fiscal Year July 1, 2021 to June 30, 2022,” passed on September 16, 2021 the Board of Library Trustees did appropriate ELEVEN MILLION THREE HUNDRED EIGHTY-NINE THOUSAND THREE HUNDRED SIXTY-THREE DOLLARS (\$11,389,363.00) for the corporate purposes of said District and that said Budget and Appropriation Ordinance is incorporated herein by reference.

SECTION 2. Of the total amount of ELEVEN MILLION THREE HUNDRED EIGHTY-NINE THOUSAND THREE HUNDRED SIXTY-THREE DOLLARS (\$11,389,363.00) appropriated, the FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, requires to be raised by taxation the sum of NINE MILLION FIVE HUNDRED SEVENTY-NINE THOUSAND THREE HUNDRED EIGHTY-SIX DOLLARS (\$9,579,386.00) for the following purpose:

Estimated Expenditures

Salaries	5,248,800
Total Salaries	\$5,248,800

Prof. Dev. & Training	32,400
Employee Recognition	5,400
Membership Dues	10,800
Dues - Institutional	1,800
Mileage & Transportation	33,000
Room/Board/Meals	19,800
Hiring and Placement	2,400
Insurance Benefit Plan	474,000
EAP	2,400
Total Personnel	\$582,000

Building Security	3,600
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Equipment Rental	7,200
Equipment Maintenance	138,000
Leased Equipment	60,000
Bookmobile Maintenance	25,200
Legal Expense - Attorney	50,400
Legal Expense - Publication	3,000
Bank Service Fees	8,520
Payroll Service	25,200
Professional Services	91,200
Communication Contractual Services	71,400
Collection Services	6,000
Internet Services	45,600
Cable TV Services	1,800
Catalog Management	36,000
Computer Circulation Expense	135,600
Total Contractual Services	\$708,720

Telephone Service	13,200
Telephone Data	15,600
Electricity	205,200
Gas	38,400
Water & Sewer	30,000
Minor Library Equipment	12,600
Minor Office Equipment	6,000
Minor Library Furniture	3,000
Minor Office Furniture	3,000
Office Supplies	48,000
Program Supplies	72,000
Computer Supplies	8,400
Board Supplies	2,400
Fuel Expense Bookmobile	9,000
Library Supplies	75,720
Postage	14,400
Shipping	12,000
Buildings	24,000
Grounds	60,000
Total Supplies & Utilities	\$652,920

Books and AV	982,200
Programs - Adult	49,800
Programs - Children	10,800
Programs - Young Adult	24,000
Special Services/Events	7,200
Donations Expended	4,800
Computer Software	437,400

Total Library Materials	\$1,516,200
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Library Equipment - Capital	2,400
Office Equipment - Capital	2,400
Library Furniture - Capital	2,400
Office Furniture - Capital	2,400
Special Projects	24,386
Automated Systems	90,000
PC Computer Equipment	372,000
Buildings - Capital	504,000
Grounds - Capital	24,000
Total Capital Expenditures	\$1,023,986

Miscellaneous	24,000
Public Relation Advertisements	57,600
Total Miscellaneous	\$81,600

Per Capita Grant	99,833
Total Per Capita Grant	\$99,833

Total General Fund	\$9,914,059
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Audit Expense	14,520
Total Audit Fund	\$14,520

Unemployment Insurance	36,000
Workmen's Compensation	36,000
Liability Insurance	42,000
Umbrella Policy	60,000
Treasurer's Bond	9,000
Total Liability Insurance Fund	\$183,000

FICA	417,984
IMRF	456,000
Total Social Security Fund	\$873,984

Building Maintenance	360,600
Building Supplies	43,200
Total Maintenance Fund	\$403,800

Total Operating Fund Expenditures	\$11,389,363
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SECTION 3. NOW, THEREFORE, there be and hereby is levied upon all the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, for the fiscal year 2021/2022 for general corporate

purposes the sum EIGHT MILLION FIVE HUNDRED SEVENTY-ONE THOUSAND EIGHT HUNDRED EIGHTY-SIX DOLLARS (\$8,571,886).

SECTION 4. In addition to the foregoing general corporate levy, there is herein specially levied a sum of EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$8,500.00) for the audit expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 50 ILCS 310/9.

SECTION 5. In addition to the foregoing, there is hereby specially levied a sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) for liability insurance expense upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 745 ILCS 10/9-107.

SECTION 6. In addition to the foregoing, there is hereby specially levied a sum of THREE HUNDRED FORTY-NINE THOUSAND DOLLARS (\$349,000.00) for social security retirement expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 7. In addition to the foregoing, there is hereby specially levied a sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00) for Illinois Municipal Retirement Fund expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 8. In addition to the foregoing, there is hereby specially levied a sum of THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) for special equipping and maintenance expenses upon all taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, as provided in 75 ILCS 16/35-5.

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

SECTION 10. All unexpended balances not applied in the manner set forth in Section 8 of this Ordinance may be transferred to the special reserve fund created by Ordinance 1981-2 of this District, said fund to accumulate as provided in said Ordinance.

SECTION 11. The Secretary of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, is directed to file with the County Clerk of Will County, Illinois and the county Clerk of Du Page County, Illinois a certified copy of this Ordinance, and said County Clerks are hereby directed to cause the sum of EIGHT MILLION FIVE HUNDRED SEVENTY-ONE THOUSAND EIGHT HUNDRED EIGHTY-SIX DOLLARS (\$8,571.886.00) for general corporate levy of this District; the sum of EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$8,500.00) as a special audit expense tax levy of

this District; the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) as a special liability insurance tax levy of this District; the sum of THREE HUNDRED FORTY-NINE THOUSAND DOLLARS (\$349,000.00) as a special social security expense tax levy of this District; the sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00) as a special Illinois Municipal Retirement Fund expense tax levy of this District and the sum of THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) as a special equipping and maintenance tax levy of this District to be extended up and against the taxable property within the territorial limits of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, in accordance with the laws and statutes of the State of Illinois.

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

Passed by the Board of Library Trustees of THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT, WILL AND DU PAGE COUNTIES, ILLINOIS, this 18th day of November, 2021.

Approved this 18th day of November, 2021.

Robert A. Kalnicky
President of the Board of Library Trustees of
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DU PAGE COUNTIES, ILLINOIS

ATTEST:

Marcelo Valencia
Secretary

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

I, Robert A. Kalnicky, Presiding Officer of the Fountaindale Public Library District, hereby certify to the Will County Clerk that Fountaindale Public Library District has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the tax levy for year 2021.

Check One

- X The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth and Taxation are **inapplicable**.
- The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are **applicable** and have been met. Said hearing was held on November 18, 2021.

Robert A. Kalnicky, President
Board of Trustees
Fountaindale Public Library District
Will and DuPage Counties, Illinois

Date: November 18, 2021

Attach this Certificate to Tax Levy

CONTACT FOR EXTERIOR LIGHTING AND CONTROLS:

DUSTIN WALSH
FORCE PARTNERS
312.339.9491
DWALSH@FORCECHICAGO.COM

ELECTRICAL SITE WORK NOTES

1. ALL UNDERGROUND SITE WORK CONDUIT SHALL BE A MINIMUM 3/4" BELOW FINISHED GRADE AND PVC SCHEDULE 40. GALVANIZED RIGID STEEL WILL BE USED UNDER CONCRETE AREAS. MINIMUM WIRE FOR ALL SITE WORK WIRING SHALL BE 18AWG UNLESS OTHERWISE NOTED.
2. ALL TRENCHING, CORING, BACKFILLING AND COMPACTING FOR THE ELECTRICAL INSTALLATION IS BY THE ELECTRICAL CONTRACTOR. ALL EXCESS DEBRIS FROM TRENCHING AND CORING SHALL BE REMOVED FROM THE SITE BY THE ELECTRICAL CONTRACTOR.
3. ELECTRICAL CONTRACTOR SHALL FURNISH ALL ACCESSORIES REQUIRED FOR COMPLETE INSTALLATION.
4. ELECTRICAL CONTRACTOR SHALL WEATHERPROOF ALL OPENINGS AND PENETRATIONS THROUGH FOUNDATIONS AND EXTERIOR WALLS CREATED BY FIXTURES AND CONDUITS TO PREVENT MOISTURE FROM ENTERING THROUGH.
5. ALL LIGHT FIXTURES ARE TO BE REPLACED ONE FOR ONE. DISCONNECT EXISTING FIXTURE, SAFE-OFF AND RECONNECT NEW FIXTURE TO EXISTING CONDUCTORS.
6. ALL EXISTING LIGHT FIXTURES ARE 21TV.
7. ELECTRICAL CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
8. RE-SEAL PENETRATION ON TOP OF CONCRETE BASE TO AVOID WATER LEAKAGE.
9. CONTRACTOR SHALL PROVIDE NEW WAVELENGTH WIRELESS SYSTEM CONTROLS FOR EXTERIOR LIGHTING. PROVIDE ALL COMPONENTS NECESSARY FOR A COMPLETE AND OPERABLE SYSTEM. EACH FIXTURE SHALL BE EQUIPPED WITH A SENSOR.
10. EXTERIOR LIGHTING SHALL BE REPROGRAMMED SO THAT THERE WILL BE NO DELAY IN LIGHTS TURNING BACK ON ONCE THEY'VE BEEN TURNED OFF.

REFERENCED NOTES 1

1. NEW CAMERAS SHALL BE PROVIDED AND INSTALLED BY FACE SYSTEMS. ELECTRICAL CONTRACTOR SHALL TAKE CARE WHEN REMOVING EXISTING POLES TO PRESERVE AND REINSTALL EXISTING CABLES FOR FINAL CONNECTION BY FACE. ANY DAMAGE TO POE OR FIBER SHALL BE THE SOLE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR. COORDINATE WITH FACE SYSTEMS PRIOR TO COMMENCING WORK.
2. PROVIDE NEW POLE HEAD AND POLE TO REPLACE EXISTING. RECONNECT POWER USING EXISTING CIRCUIT.
3. PROVIDE NEW IN-GROUND LIGHT FIXTURE TO REPLACE EXISTING. RECONNECT POWER USING EXISTING CIRCUIT.
4. PROVIDE NEW RAIN-TIGHT COVER ON CONCRETE BASE AND RE-SEAL TO MAINTAIN RAIN-TIGHT INTEGRITY.
5. PROVIDE NEW BOLLARD TO REPLACE EXISTING. RECONNECT USING EXISTING CIRCUIT.
6. BOLLARDS ARE FED VIA GENERATOR PANEL.
7. PROVIDE NEW WALLPACK TO REPLACE EXISTING. RECONNECT USING EXISTING CIRCUIT.
8. PROVIDE NEW RECESSED DOWNLIGHT TO REPLACE EXISTING. RECONNECT USING EXISTING CIRCUIT.
9. EXISTING RECEPTACLES ON POLE SHALL BE SAFE-OFF DURING POLE REMOVAL, AND REINSTALLED IN NEW POLE AT SAME LOCATION AS EXISTING.
10. APPROXIMATE LOCATION OF EXISTING HANDHOLE FOR REFERENCE.

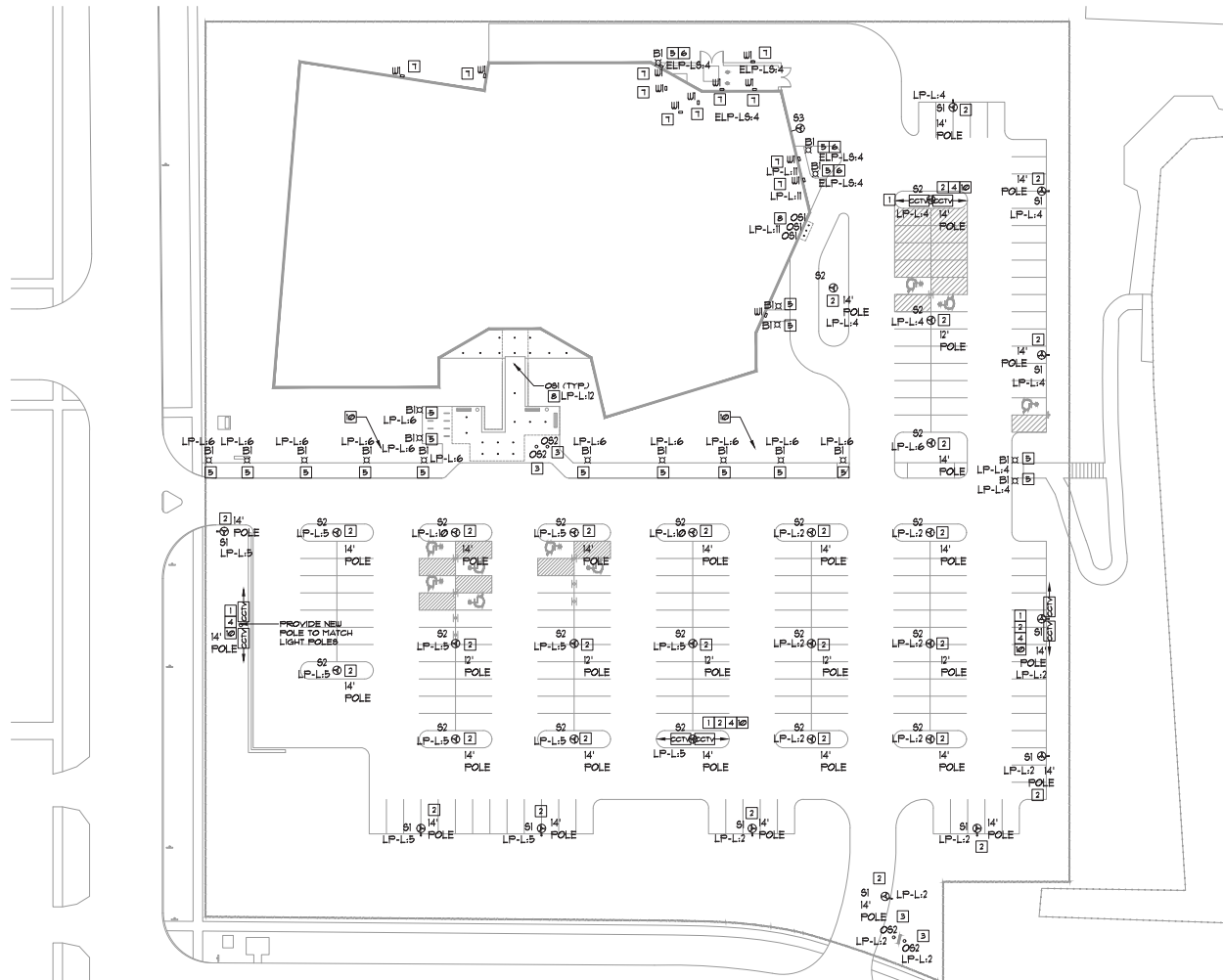
CAMERAS AND POE TO FIBER CONVERTER SWITCHES SHALL BE PROVIDED BY FACE SYSTEMS.
CONTACT:

MIKE BUTTITTA
2040 CORPORATE LANE
NAPERVILLE, IL 60563
P. 630.395.2102 C. 630.405.3164
MBUTTITTA@FACE-SYSTEMS.COM

ASSISTANTS:
JACKIE SWIERCZ 630.395.2206
LIZ ACOSTA 630.395.2241

CAMERA: AXIS Q3819-PVE (WITH SHIELD)
MOUNT: AXIS T9841
4 POE TO FIBER SWITCHES (FOR CAMERAS ON SITE POLES, RATED FOR EXTREME TEMPERATURES)
4 FIBER TO POE SWITCHES (FOR IDF ROOM)

FACE SHALL CONTACT MILESTONE XPROTECT TO UPDATE LICENSING FOR LIBRARY.



ELECTRICAL SITE WORK NOTES

1. ALL UNDERGROUND SITE WORK CONDUIT SHALL BE A MINIMUM 36" BELOW FINISHED GRADE AND PVC SCHEDULE 40 GALVANIZED RIGID STEEL WILL BE USED UNDER CONCRETE AREAS. MINIMUM WIRE FOR ALL SITE WIRING SHALL BE 18AWG UNLESS OTHERWISE NOTED.
2. ALL TRENCHING, CORING, BACKFILLING AND COMPACTING FOR THE ELECTRICAL INSTALLATION IS BY THE ELECTRICAL CONTRACTOR. ALL EXCESS DEBRIS FROM TRENCHING AND CORING SHALL BE REMOVED FROM THE SITE BY THE ELECTRICAL CONTRACTOR.
3. ELECTRICAL CONTRACTOR SHALL FURNISH ALL ACCESSORIES REQUIRED FOR COMPLETE INSTALLATION.
4. ELECTRICAL CONTRACTOR SHALL WEATHERPROOF ALL OPENINGS AND PENETRATIONS THROUGH FOUNDATIONS AND EXTERIOR WALLS CREATED BY FIXTURES AND CONDUITS TO PREVENT MOISTURE FROM ENTERING THROUGH.
5. ALL LIGHT FIXTURES ARE TO BE REPLACED ONE FOR ONE. DISCONNECT EXISTING FIXTURE, SAFE-OFF AND RECONNECT NEW FIXTURE TO EXISTING CONDUCTORS.
6. ALL EXISTING LIGHT FIXTURES ARE 21TV.
7. ELECTRICAL CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
8. RE-SEAL PENETRATION ON TOP OF CONCRETE BASE TO AVOID WATER LEAKAGE.
9. EXISTING LUTRON CONTROLS FOR EXTERIOR LIGHTING SHALL BE RETROGRADED SO THAT THERE WILL BE NO DELAY IN LIGHTS TURNING BACK ON ONCE THEY'VE BEEN TURNED OFF.

REFERENCED NOTES

1. NEW CAMERAS SHALL BE PROVIDED AND INSTALLED BY PACE SYSTEMS. ELECTRICAL CONTRACTOR SHALL TAKE CARE WHEN REMOVING EXISTING POLES TO PRESERVE AND REINSTALL EXISTING CABLES FOR FINAL CONNECTION BY PACE. ANY DAMAGE TO POE OR FIBER SHALL BE THE SOLE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR. COORDINATE WITH PACE SYSTEMS PRIOR TO COMMENCING WORK.
2. PROVIDE NEW POLE HEAD AND POLE TO REPLACE EXISTING.
3. PROVIDE NEW IN-GROUND LIGHT FIXTURE TO REPLACE EXISTING.
4. PROVIDE NEW RAIN-TIGHT COVER ON CONCRETE BASE AND RE-SEAL TO MAINTAIN RAIN-TIGHT INTEGRITY.
5. PROVIDE NEW BOLLARD TO REPLACE EXISTING.
6. BOLLARDS ARE FED VIA GENERATOR PANEL.
7. PROVIDE NEW POLE HEAD TO REPLACE EXISTING.
8. PROVIDE NEW WALLPACK TO REPLACE EXISTING.
9. PROVIDE NEW RECESSED DOWNLIGHT TO REPLACE EXISTING.
10. EXISTING RECEPTACLES ON POLE SHALL BE SAFE-OFF DURING POLE REMOVAL AND REINSTALLED IN NEW POLE AT SAME LOCATION AS EXISTING.

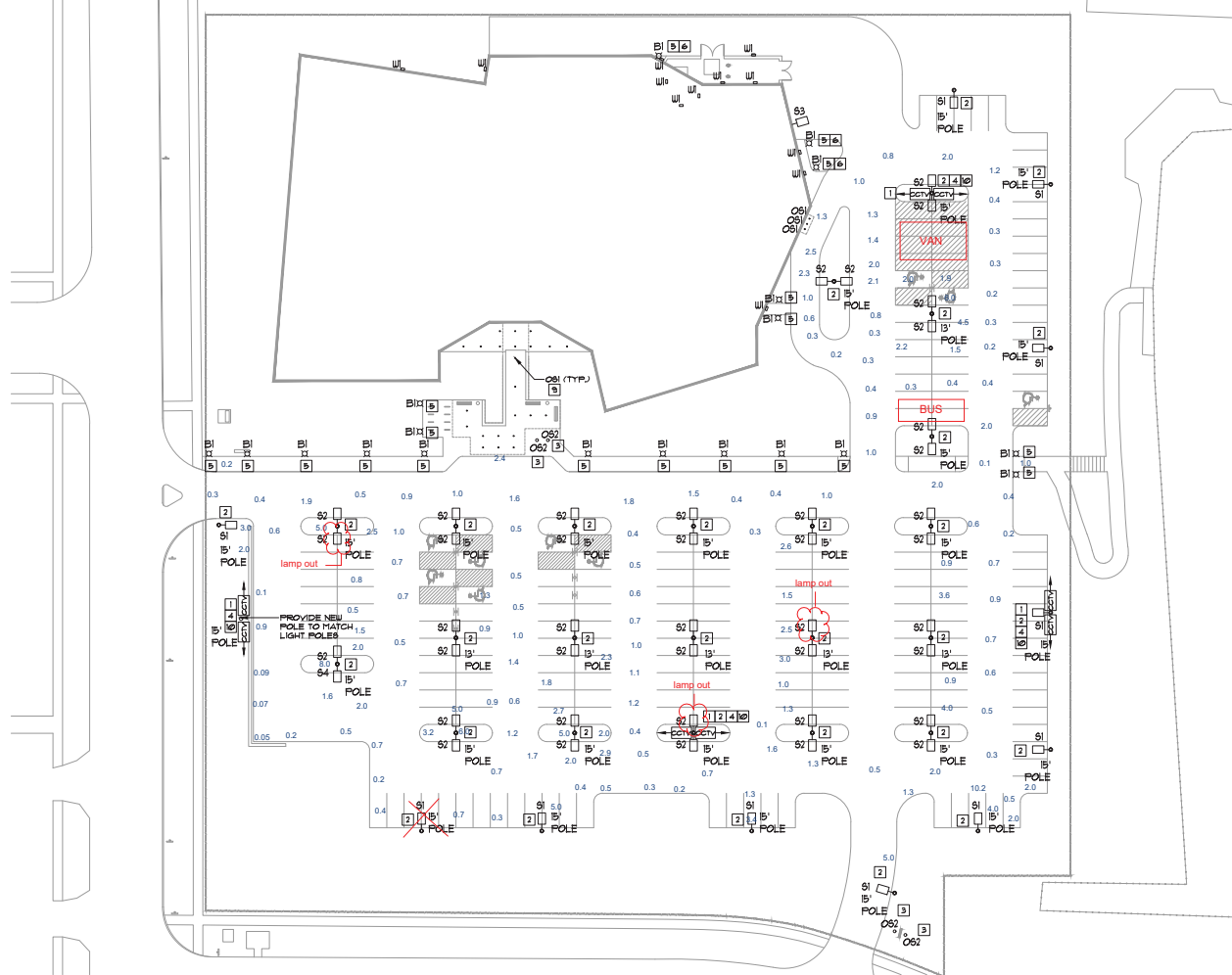
CAMERAS AND POE TO FIBER CONVERTER SWITCHES SHALL BE PROVIDED BY PACE SYSTEMS.
CONTACT:

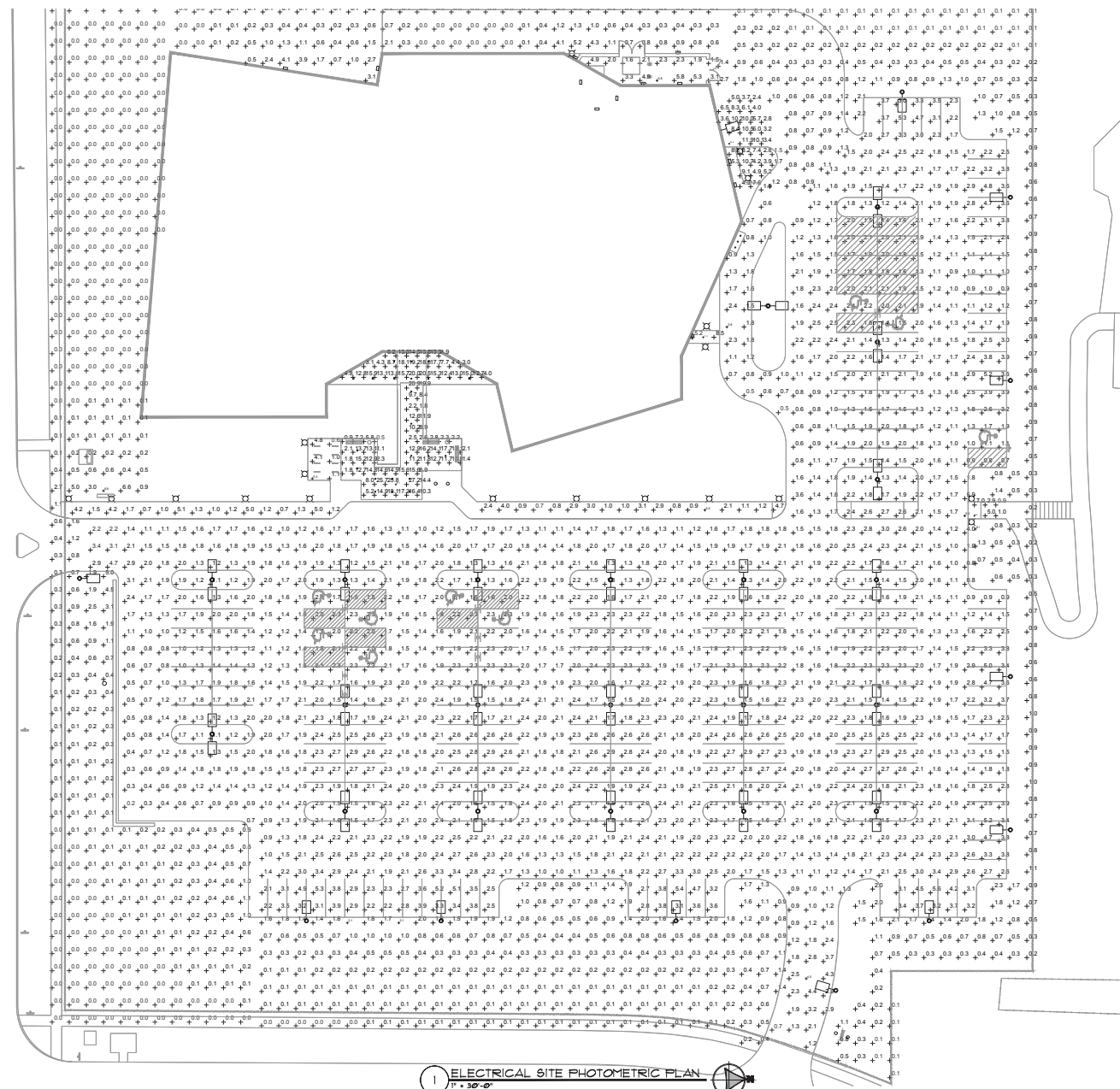
MIKE BUTTITTA
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MBUTTITTA@PACE-SYSTEMS.COM

ASSISTANTS:
JACKIE SWIERCZ 630.395.2206
LIZ AGOSTA 630.395.2241

CAMERA: AXIS Q3019-PVE (WITH SHIELD)
MOUNT: AXIS T9841
4 POE TO FIBER SWITCHES (FOR CAMERAS ON SITE POLES, RATED FOR EXTREME TEMPERATURES)
4 FIBER TO POE SWITCHES (FOR IDF ROOM)

PACE SHALL CONTACT MILESTONE XPROTECT TO UPDATE LICENSING FOR LIBRARY.





1 ELECTRICAL SITE PHOTOMETRIC PLAN
1" = 50'-0"

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Book drop-off area	+	1.2 fc	2.8 fc	0.5 fc	5.6:1	2.4:1
East Lot Entry	+	2.0 fc	4.5 fc	0.7 fc	6.4:1	2.9:1
East Perimeter	+	0.5 fc	2.1 fc	0.0 fc	N/A	N/A
Entry Canopy	+	11.2 fc	27.7 fc	0.5 fc	55.4:1	22.4:1
Entry from park	+	4.2 fc	8.0 fc	0.9 fc	8.9:1	4.6:1
Garage area	+	6.3 fc	12.4 fc	1.5 fc	8.3:1	4.2:1
North Perimeter	+	0.7 fc	6.1 fc	0.1 fc	61.0:1	7.0:1
Parking Lot	+	2.0 fc	9.2 fc	0.2 fc	46.0:1	10.0:1
Rear building	+	0.9 fc	6.8 fc	0.0 fc	N/A	N/A
Side door	+	8.3 fc	11.3 fc	5.2 fc	2.2:1	1.6:1
Sidewalk - North	+	2.1 fc	5.0 fc	0.7 fc	7.1:1	3.0:1
Sidewalk - South	+	2.4 fc	5.3 fc	0.6 fc	8.8:1	4.0:1
South perimeter	+	0.2 fc	6.9 fc	0.0 fc	N/A	N/A

FIGURES BASED ON SINGLE ARBOR LIGHT FIXTURE, TYPE V WHERE DOUBLE HEAD SYMBOLS ARE SHOWN AND TYPE III WHERE SINGLE HEAD SYMBOLS ARE SHOWN.



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WWW.TRIAARCHITECT.COM

FOUNDANDALE PUBLIC LIBRARY
2021 EXTERIOR LIGHTING
300 W BRIARCLIFF RD, BOLLINGBROOK, IL 60440

ELECTRICAL SITE PHOTOMETRIC PLAN
PROJECT NUMBER: 2408
DATE: 08/13/2024
DRAWN BY: [Signature]
CHECKED BY: [Signature]

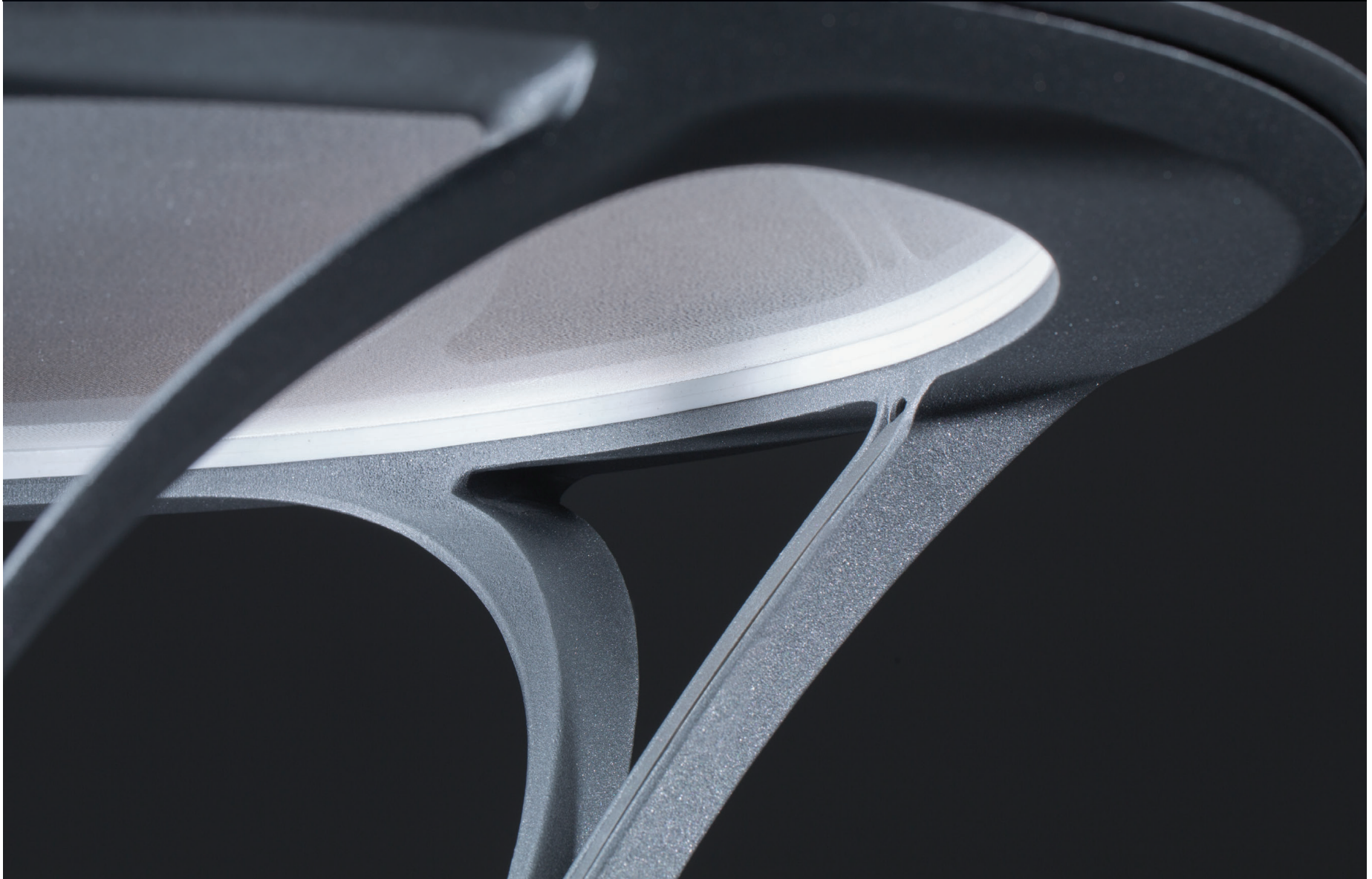
E1.01





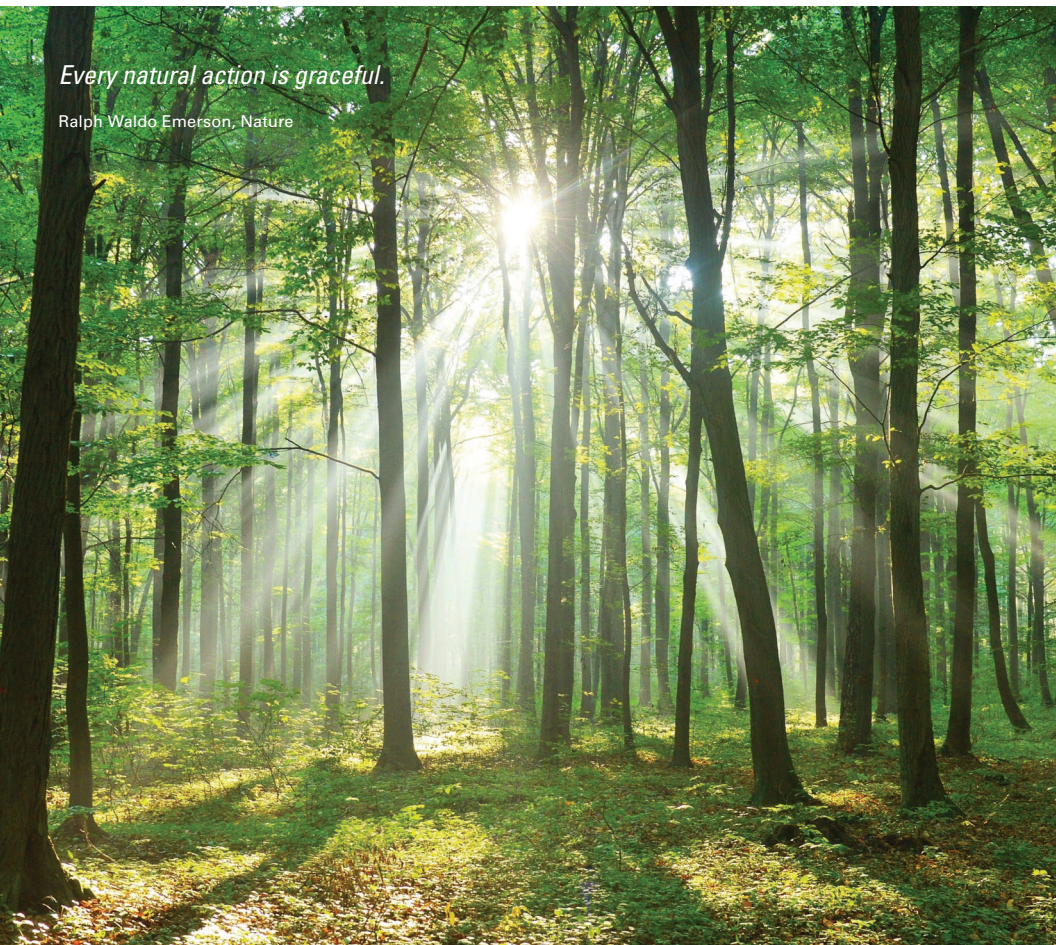
Arbor
LED architectural luminaires

Invue



Every natural action is graceful.

Ralph Waldo Emerson, Nature



The nature of light

Light plays an integral role in defining the spaces in which we live.

As part of the pedestrian experience we want to be reminded of spaces we value. The most valued “people spaces” in the urban environment are those that tie to nature.

Cooper Lighting Solutions’ Invue Arbor family of LED luminaires uses seamless organic design elements with an unregimented symmetry as seen and reflected in nature.

WaveStream™ LED optical technology allows the Arbor to deliver precise and elegant illumination that enhances the world around us.



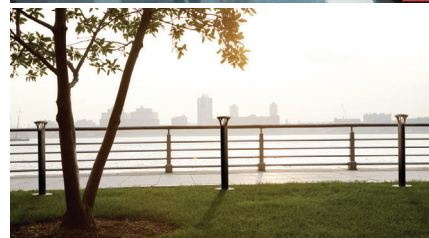
From site to building

Complementary design across products connects multiple spaces.

As a design element, the Arbor reflects the role of nature and the desire to stay connected with a more organic urban environment. It relates to the pedestrian experience across an entire campus setting with a visually uniform family of products designed to enhance architectural applications.

When appropriately scaled for the space, an intimacy is created between the Arbor and its surrounding environment. Companion bollard and wall mounted products, as well as architectural pole mounting options can be selected to create appropriate scale with complementary appearances. The Arbor family provides a seamless transition from site to building.





Enhancing the pedestrian experience

At its core, pedestrian lighting is part of a comprehensive design for people spaces. It's imperative to incorporate lighting that:

- provides **comfort** through security
- offers **access** by providing visibility and wayfinding
- enable and attract nighttime **activities**
- showcase **pride** in a space for others to value

The Arbor family of luminaires helps encourage ground level wayfinding, improving the ability to quickly navigate a space. WaveStream LED optical technology improves nighttime visibility allowing rapid identification of risk, promoting a comfortable and secure setting. Overall, the Arbor enhances the pedestrian experience to attract commercial and social activity to the "people spaces" in which we live and work. Successful "people spaces" bring the community together at night to create an environment we want to experience to the fullest.

Elegant by day.
Brilliant at night.

Dayform

During the day, the Arbor becomes an important element of the landscape providing meaningful architectural dayform. Its appearance presents a subtle irregularity from differing viewpoints. This creates the stunning effect of an unregimented symmetry that occurs in nature.

Nightform

The industry focus of outdoor luminaire design has been on increased illuminance and improved efficiency without emphasis on nighttime appearance. The biggest concern with pedestrian scale LED luminaires is that they present distracting pixilated images, poor visibility and the unpleasant sensation of brightness. WaveStream LED optical technology manages this brightness, presenting an extraordinary visual appearance. At night, Arbor now becomes a visual design element that invites admiration and guides the way.



“Lighting brings architecture out into the landscape and provides immediate identity within a flourishing natural environment”

Edwin Mickelson, FASLA



“It all goes back to thinking about the people in the space...Are we providing light for wayfinding, comfort, visual interest or the unexpected; or perhaps all of these”

Ardra Zinkon, IALD, MIES

Taking control of light - WaveStream LED

The science behind the beauty.

Cooper Lighting Solutions' Invue Arbor LED luminaires are designed around the groundbreaking and patented WaveStream LED optical platform. Using laser precise AccuAim™ technology, it has established a new paradigm in outdoor architectural luminaire design and performance. The Arbor provides quality site and area distributions normally not available in a reduced glare solution. Superior visual uniformity and pole spacing, with efficacies in excess of 90 lm/W can be achieved.

WaveStream LED eliminates the pixilated image associated with typical LED optics that can cause visual discomfort. This is a major consideration, especially at the pedestrian scale. Arbor provides beautiful task illumination. The fixture itself is visually stunning while illuminated and becomes a nighttime design element like never before.

The balance between organic design and WaveStream LED technology allows the Arbor to deliver an unprecedented experience both day and night in pedestrian spaces.





Synchronizing light and movement

Arbor LED luminaires are fully controllable to maximize energy and savings.

Many pedestrian and exterior spaces are vacant during off-peak times, remaining fully illuminated, wasting energy and shortening the life of the system. Cooper Lighting Solutions offers a wide range of control options to meet any code related or specific energy and environmental goal. Maximized operating efficiency, reduced maintenance and overall savings can be achieved.

Enabled solutions: integral 0-10V dimming drivers that can be controlled by external systems or through photocontrol receptacles.

Integrated controls: factory installed standalone occupancy sensors, DALI drivers, twistlock or button type photocontrols.

Connected solutions: LumaWatt utilizes wireless communication to control and monitor lighting through an intuitive graphical interface, via the internet in real time.



LumaWatt (post top)



Occupancy sensor (post top)



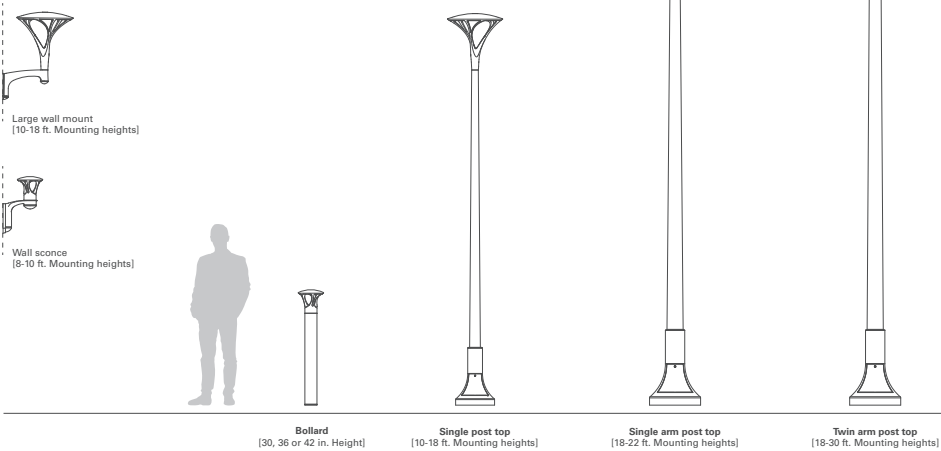
Occupancy sensor (bollard and sconce)

A scalable and flexible design solution

With a variety of mounting configurations, optic distributions and lumen packages, the Arbor can scale from parking areas, to pedestrian pathways, to the exterior walls, even interior spaces.

The flexibility of the single post top and the single or twin mount arm allows the Arbor to scale to landscapes or urban environments accordingly. The Arbor bollard, along with the small and large wall mount options permits the continuation of the design theme from landscape to building.

Decorative tapered aluminum poles are also available to complement the Arbor. Visit our website, www.cooperlighting.com, to learn more about the poles and ordering information.



Technical specifications

Post top

Performance
Distributions: Type II, III, IV (asymmetric) and V (symmetric)
Lumens: 2,045 - 9,464
Wattage: 24 - 99W
Efficacy: Up to 105 lm/W
CCT/CRI: 4000K/70 CRI, 3000K/70 CRI, 3000K/80 CRI
Controls: 0-10V, occupancy sensor, LumaWatt wireless control

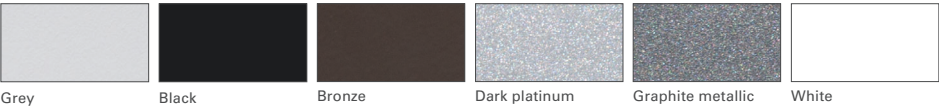
Bollard and wall sconce

Performance
Distributions: Asymmetric and symmetric
Lumens: 717 - 1,246
Wattage: 11 - 32W
Efficacy: Up to 90 lm/W
CRI/CCT: 4000K/70 CRI, 3000K/80 CRI
Controls: 0-10V, occupancy sensor

Energy data (Electronic LED driver)
Power factor: >0.9
Total harmonic distortion: <20%
Minimum temperature: -30°C
Ambient temperature rating: 40°C
Operation: 120-277V 50/60Hz, 347V 60Hz, 480V 60Hz

Additional information
Warranty: 5 year
DesignLights Consortium™ Qualified: Yes ^{1,2}
Vibration tested: 3G ²
UL/cUL listed: Wet location
IP66 rated: Yes (housing)
ANSI: C136.31 ²
ISO 9001: Certified
RoHS: Compliant
Approximate net weight:
Post top - 37 lbs. (16.8 kgs.)
Bollard - 19.25 lbs. (8.73 kgs.)
Wall sconce - 11.7 lbs. (5.31 kgs.)

Finish selection ³



NOTE: 1 DesignLights Consortium™ Qualified. Refer to www.designlights.org Qualified Products List under Family Models for details. 2 Post top only. 3 Cooper Lighting Solutions utilizes premium ultra-weatherable TGIC based polyester powder coatings that are specifically formulated to withstand extended outdoor exposure. Consult your lighting representative at Cooper Lighting Solutions for more information on RAL and custom color matching. Colors and textures have been matched as close as possible. Paper and ink limitations, as well as the influence of heat and light, account for differences from actual coatings. Product specifications subject to change without notice. Consult your lighting representative at Cooper Lighting Solutions for more information, or visit www.cooperlighting.com to find the most up to date information.

Lighting Brands

Ametrix
AtLite
Corelite
Ephesus
Fail-Safe
Halo
Halo Commercial
Invue
io
Iris
Lumark
Lumière
McGraw-Edison
Metalux
MWS
Neo-Ray
Portfolio
RSA
Shaper
Streetworks
Sure-Lites

Controls Brands

Greengate
Fifth Light

Connected Lighting Systems

HALO Home
WaveLinx

IoT Platforms

Trellix



Cooper Lighting Solutions

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Product availability, specifications, and compliances are subject to change without notice.

Fountaindale Library Exterior Lighting Replacement

TYPE	ORIGINAL	DESCRIPTION	QTY	PRICE EA.	TOTAL
B1	C50	LED Bollard (BRT6)	19	\$ 800.00	\$ 15,200.00
S1	C52	LED Single Head	11	\$ 1,525.00	\$ 16,775.00
S2	C53	Two-pole LED Head	40	\$ 1,525.00	\$ 61,000.00
S3	C54	LED Wall mount Pole Head	1	\$ 1,812.00	\$ 1,812.00
S4	C54	Two-pole LED Head	1	\$ 1,525.00	\$ 1,525.00
OS1	C55	6" LED Downlight	26	\$ 174.00	\$ 4,524.00
OS3	C56	In-ground LED	4	\$ 1,279.00	\$ 5,116.00
W1	C51	LED Wallpack	12	\$ 717.00	\$ 8,604.00
P1		Single-head pole	33	\$ 2,453.00	\$ 80,949.00
PT		Pole templates	33	\$ 97.00	\$ 3,201.00
					\$ 198,706.00



Electrical Site Lighting Cost Estimation			
Description	Qty	Unit Price	Total
Electrician (Master)	1 @ 16 hrs	\$125/hr	\$ 2,000.00
Electrician (Journeyman)	4 @ 56 hrs	\$100/hr	\$ 22,400.00
Equipment Rental (19' scissor lift)	5 days	\$125/day	\$ 625.00
Lighting (See separate ltg estimate)			\$ 198,706.00
Security Camera Package by Pace (budget)			\$ 50,000.00
			\$ -
			\$ -
			\$ -
Miscellaneous materials (incl covers)			\$ 4,000.00
Subtotal			\$ 277,731.00
Overhead/Profit		15%	\$ 41,659.65
Taxes/Contingencies		20%	\$ 55,546.20
Total Estimated			\$ 374,936.85

Fountaindale Library Exterior Lighting Replacement

		Deduct \$2400 if BRT6 bollards are used			
TYPE	ORIGINAL	DESCRIPTION	QTY	PRICE EA.	TOTAL
B1	C50	LED Bollard (ABB)	19	\$ 1,181.00	\$ 22,439.00
S1	C52	LED Single Head T3	11	\$ 2,470.00	\$ 27,170.00
S2	C53	LED Single Head T5 (20 single / 40 double)	40	\$ 2,589.00	\$ 103,560.00
S3	C54	*LED Wall mount Head T3	1	\$ 2,740.00	\$ 2,740.00
SA	*	Arms for Double Heads (40 + 11 for perimeter)	53	\$ 562.00	\$ 29,786.00
OS1	C55	6" LED Downlight	26	\$ 174.00	\$ 4,524.00
OS2	C56	In-ground LED	4	\$ 1,279.00	\$ 5,116.00
W1	C51	LED Wallpack	12	\$ 717.00	\$ 8,604.00
P1		Single-head pole	33	\$ 2,453.00	\$ 80,949.00
PT		Pole template	33	\$ 97.00	\$ 3,201.00
		Wavelinx Control package	1	\$ 5,123.00	\$ 5,123.00
					\$ 293,212.00



Electrical Site Lighting Cost Estimation			
Description	Qty	Unit Price	Total
Electrician (Master)	1 @ 16 hrs	\$125/hr	\$ 2,000.00
Electrician (Journeyman)	4 @ 56 hrs	\$100/hr	\$ 22,400.00
Equipment Rental (19' scissor lift)	5 days	\$125/day	\$ 625.00
Lighting (See separate ltg estimate)			\$ 293,212.00
Security Camera Package by Pace (budget)			\$ 50,000.00
			\$ -
			\$ -
			\$ -
Miscellaneous materials (incl covers)			\$ 4,000.00
Subtotal			\$ 372,237.00
Overhead/Profit		15%	\$ 55,835.55
Taxes/Contingencies		20%	\$ 74,447.40
Total Estimated			\$ 502,519.95
Deduct \$2400 if BRT6 bollards are used			

Fountaindale Library Exterior Lighting Replacement

TYPE	ORIGINAL	DESCRIPTION	QTY	PRICE EA.	TOTAL
B1	C50	LED Bollard (ABB)	19	\$ 1,181.00	\$ 22,439.00
S1	C52	LED Single Head T3	11	\$ 2,470.00	\$ 27,170.00
S2	C53	LED Single Head T5 (20 single)	20	\$ 2,589.00	\$ 51,780.00
S3	C54	*LED Wall mount Head T3	1	\$ 2,740.00	\$ 2,740.00
SA	*	Arms for perimeter poles	11	\$ 562.00	\$ 6,182.00
SA2	*	Arm for wall mount	1	\$ 620.00	\$ 620.00
OS1	C55	6" LED Downlight	26	\$ 174.00	\$ 4,524.00
OS2	C56	In-ground LED	4	\$ 1,279.00	\$ 5,116.00
W1	C51	LED Wallpack	12	\$ 717.00	\$ 8,604.00
P1		Single-head pole	33	\$ 2,453.00	\$ 80,949.00
PT		Pole templates	33	\$ 97.00	\$ 3,201.00
		Wavelinx Control package	1	\$ 5,123.00	\$ 5,123.00
					\$ 218,448.00



Electrical Site Lighting Cost Estimation			
Description	Qty	Unit Price	Total
Electrician (Master)	1 @ 16 hrs	\$125/hr	\$ 2,000.00
Electrician (Journeyman)	4 @ 56 hrs	\$100/hr	\$ 22,400.00
Equipment Rental (19' scissor lift)	5 days	\$125/day	\$ 625.00
Lighting (See separate lgt estimate)			\$ 218,448.00
Security Camera Package by Pace (budget)			\$ 50,000.00
			\$ -
			\$ -
Miscellaneous materials (incl covers)			\$ 4,000.00
Subtotal			\$ 297,473.00
Overhead/Profit		15%	\$ 44,620.95
Taxes/Contingencies		20%	\$ 59,494.60
Total Estimated			\$ 401,588.55

Fountaindale Public Library District COVID-19 Vaccination, Testing and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The Fountaindale Public Library (the “District”) encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy’s sections on testing and face coverings will apply. This policy complies with OSHA’s Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501) (“ETS”) and shall remain in effect for the duration of time the ETS is in effect.

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of the District.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to disciplinary action up to and including termination.

Procedures

Overview and General Information

Vaccination

Any District employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than January 4, 2022. Any employee not fully vaccinated by January 4, 2022 will be subject to the regular weekly testing and face covering requirements of the policy.

Employees will be considered fully vaccinated two weeks after receiving a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status must be submitted to the Human Resources Manager.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the District will still accept the state immunization record as acceptable proof of vaccination.

Employees are prohibited by law, and may face criminal penalties, for knowingly supplying false statements or documentation pertaining to vaccination status. More information for employees on penalties for false statements and records can be found [here](https://www.osha.gov/sites/default/files/publications/OSHA4157.pdf) (<https://www.osha.gov/sites/default/files/publications/OSHA4157.pdf>).

All Employees

All employees, both vaccinated and unvaccinated, must inform the Human Resources Manager of their vaccination status by December 5, 2021.

Employees who are fully vaccinated, must provide proof of vaccination that indicates full vaccination status by December 5, 2021. Employees who are partially vaccinated, having received one dose of a two dose vaccine series, must provide proof of vaccination that indicates when the first dose was received. Proof of the second dose must be submitted when it is obtained.

Employees who are not vaccinated are required to submit a statement that they are unvaccinated but are planning to receive the vaccination by the January 4, 2022 deadline. Should the employee decide to remain unvaccinated, they are required to submit a statement stating they are unvaccinated and not planning to receive a vaccination.

Employees can provide their proof of vaccination status or their statements surrounding their unvaccinated status to the Human Resources Manager.

Supporting COVID-19 Vaccination

An employee may take up to four hours of work time per vaccination dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of work time for employees receiving two vaccination doses. If an employee spends less time getting the vaccine, only the necessary amount of work time will be granted. Employees who take longer than four hours during work time to get the vaccine must contact their supervisor with the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved work time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each vaccination dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

Employees should follow their department's procedures for requesting time off to obtain the COVID-19 vaccine or sick leave to recover from side effects from the COVID-19 vaccine. Managers and supervisors will make every effort to accommodate these requests.

Employee Notification of COVID-19 and Removal from the Workplace

Medical Removal from the Workplace

The District will require employees to promptly notify the Human Resources Manager when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider, or are demonstrating COVID-like symptoms. Additionally, unvaccinated employees will need to notify the Human Resources Manager if they have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more for over a 24-hour period) with a positive COVID-19 case. Employees that have tested positive for COVID-19, have been diagnosed with COVID-19, demonstrate COVID-19 symptoms, or are unvaccinated and have been exposed to a case of COVID-19 will be immediately removed from the workplace. The District will follow the guidance provided by the healthcare provider in regards to quarantine and isolation requirements for the employee. The employee will be required to use any available sick leave for absences prior to going on unpaid leave status. An employee may be eligible for other rights under the Family Medical Leave Act and should refer to that policy for additional information.

Return to Work Criteria

For any employee removed because they are COVID-19 positive or are unvaccinated and have been in close contact with a positive COVID-19 case, the District will keep them removed from the workplace until the employee-meets the return to work criteria in CDC's "[Quarantine and Isolation Guidance](#)"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "[Isolation Guidance](#)," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

Should the CDC's Quarantine and Isolation Guidance change, the District will follow the recommendations provided at the time the employee is diagnosed with COVID-19.

If an employee has severe COVID-19 or an immune disease, the District will follow the guidance of a licensed healthcare provider regarding return to work.

Unvaccinated employees exposed to COVID-19 will be required to adhere to the CDC and the Illinois Department of Public Health quarantine requirements.

COVID-19 Testing

Individuals who are not fully vaccinated by Jan. 4, 2022, must submit to weekly COVID-19 testing as described below, as well as wear face coverings as described in the section called “Face Covering Requirements”. The ETS allows for either PCR or antigen testing (i.e., diagnostic testing), but not antibody testing. The test must be: (1) cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the U.S. Food and Drug Administration (FDA) to detect current infection; (2) administered in accordance with the instructions; and (3) not both self-administered and self-read by the employee, unless the testing is observed by the employer or authorized telehealth proctor.

Employees must be tested for COVID-19 at least once every seven days; and must provide documentation of the most recent COVID-19 test result to the Human Resources Manager no later than the seventh day following the date on which the employee last provided a test result.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. The District may develop additional procedures regarding the implementation of testing requirements.

Face Coverings

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to the District’s requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. Where the District has determined that the use of face coverings is infeasible or creates a greater hazard.

New Hires:

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Retaliation:

The Occupational Safety and Health Act (OSH Act) prohibit retaliation against employees for exercising their rights guaranteed under the OSH Act, including filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act, including protecting workers from retaliation for exercising their rights under the ETS. OSHA has established a [Fact Sheet](#) on Workers' Rights under the COVID-19 Vaccination and Testing ETS.

Availability of Records:

Employees may examine and copy their own Covid-19 vaccine documentation and any Covid-19 test results. Employees may also give written authorized consent to others for that information. Please contact the Human Resources Manager for this information.

Employees may request the aggregate number of fully vaccinated staff members at the District along with the total number of employees at the District. Please contact the Human Resources Manager for this information.

Questions:

For additional information about COVID-19, employees should refer to the CDC document "Key Things to Know About Covid-19 Vaccines" found at: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>

Please direct any questions regarding this policy to the Executive Director or the Human Resources Manager.

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

STUDY ROOM POLICY

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

PRIORITY FOR USE

Study rooms are available in two-hour intervals on a first-come, first-served basis at no charge for eligible cardholders. Eligible cardholders are cardholders in good standing with a Fountaindale, Pinnacle Library Cooperative, or reciprocal borrower card. Fountaindale Public Library cardholders wishing to reserve a study room in advance can do so through our website. Pinnacle Library Cooperative and reciprocal borrower cardholders wishing to reserve a study room in advance, shall call the Reference Desk. Extra time requested for study room sessions will be accommodated if there are no other requests for use of the room. Those individuals or groups who have been allotted additional time in study rooms beyond the two-hour limit will be asked to vacate if all study rooms are filled and a new party wishes to use a room.

LIMITS OF USE

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

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

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

Two study rooms on the 3rd floor of the library will be made available for advance reservation. The person making the reservation must be an eligible cardholder in good standing.

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

RESERVING A ROOM

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

Requests for advance reservation of the 2 study rooms are accepted no more than 90 days and no less than 24 hours before the requested date. Fountaindale Library cardholders may reserve the rooms online. Pinnacle Library Cooperative and reciprocal borrower cardholders shall call Reference Desk if needing to make a reservation in advance.

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

PROCEDURES

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

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

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

STORAGE

The Library does not provide any storage for patrons.

CANCELLATIONS

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

FAILURE TO COMPLY

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

DAMAGES AND LIABILITY

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

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

Individuals booking a room understand that they take full responsibility for the actions of themselves and anyone in their group and will be held accountable for violations of this policy or the Library's Conduct Policy.

APPEAL AND REVIEW

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

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

RESOLUTION 2021-8
RESOLUTION REGARDING THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS

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

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

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

WHEREAS, the Board of Trustees of the Fountaindale Public Library District has determined for the 2020 calendar year, commencing January 1, 2022 and ending December 31, 2022, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

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

SECTION 1: That the Fountaindale Public Library District shall participate in the reciprocal borrowing program of its region's library system and the non-resident library card program for the 2022 calendar year.

SECTION 2: From and after January 1, 2022, the non-resident fee card price will be \$619.81 calculated according to the General Mathematical Formula.

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

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

PASSED THIS 18th day of November, 2021.

AYES:

NAYS:

ABSENT:

APPROVED THIS 18th day of November, 2021

ATTEST:

Robert A. Kalnicky
President, Board of Library Trustees

Marcelo Valencia
Secretary, Board of Library Trustees

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)**GENERAL FUND**

Fund Balance - July 1, 2020	\$	6,848,468
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REVENUES & OTHER FINANCIAL SOURCES

Taxes	8,034,455
Interest	9,913
Fines	37,347
Others	24,393
State Grant	84,604

TOTAL REVENUES	8,190,712
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PERSONNEL SERVICES

Salaries	3,949,888
Employee Hospitalization and Medical Insurance	343,181
Hiring and Placement Expenditures	766
Dues	8,302
Professional Development and Training	23,435
Mileage and Travel	1,277
Employee Recognition	2,402
EAP	1,736

4,330,987

CONTRACTUAL SERVICES

Equipment Rental and Maintenance	123,927
Legal Fees and Expenditures	20,299
Bookmobile Maintenance	8,986
Circulation Control	70,498
Payroll Services	19,428
Collection Expense	3,365
Professional Services	19,830
Communication Services	56,054
Catalog Management	25,616
Computer Systems Maintenance	35,878
Bank Service Fees	6,394
Security	2,469

392,744

SUPPLIES & UTILITIES

Telephone	24,080
Electricity	138,530
Cable TV	1,363
Internet Services	37,439
Gas	17,240
Water and Sewerage	19,360
Buildings and Grounds	63,669
Office Supplies	37,066
Library Supplies	53,136
Postage and Shipping	15,147
Computer Supplies	5,109
Program Supplies	41,441
Board Supplies	2,447
Fuel Expenditures - Bookmobile	1,021
Minor Furniture and Equipment	12,400

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)

	<u>469,448</u>
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FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)

LIBRARY MATERIALS	
Library Materials	<u>1,227,386</u>
STATE GRANT	
Office & Library Equipment	<u>84,604</u>
MISCELLANEOUS	
Public Relations	49,504
Other	<u>9,054</u>
	<u>58,558</u>
CAPITAL OUTLAY	<u>736,624</u>
TOTAL EXPENDITURES	<u>7,300,351</u>
TRANSFER IN	-
TRANSFER OUT	(1,000,000)
Fund Balance - June 30, 2021	<u>\$ 6,738,829</u>
<u>AUDIT FUND</u>	
Fund Balance - July 1, 2020	\$ 8,641
REVENUES	
Taxes	<u>6,195</u>
EXPENDITURES	
CONTRACTUAL SERVICES	
Audit Expenses	<u>9,100</u>
Fund Balance - June 30, 2021	<u>\$ 5,736</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)

LIABILITY INSURANCE FUND

Fund Balance - July 1, 2020	62,224
REVENUES	
Taxes	<u>41,896</u>
EXPENDITURES	
Insurance	<u>91,247</u>
TOTAL EXPENDITURES	<u>91,247</u>
Fund Balance - June 30, 2021	<u><u>\$ 12,873</u></u>

ILLINOIS MUNICIPAL RETIREMENT FUND

Fund Balance - July 1, 2020	\$ 690,399
REVENUES	
Taxes	<u>53,825</u>
EXPENDITURES	
Personnel Services	
IMRF	<u>389,691</u>
Fund Balance - June 30, 2021	<u><u>\$ 354,533</u></u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)

SOCIAL SECURITY FUND

Fund Balance - July 1, 2020	\$	142,760
REVENUES		
Taxes		<u>175,489</u>
EXPENDITURES		
Personnel Services		
FICA Tax		<u>269,042</u>
Fund Balance - June 30, 2021	\$	<u>49,207</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)

SPECIAL RESERVE FUND

Fund Balance - July 1, 2020	\$ 17,551,830
REVENUES	
Interest	<u>172,479</u>
EXPENDITURES	<u>-</u>
TRANSFER IN	1,000,000
Fund Balance - June 30, 2021	<u>\$ 18,724,309</u>

EQUIPPING & MAINTENANCE FUND

Fund Balance - July 1, 2020	\$ 197,226
REVENUES	
Taxes	<u>287,254</u>
EXPENDITURES	
Building Maintenance	<u>325,691</u>
Fund Balance - June 30, 2021	<u>\$ 158,789</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)

WORKING CASH FUND

Fund Balance - July 1, 2020	\$ 1,071,496
REVENUES	
Investment Interest	<u>1,025</u>
EXPENDITURES	<u>-</u>
TRANSFER IN	-
TRANSFER OUT	-
Fund Balance - June 30, 2021	<u>\$ 1,072,521</u>

DEBT SERVICE FUND

Fund Balance - July 1, 2020	\$ 1,639,628
REVENUES	
Taxes	2,746,467
Interest	1,696
Other	-
OTHER FINANCING SOURCES	
Debt Issuance	-
Premium on Debt Issuance	-
Transfer In	<u>-</u>
TOTAL REVENUES	<u>2,748,163</u>
EXPENDITURES	
Bond Payments	2,879,452
OTHER FINANCING USES	
Loss on Refunding	<u>-</u>
TOTAL EXPENDITURES	<u>2,879,452</u>
Fund Balance - June 30, 2021	<u>\$ 1,508,339</u>

FOUNTAINDALE PUBLIC LIBRARY DISTRICT, ILLINOIS

Schedule of Revenues and Expenditures

Fiscal Year Commencing July 1, 2020 through June 30, 2021 (by Funds)

CAPITAL PROJECT FUND

Fund Balance - July 1, 2020	\$ 143
REVENUES	
Interest	-
EXPENDITURES	
Contractual Services	143
TRANSFER OUT	-
Fund Balance - June 30, 2021	\$ -

FOUNTAINDALE PUBLIC LIBRARY DISTRICT **DISBURSEMENTS BY VENDOR AS OF 6/30/2021 \$1,000 MIN.**

1000Bulbs.com 1,409.35; 4imprint, Inc. 18,518.09; A&R Labels, Inc. 1,059.50; ABCO Electrical Construction & Design LLC 10,469.00; AFLAC 1,886.02; Allegra Print & Imaging 1,138.00; Amazon 51,623.61; American Building Services LLC 5,636.81; American Button Machines 1,837.05; American Library Association 2,914.00; AmeriFlex Business Solutions 2,644.60; Apple, Inc. 24,195.00; ArchiveSocial, Inc. 4,246.05; Arthur J. Gallagher Risk Management Services, Inc. 19,958.00; AT&T 18,789.69; Award Emblem Mfg. Co., Inc. 1,450.74; B&H Photo-Video 24,477.84; Backupify, Inc. 1,920.00; Baker & Taylor 405,497.55; Belynda Head 1,500.00; Best Quality Cleaning, Inc. 109,242.00; Better Containers Mfg. Co., Inc. 5,456.90; BiblioLabs LLC 4,330.00; Bibliotheca, LLC 103,132.38; Blackbaud 12,528.48; Blackstone Publishing 4,445.71; Blue Cross Blue Shield of Illinois 448,502.12; Blue Outdoor 6,000.00; Boilersource 1,496.63; Bolingbrook Glass and Mirror, Inc. 1,935.00; Bolingbrook Park District 3,960.00; BookPage 1,980.00; Bradford Systems Corporation 11,060.00; Brian Zabel & Associates, PC 6,500.00; Bridgeall Libraries Limited 10,000.00; BRT Outdoor LLC 3,000.00; Business Office Systems 4,582.76; C. Acitelli Heating & Piping Contractors, Inc. 3,939.20; Call One 36,518.99; Calumet Decorating Services, Inc. 13,429.00; Carahsoft Technology Corporation 13,125.00; Cathryn Stanek-Whisler 2,400.00; Center Point Large Print 7,297.73; Chicago Sun Times 1,008.94; Chicago Tribune 1,440.68; Children's Plus, Inc. 16,156.22; Christine Thornton 3,000.00; Cintas Corporation 7,350.23; Clear Choice Photo Booths LLC 2,500.00; Combined Roofing Service 5,809.53; Comcast Cable 1,363.41; Compsych 1,735.68; Constellation NewEnergy, Inc. 155,034.95; Covers Unlimited Corp. 15,234.00; CyberOptik 1,440.00; Dearborn National Life Insurance Company 6,760.79; Demco, Inc. 10,743.31; Diesel Service Center 4,837.38; Discount School Supply 1,816.41; Eagle Training Services, Inc. 1,500.00; EBSCO Subscription Services 18,402.30; Ehlers & Associates, Inc. 1,078,000.00; Elite Detailing Services, Inc. 1,100.00; ELM USA 19,712.35; Fidelity Security Life Insurance/EYEMED 7,724.62; Filter Services, Inc. 4,153.38; Findaway World LLC 30,150.22; First Bankcard 78,288.23; Flooring Resources Corporation 10,703.00; Forward Space 110,072.90; Fun Express LLC 3,071.68; Gale/Cengage Learning 18,056.18; Grasso Graphics, Inc. 3,652.03; Graybar 6,467.44; Groot Industries, Inc. 5,292.14; Hallett & Sons Expert Movers, Inc. 4,252.73; Hansen Services, Inc. 1,398.00; Homeless Training Institute LLC 1,399.00; HR Source 1,530.00; IHLS-OCLC 8,956.37; Illinois American Water 17,528.08; Illinois Library Association 3,515.00; Illinois Municipal Retirement Fund 604,920.89; Imprint Enterprises, Inc. 7,058.00; Info Grooming 1,008.33; Ingram Library Services 46,912.95; Intrinsic Landscaping, Inc. 4,411.61; It's A Sign, Inc. 4,910.00; ITSavvy LLC 105,823.70; Jacob M. Luce 6,975.00; Jo-Ann Stores LLC 1,900.00; Johnson Controls 15,536.60; Kanopy 10,898.00; KD Repair 1,259.17; Kellenberger Plumbing & Underground, Inc. 1,060.00; Kellie Chase 4,550.00; Kelsey Schaefflein 2,500.00; Kingsley Companies 1,346.40; Koios LLC 6,580.00; Konica Minolta Premier Finance 29,128.07; Lauterbach & Amen, LLP 2,600.00; Leah D. Moon 1,980.00; Libraries of Illinois Risk Agency 66,711.00; LibrariesFirst 15,500.00; Library Furniture International, Inc. 5,664.00; Library Ideas LLC 37,543.40; LIMRiCC Unemployment Compensation Group Account 6,879.93; Lutron Services Co., Inc. 5,588.00; Magic Pure LLC 1,920.00; Mango Languages 5,206.00; Matthew Bero 1,450.00; McKula, Inc. 1,200.00; Menconi Terrazzo LLC 3,484.41; Midwest Tape 242,612.54; Morningstar, Inc. 3,963.00; Mosio, Inc. 1,199.00; National Lift Truck, Inc. 1,200.00; NCPERS Group Life Ins. 1,728.00; Netrix LLC 76,245.00; Niche Academy 2,040.00; Nova Driving School 4,600.00; OPTO International, Inc. 8,789.38; Otis Elevator Company 19,485.28; OverDrive, Inc. 149,902.00; Pace Systems, Inc. 21,505.04; Parkside Insulation, Inc. 1,350.00; Patron Point, Inc. 8,874.70; Penworthy Company 1,865.82; PeopleFacts 1,209.39; Pinnacle Library Cooperative 148,566.50; Pitney Bowes, Inc. 4,385.39; PMA Securities LLC 2,000.00; Poblocki Sign Company LLC 1,937.00; POS Supply Solutions 1,049.52; ProQuest LLC 27,175.03; Rainmakers Irrigation 3,597.00; Reaching Across Illinois Library System 28,447.50; Recorded Books, Inc. 5,594.48; Robert Pennor 1,695.00; S&S Worldwide, Inc. 1,962.05; Scholastic, Inc. 36,666.96; Sebert Landscaping, Inc. 26,707.00; Shaw Media 1,845.00; Showcases 3,079.50; Steiner Electric Company 3,540.49; Summit Bodyworks 200,317.00; Superior Service Solutions, Inc. 7,519.00; Susan K. Maddox 2,300.00; Swank Movie Licensing USA 1,224.00; Team One Repair, Inc. 2,394.00; Tee Jay Service Company, Inc. 11,640.00; Terryberry 2,565.43; The Bugle Newspapers 1,845.38; The Shop Bolingbrook 1,726.60; Theatre-on-the-Hill 1,800.00; Therm Flo, Inc. 12,185.00; Tidal Construction Services, Inc. 7,941.00; Titan Image Group, Inc. 39,900.00; Today's Business Solutions, Inc. 15,788.10; Trane U.S., Inc. 87,913.02; Tressler, LLP 20,582.00; Tria Architecture, Inc. 6,562.50; TruSeal 13,350.00; Tumbleweed Press, Inc. 2,685.33; ULiNE 6,687.54; Unique Management Services, Inc. 5,257.40; United States Plastic Corporation 1,251.64; United States Treasury 7,153.02; UPS 5,700.00; US-Yellow Pages 1,036.00; Valante Grant 1,250.00; VALIC 8,580.00; Value Line Publishing LLC 6,100.00; Vanguard Energy Services LLC 17,670.41; Verizon Wireless 6,494.28; Vertiv Services, Inc. 10,029.84; Village of Bolingbrook 2,248.48; Visiontron Corporation 4,277.47; Warehouse Direct 44,556.05; Watson Label Products 2,467.18; World Book, Inc. 5,848.00; Zions Bank 1,802,450.00; Zoobean, Inc. 2,525.00; **All Other Vendors 50,198.46** Total 7,376,532.14

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

PAYROLL 2020-2021

PAYROLL: UNDER \$15,000

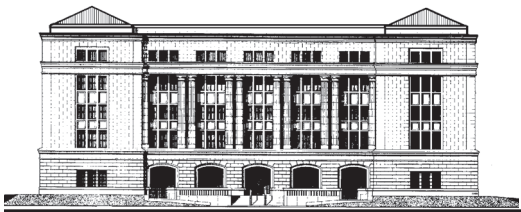
Ahmed, Anam; Alvarez, Nabil; Anderson, David; Anderson, Mary P; Appiah, Adwoa M; Avery, Spencer; Banda, Rolando; Beach, Laura C; Bell, Tyrese M; Bibbs, Bradley; Blackburn, Ryan; Brozan, Claudia C; Burton, Kirsten-Andre; Carlson, Alec M; Cortez, Uriel; Cummins, Matthew; DiSandro, Jenna; Duran, Nicole; Elliott, Olivia G; Espinal, Bonabie F; Flores, Sarahit; Fuller, Eric T; Gadri, Aman; Garcia Silva, Anabel; Gogliotti, Anna K; Gonzalez, Jacinto; Gordon, Jack; Gottlick, James M; Hammermeister, Matthew J; Jansen, Ben G; Johnson, Jenna M; Kolalis, Ashley M; Long, Aiah; Marroquin, Gerardo; McKeever, Emily; Mercado, Ethan E; Morales, Ruth; Myers, Hannah; Nguyen, Anthony; Nicolas, Reina M; Oestreich, Christine N; Oestreich, Jack D; Ortwein, Orton R; Palagi, Allyson M; Rodriguez, Andrea Y; Roman, Aldo A; Rosa, Jacob; Rubio, Amber J; Slivinski, Dominique L; Strickland, Kate A; Tucker, Maria C; Tuitman, Dawne J; Walker, Julie A

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

Abdullah, Ishmael; Ambriz, Nelly B; Andes, Sandra; Andrus, Karina M; Babinski, Agnieszka M; Bauer, Rosemary A; Bennett, Kathy E; Borchert, Arianne; Braid, McKayla A; Ciucci, Linda S; Clash, Justin A; Clemens, Patrick W; Crookham, Joseph H; Dziadus, Julia A; Evans, Marleigha K; Falasz, Rebecca L; Fitzer, Kendra C; Ford, Susan M; Fredrick, Jennifer; Gillespie, Anna M; Henderson, Carol R; Herman, Roy A; Hopkins, John B; Issac, Bini; Jagiel, Susan E; Khan, Harris M; Makowski, Marta A; McCaig, Cheryl; Mekeel, Daniel J; Peters, Jason M; Raleigh, Dennis M; Saltzman, Sarah A; Schaefflein, Kelsey J; Schiller, Allyse S; Schroeder, Debra S; Sincic, Mary C; Slone, Amanda; Soto, Marlen; Stamper, Monica; Taylor, Charles V; Voss, Leigh A; Zahorcik, Christine M

PAYROLL: \$40,000 and OVER

Ali, Amina; Alvarez, Adriana; Arellano, Joyce M; Bedoya, Daniel; Boyer, Carolyn S; Bradley, Melissa I; Burkiewicz, Ann M; Carreno, Randi; Castle, Christopher W; Consalvo, Cindy J; Didier, Laura L; Dobrescu, Andreea; Dolley, Sarah E; Dudek, Debra M; Edwards, Erica; Fisher, Jeffrey P; Ford, Steven M; Frias, Noelia; Halvorsen, Christopher R; Hildebrandt, Randall E; Hodur, John J; Hopwood, Katherine L; Jason, Christine A; Korczak, Nancy; Lennon, Juanita; Luce, Jacob M; Luce, Melissa; Luminais, Brett M; Martinez, Melisa; Matysek, John M; Mills, Paul D; Mitchel, Nicholas; Nguyen, Jennie; Peddicord, Nathan J; Petrov, Tzvetana; Pottle, Leandra E; Priovolos, Tasos C; Purrazzo, Jay; Robles, Jose R; Smallwood, Brian M; Smallwood, Sabrina C; Theobald, Christina L; Waters-Thurston, Katherine L



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Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Fountaindale Public Library District

Library's Control Number: 30285 **Branch Number:** 00 **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: Paul Mills
(First Name) (Last Name)

Preparer's Title: Executive Director

Preparer's Phone Number: (630) 685-4157

Preparer's Email Address: pmills@fountaindale.org

- ☒ By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 67683

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Fountaindale Public Library District meets all core standards as identified in Chapter 1.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Governance and Administration checklist as identified in Chapter 2.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Personnel checklist as identified in Chapter 3.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Access checklist as identified in Chapter 4.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Building Infrastructure and Maintenance checklists as identified in Chapter 5.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Safety checklist as identified in Chapter 6.

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Collection Management checklist as identified in Chapter 7.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the System Membership Responsibilities and Resource Sharing checklist as identified in Chapter 8.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Reference Service checklist and the Reader's Advisory Service checklist as identified in Chapter 9.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Programming checklist as identified in Chapter 10.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Youth/Young Adult Services checklist as identified in Chapter 11.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Technology checklist as identified in Chapter 12.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The Fountaindale Public Library District meets all components of the Marketing, Promotion and Collaboration checklist as identified in Chapter 13.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The District plans to use grant monies to continually improve access to electronic resources for the patrons in the District. These grant monies will help ensure the District continues to meet the checklist in Chapter 7: Collection Management.

Fountaindale Public Library District

Cash and Investment

October 31, 2021

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$608,322.52	\$126,889.96	\$735,212.48
Cash Checking/Payroll	\$178,891.41	(\$6,091.79)	\$172,799.62
Petty Cash	\$2,732.09	\$400.00	\$3,132.09
Total Cash	<u>\$789,946.02</u>	<u>\$121,198.17</u>	<u>\$911,144.19</u>
Investments			
Investment - General Fund/Wintrust MM	\$6,332,440.01	\$1,698,732.05	\$8,031,172.06
Investment - IL Funds/General	\$71,235.59	\$5.22	\$71,240.81
Investment - IL Funds/INB/E-Pay	\$66,581.50	\$1,802.25	\$68,383.75
Investment - Special Reserve/Wintrust MM	\$2,078,944.22	\$147.06	\$2,079,091.28
Investment - Working Cash/Wintrust MM	\$1,072,520.67	\$75.87	\$1,072,596.54
Investment - Special Reserve/PMA	\$16,645,365.03	\$25,395.15	\$16,670,760.18
Total Investments	<u>\$26,267,087.02</u>	<u>\$1,726,157.60</u>	<u>\$27,993,244.62</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,434,427.91	\$1,053,662.84	\$2,488,090.75
Total Bond Fund	<u>\$1,434,427.91</u>	<u>\$1,053,662.84</u>	<u>\$2,488,090.75</u>
Total Cash and Investments	<u><u>\$28,491,460.95</u></u>	<u><u>\$2,901,018.61</u></u>	<u><u>\$31,392,479.56</u></u>

Special Res. PMA - 0.433%

General - IL Fund - 0.025%

Money Market Wintrust - 0.080%

Fountaindale Public Library District

Revenue Report

October 31, 2021

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2020	\$2,039,613.69	\$4,426,801.61	85.44%	\$5,181,200.77	\$754,399.16
Property Tax Dupage 2020	\$1,600.48	\$86,730.92	82.02%	\$105,738.79	\$19,007.87
Property Tax Will - 2021	\$0.00	\$0.00	0.00%	\$4,506,143.28	\$4,506,143.28
Property Tax Dupage - 2021	\$0.00	\$0.00	0.00%	\$91,962.11	\$91,962.11
Other Tax	\$61,927.57	\$104,839.18	88.97%	\$117,843.00	\$13,003.82
Interest	(\$151.71)	\$56,689.36	44.63%	\$127,010.00	\$70,320.64
Circulation Fees	\$770.22	\$5,392.31	38.52%	\$14,000.00	\$8,607.69
Copy Machines	\$455.45	\$1,711.20	34.22%	\$5,000.00	\$3,288.80
Fax Machine	\$440.01	\$1,776.38	35.53%	\$5,000.00	\$3,223.62
Printing	\$1,418.84	\$6,121.48	40.81%	\$15,000.00	\$8,878.52
Miscellaneous	(\$86.52)	\$9,362.63	72.02%	\$13,000.00	\$3,637.37
Reimbursements	\$104.39	\$755.18	37.76%	\$2,000.00	\$1,244.82
Board Reimbursements	\$0.00	\$50.00	25.00%	\$200.00	\$150.00
Leases	\$0.00	\$0.00	0.00%	\$300.00	\$300.00
Grant Income	\$0.00	\$99,832.43	100.00%	\$99,833.00	\$0.57
Total Operating Funds	\$2,106,092.42	\$4,800,062.68	46.67%	\$10,284,230.95	\$5,484,168.27
Bond Fund					
Property Tax - Will 2020	\$667,645.24	\$1,449,065.10	85.42%	\$1,696,303.40	\$247,238.30
Property Tax - Dupage 2020	\$529.02	\$28,668.11	82.81%	\$34,618.44	\$5,950.33
Property Tax - Will 2021	\$0.00	\$0.00	0.00%	\$1,907,636.64	\$1,907,636.64
Property Tax - Dupage 2021	\$0.00	\$0.00	0.00%	\$38,931.36	\$38,931.36
Interest Bond Fund	\$41.48	\$104.63	2.09%	\$5,000.00	\$4,895.37
Total Bond Fund	\$668,215.74	\$1,477,837.84	40.13%	\$3,682,489.84	\$2,204,652.00
Total Revenue	\$2,774,308.16	\$6,277,900.52	44.95%	\$13,966,720.79	\$7,688,820.27

Fountaindale Public Library District

Expenditure Report

October 31, 2021

	Current Month	Year to Date	% Expended	Working Budget	Unexpended Budget
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$341,940.73	\$1,506,701.00	31.01%	\$4,859,000.00	\$3,352,299.00
Contractual Services	\$19,961.28	\$132,163.54	23.80%	\$555,200.00	\$423,036.46
Supplies & Utilities	\$42,279.30	\$149,269.04	25.92%	\$575,900.00	\$426,630.96
Library Materials	\$74,367.02	\$231,645.94	18.44%	\$1,256,500.00	\$1,024,854.06
Capital Expenditures	\$29,184.81	\$71,041.69	8.33%	\$853,322.00	\$782,280.31
Miscellaneous	\$9,721.09	\$14,662.39	18.68%	\$78,500.00	\$63,837.61
Per Capita Grant	\$0.00	\$0.00	0.00%	\$99,833.00	\$99,833.00
Total General Fund Expenditures	\$517,454.23	\$2,105,483.60	25.43%	\$8,278,255.00	\$6,172,771.40
Other Fund Expenditures					
Audit Fund Expenditures	\$900.00	\$900.00	7.44%	\$12,100.00	\$11,200.00
Liability Insurance Fund Expenditures	\$0.00	\$54,052.92	35.44%	\$152,500.00	\$98,447.08
Soc Sec/IMRF Fund Expenditures	\$52,300.96	\$235,514.08	32.34%	\$728,320.00	\$492,805.92
Special Reserve Fund Expenditures	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$29,590.49	\$112,909.89	33.55%	\$336,500.00	\$223,590.11
Total Other Fund Expenditures	\$82,791.45	\$403,376.89	32.81%	\$1,229,520.00	\$826,143.11
Total Expenditures - Operating Funds	\$600,245.68	\$2,508,860.49	26.39%	\$9,507,775.00	\$6,998,914.51
Bond Fund Expenditures					
Principal Payment - 2016A	\$0.00	\$0.00	0.00%	\$875,000.00	\$875,000.00
Interest Payment - 2016A	\$0.00	\$84,900.00	50.00%	\$169,800.00	\$84,900.00
Principal Payment - 2018	\$0.00	\$0.00	0.00%	\$1,240,000.00	\$1,240,000.00
Interest Payment - 2018	\$0.00	\$193,875.00	50.00%	\$387,750.00	\$193,875.00
Principal Payment - 2019	\$0.00	\$0.00	0.00%	\$25,000.00	\$25,000.00
Interest Payment - 2019	\$0.00	\$145,400.00	50.00%	\$290,800.00	\$145,400.00
Total Bond Fund Expenditures	\$0.00	\$424,175.00	14.19%	\$2,988,350.00	\$2,564,175.00
Total	\$0.00	\$424,175.00	14.19%	\$2,988,350.00	\$2,564,175.00
Total Expenditures - All Funds	\$600,245.68	\$2,933,035.49	23.47%	\$12,496,125.00	\$9,563,089.51

**Fountaindale Public Library District
Bills Paid - Operating Account
November 2021**

Payee Name	Description	Payment Date	Check/Draft Number	Payment Amount
AFLAC	Employer Insurance Contribution - October 2021	11/01/2021	893	\$12.09
Blue Cross Blue Shield of Illinois	Employer Insurance Contribution - November 2021	11/01/2021	56208	\$28,100.27
Bolingbrook Area Chamber of Commerce	Career & Job Fair 10/05/2021 - Pottle, Purrazzo	11/01/2021	56209	\$25.00
Dearborn National Life Insurance Company	Employer Insurance Contribution - November 2021	11/01/2021	56210	\$561.50
Fidelity Security Life Insurance/EYEMED	Employer Insurance Contribution - November 2021	11/01/2021	56211	\$178.27
Home Depot	Building Maintenance- Hooks & Pine Board	11/01/2021	56212	\$6.96
	Building Supplies - Power Washer & Foam Brushes	11/01/2021		\$165.24
Illinois Municipal Retirement Fund	Employer Insurance Contribution - October 2021	11/01/2021	895	\$30,121.42
LIMRiCC Unemployment Compensation Group	Unemployment Insurance - 3rd Quartering ending 09/30/2021	11/01/2021	56213	\$1,072.71
				\$60,243.46


 Jennie Nguyen, Finance Manager

Gross Payroll & FICA Expense - October 2021

Gross Payroll	\$309,901.48
FICA	\$22,869.07
Total Gross Payroll & FICA	\$332,770.55

Fountaindale Public Library District

Bills Payable Report

November 18, 2021

General Fund

Page 1

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ali Baig	Program - Trivia Night with Baig of Tricks - 12/13/21	AB121321	1-4571-24	\$ 75.00
	<i>Totals for Ali Baig</i>			\$ 75.00
Amanda E. Standerfer	Strategic Planning Process - 25% Total Compensation	20211025	1-4253-10	5,687.50
	<i>Totals for Amanda E. Standerfer</i>			\$ 5,687.50
Amazon	Staff Summer Reading Prizes	0660346-NOV21	1-4711-10	43.97
	Music - Adult	0660346-NOV21	1-4550-26	839.75
	Books - Young Adult Non-Fiction	0660346-NOV21	1-4549-26	368.89
	DVD - Juvenile	0660346-NOV21	1-4558-26	128.94
	Books - Juvenile Easy	0660346-NOV21	1-4546-26	160.94
	DVD - Adult	0660346-NOV21	1-4557-26	238.45
	Outreach - Frozen II Uno Winter Program Supplies	A44-2122	1-4353-28	5.44
	Outreach - Winter Bkm Fun Program Supplies	A44-2122	1-4353-28	39.08
	Communications - Paper Trimmer	A41-2122	1-4342-10	176.57
	Study Room - Hand Sanitizer Bottles	A40-2122	1-4351-10	59.97
	District Closet Stock - Elavon Receipt Paper	A43-2122	1-4351-10	18.69
	District Closet Restock - Sept. 2021 Coffee Supplies	A53-2122	1-4351-10	17.06
	District Closet Restock - Sept. 2021 Detergent Supplies	A55-2122	1-4371-10	46.56
	CSD - Beads Program Supplies	A34-2122	1-4353-20	9.90
	CSD - Foam Program Supplies	A42-2122	1-4353-20	19.99
	CSD - Wax Paper Program Supplies	A42-2122	1-4353-20	8.50
	CSD - Various Program Supplies	A42-2122	1-4353-20	39.96
	CSD - Various Program Supplies	A42-2122	1-4353-20	296.48
	ATSD - Various Teen Programming Supplies	A48-2122	1-4353-24	320.88
	ATSD - Teen Program Planners	A38-2122	1-4371-24	44.11
	ATSD - 2nd & 3rd Floor Desks: Heavy Duty Staplers	A45-2122	1-4371-24	43.98
	Books - Adult Fiction	0660346-NOV21	1-4540-26	355.22
	IT - Adapter, External Hard Drive, Case	A50-2122	1-4354-14	390.89
	Books - Adult Non-Fiction	0660346-NOV21	1-4541-26	362.65
	Books - Adult Non-Fiction	0660346-NOV21	1-4541-29	36.00
	Studio - Patron Use Maker Supplies	A49-2122	1-4371-27	275.75
	Studio - Cutting Mats & Blades	A47-2122	1-4568-27	62.28
	Studio - Wire Rack	A47-2122	1-4568-27	14.05
	Studio - Cutting Dies, Boards, Grips	A51-2122	1-4568-27	230.12
	Library Materials - Shipping Costs	0660346-NOV21	1-4519-26	36.19

Fountaindale Public Library District
Bills Payable Report
November 18, 2021

General Fund

Page 2

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
<i>Totals for Amazon</i>				\$ 4,691.26
American Library Association				
	Nguyen Membership - 1/1/22-12/31/22	2218495	1-4161-10	\$ 150.00
	Dolley Membership - 1/1/22-12/31/22	1111327	1-4161-10	210.00
	Korczak Membership - 12/1/21-11/30/22	1214724	1-4161-10	150.00
<i>Totals for American Library Association</i>				\$ 510.00
AT & T				
	Internet Service - October 2021	8633994608	1-4314-14	969.96
<i>Totals for AT & T</i>				\$ 969.96
AT & T Mobility - National Business Services				
	Telephone Service - 9/22/21-10/21/21	18622358	1-4311-14	259.50
<i>Totals for AT & T Mobility - National Business Services</i>				\$ 259.50
B&H Photo-Video				
	Studio - Various Studio Supplies	195093729	1-4371-27	524.63
	Studio - Stackable Microphone Stands	195117753	1-4371-27	143.85
	IT - Rip-Tie 1/2" Rip Wrap	195093428	1-4354-14	47.00
<i>Totals for B&H Photo-Video</i>				\$ 715.48
Baker & Taylor				
	Customized Library Services Processing - 8/27/19-5/31/2020	LS19080055	1-4529-26	575.40
<i>Totals for Baker & Taylor</i>				\$ 575.40

Fountaindale Public Library District
Bills Payable Report
November 18, 2021

General Fund

Page 3

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420685				
	Books - Juvenile World Languages	2036264397	1-4526-29	\$ 9.75
	Books - Juvenile World Languages	2036241539	1-4526-29	10.92
	Books - Juvenile World Languages	2036251621	1-4526-29	26.99
	Books - Adult Large Print	2036264397	1-4543-29	56.59
	Books - Adult Large Print	2036241539	1-4543-29	18.40
	Books - Juvenile Fiction	2036264397	1-4544-29	3.59
	Books - Juvenile Fiction	2036241539	1-4544-29	61.69
	Books - Juvenile Easy	2036264397	1-4546-29	40.56
	Books - Juvenile Easy	2036241539	1-4546-29	69.83
	Books - Juvenile Easy	2036251621	1-4546-29	42.97
	Books - Adult Fiction	2036264397	1-4540-29	77.59
	Books - Adult Fiction	2036241539	1-4540-29	66.66
	Books - Adult Fiction	2036251621	1-4540-29	12.08
	Books - Adult Non-Fiction	2036264397	1-4541-29	85.37
	Books - Adult Non-Fiction	2036241539	1-4541-29	50.56
	Books - Adult Non-Fiction	2036251621	1-4541-29	33.34
	Library Materials - Processing Costs	2036264397	1-4518-29	8.79
	Library Materials - Processing Costs	2036241539	1-4518-29	8.97
	Library Materials - Processing Costs	2036251621	1-4518-29	1.38
	Library Materials - Shipping Costs	2036264397	1-4519-29	1.37
	Library Materials - Shipping Costs	2036241539	1-4519-29	1.39
	Library Materials - Shipping Costs	2036251621	1-4519-29	0.58
<i>Totals for Baker & Taylor - L420685</i>				\$ 689.37

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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	2036276047	1-4519-29	\$ 1.44
	Library Materials - Shipping Costs	2036273345	1-4519-26	1.58
	Library Materials - Shipping Costs	2036260392	1-4519-26	1.96
	Library Materials - Shipping Costs	2036275896	1-4519-26	2.35
	Library Materials - Shipping Costs	2036264920	1-4519-26	5.19
	Library Materials - Shipping Costs	2036287210	1-4519-26	2.02
	Library Materials - Shipping Costs	2036280977	1-4519-26	2.53
	Library Materials - Shipping Costs	2036277092	1-4519-26	1.29
	Library Materials - Shipping Costs	2036224517	1-4519-26	2.69
	Library Materials - Shipping Costs	2036231986	1-4519-26	6.36
	Library Materials - Shipping Costs	2036254031	1-4519-26	2.04
	Library Materials - Shipping Costs	2036251445	1-4519-26	2.56
	Library Materials - Shipping Costs	2036241443	1-4519-26	3.40
	Library Materials - Shipping Costs	2036248208	1-4519-26	2.88
	Library Materials - Shipping Costs	2036235720	1-4519-26	4.13
	Library Materials - Shipping Costs	2036238813	1-4519-26	1.46
	Library Materials - Shipping Costs	2036256501	1-4519-26	3.77
	Library Materials - Shipping Costs	2036259368	1-4519-26	3.17
	Library Materials - Shipping Costs	2036270376	1-4519-26	3.49
	Library Materials - Shipping Costs	2036267267	1-4519-26	2.97
	Books - Adult Large Print	2036276047	1-4543-29	18.60
	Books - Adult Non-Fiction	2036276047	1-4541-29	108.91
	Books - Adult Fiction	2036276047	1-4540-29	95.99
	Books - Juvenile Fiction	2036276047	1-4544-29	18.39
	Library Materials - Processing Costs	2036273345	1-4518-26	28.05
	Library Materials - Processing Costs	2036260392	1-4518-26	19.65
	Library Materials - Processing Costs	2036275896	1-4518-26	34.08
	Library Materials - Processing Costs	2036264920	1-4518-26	62.91
	Library Materials - Processing Costs	2036287210	1-4518-26	24.54
	Library Materials - Processing Costs	2036280977	1-4518-26	28.59
	Library Materials - Processing Costs	2036277092	1-4518-26	14.91
	Library Materials - Processing Costs	2036224517	1-4518-26	29.61
	Library Materials - Processing Costs	2036231986	1-4518-26	60.63
	Library Materials - Processing Costs	2036254031	1-4518-26	17.45
	Library Materials - Processing Costs	2036251445	1-4518-26	30.53
	Library Materials - Processing Costs	2036241443	1-4518-26	36.09
	Library Materials - Processing Costs	2036248208	1-4518-26	9.57
	Library Materials - Processing Costs	2036235720	1-4518-26	33.96

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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)			
	Library Materials - Processing Costs	2036238813	1-4518-26	\$ 15.51
	Library Materials - Processing Costs	2036256501	1-4518-26	40.05
	Library Materials - Processing Costs	2036259368	1-4518-26	36.51
	Library Materials - Processing Costs	2036270376	1-4518-26	35.76
	Library Materials - Processing Costs	2036267267	1-4518-26	30.75
	Library Materials - Processing Costs	2036276047	1-4518-29	10.77
	Books - Juvenile Easy	2036276047	1-4546-29	46.30
	Books - Adult World Languages	2036260392	1-4525-26	26.42
	Books - Adult World Languages	2036256501	1-4525-26	10.77
	Books - Juvenile World Languages	2036273345	1-4526-26	9.17
	Books - Juvenile World Languages	2036264920	1-4526-26	46.59
	Books - Juvenile World Languages	2036224517	1-4526-26	9.19
	Books - Juvenile World Languages	2036231986	1-4526-26	17.34
	Books - Juvenile World Languages	2036251445	1-4526-26	29.39
	Books - Juvenile World Languages	2036241443	1-4526-26	31.59
	Books - Juvenile World Languages	2036270376	1-4526-26	4.74
	Books - Adult Non-Fiction	2036273345	1-4541-26	47.18
	Books - Adult Non-Fiction	2036260392	1-4541-26	16.10
	Books - Adult Non-Fiction	2036275896	1-4541-26	142.86
	Books - Adult Non-Fiction	2036264920	1-4541-26	448.48
	Books - Adult Non-Fiction	2036287210	1-4541-26	157.62
	Books - Adult Non-Fiction	2036280977	1-4541-26	150.70
	Books - Adult Fiction	2036273345	1-4540-26	116.01
	Books - Adult Fiction	2036260392	1-4540-26	105.76
	Books - Adult Fiction	2036275896	1-4540-26	156.23
	Books - Adult Fiction	2036264920	1-4540-26	404.17
	Books - Adult Fiction	2036287210	1-4540-26	61.54
	Books - Adult Fiction	2036280977	1-4540-26	175.03
	Books - Adult Fiction	2036277092	1-4540-26	55.45
	Books - Adult Fiction	2036224517	1-4540-26	282.14
	Books - Adult Fiction	2036231986	1-4540-26	361.69
	Books - Adult Fiction	2036254031	1-4540-26	145.54
	Books - Adult Fiction	2036251445	1-4540-26	252.08
	Books - Adult Fiction	2036241443	1-4540-26	179.31
	Books - Adult Fiction	2036248208	1-4540-26	53.91
	Books - Adult Fiction	2036235720	1-4540-26	319.40
	Books - Adult Fiction	2036238813	1-4540-26	116.98
	Books - Adult Fiction	2036256501	1-4540-26	223.58

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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 Fiction	2036259368	1-4540-26	\$ 205.23
	Books - Adult Fiction	2036270376	1-4540-26	335.35
	Books - Adult Fiction	2036267267	1-4540-26	268.49
	Books - Adult Non-Fiction	2036224517	1-4541-26	119.88
	Books - Adult Non-Fiction	2036231986	1-4541-26	266.30
	Books - Adult Non-Fiction	2036254031	1-4541-26	105.72
	Books - Adult Non-Fiction	2036251445	1-4541-26	142.75
	Books - Adult Non-Fiction	2036241443	1-4541-26	136.93
	Books - Adult Non-Fiction	2036248208	1-4541-26	50.02
	Books - Adult Non-Fiction	2036235720	1-4541-26	168.26
	Books - Adult Non-Fiction	2036238813	1-4541-26	49.45
	Books - Adult Non-Fiction	2036256501	1-4541-26	316.58
	Books - Adult Non-Fiction	2036259368	1-4541-26	226.22
	Books - Adult Non-Fiction	2036270376	1-4541-26	200.84
	Books - Adult Non-Fiction	2036267267	1-4541-26	193.93
	Books - Adult Large Print	2036273345	1-4543-26	57.84
	Books - Adult Large Print	2036260392	1-4543-26	13.19
	Books - Adult Large Print	2036275896	1-4543-26	19.20
	Books - Adult Large Print	2036287210	1-4543-26	36.60
	Books - Adult Large Print	2036280977	1-4543-26	48.98
	Books - Adult Large Print	2036277092	1-4543-26	16.80
	Books - Adult Large Print	2036231986	1-4543-26	81.96
	Books - Adult Large Print	2036254031	1-4543-26	18.60
	Books - Adult Large Print	2036235720	1-4543-26	36.99
	Books - Adult Large Print	2036238813	1-4543-26	30.99
	Books - Adult Large Print	2036259368	1-4543-26	17.99
	Books - Juvenile Fiction	2036273345	1-4544-26	49.28
	Books - Juvenile Fiction	2036260392	1-4544-26	37.92
	Books - Juvenile Fiction	2036275896	1-4544-26	67.52
	Books - Juvenile Fiction	2036264920	1-4544-26	55.98
	Books - Juvenile Fiction	2036287210	1-4544-26	23.98
	Books - Juvenile Fiction	2036280977	1-4544-26	25.86
	Books - Juvenile Fiction	2036277092	1-4544-26	44.80
	Books - Juvenile Easy	2036273345	1-4546-26	36.36
	Books - Juvenile Easy	2036260392	1-4546-26	193.50
	Books - Juvenile Easy	2036275896	1-4546-26	84.22
	Books - Juvenile Easy	2036264920	1-4546-26	81.98
	Books - Juvenile Easy	2036287210	1-4546-26	125.16

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Baker & Taylor - L420686	(Cont'd)			
	Books - Juvenile Easy	2036280977	1-4546-26	\$ 106.07
	Books - Juvenile Easy	2036277092	1-4546-26	140.01
	Books - Juvenile Fiction	2036224517	1-4544-26	80.58
	Books - Juvenile Fiction	2036231986	1-4544-26	121.76
	Books - Juvenile Fiction	2036254031	1-4544-26	29.13
	Books - Juvenile Fiction	2036241443	1-4544-26	144.82
	Books - Juvenile Fiction	2036248208	1-4544-26	231.53
	Books - Juvenile Fiction	2036235720	1-4544-26	137.14
	Books - Juvenile Fiction	2036238813	1-4544-26	48.65
	Books - Juvenile Fiction	2036256501	1-4544-26	7.18
	Books - Juvenile Fiction	2036259368	1-4544-26	28.74
	Books - Juvenile Fiction	2036267267	1-4544-26	9.59
	Books - Juvenile Non-Fiction	2036256501	1-4545-26	17.25
	Books - Juvenile Easy	2036224517	1-4546-26	39.14
	Books - Juvenile Easy	2036231986	1-4546-26	423.16
	Books - Juvenile Easy	2036254031	1-4546-26	108.02
	Books - Juvenile Easy	2036251445	1-4546-26	86.91
	Books - Juvenile Easy	2036241443	1-4546-26	178.18
	Books - Juvenile Easy	2036248208	1-4546-26	240.82
	Books - Juvenile Easy	2036235720	1-4546-26	163.34
	Books - Juvenile Easy	2036238813	1-4546-26	38.47
	Books - Juvenile Easy	2036256501	1-4546-26	178.17
	Books - Juvenile Easy	2036259368	1-4546-26	155.97
	Books - Juvenile Easy	2036270376	1-4546-26	158.03
	Books - Juvenile Easy	2036267267	1-4546-26	110.50
	Books - Young Adult Fiction	2036224517	1-4548-26	7.79
	Books - Young Adult Fiction	2036241443	1-4548-26	8.39
	Books - Young Adult Fiction	2036238813	1-4548-26	7.79
	Books - Young Adult Fiction	2036267267	1-4548-26	10.92
	<i>Totals for Baker & Taylor - L420686</i>			\$ 12,112.05
Belynda Head				
	Program - R&B Line Dancing - 12/12/21	BH121221	1-4571-24	125.00
	<i>Totals for Belynda Head</i>			\$ 125.00
Bini Issac				
	Mileage - 1/23/21-10/2/21	BI101921	1-4171-10	27.72
	<i>Totals for Bini Issac</i>			\$ 27.72

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Blackstone Publishing				
	Audiobooks - Adult	INV2001138	1-4551-26	\$ 299.96
		<i>Totals for Blackstone Publishing</i>		\$ 299.96
BRT Outdoor LLC				
	Digital Billboard - 11/1/21-11/28/21	9548	1-4731-10	1,000.00
		<i>Totals for BRT Outdoor LLC</i>		\$ 1,000.00
Business Office Systems				
	Building - Tech Second Stool	34075	1-4651-30	847.83
		<i>Totals for Business Office Systems</i>		\$ 847.83
Call One				
	Telephone & Internet - 10/15/21-11/14/21	460124	1-4314-14	1,968.00
	Telephone & Internet - 10/15/21-11/14/21	460124	1-4312-14	1,072.34
		<i>Totals for Call One</i>		\$ 3,040.34
Cathryn Stanek-Whisler				
	Program - Creative Candles - 11/7/21	CSW110721	1-4571-24	200.00
	Program - Creative Jar Toppers - 11/2/21	CSW112121	1-4571-24	200.00
	Program - Tasty Crafts: Homemade Candles - 12/5/21	CSW120521	1-4571-24	200.00
		<i>Totals for Cathryn Stanek-Whisler</i>		\$ 600.00
Center Point Large Print				
	Books - Adult Large Print	1881483	1-4543-26	143.82
	Books - Adult Large Print	1885757	1-4543-26	489.50
		<i>Totals for Center Point Large Print</i>		\$ 633.32
Chad Lewis				
	Program - Legends and Folklore of Winter - 12/15/21	CL121521	1-4571-24	200.00
		<i>Totals for Chad Lewis</i>		\$ 200.00
Chicago Tribune				
	Periodicals	40172770	1-4511-26	2,097.11
		<i>Totals for Chicago Tribune</i>		\$ 2,097.11
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	204112	1-4545-26	361.72
	Books - Young Adult Non-Fiction	204075	1-4549-26	51.93
	Books - Young Adult Non-Fiction	203817	1-4549-26	221.66
	Books - Juvenile Non-Fiction	204038	1-4545-29	36.98
	Books - Young Adult Fiction	203818	1-4548-29	75.84
		<i>Totals for Children's Plus Inc.</i>		\$ 748.13

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Christine Thornton	Program - 3D Paper Trees & Stars - 12/16/21	CT121621	1-4573-24	\$ 325.00
	<i>Totals for Christine Thornton</i>			\$ 325.00
Comcast Cable	Cable - 11/3/21-12/02/21	0367494-NOV21	1-4316-14	103.03
	<i>Totals for Comcast Cable</i>			\$ 103.03
Computype, Inc.	Library Supplies - Thermal Call Labels Shipping Costs	673427	1-4519-26	46.31
	Library Supplies - Thermal Call Labels	673427	1-4371-12	1,684.80
	<i>Totals for Computype, Inc.</i>			\$ 1,731.11
Concordia University Chicago	Lost/Damaged ILL - Mogo's Flute	813.54 V281 M696	1-3310-30	10.00
	<i>Totals for Concordia University Chicago</i>			\$ 10.00
Constellation NewEnergy, Inc.	Electricity - 9/28/21-10/27/21	60921745401	1-4321-30	13,449.37
	<i>Totals for Constellation NewEnergy, Inc.</i>			\$ 13,449.37
Demco, Inc.	Collection - Imprinted Color-Coded Paper	7030089	1-4371-12	200.15
	<i>Totals for Demco, Inc.</i>			\$ 200.15
Diesel Service Center	Odyne System Issue: Tech Rental Space - 10/26/21	D068418	1-4235-29	265.20
	BKM - Exhaust Leak Behind Front Axle	D068379	1-4235-29	601.42
	<i>Totals for Diesel Service Center</i>			\$ 866.62
Discount School Supply	CSD - Various Program Supplies	P40863230101	1-4353-20	126.10
	<i>Totals for Discount School Supply</i>			\$ 126.10
Elite Detailing Services, Inc.	BKM & Van Exterior Wash - 10/22/21	13771	1-4235-29	195.00
	<i>Totals for Elite Detailing Services, Inc.</i>			\$ 195.00
Findaway World, LLC	Audiobooks - Adult	365734	1-4551-26	431.25
	Launchpads - Juvenile	366072	1-4566-26	69.99
	Launchpads - Juvenile	364647	1-4566-26	911.94
	<i>Totals for Findaway World, LLC</i>			\$ 1,413.18

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard				
	StoryBlocks- Studio - Annual Patron Use Stock Media	M4566-NOV21	1-4568-27	\$ 199.00
	Michaels - Studio - Shimmer Programming Cardstock	N7148-NOV21	1-4353-27	31.98
	Cardstock Warehouse - Studio - Various Programming Cardstock	N7148-NOV21	1-4353-27	138.70
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-NOV21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-NOV21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-NOV21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-NOV21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-NOV21	1-4523-26	9.99
	CrunchyRoll - 1/6 Outreach Roku Subscription	T7780-NOV21	1-4523-26	9.99
	Netflix - 4/12 Roku Subscriptions	T7780-NOV21	1-4523-26	17.99
	Netflix - 4/12 Roku Subscriptions	T7780-NOV21	1-4523-26	17.99
	Netflix - 4/12 Roku Subscriptions	T7780-NOV21	1-4523-26	17.99
	HBO MAX - 3/12 Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	HBO MAX - 3/12 Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	HBO MAX - 3/12 Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	HBO MAX - 3/12 Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	HBO MAX - 3/11 Additional Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	HBO MAX - 3/11 Additional Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	HBO MAX - 3/11 Additional Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	HBO MAX - 3/11 Additional Roku Subscriptions	T7780-NOV21	1-4523-26	14.99
	Netflix - 4/6 Outreach Roku Subscriptions	P9444-NOV21	1-4523-26	17.99
	Netflix - 4/6 Outreach Roku Subscriptions	P9444-NOV21	1-4523-26	17.99
	Netflix - 4/11 Additional Roku Subscriptions	N7148-NOV21	1-4523-26	13.99
	Netflix - 4/11 Additional Roku Subscriptions	N7148-NOV21	1-4523-26	17.99
	Netflix - 4/11 Additional Roku Subscriptions	M4566-NOV21	1-4523-26	17.99
	Glowforge - Studio - Safety Glasses & Various Hardwood	N7148-NOV21	1-4371-27	166.00
	Panera - SAIL Meeting - Coffee Tote	N7148-NOV21	1-4715-10	18.49
	Panera - Oct 2021 Pastries & Donuts - Coffee & Cookies	N7148-NOV21	1-4715-10	29.67
	Spotify - Comm - Libby Promo Ads	N7148-NOV21	1-4731-10	105.91
	Spotify - Comm - Libby Promo Ads	N7148-NOV21	1-4731-10	255.54
	Spotify - Comm - Libby Promo Ads	N7148-NOV21	1-4731-10	262.52
	Facebook - Monthly Ads	M4566-NOV21	1-4731-10	124.84
	MailChimp - Monthly Subscription	M4566-NOV21	1-4731-10	87.99
	Woobox - Monthly Subscription	M4566-NOV21	1-4731-10	29.00
	Panera - Friends - Oct. 2021 Book Sale Coffee & Pastries	N7148-NOV21	1-4711-10	46.27
	Jewel Osco - Bradley Farewell Cupcakes	N7148-NOV21	1-4711-10	20.00
	NIU - Beach: Lost Art of Listening - 10/26/21	N7148-NOV21	1-4151-10	48.00
	Rogerthat - HR - New Hire Harrassment Training	N7148-NOV21	1-4151-10	500.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
First Bankcard	(Cont'd)			
	NIU - Beach: Time Mgmt & Organizational Skills - 10/29/21	N7148-NOV21	1-4151-10	\$ 33.00
	NIU - Beach: Presentations & Public Speaking - 11/9/21	N7148-NOV21	1-4151-10	48.00
	Jims Truck Inspection - BKM Van Annual Inspection	P9444-NOV21	1-4235-29	38.85
	Jims Truck Inspection - Original BKM Annual Inspection	P9444-NOV21	1-4235-29	38.85
	Lulu - CSD - Kindness Day 2021 Books	N7148-NOV21	1-4572-20	127.20
	Alonti - October 2021 Board Trustees Dinners	N7148-NOV21	1-4355-16	115.00
	ALA - Ali Membership - 10/6/21-10/5/22	N7148-NOV21	1-4161-10	75.00
	Canva - License Plate Sticker Renewal Promo Postcards	N7148-NOV21	1-4256-10	220.00
	Forms Approval - HR: Google Forms - Staff Dev. & Training	N7148-NOV21	1-4631-14	67.20
	<i>Totals for First Bankcard</i>			\$ 3,146.79
Forward Space				
	Building - Pedestal Fixture Kit	804834	1-4343-10	400.14
	<i>Totals for Forward Space</i>			\$ 400.14
Fun Express LLC				
	CSD - Various Program Supplies	712376093-03	1-4353-20	119.95
	CSD - Playhouse Dog Program Supplies	712376093-02	1-4353-20	41.58
	CSD - Various Program Supplies	712376093-01	1-4353-20	676.02
	<i>Totals for Fun Express LLC</i>			\$ 837.55
Gale/Cengage Learning				
	Books - Adult Large Print	75963203	1-4543-26	23.24
	Books - Adult Large Print	76006345	1-4543-26	29.24
	Books - Adult Large Print	76045576	1-4543-26	169.44
	Books - Adult Large Print	76060814	1-4543-26	71.97
	<i>Totals for Gale/Cengage Learning</i>			\$ 293.89
Government Finance Office Association				
	Schiller Membership - 1/1/22-12/31/22	2173588	1-4161-10	160.00
	<i>Totals for Government Finance Office Association</i>			\$ 160.00
Illinois American Water				
	Irrigation - 9/21/21-10/19/21	1025-21000308991E	1-4331-30	1,635.93
	Fire Pump - 9/21/21-10/19/21	1025-220037969301	1-4331-30	29.93
	Fire Protection - 10/20/21-11/17/21	1025-21000308946E	1-4331-30	45.74
	<i>Totals for Illinois American Water</i>			\$ 1,711.60

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Illinois American Water/Bolingbrook	Water & Sewer - 9/21/21-10/19/21	1025-210003088318	1-4331-30	\$ 692.87
		<i>Totals for Illinois American Water/Bolingbrook</i>		<u>\$ 692.87</u>
Illinois State Treasurer	Unclaimed Property - Patron Refunds	7050-2122	1-2114-10	100.86
		<i>Totals for Illinois State Treasurer</i>		<u>\$ 100.86</u>
Imaging Office Systems, Inc.	Equipment Maint. - ScanPro 2000 Main Unit - 1/26/22-1/25/23	CONT017204	1-4233-14	750.00
		<i>Totals for Imaging Office Systems, Inc.</i>		<u>\$ 750.00</u>
Industrial Appraisal Company	Professional Services: Remaining 40% Fieldwork Appraisal Fee	E2-1348	1-4253-10	1,434.00
		<i>Totals for Industrial Appraisal Company</i>		<u>\$ 1,434.00</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	55363231	1-4563-26	\$ 227.96
	Video Games - YA	55363235	1-4563-26	408.41
	Video Games - YA	55363234	1-4563-26	170.97
	Video Games - YA	55403266	1-4563-26	113.98
	Video Games - YA	55429763	1-4563-26	113.98
	Video Games - YA	55429765	1-4563-26	28.49
	Books - Young Adult Fiction	55421582	1-4548-26	38.39
	Books - Young Adult Fiction	55421584	1-4548-26	88.28
	Books - Young Adult Fiction	55212982	1-4548-26	15.59
	Books - Young Adult Fiction	55281877	1-4548-26	5.99
	Books - Young Adult Fiction	55281878	1-4548-26	10.73
	Books - Juvenile Easy	55212980	1-4546-26	42.35
	Books - Juvenile Easy	55281876	1-4546-26	246.59
	Books - Juvenile Easy	55306815	1-4546-26	28.80
	Books - Juvenile Easy	55306816	1-4546-26	302.13
	Books - Juvenile Easy	55306817	1-4546-26	15.24
	Books - Juvenile Easy	55306818	1-4546-26	341.02
	Books - Juvenile Easy	55347533	1-4546-26	32.13
	Books - Juvenile Easy	55352682	1-4546-26	98.47
	Books - Juvenile Easy	55352683	1-4546-26	618.57
	Books - Juvenile Easy	55363228	1-4546-26	89.28
	Books - Juvenile Easy	55375375	1-4546-26	19.20
	Books - Juvenile Easy	55375376	1-4546-26	280.03
	Books - Juvenile Easy	55403264	1-4546-26	19.20
	Books - Juvenile Easy	55429764	1-4546-26	60.98
	DVD - Adult	55363227	1-4557-26	13.64
	DVD - Adult	55403263	1-4557-26	13.64
	Books - Juvenile Fiction	55212978	1-4544-26	98.68
	Books - Juvenile Fiction	55212979	1-4544-26	28.74
	Books - Juvenile Fiction	55281873	1-4544-26	19.20
	Books - Juvenile Fiction	55281874	1-4544-26	77.92
	Books - Juvenile Fiction	55306813	1-4544-26	30.12
	Books - Juvenile Fiction	55347531	1-4544-26	59.29
	Books - Juvenile Fiction	55421581	1-4544-26	20.32
	Books - Juvenile Fiction	55421583	1-4544-26	137.60
	Books - Juvenile Fiction	55421585	1-4544-26	714.29
	History Smashers Program Supplies	55347535	1-4353-20	57.48
	Video Games - Juvenile	55363229	1-4564-26	237.44

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Ingram Library Services	(Cont'd)			
	Video Games - Juvenile	55363232	1-4564-26	\$ 170.97
	Video Games - Juvenile	55363236	1-4564-26	256.44
	Books - Juvenile Fiction	55347532	1-4544-29	16.94
	Video Games - Adult	55352684	1-4565-26	113.98
	Video Games - Adult	55363233	1-4565-26	422.64
	Video Games - Adult	55403267	1-4565-26	246.95
	Video Games - Adult	55403268	1-4565-26	341.94
	Books - Juvenile Easy	55347534	1-4546-29	119.00
	Books - Juvenile Easy	55403265	1-4546-29	45.48
	Books - Juvenile Fiction	55212981	1-4544-29	10.16
	Books - Juvenile Fiction	55281875	1-4544-29	9.60
	Books - Juvenile Fiction	55306814	1-4544-29	15.06
	Video Games - Juvenile	55363230	1-4564-29	94.97
	<i>Totals for Ingram Library Services</i>			<u>\$ 6,789.25</u>
ITsavvy LLC	2021 MS Office & Visio Licenses	01304189	1-4641-14	21,484.95
	<i>Totals for ITsavvy LLC</i>			<u>\$ 21,484.95</u>
Karina Hernandez	Refund - The Kite Runner	KH3422	1-3310-10	16.00
	<i>Totals for Karina Hernandez</i>			<u>\$ 16.00</u>
kd Repair	Bkm Generator Repair - Fall 2021	31425	1-4235-29	1,092.75
	<i>Totals for kd Repair</i>			<u>\$ 1,092.75</u>
Kellie Chase	Program - Sewing With Kellie Chase - 12/7/21	KC120721	1-4571-24	175.00
	<i>Totals for Kellie Chase</i>			<u>\$ 175.00</u>
Koios, LLC	Google Ad Grant Tier 7 - 12/29/21-12/28/22	1182	1-4256-10	6,580.00
	<i>Totals for Koios, LLC</i>			<u>\$ 6,580.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Konica Minolta Business Solutions U.S.A., Inc.				
	Finance - Fujitsu Scanner	275988398	1-4641-14	\$ 1,195.00
	License Plate Sticker: Maintenance - 10/4/21-10/31/21	9008152119	1-4234-14	10.84
	July Contract: Maintenance - 10/1/21-10/31/21	9008160277	1-4234-14	77.15
	Local History Room: Maintenance - 11/1/21-11/30/21	9008166194	1-4234-14	12.50
	March Contract: Overage - 9/15/21-10/14/21	9008120224	1-4234-14	1.10
	<i>Totals for Konica Minolta Business Solutions U.S.A., Inc.</i>			\$ 1,296.59
Konica Minolta Premier Finance				
	Leased Equipment - October 2021	455872119	1-4234-14	1,550.18
	<i>Totals for Konica Minolta Premier Finance</i>			\$ 1,550.18
Laura Didier				
	Mileage - 10/4/21-10/28/21	LD110121	1-4171-10	97.99
	<i>Totals for Laura Didier</i>			\$ 97.99
Leah D. Moon				
	Program - Paper Snowflakes - 12/13/21	LDM121321	1-4573-24	150.00
	Program - Silhouette Button Art - 11/29/21	LDM112921	1-4573-24	150.00
	<i>Totals for Leah D. Moon</i>			\$ 300.00
Leslie Goddard				
	Program - Remembering Marshal Fields at Christmas - 12/2/21	LG120221	1-4571-24	250.00
	<i>Totals for Leslie Goddard</i>			\$ 250.00
Lorena Y Carreno				
	Program - Club de Lectura en Espanol - 11/30/21	LYC113021	1-4571-24	75.00
	<i>Totals for Lorena Y Carreno</i>			\$ 75.00
Michelle Nichols-Yehling				
	Program - Armchair Tour of The Solar System - 12/14/21	MNY121421	1-4571-24	125.00
	<i>Totals for Michelle Nichols-Yehling</i>			\$ 125.00

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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	501099078	1-4551-29	\$ 50.29
	DVD - Adult	501099081	1-4557-29	27.23
	DVD - Adult	501099080	1-4557-29	30.98
	DVD - Adult	501136382	1-4557-29	55.21
	DVD - Juvenile	501099079	1-4558-29	12.33
	DVD - Juvenile	501099076	1-4558-29	12.23
	DVD - Juvenile	501136383	1-4558-29	60.82
	Music - Juvenile	501099077	1-4554-29	21.98
	DVD - Adult	501099056	1-4557-26	234.80
	DVD - Adult	501099083	1-4557-26	240.31
	DVD - Adult	501099064	1-4557-26	22.49
	DVD - Adult	501099061	1-4557-26	149.60
	DVD - Adult	501098428	1-4557-26	75.92
	DVD - Adult	501099066	1-4557-26	42.46
	DVD - Adult	501099072	1-4557-26	169.90
	DVD - Adult	501099057	1-4557-26	65.94
	DVD - Adult	501099067	1-4557-26	154.90
	DVD - Adult	501099068	1-4557-26	63.69
	DVD - Adult	501099073	1-4557-26	26.48
	DVD - Adult	501099071	1-4557-26	212.36
	DVD - Adult	501099055	1-4557-26	202.84
	DVD - Adult	501099070	1-4557-26	193.60
	DVD - Adult	501099069	1-4557-26	92.94
	DVD - Adult	501099065	1-4557-26	59.19
	DVD - Adult	501099082	1-4557-26	114.90
	DVD - Adult	501136362	1-4557-26	59.33
	DVD - Adult	501136369	1-4557-26	326.00
	DVD - Adult	501136378	1-4557-26	139.90
	DVD - Adult	501136376	1-4557-26	91.15
	DVD - Adult	501136375	1-4557-26	264.80
	DVD - Adult	501136368	1-4557-26	234.80
	DVD - Adult	501136371	1-4557-26	152.08
	DVD - Adult	501136385	1-4557-26	36.83
	DVD - Adult	501136384	1-4557-26	110.99
	DVD - Adult	501136370	1-4557-26	39.46
	DVD - Adult	501136380	1-4557-26	52.96
	DVD - Adult	501136377	1-4557-26	39.46
	DVD - Adult	501136374	1-4557-26	51.46

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Midwest Tape	(Cont'd)			
	DVD - Adult	501136365	1-4557-26	\$ 226.32
	DVD - Adult	501136363	1-4557-26	327.24
	DVD - Adult	501136379	1-4557-26	139.90
	DVD - Adult	501134047	1-4557-26	220.78
	DVD - Adult	501136373	1-4557-26	184.09
	Audiobooks - Adult	501099050	1-4551-26	90.58
	Audiobooks - Adult	501099059	1-4551-26	45.29
	Audiobooks - Adult	501121104	1-4551-26	9.99
	Audiobooks - Adult	501134049	1-4551-26	80.58
	Audiobooks - Adult	501136360	1-4551-26	35.29
	DVD - Juvenile	501099075	1-4558-26	30.32
	DVD - Juvenile	501099051	1-4558-26	82.90
	DVD - Juvenile	501099062	1-4558-26	24.66
	DVD - Juvenile	501099074	1-4558-26	154.90
	DVD - Juvenile	501136361	1-4558-26	59.19
	DVD - Juvenile	501136364	1-4558-26	96.53
	DVD - Juvenile	501136381	1-4558-26	109.45
	DVD - Juvenile	501136372	1-4558-26	39.96
	Music - Juvenile	501099054	1-4554-26	29.71
	Music - Juvenile	501099060	1-4554-26	21.98
	Music - Adult	501085778	1-4550-26	22.49
	Music - Adult	501099052	1-4550-26	87.18
	Music - Adult	501099058	1-4550-26	14.78
	Music - Adult	501098429	1-4550-26	30.46
	Music - Adult	501099063	1-4550-26	17.09
	Music - Adult	501134048	1-4550-26	25.96
	Music - Adult	501136366	1-4550-26	31.21
	<i>Totals for Midwest Tape</i>			\$ 6,231.44
Naperville Sun				
	Periodicals	26701857	1-4511-26	387.46
	<i>Totals for Naperville Sun</i>			\$ 387.46
Pace Systems, Inc.				
	Building - Replacement Fiber Switch CCTV Camera	211560	1-4392-30	638.70
	<i>Totals for Pace Systems, Inc.</i>			\$ 638.70

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Patron Point, Inc.	Patron Point & Sync Subscription - 10/14/21-10/13/22	1302	1-4256-10	\$ 8,500.00
	<i>Totals for Patron Point, Inc.</i>			\$ 8,500.00
Paul Mills	Reimbursement - October 2021 Donuts w/Director - Donuts	PM102621	1-4715-10	11.79
	<i>Totals for Paul Mills</i>			\$ 11.79
PeopleFacts	New Hire Background Checks - October 2021	33754-102021	1-4253-10	126.42
	<i>Totals for PeopleFacts</i>			\$ 126.42
Petty Cash - Tech Service	Oak View Elementary 2021 Yearbooks	YB210520OV-1049	1-4541-26	20.00
	Hubert Humphrey Middle School 2021 Yearbooks	YB210520HH-1051	1-4541-26	30.00
	Wood View Elementary 2021 Yearbooks	YB210520WV-1048	1-4541-26	30.00
	<i>Totals for Petty Cash - Tech Service</i>			\$ 80.00
Poplar Creek Public Library	Lost/Damaged ILL - The Art of Seduction	20932460	1-3310-30	24.00
	<i>Totals for Poplar Creek Public Library</i>			\$ 24.00
Rainmakers Irrigation	2021 Winter Irrigation Turn-off	102021-15	1-4392-30	775.00
	<i>Totals for Rainmakers Irrigation</i>			\$ 775.00
Reaching Across Illinois Library System (RAILS)	Communico Cloud Subscription - 10/16/21-10/15/22	8762	1-4631-14	15,000.00
	Gale Virtual Reference Library - 9/29/21-9/28/22	8727	1-4521-26	82.50
	<i>Totals for Reaching Across Illinois Library System (RAILS)</i>			\$ 15,082.50
Record Information Services, Inc.	Public Record Display Subscription - 1/1/22-12/31/22	50889	1-4521-26	698.00
	<i>Totals for Record Information Services, Inc.</i>			\$ 698.00
Ronald Goldie	Program - Dungeons & Dragons - 12/2/21	RG120221	1-4573-24	75.00
	<i>Totals for Ronald Goldie</i>			\$ 75.00
Rowman & Littlefield	Books - Adult Non-Fiction	11838094	1-4541-26	190.97
	<i>Totals for Rowman & Littlefield</i>			\$ 190.97

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
S & S Worldwide, Inc.	CSD - Various Program Supplies	IN100876961	1-4353-20	\$ 27.18
		<i>Totals for S & S Worldwide, Inc.</i>		\$ 27.18
Sarah Ann Saltzman	Mileage - 10/15/21-10/22/21	SS110121	1-4171-10	42.00
		<i>Totals for Sarah Ann Saltzman</i>		\$ 42.00
Sebert Landscaping Inc.	Lawn Maintenance - November 2021	229106	1-4392-30	1,580.00
		<i>Totals for Sebert Landscaping Inc.</i>		\$ 1,580.00
Sidecar Publications	Annual Gimlet Subscription - 12/1/21-11/30/22	INV-2620	1-4568-27	348.00
		<i>Totals for Sidecar Publications</i>		\$ 348.00
Susan K. Maddox	Program - Cooking Demo w/ Sue Maddox - 12/16/21	SKM121621	1-4571-24	100.00
		<i>Totals for Susan K. Maddox</i>		\$ 100.00
Taste of Home	Books - Adult Non-Fiction	01057	1-4541-26	35.98
		<i>Totals for Taste of Home</i>		\$ 35.98
Terryberry	Ciucci 10 Year Recognition	K44593	1-4153-10	103.59
		<i>Totals for Terryberry</i>		\$ 103.59
The Bugle Newspapers	Comm. - Fandom Fest Full Ad - 10/7/21	49614	1-4731-10	250.00
		<i>Totals for The Bugle Newspapers</i>		\$ 250.00
Theatre-on-the-Hill	Ads - We Will Rock You 11/12-11/14 & Frankenstein 10/29-11/7	211107	1-4731-10	600.00
		<i>Totals for Theatre-on-the-Hill</i>		\$ 600.00
Top Secret Studios	New Hire FPLD Staff T-shirts	1394	1-4711-10	297.35
		<i>Totals for Top Secret Studios</i>		\$ 297.35
Tressler LLP	Legal Expense - Attorney - October 2021	437177	1-4241-10	1,083.00
		<i>Totals for Tressler LLP</i>		\$ 1,083.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Tricia L. Kelly	Program - Lizzie Borden: Did She Do It? - 12/7/21	TLK120721	1-4571-24	\$ 150.00
	<i>Totals for Tricia L. Kelly</i>			<u>\$ 150.00</u>
Unique Management Services, Inc.	Collection Expense - October 2021	606968	1-4245-10	268.50
	<i>Totals for Unique Management Services, Inc.</i>			<u>\$ 268.50</u>
UPS	Shipping - Account Refillment	0000603951441	1-4382-10	2,500.00
	<i>Totals for UPS</i>			<u>\$ 2,500.00</u>
Verizon Wireless	Telephone - 9/17/21-10/16/21	9890829611	1-4311-14	539.91
	<i>Totals for Verizon Wireless</i>			<u>\$ 539.91</u>
Warehouse Direct	District Inventory Restock - October 2021	5093971-0	1-4371-10	25.38
	HR - New Hire Binders	5086647-0	1-4351-10	151.20
	Outreach - Student Success Cards Supplies	5086935-0	1-4351-10	104.20
	Outreach - Student Success Cards Additional Supplies	5075086-0	1-4351-10	195.42
	District Inventory Restock - October 2021	5093971-0	1-4351-10	553.79
	CSD - Various Program Supplies	5074812-0	1-4353-20	169.71
	CSD - Various Program Supplies	5074812-1	1-4353-20	40.50
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,240.20</u>
WhoFi	Library License - 11/1/21-10/31/22	2555	1-4631-14	950.00
	<i>Totals for WhoFi</i>			<u>\$ 950.00</u>
Zions Bank	Bond Paying Agent Fee - Bond Series 2018 & 2019	2905398-21	1-4253-10	600.00
	<i>Totals for Zions Bank</i>			<u>\$ 600.00</u>
Zoobean, Inc.	12 Month Beanstack Premium Service - 11/22/21-11/21/22	19167	1-4631-14	2,525.00
	<i>Totals for Zoobean, Inc.</i>			<u>\$ 2,525.00</u>
zZounds Music, LLC	Studio - Townsend Labs Sphere L22 Microphone Modeling System	ZZ7857923	1-4568-27	1,499.00
	<i>Totals for zZounds Music, LLC</i>			<u>\$ 1,499.00</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Total for Fund 1			\$	<u>151,245.89</u>

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC				
	Building - Rework 2nd Floor Lighting Circuits	13874	8-4211-30	\$ 2,551.00
	<i>Totals for ABCO Electrical Construction & Design LLC</i>			\$ 2,551.00
Amazon				
	Building - Walkie Talkie Battery Replacements	A46-2122	8-4357-30	74.95
	<i>Totals for Amazon</i>			\$ 74.95
Best Quality Cleaning, Inc.				
	Cleaning Service - November 2021	39301	8-4215-30	6,921.00
	Saturday Porter Service - November 2021	39371	8-4215-30	475.00
	Special Service - 2nd Floor Women's Washroom 10/5/21	39125	8-4211-30	75.00
	Special Service - 1st Floor Men's Washroom 10/25/21	39463	8-4211-30	75.00
	Special Service - Lower Level Women's Washroom 10/29/21	39462	8-4211-30	75.00
	<i>Totals for Best Quality Cleaning, Inc.</i>			\$ 7,621.00
Calumet Decorating Services, Inc.				
	Patch & Paint Comm. Manager Office & Various Walls	23336	8-4211-30	690.00
	<i>Totals for Calumet Decorating Services, Inc.</i>			\$ 690.00
Cintas Corporation				
	First Aid Restock - November 2021	8405383102	8-4215-30	423.34
	<i>Totals for Cintas Corporation</i>			\$ 423.34
Cintas Corporation #344				
	Weekly Mat Service - 10/14/21	4098773752	8-4215-30	35.97
	Weekly Mat Service - 10/21/21	4099462528	8-4215-30	35.97
	Weekly Mat Service - 10/28/21	4100125755	8-4215-30	35.97
	Weekly Mat Service - 11/4/21	4100768003	8-4215-30	35.97
	<i>Totals for Cintas Corporation #344</i>			\$ 143.88
Culligan Bolingbrook, IL				
	Solar Salt Delivery - October 2021	0125553	8-4215-30	186.59
	<i>Totals for Culligan Bolingbrook, IL</i>			\$ 186.59
Cutting Edge Document Destruction, LLC				
	Records Shred - 10/18/21	m16399	8-4215-30	30.00
	<i>Totals for Cutting Edge Document Destruction, LLC</i>			\$ 30.00

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<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Filter Services Inc.				
	Building - Partial Air Filters Order	INV279393	8-4357-30	\$ 2,507.08
	Building - Partial Air Filters Order	INV280180	8-4357-30	647.68
	Building - Remaining Air Filters Order	INV279466	8-4357-30	131.16
	<i>Totals for Filter Services Inc.</i>			\$ 3,285.92
First Bankcard				
	Kele - Building - Chiller 1 & 2 Pressure Transmitters	P7810-NOV21	8-4211-30	1,303.36
	Applied Industrial - Building - 5/10 Ashcroft Pressure Dials	P7810-NOV21	8-4211-30	94.01
	Applied Industrial - Building - 5/10 Ashcroft Pressure Dials	P7810-NOV21	8-4211-30	94.01
	Organized Living - Building - Additional Shelving Parts	P7810-NOV21	8-4211-30	136.74
	Batteries Plus - Building - Panic Button Battery Replacement	P7810-NOV21	8-4357-30	38.91
	<i>Totals for First Bankcard</i>			\$ 1,667.03
Forward Space				
	Building - Lower Worksurface & Tackboard Coll. Workroom	805082	8-4211-30	575.49
	<i>Totals for Forward Space</i>			\$ 575.49
Groot Industries, Inc.				
	Garbage & Recycling - 11/1/21-11/30/21	7910986	8-4215-30	475.12
	<i>Totals for Groot Industries, Inc.</i>			\$ 475.12
Hansen Services, Inc.				
	Monthly Pest Control - November 2021	3943574	8-4215-30	110.00
	Additional Pest Control - Parking Lot Wasp Removal	3941014	8-4211-30	95.00
	<i>Totals for Hansen Services, Inc.</i>			\$ 205.00
Heartland Cabinet Supply, Inc.				
	Building - Makerspace Drawer Ledge	8516	8-4211-30	500.00
	<i>Totals for Heartland Cabinet Supply, Inc.</i>			\$ 500.00
H-O-H Water Technology				
	Quarterly Water Treatment - October, November, December	616463	8-4215-30	260.00
	<i>Totals for H-O-H Water Technology</i>			\$ 260.00
Intrinsic Landscaping, Inc.				
	Green Roof Maintenance - November 2021	21-0641	8-4215-30	630.23
	<i>Totals for Intrinsic Landscaping, Inc.</i>			\$ 630.23
J.A.C.K. Contractor Services, Inc				
	Jet & Vacuum Debris From Sewer Pit & Rainwater Pit	FL093021	8-4211-30	1,750.00
	<i>Totals for J.A.C.K. Contractor Services, Inc</i>			\$ 1,750.00

Fountaindale Public Library District
Bills Payable Report
November 18, 2021

Maintenance Fund

Page 24

<u>Vendor name</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Account #</u>	<u>Amount</u>
Parkside Insulation Inc.	Building - Insulate Refrigerant Suction Line in Admin	5243	8-4211-30	\$ 1,170.00
	<i>Totals for Parkside Insulation Inc.</i>			<u>\$ 1,170.00</u>
Quench USA, Inc.	3rd Floor Cooler Rental - 11/1/21-10/31/22	INV03519245	8-4215-30	480.00
	3 Cooler Rentals - 11/1/21-10/31/22	INV03526934	8-4215-30	1,440.00
	<i>Totals for Quench USA, Inc.</i>			<u>\$ 1,920.00</u>
R. J. Kuhn Inc. Plumbing & Heating	Building Maint. - LL Restrooms Service Call - 10/30/21	0000039388	8-4211-30	770.00
	<i>Totals for R. J. Kuhn Inc. Plumbing & Heating</i>			<u>\$ 770.00</u>
Superior Service Solutions, Inc.	Interior/Exterior Glass & Light Box Cleaning	4809	8-4215-30	1,215.00
	<i>Totals for Superior Service Solutions, Inc.</i>			<u>\$ 1,215.00</u>
Trane U.S. Inc.	Building - Chiller 1 Replacement Condensor Fan Blade	10981177	8-4211-30	402.55
	Building - Chiller 1 Replacement Condensor Fan Motor	10973280	8-4211-30	1,018.48
	<i>Totals for Trane U.S. Inc.</i>			<u>\$ 1,421.03</u>
Warehouse Direct	Building Inventory Restock - October 2021	5093966-0	8-4357-30	1,524.29
	District Inventory Restock - October 2021	5093971-0	8-4357-30	194.33
	<i>Totals for Warehouse Direct</i>			<u>\$ 1,718.62</u>
	Total for Fund 8			<u>\$ 29,284.20</u>
	Grand Total			<u><u>\$ 180,530.09</u></u>


 Jennie Nguyen/Finance Manager

Director

Strategic Planning Update

The planning team will be meeting with our consultant, Amanda Standerfer, the day after the November Board Meeting. This will be the kickoff meeting and we will be discussing schedules and other topics.

Brooks Café

Our Building Operations team placed a curtain behind the security gate for the café while the space is not in use. Tasos Priovolos, our Building Operations Manager, has reached out to our vending machine company about adding machines to our library in the lobby.

Old Bookmobile

Our old bookmobile has needed several repairs. We continue to strive to keep it in good condition even as we prepare to sell it.

LIRA Visit

Our LIRA (Libraries of Illinois Risk Agency) representative visited us to conduct a physical hazard survey of our library. The physical hazard survey provides an opportunity to identify possible unsafe conditions and make corrections to prevent future accidents from occurring. No recommendations were created as a result of this visit, and excellent housekeeping was noted in the Mechanical Rooms and Electrical Rooms. This demonstrates our proactive approach to safety by maintaining the building, sidewalks, and parking lot in excellent condition.

Deputy Director (Nancy Korczak)

During the month of October, our Circulation and Communications departments worked hard to get everything ready to launch our new License Plate Sticker renewal service. Circulation staff went through extensive training our Communications team created a great marketing plan to let patrons know about the new service. So far the service has been very popular in our community.

In October I also had the opportunity to volunteer at the Bolingbrook High School and conduct mock interviews in Spanish for students taking the Heritage Language class. Students were well prepared for the mock interviews and it was very inspiring to hear the student's responses on why they wanted to apply for the job. This was a great training experience for the students and I learned a lot about what drives younger applicants when applying for jobs.

From Amina Ali's report

Circulation Services

Circulation stayed busy during the month of October to prepare for the license plate sticker renewal service. We finally received our printer and filing cabinet to start the service. With the help of Building Services and IT they were able to install everything.

During the PIRC meeting, we discussed running a report of patrons who have checked out the same item multiple times and kept materials for extended periods of time. This information will only be used to retrieve materials from other lending libraries in Pinnacle.

I completed the Fostering an Antiracist Library course through Library Journal. It was very refreshing and informative on targeting weak spots and discussing ways on making libraries more accessible and inclusive.

We were able to have all three meetings: Lead Supervisor, Specialist, and Aide meeting in-person this month, which was huge! This is also the first time in over a year that we are fully staffed!

This past month, also marked when Patron Point went live for our online library application that replaced the PACReg. Since September of 2021, the system has approved 88 new patrons!

Kate, Assistant Manager

This month Amina and myself interviewed for the open Circulation Specialist position. We interviewed 5 candidates and we are happy to announce that Gianna will be joining our team on November 8th!

The Vega Task Force met twice in the month of October. We are still finding issues to report and things to suggest so it is easier to navigate for both staff and patrons. We are hoping to have a soft launch of the site for staff to test in January or February. We will continue to meet every other week.

The Specialist Team became more familiar with license plate stickers and we were able to roll out our soft launch on October 25th. Harris and I worked on step by step instructions with screenshots and video footage for further staff training. During those first few days, we did five stickers for staff who thankfully volunteered to help with training. We are going live on November 1st and are looking forward to offering this new service for patrons.

We had our all Specialist meeting at the end of the month, where we once again went over license plate stickers. I attended the Programming and Summer Adventure meetings, PIC meeting, and PIRC met on October 27th.

Circulation Statistics

New Patrons Registered	269
Holds Pulled From Shelves	6,344

Drive-Up Statistics	
Total Visits (October 2021) 722	Previous Month (September 2021) 746

From Tana Petrov's report

Outreach Services

Here is a summary of our most important stats in September 2021:

- 2388 students were provided with booktalks by Mrs. C
- 1081 items were picked up from our remote bookdrops
- 833 patrons visited our Bookmobile and/or Library Express Van stops
- 778 reference questions were answered by Outreach staff
- 507 kids were provided with a storytime by Miss Laura
- 133 programs (storytime, booktalk, puppet show) were provided to children
- 92 kids were provided by storytime/ book talks by Carolyn at St. Dominic
- 40 adults were provided with programs
- 15 patrons were provided with Home Delivery Service

October has been a busy month with several outreach activities and projects. We began the return of the Outreach school reading program: Read-a-Palooza - we have been getting positive comments from children and parents about it. We returned to more facilities and school stops, such as Furqaan Academy, Head Start, Revere Court, and MCMA.

Another big project that we worked on this month is the Student Success library cards. Outreach staff has been busy creating the physical library cards. We estimated that we will be creating 1700 Student Success library cards for the current school year.

Outreach staff spent time this month with outside vendors maintaining and operations of the two Bookmobiles for issues such as the generator and exhaust (old Bookmobile) and error codes from the Odyne system and the diesel heater (new Bookmobile), as well as taking the old Bookmobile and Library Express Van for their annual state inspection. Outreach also met with an outside vendor regarding a possible cabinet/ refrigerator in the new Bookmobile.

Tana and Carolyn attended the virtual ABOS conference from Oct. 11-15th. It was a great opportunity to get inspired and to learn what other libraries are doing in Outreach. Tana presented a virtual poster during the ABOS Conference that resulted in lots of positive comments toward our library.

Services for Preschools

Successful School Outreach Beyond Books and Bookmobiles

Tana Petrov tpetrov@fountaindale.org
Fountaindale Public Library District



This poster explains how Fountaindale's Outreach team makes a positive impact on the schools we serve through Bookmobile visits, teacher services and student success library cards, making and maintaining outstanding partnerships along the way.



BOOKMOBILE VISITS

- ❑ We visit nine elementary schools approximately once a month
- ❑ Teachers sign up for time slots of 20 min per class
- ❑ More than 200 students board the Bookmobile per day
- ❑ After School Visits with our Library Express Van during the pandemic



TEACHER SERVICES



- ❑ Teacher library cards
- ❑ Library materials for classroom use
- ❑ Reading nights, multicultural fairs, STEM/STEAM events, guest reading events
- ❑ Preschool Round Up
- ❑ Homeschool Services
- ❑ Back-to-School Resources
- ❑ Book talks and preschool story times
- ❑ School Reading Clubs
- ❑ Library Staff Zoom Drop-In

STUDENT SUCCESS LIBRARY CARDS

- ❑ Student Success partnership with Valley View Community Unit School District 365U, in conjunction with White Oak Library District
- ❑ More than 15,000 Student Success library cards were issued and mailed to all Valley View students
- ❑ Successful partnership between our organizations, building a sense of community and meeting the needs of students



POSITIVE IMPACT



- ❑ Access to information
- ❑ Serving underserved areas in our community
- ❑ Meeting our patrons at their point of interest
- ❑ We are a small but passionate team that loves to engage with our patrons
- ❑ We bring fun

[See a Tour of Our New Bookmobile](#)

[See the Outreach Team in Action](#)

From Melissa's report: "On 10/22, I attended the park district's Freaky Fun Friday event. I read some Halloween stories to several families. I also did some fun activity songs with the kids. I read some Halloween jokes to two little boys and they were laughing so much. They even told me a few jokes. I had a lot of fun and the kids were so excited to listen to stories and show me their Halloween costumes."

From Sarah's report: "We went to Headstart for the first time since the beginning of the pandemic. Every single teacher and even the person who prepares the lunches was happy to see us and thanked us for being there. It was nice to go back to give the preschoolers a chance to look and check out library materials."

From Laura's report: "My regular preschool visits, two Mini Adventures in one month, adding a NEW preschool to my rotation (Panda Play School) and lots of pickups of both bookdrops rounded out my busy month. With only one new (and my last) virtual program aired in October (MOPs' Falling for Rapunzel), my existing virtual programs on YouTube still received more than 300 views this month, again. It was a good month for Preschool Services!"

Services for Schools

- **From Cindy's report:** "This month presented the super old story, *The Little Old Lady who Wasn't Afraid of Anything* as a puppet show. The kids were able to participate in the show, and even though this story is super old and familiar to quite a few from reading the book, they really enjoyed the story and being a part of it, all the kids eventually chime in with what all the clothes say."
- Cindy also put up the basics for the Stone Pozole CSD interactive Bulletin Board. Students and staff can make a bowl of their own pozole to add to the board, with supplies provided.



- **From Carolyn's report:** *"I returned to St. Dominics for the first time since the pandemic and was able to provide stories and booktalks to grades K-4. For October, I concentrated on animals like snakes, bats, and dragons. I also prepared popsicle puppets for the students to be interactive with the story Narwhal Unicorn of the Sea and also read the story Night Animals. The students needed to follow the story to know when to wave their puppet for the class. In addition, I book talked about several other books and let them know about upcoming programs at the library. Several students asked when I'd be coming back. Teachers were taking pictures and one even put pictures of the event on St. Dominic's Facebook page with a nice Thank You."*
- We are happy to report that our Memory Care Kits have been circulating very well!



From Jack Gonzalez' report

Studio 300

Here are our October 2021 key stats:

- 389 patrons actively used our lab.
 - 4 were Non-District Users.
- 1330 items were checked out
 - 95 of that total circulated out of the lab.
- 34 patrons attended our programs.
 - 13 Total programming hours
- 21 patrons completed our online classes:
 - 16 Orientation Completion
 - 15 Maker Training Completion



Justin

For October, Justin taught a class on Garageband Basics where patrons learned basic techniques to use the interactive audio recording software. In addition to Garageband, Justin also taught a class on TV Production Basics, where he gave patrons the information they needed to begin using the TriCaster. This system allows patrons to produce high-quality broadcasts. He also used some of the information in training to give intern and LTA Gianna Cilella a basic introduction to the TriCaster. Justin and fellow staff member Ryan Webb hosted the open Mic for October that featured patrons playing original songs and doing spoken word. Finally, He met with the IDEA committee to finalize the draft to explain the email signature, with the importance of pronouns.

Monica

Monica spent October preparing for the Tween/Teen DIY Scrunchies class with Randi. She gave two sessions of the DIY class. She also prepared and gave a How to Make a Cinemagraph class Research for this class was done on LinkedIn Learning and YouTube. The most helpful YouTube source was "3 AMAZING Techniques to Create Cinemagraphs!"

- Premiere Pro Tutorial” by PiXimperfect. Finally, she worked on the final edits for the Glowforge training.

Adriana

October was a quiet but eventful month for Adriana. She worked on Justin Clash’s annual evaluation. She also coordinated with Juanita to ensure that Justin, who wanted to attend the board meeting would be able to take part in receiving his recognition. She created the Guess the Idol, Guess the Choreo, and Would you Rather games for the unfortunately canceled K-Pop Dance Party. She hopes to be able to use these already completed games for future events. She also continued to host studio department zoom events and coordinated with Todd Bremner for his Photography class. The photography class was very well received, and patrons inquired about upcoming classes taught by Mr. Bremner.

Jack

Jack worked with the Studio team to ensure the Communico drafts were error-free. He also took part in the Brac-Jam event hosted by the Bolingbrook Park District. For the event, he teamed with Tana Petrov from outreach. They gave out Fountaindale Library pens, pencils, and hand sanitizer. In the event, Jack was able to talk about the Studio and demonstrate Adobe Character Animator with a Parkey (Bolingbrook Park District mascot) Puppet. This month, he learned about Children’s books from Columbian Author and Illustrator Valentina Toro. He will use the information to share in his upcoming program “Writing Children’s Books” that will take place in November. Jack also took the Ryan Dowd webinar “When to and not to call the police.

From Debra Dudek’s report

Adult and Teen Services

General Comments on the Month

We pulled together a solid lineup of events for our first Fall Fandom Fest. This was a multi-week large-scale initiative consisting of virtual, take-it make-it crafts, and limited in-person programming. Participation in our programs continues to be lower than in previous years, however, we did have some popular sessions.

Pottering Around the UK with Claire Evans - We recorded Claire’s session in the summer well before our fall deadline, and had an agreement to keep the video up for seven days. However, due to a tremendous amount of positive feedback, the presenter offered our library use of the video for an additional seven days.

Intro to Gunpla - Jay’s video was fantastic and a great introduction to creating figure-sized plastic model Gundam model kits. What sets Gunpla apart from many plastic models is that they’re surprisingly articulated and highly posable. They’re much more like action figures than a statue. This video garnered great viewing stats and patron feedback.

This year I chaired the Boardman Cemetery Halloween Open House with the Bolingbrook Historic Preservation Commission on October 31. There was a lot of organization involved with this year’s event to make this year’s program a success. As Halloween fell on a Sunday this year, we held the open house from 1 p.m. to 5 p.m. during daylight hours to provide families and individuals an opportunity to visit the cemetery before trick-or-treating.

Most of my time at the event was focused on leading walking tours of the site. We had a visit from Bolingbrook Mayor Basta! It was awesome to see her at our event! We estimate 300 adults, teens, and kids attended this year's open house.

Randi C., Teen Services Librarian
Teen Programming (Virtual & In-Person)

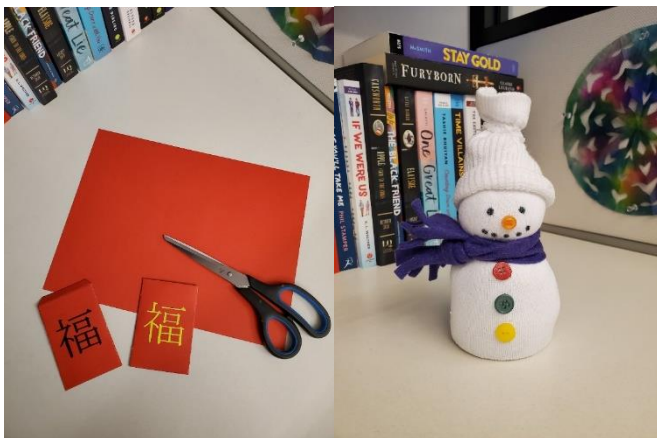
Pumpkin Decorating Contest

We brought back our annual Pumpkin Decorating Contest again this year and were fortunate enough to have 12 teens submit their finished projects for display. Our teens were very creative this year! They all transformed their plain craft pumpkins into amazing art pieces with everything from a scary clown and Monster manor to a TIE fighter and Minnie Mouse. Staff and patrons had a week to vote for their favorite entry and our final winner was Tegan. V whose pumpkin was transformed into an aquarium complete with fish. Check out the winning entry and more of our favorites!



Winter Programming

My team finalized our program schedule for Winter (December through February). I spent time finalizing our Take-It Make-It crafts for those months with the help of Amber and Kelsey. I made examples of two of those projects—DIY Sock Snowmen and Lucky Red Envelopes—so that we could take pictures to use in the newsletter and our events calendar. I also spent time editing the 1st, 2nd and 3rd drafts of the winter Fountain. Communications and Sabrina specifically did a great job with this cycle's newsletter. We have already started planning for Spring 2022 so look forward to more as we plan programs for March, April and May 2022.



School Services

The Great Reading Race

The Great Reading Race ended on October 25 and we had a great response! In total, 1786 students registered. Of those 1786 students, 1305 students read and logged 629,985 minutes.

Hubert H. Humphrey Middle School has won the 2021 Great Reading Race.

First Place: Book Collection (45 books)

Hubert H. Humphrey Middle School

Registered Students: 539

Participating Students: 378

Minutes: 249,003

Second Place: Book Collection (30 books)

Brooks Middle School

Registered Students: 726

Participating Students: 535

Minutes: 195,708

Third Place: Book Collection (15 books)

Jane Addams Middle School

Registered Students: 519

Participating Students: 391

Minutes: 183,739

Career Online High School:

Currently Enrolled: 3

Currently Enrolled 30 Day Probation: 0

Currently Enrolled Completed 30 Day Probation: 0

Students 75% Through Program: 2

Graduate: 27

Adult Services Programming:

From Nic M.'s Report

October was a rather packed month for programming with our Fall Fandom Fest starting off on the 3rd and lasting until the 23rd. During this, there was a range of different programs, videos, and crafts that were available for our patrons to either celebrate being a fan of a particular show, movie, game, etc. But I also hoped that some patrons found themselves choosing a fandom that they didn't know was out there.

James Bond: The Films, The Thrills (10/7)

Attendees: 12

When we first started talking about Fall Fandom Fest and what might be a part of it, the discussion landed on the big titles that we so consistently see: Star Wars, Harry Potter, Marvel Comics. But I also know that while these are big names, they seemed to skew more younger patrons. So what is a fandom that people might not have known was a fandom? And that's when I saw the Marquee Movie Presentations' program about the James Bond films.

Watercolor Galaxy Chicago Paintings (10/14)

Attendees: 20

This Christine Thornton class was really popular. With a full waitlist, there weren't many patrons who didn't make it to the workshop, and those few empty spots were filled by people waiting. Even though Christine is retiring from library programs, I'm sure she was happy with the attendance of this class and I can only imagine that the next several we have her contracted for are going to be hot events as well.

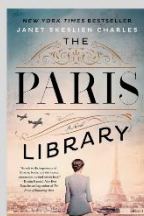


Librarian Highlight Erica E.

I published three blog posts this month. [“Eerie graphic novels to add to your Halloween reading list”](#) was published on October 22nd. [“Spooky picture books”](#) was published on October 25th. [“Erica’s Book Talk: The House in the Cerulean Sea”](#) was published on October 28th.

Unsurprisingly most of my blog posts this month had something to do with Halloween. I wouldn't normally write a blog post about picture books, but I just so happened to know of a few really great Halloween/spooky picture books that I wanted to share.

I filmed, edited, and published one book talk this month, it was on *The House in the Cerulean Sea* by TJ Klune. This video went live on October 28th and can be found [here](#).



Scan this QR code to get access to Discussion Questions and Read-A-Likes.



At this month's collection usage committee, I prepared some information to share on Book Club Kits! I shared an idea at the September meeting for us to look into circulating Book Club Kits and Christina gave me the greenlight to start researching more on it. I started off by doing some research into what other libraries are doing for their book club kits. Elmhurst especially was one that I looked toward because they are following a similar model where they actually have the book club kits on display available for patrons to grab (this is in opposition to most libraries that have the kits behind the scenes and only accept requests for them via email/phone). I also made some mock book discussion guides for these book club kits. The discussion guides will be made for each book and will include discussion questions and a list of read-a-

likes. I used Canva to create Bookmarks with QR codes that link to the discussion guides! You can see a sample of the layout for the bookmark in the photo to the left. This would allow the book club kits to be more of “DIY” model where patrons can come in and serve themselves to book club books for their groups as well as discussion guide information.

Librarian Highlight

Brian S.

This month I attended the third meeting for the Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee. We began the meeting by discussing the notes and agenda from the last meeting that was held on September 29th. During the month the group had been working together on creating and editing a document in regards to Pronouns with the intention of creating a final draft to be included with the staff email signature format that will be shared by Melissa Bradley. We also worked on, discussed, and addressed a final draft explanation for patrons/external email recipients in regards to Pronouns as well. We all took a look at both and gave our final thoughts on both documents before taking a vote to adopt and implement these documents for approval by the Executive and Deputy Director.

This month our Vinyl Record Collection has continued to maintain healthy numbers. The stats have continued to hold well. For the month of October, there were 34 Record Players checked out, 42 Record Cases checked-out, and over 249 Vinyl Records checked out! Our patrons have continued to respond in kind and have been thoroughly enjoying this collection!

Specialist Highlight

Eyan B.

I created my first Pathfinder on retold myth novels, which has already been sent through the first wave of approval from communications. There were so many more titles I could have included because the theme is very popular right now, so I tried to include titles with an eye towards diversity, inclusivity, and own voices.

My October Book Talk on “Horror, Hauntings and Halloween” has done fairly well with over 40 views. Considering I’m scared of horror and presented the genre with as books for those of us who get scared easily, I’m pleased. I have also filmed and am finishing editing my November Book Talk which is about King Arthur novelizations in homage to my degree wrapping up.

Specialist Highlight

Jason P.

I’ve kept rather busy this month, with some time spent at all desks, including some fairly busy times. I covered an Open Gaming session in the Vortex earlier in the month, and had some extremely hectic sessions at the Computer Commons and Media desks, while still spending a good deal of time on the 3rd floor desk. I consistently offer fantastic service at each of these desks, and enjoyed the sometimes very stiff challenges in this regard that were on offer.

Specialist Highlight Tori N.

The most challenging question that a patron asked me was where to find access to Scientific Medical Journals for academic research. Since we do not have as many subscriptions to academic journals as a research university would, I asked if she was affiliated with a university. When I found out she was attending DePaul University, I used my previous experience as a student at that university, as well as reference to open-access science journals, to assist in her location of relevant materials.

I worked with Jay and Debra to develop the requirements for a keyword-searchable database of digitized genealogical. I have since written up an action plan and a general outline of the back-end code required to conduct this project. The source code-in-progress can be found on my github [here](#).

From Joyce Arellanos' report

Children's Services

Monthly Overview of Children's Services:

It has been a busy month of programming in Children's Services! In addition to "spooky" and Halloween-themed events, we also offered several programs to celebrate Fall Fandom Fest, including a special sing-along with Disney Princesses Moana and Elsa. We made sure to continue presenting plenty of STEM-related programming at patrons' requests. Storytime continues to be a happy experience as we get to know our youngest readers. And our arts & crafts programs remain our most popular events.

ARTS & CRAFTS

ANIMAL CROSSING CRAFT PACK (24 kits)

"Rosemary and I worked on this program together for Fall Fandom Fest. She worked on a small version of the recipe bottle found in the video game, and I worked on creating shrinky dink keychains of one of the main characters." *Melisa M.*

FANDOM CRAFT PACK: R2D2 & BABY YODA (65 kits)

Children made their own paper characters from the Star Wars and Mandalorian series.



GLOVE MONSTER (23)

Children found creative ways to make spooky characters out of gloves.

PAINTING AROUND THE WORLD: Frida Kahlo Self Portraits (24)

"Loved this program. I put out posters with facts about Frida Kahlo. I called all the registrants to tell them to bring a photo of themselves to use as reference. I really enjoyed sharing Frida Kahlo with the kids. Some of them were a little familiar with her work but most were not. We talked about how personal her portraits were. Some of the younger kids just painted what they wanted but several of the kids made fantastic self portraits adding personal touches to the background." *Chris Z.*



MOANA AND FROZEN SING ALONG (2 programs, 47 attendees)

We worked with Princess Party Chicago to bring Moana and Elsa (who told children "Anna is at home in Arendelle, but I will make sure to tell her you said hello!") for our Fall Fandom event.

"Our Thursday sing-along was a delightful experience of music, meet-and-greet time, crafts and just dancing like crazy. Our special guests were wonderful with the children and perfectly believable in character. First, they told a quick story and then sang, then the children could do crafts or talk to and take photos with our guests. Finally, at the end, we went on stage and had a full-on dance party with Moana and Elsa. It was special. [A patron] said to me, 'this is what I have missed the most over the pandemic.'" *Kathy B.*



ADVENTURES IN HOMESCHOOLING: Germany (4 programs, 49 attendees)

Since October is a long month, and November is a busy month due to the start of the holiday season, we presented Adventures in Homeschooling at the start of October and at the end of October.

"We explored the Berlin Wall and specifics about German culture. The craft had to do with an Oktoberfest tradition of making family hearts and heart cookies. I put my own spin on the craft and included the cookie recipe. We built the Berlin Wall as our activity. The kids enjoyed building it, writing notes to the people on the other side and of course, knocking it down was the absolute best!" *Debbie S.*

Storytime

"This storytime was a fun-filled storytime with a book that I have never read before called [*Sing and Dance in Your Polka-Dot Pants*](#). At the end of the book are two pages that go through the dance movements for the song that is repeated throughout the book. I was encouraged by the patrons to call out the moves, and we all participated in singing and dancing the moves." *Susan F.*

"Using some pop-up and non-fiction books, the children shared the fall experience of jumping in a big pile of leaves. This interactive storytime experience brought in color recognition, counting and jumping practice, thinking outside of the room and into their personal environment and as always, hand-eye coordination with the bubble machine." *Kathy B.*



"I had the BEST storytime at 10:30. I had two kids who were SO engaged in everything I did, and they LOVED the action songs. [*Marta! Big and Small*](#) was fun because it has both English and Spanish mixed in. The young girl in the group understood the Spanish words and was able to repeat in English what it was before I did with the story. This was the girl's first storytime here, so I'm glad she had so much fun and said she was excited to come back for more!" *Jen F.*

Building Operations (Tasos Priovolos)

The Lower Level rear hall renovation project continues. Contractors have not completed anything additional since they are awaiting materials which are scheduled to arrive the first week of November. Our project manager from Tria Architecture has also been on-site to review the progress of the renovation.

Our insurance cooperative, Libraries of Illinois Risk Agency (LIRA), completed a risk assessment of our building. This is a great opportunity to have a third party tour our building and identify any safety issues. We are still awaiting the formal report from LIRA but nothing concerning was identified during the tour.

Our landscaping irrigation system was serviced for winter. This includes removing the water from the lines in order to prevent damage from freezing temperatures.

Signs and floor directories were changed on the 2nd & 3rd floors to properly direct patrons to the new locations of some materials. These changes also included the directory signs in the lobby and public elevators.

The concrete areas around our building were power washed and cleaned. The scheduled maintenance of our concrete keeps our grounds in great condition.

New shelves were installed in the Collection Services workroom to accommodate the workflow changes after the cubicle project we recently completed which changed the layout of the workroom.

Continued working with Tria Architecture to discuss the exterior lighting LED conversion project which is currently in the design phase. Parts for our existing exterior lighting are becoming more difficult to purchase and have huge lead times since the manufacturers are phasing out most non-LED fixtures. The LED conversion will also greatly reduce energy consumption and have an immediate cost savings. We are also discussing replacing the exterior cameras mounted on the light poles since there will be a cost savings on labor if we complete both items concurrently. Most exterior light-pole cameras are past their life expectancy.

We are continuing to accept applications for our Security Monitor positions and our new Building Technician position.

Security Report From John Hopkins (Security Supervisor)

Staffing

The department still has two open part-time positions; however, applications have been few and far between.

Meeting Room Usage

Meeting room bookings have increased in the past weeks, and Security is continuing to do its best alternating between room setups and cleanup, and other duties. Meeting Room C and the Board Room have each been in notably higher demand than in recent past, and with C's high visibility our team continues to make a particular effort to maintain this room as soon as possible after a group has ended their use of the space.

The Security team now has one “Owl” video conferencing camera available to provide patron groups who may need its use. The team has been trained on its setup and use, and following two instances of groups being able to use the Owl to support their hybrid meetings, the device, with its quick setup time and simplicity of use, has been well received by extremely happy patron groups. We expect to recommend this device as a possible solution, or offered on an otherwise as-needed basis, to patrons for the time being as we do not have, nor do we yet seem to need, enough Owl devices to offer through Communico.

Conduct and Customer Service

Security continues to staff the lobby podium and has been maintaining as constant a presence as possible in the Vortex during the after-school rush of students to support Teen Services staff and providing reminders and warnings to teen patrons for any behavioral conduct issues as needed.

ZENDESK -

In October, 74 new maintenance tickets were created, and 75 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

October 2021 Statistics Snapshot

- 18% increase in physical collection circulation
- 5+% increase in digital usage
- Outreach circ stats more than doubled, garnering 3138 circs
- Libby/OverDrive yielded 1,000+ more circs
- Picture Books had highest positive circulation growth, with 1,962 more circs
- Young Adult Fiction, Audiobooks, Graphic Novels, and Video Games all increased in circs
- 2,626 new items added to collection
- 7,290 old & worn items were withdrawn
- 241 invoices paid
- 435 items repaired

EBSCO Magazine Renewal

This month we worked on our annual EBSCO magazine renewal, reviewing the list of over 300 periodicals, including magazines for the main building, Outreach, staff professional magazines and local history and genealogy publications. No major changes were made this year. Due to low circulations we are canceling *Chop Chop* and *Sesi*, as well as a handful of Outreach magazines that did not garner any circs in the past year. Magazine publications have become increasingly inconsistent over the past few years, many of which are ceasing print publications altogether. Additionally, we are working to gain digital access to several of our professional magazines to provide a digital alternative to access the magazines that are currently being physically routed to staff.

New magazines being added to the collection include:



From Chris Castle, *Cataloging Supervisor*

There were many projects and updates for periodicals this month. October saw the annual meeting to discuss periodical renewals through EBSCO. For this, Adwoa reviewed a list of periodicals that we questioned subscribing to and made notes on their statuses. She, Jake, and I updated the renewals cart to reflect the decisions made at the meeting. Adwoa then pulled the physical copies of the titles that were canceled and withdrew them. A new procedure that was implemented involves the withdrawal of second copies of magazines after three months to free up space in the magazine boxes on the shelves so current issues can be stored more easily and neatly. Adwoa and I cleaned up the periodicals spreadsheet on the staff intranet to include the new subscriptions and eliminate the cancellations. Jake and I compared the EBSCO renewal cart, the list on the intranet, and the SHR in Polaris to identify any discrepancies. While cleaning up these lists, I identified that separating the titles by collection would make the list more clear. This also helps staff in identifying where each title is shelved. I also updated the routing lists for the professional magazines on the staff intranet and on the physical routing slips. I trained Karina on magazine check in procedures so they can provide backup coverage when needed. I also updated the newspaper backup schedule so it is more evenly distributed among backups. I recataloged all the remaining Career collection materials into the regular Adult or YA nonfiction collections with a series of bulk changes. This month saw the culmination of the creation of the Outreach Holiday collection. I finished recataloging the adult Christmas materials and printed the call labels. The old Studio 300 spreadsheet was also completed this month. This included cataloging 14 items (12 of which required original cataloging), updating existing item and bib records, withdrawing items that were combined into kits, and resolving a few other issues with items. This concludes the work created from the recent inventory of Studio 300. Karina and I presented Christina with suggestions for updates to PinTech's cataloging procedures for Launchpads, CDs, vinyls, and video games. She accepted many of our suggestions, provided a few more, and requested full procedures with our updates included. These will then be brought to the next PinTech meeting. Karina and I attended the Auditing Your Collection for Diversity and Inclusion webinar and WILIUG where two EDI analysis tools were presented.

From Karina Andrus, *Cataloger*

This month, I went through most of the backlog DVD problem items, and was able to catalog or resolve all issues with items that had post-it notes on them (the most notable one being a 17-disc set of Twin Peaks, which required some extra work). I also finished recataloging and relabelling the entire Hallmark series, "When Calls the Heart". There were about 60 items of it in the Drama

section, and now they will all be shelved under TV going forward. They also now have part numbers on the call labels in order to make it easier to identify the viewing order, and to facilitate shelving them. Chris trained me on printing genre labels for TV shows, which helped me complete my “When Calls the Heart” mini-project. Chris also trained me on checking in new magazine issues, so that I can help cover for this when needed. I have been continuing to serve on the IDEA committee, where I provided feedback and suggestions for the formatting of pronouns in staff email signatures, and helped draft a statement for staff and external email recipients who may have questions about this. I also assisted Chris with editing the Launchpad, Music CD, Vinyl, and Videogame procedures for the PinTech website.

From Brett Luminais, *Children’s Collection Librarian*

My primary focus in October was ordering. At the end of September I received feedback from Christina on ordering, and we set a goal of 65% to 70% of my fundlines expended by the end of December. Meeting this goal accomplishes a number of tasks at once. It further focuses on selecting titles ahead of time, allowing us to be placed ahead of other libraries, so that we can receive items well before other libraries. It is giving us a fighting chance to avoid any supply chain issues as we approach the holiday season. Based on this goal and feedback, I focused on my ordering and brought my expenditures up to 45%, making the goal very achievable. These orders were placed with the selection of materials continuing to focus on titles with elements of diversity, equity, and inclusion, as well as a minor focus on winter holidays around the world for a November display. I accomplished this spending goal while also revising the display schedule and ensuring that timely displays, such as for the holiday seasons, would be put up at the appropriate time. Additionally, I was able to update my spreadsheet and workflow surrounding cart diversity audits and audits of carts are now completed before a cart is submitted to Acquisitions for purchase. I am very pleased to be able to easily report monthly audit numbers due to this work.

From Lynnette Hopwood, *Adult Collection Librarian*

I am very pleased with our weeding this past month. Katie and Mary have been very busy weeding our collection and it shows. Our dead this month for all of the adult collections together is 1.53%. I have begun tracking titles that I have purchased that have diversity themes and characters. I am using terms that were decided upon by the PinTech group. The spreadsheet has made me aware what areas are needing additional titles. In November I am focusing on Indigenous titles and authors as well as Latinx titles and authors. We are the only library in Pinnacle that owns James Patterson’s book *Private Rogue*. Four out of the five *Lucky Day* copies are checked out, and two of the regular copies are checked out with a hold on another copy. We are also the only Pinnacle library that owns the book, *The Last Duel*. This is the book that the recent movie is based upon starring Matt Damon, Adam Driver, and Ben Affleck. Of the five copies owned by the main building, one is available, three are checked out, and one was recently returned.

From Jacob Luce, *Acquisitions Supervisor*

For the month of August I continued to process invoices and process the various carts of materials for our collection provided to me by our Collection Librarians. Acquisitions received a smaller vinyl cleaning kit for quick cleaning of the vinyl records. We also received a small vinyl record brush to give to Circulation. This is so they can easily dust off the vinyl records when necessary, instead of sending them to us for a deep clean. Shout out to Sue for recommending the purchase of these two items. During the EBSCO meeting we finalized the EBSCO magazine order and determined what magazine’s will be added or dropped from our collection. The EBSCO magazine order will be submitted in November. I also researched the various professional magazines that we subscribe to through EBSCO to see if we can also get them digitally. I have been also trying to set up/ gain access to the digital professional magazines that we already subscribe to. I started working with the

Collection Librarians to determine what World Language vendors we can set up accounts with and utilize for ordering a wide variety of different language materials. To make ordering from Ingram a smoother process, I reached out to our Ingram rep about setting up EDI and mylaring for the materials that we order through them. Last but not least, the Acquisition's team worked with the Collection Librarians to recase the blu-ray Holiday Lucky Day movies that were in storage. the fall back to school season were processed and placed on the backpack racks for circulation.

From Christine Jason, *Interlibrary Loan Specialist*

I had signed up for a RAILS webinar, Meet Your Local Horror Authors, but had been unable to attend as I was out of town. I did watch the recording RAILS provided after the even. Authors from Naperville, Downers Grove and yes, an author from Bolingbrook were included. This was a really lively discussion perfect for this time of year. I also published the October Christian Fiction newsletter. My theme was "Coming to America".

Circulation by Branch

Branch	2020	2021	Change	% Change
Building	43732	50158	6426	14.69%
Outreach	1516	3138	1622	106.99%
Studio 300	1229	1330	101	8.22%
Digital	7961	8385	424	5.33%
Totals	54438	63011	8573	15.75%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2316	vs.	DVD	9162
CD Audiobook	490	vs.	Playaway Audiobook	490
Vinyl Record	249	vs.	Music CD	898

Special Collections

Collection	Circs
Backpacks	211
Dolls	30
Hotspots	55
Laptops	206
Lucky Day	1131
Rokus	41
STEAMboxes	80
Tween Book Boxes	9
Vinyl Records & Cases	291
Portable Record Players	34

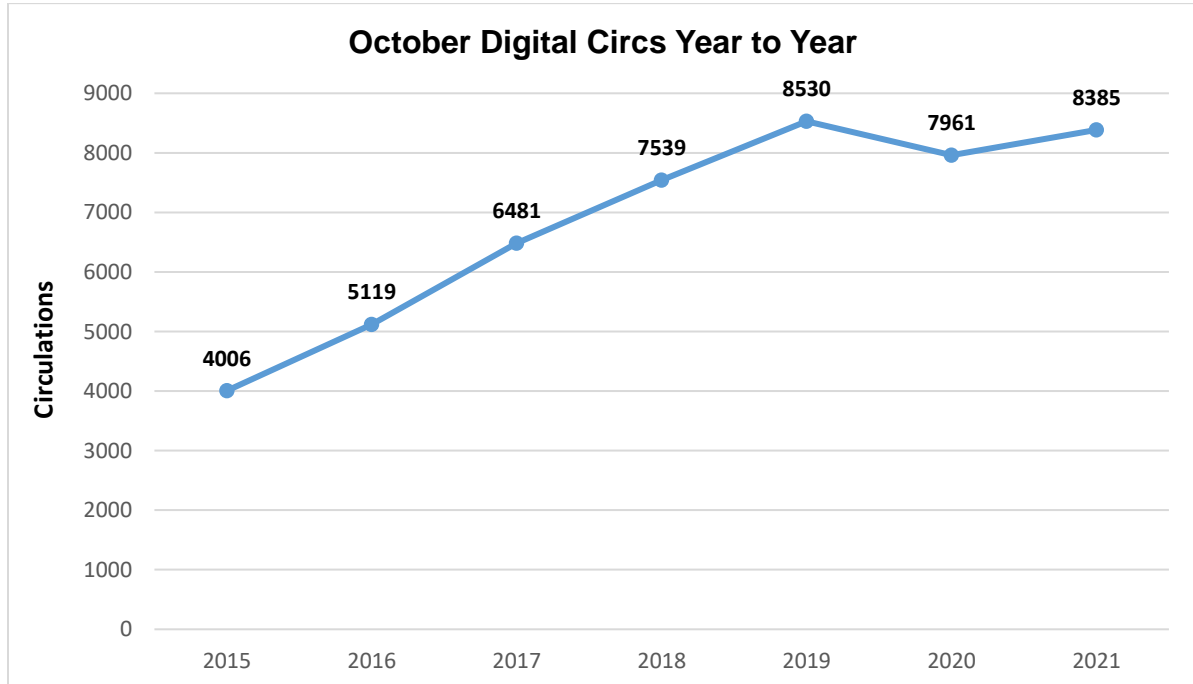
Physical Collection Circulation

Collections	Oct 2020 Circs	Oct 2021 Circs	Change	% Change
Adult Audiobooks	622	532	-90	-14%
Adult Fiction	4310	4764	454	11%
Adult Graphic Novels	421	687	266	63%
Adult Nonfiction	4275	4244	-31	-1%
Adult Video Games	291	422	131	45%
Beginning Readers	2202	2628	426	19%
Interlibrary Loan	283	253	-30	-11%
Juvenile Audiobooks	526	805	279	53%
Juvenile Fiction	4322	4761	439	10%
Juvenile Graphic Novels	1192	2250	1058	89%
Juvenile Kits	38	101	63	166%
Juvenile Movies & TV	2456	3237	781	32%
Juvenile Nonfiction	2440	3100	660	27%
Juvenile Technology & Equipment	99	332	233	235%
Juvenile Video Games	587	969	382	65%
Large Print	573	668	95	17%
Local Authors	5	19	14	280%
Local History & Genealogy	0	0	0	
Magazines	723	523	-200	-28%
Movies & TV	8284	8196	-88	-1%
Music	1204	1139	-65	-5%
On-the-Fly	14	19	5	36%
Picture Books	7326	9288	1962	27%
Studio 300	1230	1330	100	8%
Technology & Equipment	191	565	374	196%
World Languages Adult	107	166	59	55%
World Languages Juvenile	273	573	300	110%
World Languages Young Adult	6	2	-4	-67%
Young Adult Audiobooks	25	28	3	12%
Young Adult Fiction	994	1112	118	12%
Young Adult Graphic Novels	803	1099	296	37%
Young Adult Kits	17	20	3	18%
Young Adult Nonfiction	188	167	-21	-11%
Young Adult Technology & Equipment	1	1	0	0%
Young Adult Video Games	449	626	177	39%
TOTALS	46477	54626	8149	18%

Digital Collection Usage

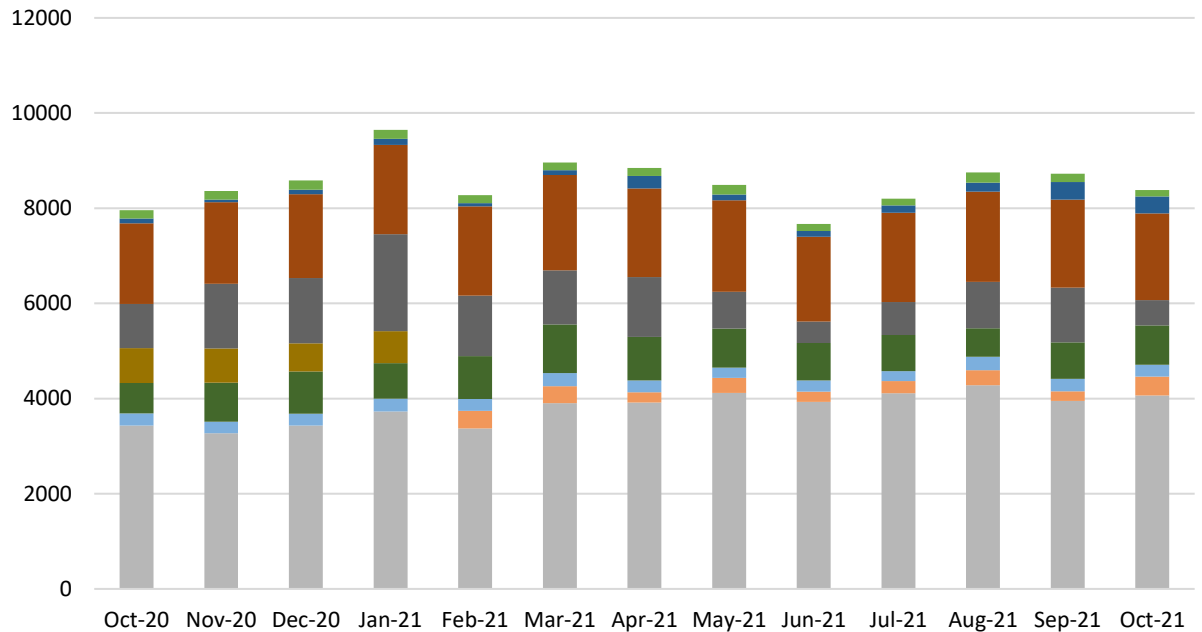
**Sorted by positive circulation change*

Digital Platform	Oct 2020	Oct 2021	Change	% Changed
OverDrive	3435	4465	1030	29.99%
cloudLibrary	115	384	269	233.91%
PressReader	103	357	254	246.60%
Hoopla	1694	1823	129	7.62%
Rbdigital eAudio <i>*app discontinued</i>	0	0	0	0.00%
Rbdigital Entertainment <i>*app discontinued</i>	0	0	0	0.00%
eRead Illinois	252	246	-6	-2.38%
Kanopy	177	138	-39	-22.03%
cloudLibrary Shared	528	444	-84	-15.91%
Freegal	925	528	-397	-42.92%
Rbdigital eMags <i>*app discontinued</i>	732	0	-732	-100.00%
Totals	7961	8385	424	5.33%



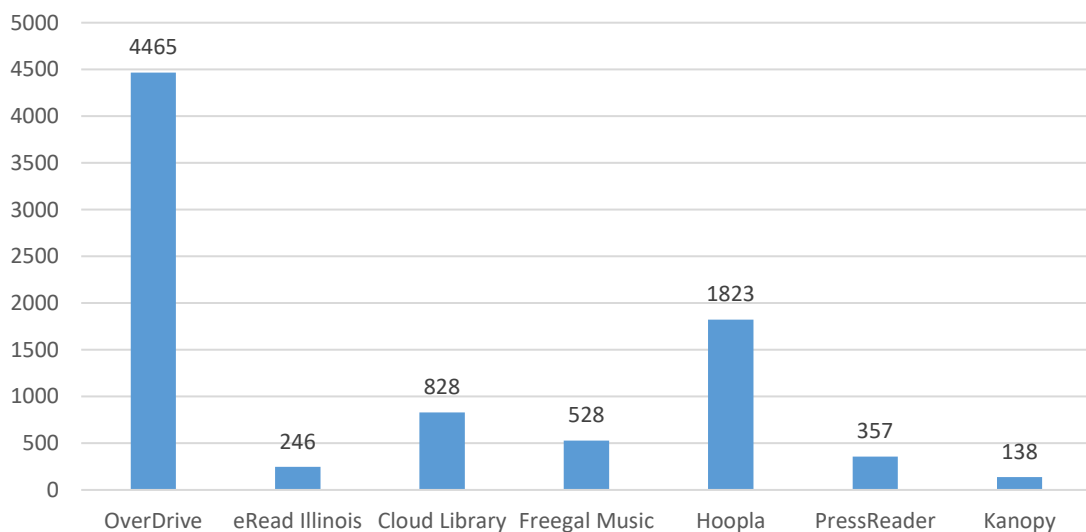
For **October**, digital circulation was **13.3%** of the library's total circulation.

Digital Collection Circulation Over the Year



	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	21-Oct
Kanopy	177	181	196	192	165	161	168	198	148	141	212	179	138
PressReader	103	52	96	125	68	106	263	126	121	156	186	369	357
Hoopla	1694	1718	1758	1880	1878	2002	1863	1924	1785	1880	1898	1849	1823
Freegal Music	925	1355	1373	2035	1272	1134	1254	772	451	688	977	1150	528
RBdigital eMags	732	720	596	671	0	0	0	0	0	0	0	0	0
RB Digital eAudio	0	0	0	0	0	0	0	0	0	0	0	0	0
Cloud Library	643	820	883	751	901	1023	915	817	790	760	596	766	828
eRead Illinois	252	242	253	268	249	274	250	216	233	207	283	260	246
OverDrive eMags					368	356	215	316	216	260	319	206	401
OverDrive	3435	3274	3431	3728	3373	3907	3917	4120	3929	4111	4279	3948	4064

Digital Circulation By Platform



Digital Content Fast Facts

Overdrive

- There were **5,236 unique Pinnacle users**, which is a negative **4.7% growth** from last year. Of those, **Fountaindale had 869 unique users** in the month, **56** of which are **new users**
- During the month, PLC yielded **26,457 total checkouts**; of those, **4,465 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 51 %, audio: 39.8%, eMagazines: 9.1%
- Checkouts by Audience: Adults: 89.9%; Young Adults: 5.8%; Juvenile: 4.2%

eRead Illinois/Axis 360

- There were **110 active users** for the month, **24** of which are **new users**
- During the month, there were **153 eBook circs** and **93 eAudio circs**
- **eBooks** accounted for **62%** of checkouts, while **eAudio** accounted for **38%**.

cloudLibrary

- There were **67 active users** for the month, **9** of which are **new users**
- During the month, there were **367 eBook circs** and **17 eAudio circs**
- There were **444 circs from cloudLink patrons**
- There were **152** instances of **Pay-per-use** titles used

Hoopla

- The **top trending titles** were *The Guest List* by Lucy Foley audiobook and the movie *Halloween*
- There were **1,823 circs** borrowed by **394 patrons**
- There were **394 unique patrons**, of which **32 new patrons** in the month
- **Audiobooks** were the most borrowed format, accounting for **48%** of all circs, followed by **eBooks with 34%**, **Movies/TV with 13%** and **Music with 5%**.

Kanopy

- The **most popular videos** were *In Harm's Way*, *Suspiria*, *Brief Encounter*
- Patrons played **138 distinct video titles** and **274 video plays**
- There were **52 active users**

Freegal

- This month yielded **368 songs streamed** and **160 music downloads**
- Top **streaming music genres**: World Music, Rock, Pop, K-Pop
- Top **downloaded music genres**: Rock, Classical, Pop

Physical Items Added and Withdrawn

Physical Items	Oct 2021 Added	Oct 2021 Withdrawn
Adult Audiobooks	44	2
Adult Fiction	496	511
Adult Graphic Novels	9	6
Adult Nonfiction	280	2138
Adult Video Games	18	1
Beginning Readers	49	768
Juvenile Audiobooks	31	4
Juvenile Fiction	260	1196
Juvenile Graphic Novels	94	14
Juvenile Kits	0	0
Juvenile Movies & TV	174	9
Juvenile Nonfiction	75	327
Juvenile Technology & Equipment	0	0
Juvenile Video Games	12	2
Large Print	39	15
Local Authors	1	0
Local History & Genealogy	0	0
Magazines	76	261
Movies & TV	402	229
Music	140	1153
Picture Books	308	26
Studio 300	14	6
Technology & Equipment	4	2
World Languages Adult	3	29
World Languages Juvenile	4	3
World Languages Young Adult	0	0
Young Adult Audiobooks	21	0
Young Adult Fiction	14	580
Young Adult Nonfiction	6	0
Young Adult Technology & Equipment	0	0
Young Adult Video Games	9	3
TOTALS	2626	7290

Acquisitions & Processing

- Purchase Orders created and released: 99
- Invoices Paid: 241
- Boxes Received and Opened: 67
- Items Repaired: 435

Cataloging

- Items Cataloged and made available: 2626
- Original bibliographic records created: 57
- Magazines & Newspapers processed: 75

Interlibrary Loan

279	Items Received for our patrons <ul style="list-style-type: none">• 247 items from IL libraries• 32 items from out of state libraries
195	Items Sent out to other libraries <ul style="list-style-type: none">• 101 to IL libraries• 81 to out of state libraries• 13 to XYZ libraries
363	Items requested by our patrons this month <ul style="list-style-type: none">• 346 submitted in OCLC• 14 items were too new to request• 3 were available in Pinnacle• 4 were out of country only
287	Items requested by OCLC libraries this month <ul style="list-style-type: none">• 157 from IL libraries• 130 from out of state libraries• 0 were out of country libraries

Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	1,639 Down 399 Items 1.53%	193 Up 10 Items 1.50%	1,295 Down 389 Items 1.71%	3,127 Down 878 Items 1.45%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	9 Down 30 Items 0.55%	13 Up 1 Item 6.74%	97 Up 2 Items 7.49%	119 Down 27 Items 3.81%
Grubby - Items that have circulated <u>75</u> times or more CHQ Recommendation: less than 10%	9,105 Down 227 Items 8.47%	430 Down 7 Items 3.34%	9,880 Down 147 Items 10.31%	19,415 Down 381 Items 8.98%
DOA* Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times. US average 16%	3,883 27.86%	693 38.39%	2,697 25.16%	7,273 27.49%
Turnover October 27, 2020 to October 25, 2021	2.43	2.65	2.67	2.55

Displays

<u>1st Floor:</u> Lobby Cart: Stories to Bring Us Together – 97 Lobby Tree: Staff Picks – 40 Lobby Cart: Football – 22 Lobby Cart: Halloween – 175 Lobby Cart: Hispanic Heritage – 34 <u>2nd Floor</u> 2 nd floor cart: PG-13 Movies – 72 2 nd floor cart: Halloween Movies – 247	<u>Children's and Teens</u> <ul style="list-style-type: none"> • Hispanic Heritage Month DVDs – 8 • Hispanic Heritage Month Juv Fic – 10 • 1,000 Books Before Kindergarten – 79 • Step into reading – 102 • Horror Juv Fiction – 37 • Halloween Easy – 212 • Halloween DVDs – 215 • Autumn Leaves – 201 • Halloween YA – 36 • Trans Awareness – 1
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3rd Floor

Self-Check: Spooky Scary Skeleton (EE) – 40

3rd Floor Desk Table: Thrillers – 27

3rd Floor Desk Table: Squid Game – 1

3rd Floor Cart: Pumpkin to talk about – 13

3rd Floor Cart: Oh the Horror – 44

3rd Floor Cart: Things That Go Bump/Dig

These Books – 5

- Own Voices – 16
- Teen Reads – 12
- Teen Pop – 42
- Anime Movies – 96
- YA Create - 9





Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 56,868 impressions and 5,285 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 49,540 impressions; 4,541 clicks
 - LinkedIn Learning: 2,732 impressions; 233 clicks
 - Mango Languages: 1,029 impressions; 36 clicks
- We auto renewed 206 library cards with Patron Point.
- We scheduled, wrote/edited and published 20 blog posts.
- We edited/posted 33 YouTube videos.
- We created 4 [Instagram reels](#) which have 17,624 views combined.
 - Watch Steven's [fun reel](#) that has more than 10,000 views and 483 likes!
- We ran a Fall Fandom Fest ad on Spotify for the entire month which got 10,045 impressions and 22 link clicks.
- Melissa presented Social Media 201 at the ILA Annual Conference.
- Steven did a great job posting all of the Fall Fandom Fest videos to YouTube.

- Sabrina completed work on the winter issue of *The Fountain* and created all the collateral for the license plate renewal campaign and DiNovember. She also created a nice graphic to promote in-person programs on social media.



Media

- [The Patch](#) mentioned us in their coverage of local author Dr. Matt Glowiak's book.
- [The Patch](#) picked up our trustee vacancy press release.
- [The Patch](#) posts all of our blog posts in their Community Corner section.

Social Media Metrics

- Facebook Metrics
 - 5 new followers
 - 698 page views
 - 43,769 people viewed our content (reach)
 - 14,448 people saw our content because a friend shared, liked or engaged with it
 - 1,707 people engaged with our content (clicked, liked, commented or shared)
- Twitter Metrics
 - 5 new followers
 - 278 page views
 - 3,147 tweet impressions
- Instagram Metrics
 - 7 new followers
 - 319 post likes & comments
 - 28,204 people viewed our content (reach)
- YouTube
 - 19 new subscribers (917 total)
 - 2,879 views
 - 143,593.2 hours of watch time
 - 46,470 impressions (How many times our video thumbnails were shown to viewers on YT.)



Email Marketing Metrics

- MailChimp:
 - 24 emails sent (This includes weekly blog roundup emails)
 - 0 new subscribers (This includes blog subscribers)
 - Average open rate: 25.87% (industry average is 21.33%)
 - Average click rate: 2.77% (industry average is 2.62%)
- Patron Point
 - Renewal emails open rate: 35.72%

Finance (Jennie Nguyen)

- **Audit:** The Annual Financial Report was approved at the October board meeting. According to Generally Accepted Accounting Principles (GAAP), "in a government audit, an auditor determines whether the financial statements of an entity are presented fairly in all material respects and in accordance with accounting standards by reviewing the underlying information and processes that went into preparing the financial statements. Audit reports include an opinion as to whether there is a reasonable assurance that the financial statements are free from material misstatements."

The auditor concluded that the financial statements of Fountaindale Public Library District were presented fairly, in all material respects, in accordance with generally accepted accounting principles. The auditor stated that this is the highest opinion that is given. Again, congratulations to the Finance team.

- **Tax Levy Ordinance** - This month I worked on and completed the tax levy.
- **FOIA Request** - The Library received an FOIA request for information on the unclaimed properties which includes the funds submitted and to be submitted to the Illinois Treasurer's Office. Finance worked with Circulation to compile the list for this request.
- **Patron Refund Database** - Finance worked to further streamline the Patron Refund worksheet to add more information and reformat for better organization. This will allow Finance to track and keep tabs on Patron that Circulation has not been able to get in touch with regarding their refunds.
- **Publication** - Prepare several legal publications for the Bugle's newspaper for the month of October. The Maintenance Ordinance was prepared for publication according to the legal timeline. The audit availability notice, bookmobile sale notice and the Trustee vacancy notice was also submitted to the newspaper for publication.
- **Finance Liaison Meeting** - Courtney Soesbe and was invited to attend the meeting to discuss the LTD investment program with our Board Finance Trustee Liaison, Kathy Spindel and Marcelo Valencia.
- **Credit Card Reader Equipment** - Finance and Circulation was working on preparing the credit card reader for the auto license plate sticker services. The initial test was conducted with the Library staff who wish to renew their license plate sticker before the official launch of this service to the library community. This had allowed us to ensure the equipment and service fee was properly set up. With this soft launch, the Circulation staff was able to get training on how to process the payment and license plate stickers.

- **Costco Membership** - Due to a change in staffing, Children Services' Debbie Schroeder was added to the Costco Membership. This change will allow Children Services to purchase items needed for their programs and events.
- **Vendor's Report** - Allyse worked with Marlen to train her on the Vendor's Report. This report lists all of the payments issued by the Library for the fiscal year ended on June 30th.
- **New Staff Computers** - Marlen and Allyse worked to asset tag all of the new staff computers from the Netrix purchase. The information for each computer was logged into the excel spreadsheet and into our accounting system. The information includes the computer model number, serial number, purchase date/received and location. This information is part of the report used for our appraisal, insurance and audit.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Adult & Teen Services Specialist-Adult Event Planning
- Building Security Monitor (2 positions)
- Building Technician
- Outreach Services Specialist

New Hires:

- Tori Netzer, Adult and Teen Services Specialist, 10/4
- Quentin Levy, Circulation Services Aide, 10/11
- Ruby Plank, Circulation Services Aide, 10/11
- Dina Stephens, Circulation Services Aide, 10/18
- Alex Weinreis, Support Technician, 10/18
- Rooshna Fatima, Adult and Teen Services Specialist, 10/25

Departures:

- Orty Ortwein, Adult and Teen Services Specialist, 10/7
- Sarahit Flores, Circulation Services Aide, 10/8
- Roy Herman, Adult and Teen Services Specialist, 10/15
- Jack Gordon, Outreach Services Specialist, 10/22

Recruitment

Due to the changing employment environment, we are looking at additional ways to recruit applicants for our open positions.

- Lea and Jay Purrazzo, Adult Librarian, represented Fountaindale at the Chamber of Commerce Job Fair. Though the job fair had a low turnout, it was good to be a presence at the event.
- Lea has also contacted the Workforce Services Division of Will County. We have posted our open Building Security Monitor and Building Technician positions on their website to reach a broader audience.
- Using the Paylocity Recruitment platform, our open positions are also being posted on Indeed. This has provided us with a number of applicants that we would not have reached using our other posting sites.

JJC LTA Practicum Site

Gianna C. will be completing her practicum here at Fountaindale the first week in November. This month, she has spent time in Administration, Adult and Teen Services, Children's Services and Studio Services.

Adult Volunteer Background Checks

This month, we have assisted Outreach Services Manager, Tana Petrov, with processing background checks for new adult volunteers. Due to confidentiality, the HR department is the authorized contact with our provider, PeopleFacts.

Information Technology (John Matysek)

- During the month of October 75 new help desk tickets were created by FPLD staff, and 69 new or existing tickets were solved by IT staff.
- The online auction for computers no longer needed by the library concluded and along with Jose Robles and Nathan Peddicord, coordinated pickup of the items from the library with the winning bidders.
- Along with Jose Robles and Nathan Peddicord, configured and deployed a new file scanner from vendor Konica Minolta for the Finance Department.
- Along with Jose Robles and Nathan Peddicord, installed a second SIM card in the Bookmobile's cellular router and configured it to automatically switch over to the second SIM card when the first SIM card is nearing its monthly data limit.
- Attended a webinar from vendor Malwarebytes discussing current trends in ransomware and how Malwarebytes software can provide protection for library computers.
- Along with Jose Robles and Nathan Peddicord, configured and deployed a new credit card terminal and small laser printer at the Circulation public desk for use with the new license plate renewal sticker program to be offered at the library.
- Hired Alex Weinreis to fill the vacant Support Technician position and began his training. Welcome Alex!
- After a six-month delay due to the industry wide semiconductor chip shortage, the new staff PC's ordered from the spring RFP finally arrived!
- Along with Jose Robles and Nathan Peddicord, began working with vendor Google to troubleshoot a Google Calendar issue.
- Attended a kickoff call with vendor ITsavvy to discuss hardware arrival and implementation timeline for the HPE hyper-converged infrastructure solution for replacing the library's current main network server and storage hardware.
- Along with Jose Robles, Nathan Peddicord, and Alex Weinreis, continued the process of updating all Windows based patron computers to the latest feature release.
- Along with Jose Robles, Nathan Peddicord, and Alex Weinreis, began preparing a new Windows OS image for use with the newly arrived staff PC's.

October 2021 District Statistics						Population Total		67683				
Total Circulation Statistics		63,011	Reading Programs	Adult	Teen	Children	Outreach	Total	Website Visits	Total Facebook Likes		
Building/Driveup		51,488	Reading Programs Offered	0	1	2	0	3	19,493	4,779		
Bookmobile		3,138	Reading Members	0	313	412	0	725	Proctoring	Total Twitter Followers		
Digital		8,385	Summer Reading	0	0	0	0	0	2	898		
Collection Databases			Summer Reading Members	0	0	0	0	0	Faxes Sent	Total Instagram Followers		
			Collections Totals		Population Served	Building	Outreach	Total	358	1,296		
Interlibrary Loan Requests			New Physical Items		2,626	Total Visits	17,398	127	18,247	Scans Sent	Total eNews Subscribers	
Items Received for our Patrons		279				New Cardholders	269	0	269	3,568	7,982	
Items Sent to other Libraries		195				Active Cardholders	26,019	47	26,066	Pages Printed	COHS Students Enrolled	
			% Served		All cardholders **	38,434	Drive through visits		722	18,031	3	
In-house checkins (Not part of total circ)		N/A	Active cardholders		38.51%	Computer and Internet Sessions						Monthly Wireless Sessions
			All cardholders		56.79%	Studio 300	Children's	Vortex	Lab/Commons	Chromebooks		
					147	324	258	1,978	59	23,292		
Public Use of Meeting Rooms		S300 Audio Booths	Studio 300 GCRs	S300 Video Suites	Meeting Room A, B, C & Board Room	Study Rooms	Free Standing Book Drop Return Totals					
Number of events/uses		69	22	10	33	387	Building Front	Building Rear	Church	Ashbury's		
Attendance		98	36	17	452	569	4,201	6,237	778	303		
		Programs Adults					Programs Teens/Adults					Mobile App Downloads
Programs		Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	IOS: 4,753		
Numbered offered		46	4	13	63	27	0	0	27	Android: 890		
Attendance		348	40	34	422	773	0	0	773			
Programming hours		55	4.5	13	72.5	38	0	0	38			
		Programs Children					Passive Programs for Teens/ Adults					Total Offered
Programs		Children's Staff	Outreach Staff	Studio 300 Staff	Total	Adult/Teen Staff	Outreach Staff	Studio 300 Staff	Total	402		
Numbered offered		126	133	0	259	14	0	0	14	Total Attendance		
Attendance		1,053	3,203	0	4256	380	0	0	380	8,351		
Programming Hours		32	103	0	135	X	X	X	X	Total Programming Hours		
		Passive Programs for Children					Cross-Department Programs, Tours and Streaming Media Video Stats for All Ages					410
		Children's Staff	Outreach Staff	Studio 300 Staff	Total	Building	Virtual (passive)	Virtual	Total			
Numbered offered		23	0	0	23	0	21	32	53			
Attendance		810	0	0	810	0	21	2,879	2,900			
Programming hours			0	0	X	0	21	143	164			
Questions		Studio 300	Circulation	ATSD	Outreach	CSD	Other	Unique Chat	Total			
Reference Total		389	151	758	778	871	17	103	3,067			
Directional		0	633	711	0	454	75	0	1,873			
One on One Assistance		4	1,288	67	0	21	0	0	1,380			
Comparison to Previous Year		This Year	Last Year	% change	Comparison to Previous Year	This Year	Last Year	% change	*Includes virtual programs			
Circulation		63,011	54,438	15.75%	Reference Questions	3,067	3,503	-12.45%				
Visitors		18,247	39,967	-54.34%	Computer Usage	2,766	2,482	11.44%				
Card Holders		26,019	20,416	27.44%	Wireless Sessions	23,292	20,695	12.55%				
Room Bookings		521	261	99.62%	Program Attendance*	8,351	20,211	-58.68%				