

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

February 16, 2023 | 7 p.m.

300 West Briarcliff Road | Bolingbrook | Margaret J. "Peggy" Danhof Board Room

View the meeting online via YouTube: <https://youtu.be/gFF3WW5Dgc0>

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – January 19, 2023
  - b. Executive Session – January 19, 2023
5. Employee Recognition
  - a. Rosemary Bauer – 15 Years
6. Comments from the Public
7. Friends of the Library
8. New Business – Action Items
  - a. Approval of Intergovernmental Agreement for Library Service with Valley View School District
  - b. Approval of Resolution 2023-1 – Resolution Authorizing the Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Library Director to Approve a Contract with the Lowest Cost Electricity Provider
  - c. Approval of Revised Notary Services Policy
  - d. Approval of Appointment of Executive Director Evaluation Liaisons
9. Library Projects
10. Correspondence
11. Treasurer's Report
12. Bills for Approval
  - a. Bills Paid Report – Post January, 2023
  - b. Bills Paid Report – February, 2023
  - c. Bills Payable Report – February, 2023
13. Director's Report – January, 2023
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

## February 2023 Agenda Background

Paul Mills

### 8. New Business – Action Items

- a. Approval of Intergovernmental Agreement for Library Service with Valley View School District

This intergovernmental agreement (IGA) would serve as our formal agreement with Valley View School District for the provision of teacher and faculty cards. This would be a renewal of the agreement that is set to expire this year. The key change from the previous agreement is a switch to a 5-year term as opposed to a 3-year term.

*Suggested Motion: Motion to approve Intergovernmental Agreement for Library Service with Valley View School District.*

- b. Approval of Resolution 2023-1 – Resolution Authorizing the Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Library Director to Approve a Contract with the Lowest Cost Electricity Provider

NIMEC is a cooperative program through which the library pays a significantly lower cost for electricity than through the utility directly. We have belonged for many years, and the library needs a re-authorization from the Board in order to continue to use NIMEC. I have also included additional information that highlights aspects of NIMEC and the services they provide.

*Suggested Motion: Motion to approve Resolution 2023-1 – Resolution authorizing the participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and authorizing the Library Director to approve a contract with the lowest cost electricity provider.*

c. Approval of Revised Notary Services Policy

We have made several changes to the draft revised Notary Services Policy. Here are the highlights –

- Outlined in bullet points are the items we don't notarize
- Added the following items that we do not notarize
  - o Blank forms
  - o Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts and deeds.
  - o Power of Attorney or documents being signed by someone who has power of attorney and wants to sign on behalf of another person

We also added the following information paragraphs –

- Documents that do not contain notary language cannot be notarized. Stated that stamps with notary language are available
- The requirement to complete the Notary Public Record Book

Our attorney reviewed the policy as well.

*Suggested Motion: Motion to repeal the existing Notary Services Policy and approve the revised Notary Services Policy.*

d. Approval of Appointment of Executive Director Evaluation Liaisons

My anniversary is in July, and it is time to start preparing for my annual evaluation. The Evaluation Liaisons will be charged with organizing the evaluation process.

With approval by the Board, President Kalnicky has named Trustee Armstrong and Vice President Bermejo to be the 2023 Executive Director Evaluation Liaisons.

*Suggested Motion: Motion to approve the appointment of the Executive Director Evaluation Liaisons.*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD JANUARY 19, 2023  
BOLINGBROOK, ILLINOIS

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held in the Margaret J. "Peggy" Danhof Board Room, 300 West Briarcliff Road, Bolingbrook, Illinois on Thursday, January 19, 2023 at 7 p.m.

CALL TO ORDER

The meeting was called to order at 7 p.m. by Vice President Celeste Bermejo.

ROLL CALL

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

PRESENT

Present at roll call were Marcelo Valencia, Kathryn Spindel, Bobby Armstrong, Sarah Siska, Meraj Alam and Celeste Bermejo.

ABSENT

President Robert Kalnicky reported prior to the meeting that he was ill and unable to attend

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon and Tasos Priovolos.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jennie Mills, Jean Walsh and Sofia Priovolos.

AGENDA APPROVAL

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

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

MINUTES OF THE BOARD MEETING – December 15, 2022

The minutes of the board meeting held December 15, 2022 were presented. A motion to approve the minutes was made by Valencia, seconded by Armstrong. Minutes were approved as read.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

EMPLOYEE RECOGNITION

Vice President Bermejo recognized Tasos Priovolos for his 10 years of service and presented him with an award.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jean Walsh, President of the Friends attended the Board Meeting for Jody Hargett. Walsh reported that the Nook has been very busy. The Friends have been receiving a lot of donations. The Spring Book Sale will be April 14-16.

NEW BUSINESS

Mills reported that this ordinance will abate \$245,350 of the building levy for tax year 2022.

A motion to approve Ordinance 2023-1 – an ordinance abating a portion of the tax heretofore levied for the year 2022 to pay the principal of and interest on \$7,290,000 General Obligation Library Building Bonds, Series 2019, of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was made by Valencia, seconded by Spindel.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Approval to Seek Requests for Proposals for Audit Services

Mills reported that the current auditor had exited the local government audit business for all of his government clients and that the District would need a new auditor.

A motion to approve seeking requests for proposals for audit services was made by Spindel, seconded by Siska.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Approval of Bid from Haggerty Ford for Ford Transit Connect and in Alternative to Approve Emergency Expenditure by the Executive Director for Ford Transit Connect

Mills reported that the bid was published in the paper, the newspaper's connected online portal, and on our website. 22 Ford dealers were individually contacted. We received 1 bid for the requested Ford Transit Connect. The recommendation is to go with Haggerty Ford's bid in the amount of \$37,700 as it is the lowest responsible bidder.

Haggerty Ford included a caveat in their bid that the vehicle may be sold to another party prior to the bid acceptance date. If this were to occur, the Board may approve an emergency expenditure by me. This potential situation has been reviewed with our attorney, and the suggested motion language below reflects that option.

A motion to approve the award of a contract from Haggerty Ford to purchase a Ford Transit Connect as the lowest responsible bidder in the amount of \$37,700 and in the alternative to approve an emergency expenditure by the Executive Director for a Ford Transit Connect in the not to exceed amount of \$45,000 was made by Spindel, seconded by Valencia.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Approval of Intergovernmental Agreement Between Fountaindale Public Library District and Will County Regarding Ballot Collection Box Drop-Off Site

Mills reported that this agreement with Will County would provide for the District to host a ballot collection box.

A motion to approve the Intergovernmental Agreement between Fountaindale Public Library District and Will County regarding the Ballot Collection Box drop-off site was made by Armstrong, seconded by Valencia.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Approval of Intergovernmental Agreement between Fountaindale Public Library District and Will County Clerk Regarding Early Voting Location

Mills reported that this agreement with the Will County Clerk would provide for the District to host early voting for the 2023 Consolidated Election.

A motion to approve the Intergovernmental Agreement between Fountaindale Public Library District and the Will County Clerk regarding serving as an early voting location was made by Siska, seconded by Valencia.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Approval of Request to Travel for Trustees to Attend 2023 American Library Association Annual Conference in Chicago, IL – June 22-27, 2023

A motion to approve the request to travel for Trustees to attend the 2023 American Library Association Annual Conference in Chicago, IL from June 22 to 27, 2023 was made by Spindel, seconded by Valencia.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Approval of Request to Travel for Executive Director to Attend 2023 American Library Association Annual Conference in Chicago, IL – June 22-27, 2023

A motion to approve the request to travel for the Executive Director to attend the 2023 American Library Association Annual Conference in Chicago, IL from June 22 to 27, 2023 was made by Valencia, seconded by Spindel.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

LIBRARY PROJECTS

Trustee Armstrong provided an update for the Board. The exterior lighting project is nearly complete. There are a few issues with bollards and color temperature that Tria, the architect, and Jasco, the contractor, are working to resolve.

CORRESPONDENCE

Brian Zabel & Associates sent letters to all governmental auditing clients informing them that would no longer be providing services to such clients.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – January, 2023

Bills paid for the month of January in the amount of \$68,258.99 was presented for approval. Motion to approve was made by Spindel, seconded by Armstrong.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Bills Payable Report – January, 2023

Bills payable for the month of January in the amount of 3,173,001.89 was presented for approval. Motion to approve was made by Spindel, seconded by Siska.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky



## DIRECTOR'S REPORT – December, 2022

Executive Director Mills noted that the next Staff In-Service would be on Friday, February 24. The library will be closed. Mills asked for two Trustees to volunteer for Trustee Meet & Greet.

Mills will be out of the office January 26-31 at the American Library Association (ALA) LibLearnX Conference representing Illinois during ALA Council.

Mills reported that two-factor authentication for email would be coming soon and provided devices for each trustee.

Ron Oestreich, Bolingbrook Park District Executive Director, will be retiring from his position. His retirement party will be on Friday, February 3 at Ashbury's.

## UNFINISHED BUSINESS

None.

## REPORTS

Building – None.

Finance – None.

Strategic Plan – Next meeting will be on Wednesday, January 25.

Internal Board Operations – None.

## AGENDA BUILDING FOR THE NEXT MEETING

None.

## ANNOUNCEMENTS

The Bolingbrook Lions Club will be hosting its annual Spaghetti Dinner on Friday, February 10 at the Levy Center.

The Lions are also hosting a St. Patrick's Day Dance on Saturday, March 11.

EXECUTIVE SESSION

A motion was made by Valencia, seconded by Alam, to enter Executive Session at 7:37 p.m. for 5 ILCS 120/2 (c) (21) “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

A motion was made by Valencia, seconded by Spindel, to return to Open Session at 7:43 p.m.

OPEN SESSION

APPROVAL OF REPORT ON REVIEW OF CLOSED MEETING MINUTES

Bermejo reported that the consensus was to keep all closed meeting minutes closed.

A motion to approve the Review of Closed Meeting Minutes Report was made by Valencia, seconded by Spindel.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

ADJOURNMENT

A motion to adjourn the meeting at 7:46 p.m. was made by Siska, seconded by Valencia.

AYES: Valencia, Spindel, Armstrong, Siska, Alam, Bermejo  
NAYES: None  
ABSENT: Kalnicky

Approved: \_\_\_\_\_  
Marcelo Valencia, Secretary

\_\_\_\_\_  
Celeste M. Bermejo, Vice President

\_\_\_\_\_  
Robert A. Kalnicky, President

## **INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES**

**THIS AGREEMENT** made and effective July 1, 2023, by Valley View School District hereinafter referred to as the "SCHOOL DISTRICT," and the Fountaindale Public Library District hereinafter referred to as the "LIBRARY DISTRICT."

### **WITNESSETH:**

**WHEREAS**, the LIBRARY DISTRICT listed above is a public library district established pursuant to the Public Library District Act, 75 ILCS 16/1-1, et seq., and is hereby contracting with an Illinois public agency; and

**WHEREAS**, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and the Illinois Compiled Statutes pertaining to libraries, specifically, 75 ILCS 16/30-55.40 for public library districts, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental agreements for library services with other agencies;

**NOW, THEREFORE**, in consideration of the mutual undertaking and covenants of the Parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

#### **1. Library Services**

The LIBRARY DISTRICT agrees to make its facilities, equipment, and materials available to the teachers and faculty at schools in the LIBRARY DISTRICT's service area subject to the terms and conditions of this Intergovernmental Agreement and as may otherwise be mutually agreed upon between the LIBRARY DISTRICT and the SCHOOL DISTRICT which is reduced to writing and incorporated as an amendment to this Intergovernmental Agreement. The LIBRARY DISTRICT shall consider such requests pursuant to its regular policies/procedures regarding building use by outside groups subject to any limitations set forth herein or in any amendment hereto.

#### **2. Title to Property**

The LIBRARY DISTRICT shall retain title to all the personal property it owned prior to the effective date of this Intergovernmental Agreement, including but not limited to, books, periodicals, furnishings, and equipment ("Property"), and to Property it purchases with its own funds after the effective date of this Intergovernmental Agreement.

### **3. Library Users**

All holders of a valid library card granted under this Intergovernmental Agreement shall be allowed to use the LIBRARY DISTRICT's facilities and Property per the LIBRARY DISTRICT's general policies.

### **4. Financial**

The LIBRARY DISTRICT reserves the right to reduce any or all general LIBRARY DISTRICT services at the LIBRARY DISTRICT during the term of this Intergovernmental Agreement.

The SCHOOL DISTRICT shall offer publicity opportunities for LIBRARY DISTRICT programs, events and services to its faculty, staff, students, and their parents. This is in exchange for the costs associated with the provision of LIBRARY DISTRICT utilities, general maintenance and upkeep, supplies, etc. and is in the interest of equity.

The SCHOOL DISTRICT shall also pay the LIBRARY DISTRICT for the loss or damage to any LIBRARY DISTRICT materials under this Intergovernmental Agreement upon any invoice by the LIBRARY DISTRICT within thirty (30) days of receipt of said invoice and agree to abide by rights and responsibilities outlined in Appendix A.

### **5. Amendments to Intergovernmental Agreement**

This Intergovernmental Agreement may be amended by mutual consent, providing that the Party desiring the amendment shall give the other Party written notice of such proposed amendment. This Intergovernmental Agreement may only be amended in writing and after formal approval at a public meeting has been given by both Party's Boards and signed by authorized representatives of each Board. Any amendment to this Intergovernmental Agreement must be reduced to writing, signed by authorized representatives of each Board, and attached to this Intergovernmental Agreement.

### **6. Term and Renewal of Intergovernmental Agreement**

This Intergovernmental Agreement shall be in full force and effect from July 1, 2023 ("Effective Date"), and shall continue for the period of five years ("Term") and renewed or terminated at the end of the Term unless terminated earlier pursuant to the terms of this Paragraph 6.

Either undersigned party may terminate this Intergovernmental Agreement during the Term without cause provided thirty (30) days' written notice has been given to the other undersigned party.

**7. Savings Clause**

It is mutually understood and agreed that all agreements and covenants herein, including all addenda, are severable and that in the event any of them shall be held invalid by a court of competent jurisdiction, this Intergovernmental Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

**8. Notice**

Any notice required to be given under this Intergovernmental Agreement shall be sufficient if it is in writing and sent by mail, to the LIBRARY DISTRICT Board of Trustees at 300 West Briarcliff Road, Bolingbrook, IL, 60440, and to the SCHOOL DISTRICT's address at 801 West Normantown Road, Romeoville, IL, 60446.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Intergovernmental Agreement to be executed by their respective Presidents and Secretaries pursuant to Resolutions duly adopted by the Boards of the LIBRARY DISTRICT and SCHOOL DISTRICT as of the day and year first above written.

For: Valley View Community Unit  
School District 365U

For: Fountaindale Public Library District

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

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

ATTEST:

ATTEST:

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

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

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPENDIX A

### Rights and Responsibilities of Teacher Cards

-To obtain a Teacher Card, the SCHOOL DISTRICT or each individual School must submit a list of all teachers to the LIBRARY DISTRICT. Cards cannot be issued without a list of teachers sent from the district or from each individual school.

-Teacher Cards can only be used at the LIBRARY DISTRICT and are issued for August-July of the current school year.

-While issued to a teacher, their school district is the actual card holder and is responsible for paying for any items that are lost or damaged. Lost and damaged fees for items will be charged to the school or district.

-The SCHOOL DISTRICT must update the LIBRARY DISTRICT immediately of any changes to the list of teachers previously submitted at the start of the school year.

-New cards cannot be issued and previous cards cannot be renewed for each individual School until any fees owed for lost or damaged items are paid.

- Each year the LIBRARY DISTRICT will renew cards of any teachers who remain on the approved list of teachers received from the SCHOOL DISTRICT.

- This card will permit teachers to place holds and take materials out of the LIBRARY DISTRICT without using their personal library card. It will also give them access to LIBRARY DISTRICT online resources and to LIBRARY DISTRICT spaces.

-Materials will be checked out for four weeks, and may be renewed in person, by phone or online, if there are no holds placed against them.

RESOLUTION 2023-1

RESOLUTION AUTHORIZING THE PARTICIPATION IN THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE (NIMEC) AND AUTHORIZING THE LIBRARY DIRECTOR TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER

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

WHEREAS, on January 2, 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison; and,

WHEREAS, as a result of this deregulation, electricity may be purchased based on market price and Commonwealth Edison, will no longer be the sole supplier of electricity in Northern Illinois, resulting in new electricity suppliers being able to compete against Commonwealth Edison, and competitive market forces dictating the price of electricity; and,

WHEREAS, public bodies across the State now look to enter the market to purchase electric power in order to mitigate some of the economic impact of rising rates, which, on a practical basis, can best be accomplished by using a third party who will serve as a broker for the public bodies and has the knowledge and experience to seek bids from the various electricity providers; and,

WHEREAS, the Fountaindale Public Library District has selected the Northern Illinois Municipal Electric Collaborative (NIMEC) to serve as the Library District's broker relative to the acquisition of electrical energy due to NIMEC's municipal experience and the fact that NIMEC is a municipal Collaborative which will be aggregating the energy needs of members of the Collaborative in order to secure more competitive pricing based in higher volumes than can be provided individually to a single public body; and,

WHEREAS, there is no cost to join NIMEC, with the amount of compensation that NIMEC receives, if the Library District chooses the NIMEC electricity supplier, being built into the prices bid by the electricity supplier and equaling \$0.0015 per kilowatt hour, so there will be no direct payment made to NIMEC by the Library District; and,

WHEREAS, Commonwealth Edison will no longer offer a fixed rate for large or medium sized commercial accounts and will instead charge based on a floating hourly rate and the Library District desires to enter the market to secure a fixed rate, up to 36 months in term.

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

SECTION ONE: That the Northern Illinois Municipal Electric Collaborative (NIMEC) has been appointed the Library District's broker for purposes of obtaining an electricity supply for the Library District's needs.

SECTION TWO: That the Library Director is authorized to negotiate energy rates directly with suppliers in an effort to secure lower energy costs for the Library District.

SECTION THREE: That in light of the time constraints and procedures required, applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received by NIMEC, the Library Director, is hereby authorized to sign the contract with the most optimal bidder.

SECTION FOUR: The Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

PASSED THIS 16<sup>th</sup> day of February, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS 16<sup>th</sup> day of February, 2023.

ATTEST:

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Robert A. Kalnicky  
President, Board of Library Trustees

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Marcelo Valencia  
Secretary, Board of Library Trustees



## NIMEC Memo

Background: In 2007, the State of Illinois deregulated its electric market. Prior to that, ComEd both generated and delivered the power to residential and commercial customers. The legislation required ComEd to transfer ownership of its nuclear reactors to its parent, Exelon. Illinois then opened up its borders for other energy generators to compete with Exelon. ComEd remains a monopoly and delivers the power to commercial and residential users, regardless of who generates the power.

The Library has been using NIMEC as its broker since 2008. NIMEC is paid by the electric supplier for originating the business. The Library does not compensate NIMEC and is not under contract with NIMEC.

NIMEC has extensive expertise in the northern Illinois power market. NIMEC manages a buying collaborative, aggregating the collective power of 123 municipalities, as well as 47 library/park district/water districts. The collective volume of the buying collaborative (\$20 to \$25 million/year) allows NIMEC to negotiate rates that are lower than what an individual municipality could negotiate on its own.

Prices within the commodity markets (including electricity) are constantly fluctuating. Therefore, NIMEC's bid prices are only good for the day they are provided. As such, participating entities need to accept a bid by entering into a contractual relationship with the winning power supplier.

### NIMEC Bullet Points:

- 170 total members, consisting of 123 northern Illinois municipalities, plus 47 park districts, water districts and libraries.
- NIMEC member retention rate since inception: 98%
- NIMEC's first annual bid: 2008. Upcoming bid will be NIMEC's 16<sup>th</sup> bid.
- Each member receives its own pricing. No member subsidizes any other member's price.
- NIMEC offers 1, 2 and 3 year pricing. Each member can select its own term.
- Members are under no obligation to accept the bids.
- NIMEC solicits bids from Constellation (owned by Exelon), Dynegy, AEP and MC Squared.
- Bids must be accepted by signing power agreement on the day of the bid.

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

The Fountaindale Public Library District provides notary services in accordance with the Illinois Notary Public Act. This act is for reference through the Illinois General Assembly under Compiled Statutes. Library notaries will decline to provide notary services in situations that do not comply with the provisions of this act and Library Notary Policy as outlined below. The Board of Trustees may modify, amend or supplement this policy as it deems necessary and appropriate.

### **PRIORITY FOR USE**

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

### **LIMITS OF USE**

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

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

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

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

Notary services are not available for the following documents:

- Blank forms. Any blank spaces on a form should be crossed out or have N/A written
- Deeds
- Wills or living wills
- Trusts

- Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts and deeds.
- Power of Attorney or documents being signed by someone who has power of attorney and wants to sign on behalf of another person

Additionally, Illinois Notaries by law cannot:

- Notarize I-9 forms
- Provide Apostilles
- Attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc. Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed

Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises an issue of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the notary may, at his or her sole discretion, decline to provide notary public service.

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

Documents that do not contain notary language or a notary certificate cannot be notarized. At the patron's discretion, staff may stamp a notary certificate for a "Jurat" or "Affirmation" on the document or on a separate page and staple it to the document. Staff cannot choose which form to be used by the patron.

In accordance with Illinois law, all notarial services will be entered in the acting notary's Notary Public Record Book. Library notaries will not provide notary services for patrons who decline to sign the Record Book.

## **APPEAL AND REVIEW**

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

DRAFT FEBRUARY 16, 2023

# Fountaindale Public Library District

## Cash and Investment

January 31, 2023

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$886,050.73	\$152,731.91	\$1,038,782.64
Cash Checking/Payroll	\$160,870.85	\$43,861.22	\$204,732.07
Petty Cash	\$3,232.09	\$0.00	\$3,232.09
Total Cash	<u>\$1,050,153.67</u>	<u>\$196,593.13</u>	<u>\$1,246,746.80</u>
Investments			
Investment - General Fund/Wintrust MM	\$7,514,793.56	(\$761,414.11)	\$6,753,379.45
Investment - IL Funds/General	\$71,415.42	\$1,277.20	\$72,692.62
Investment - IL Funds/INB/E-Pay	\$70,251.02	\$2,603.42	\$72,854.44
Investment - Special Reserve/Wintrust MM	\$3,084,744.36	\$56,066.72	\$3,140,811.08
Investment - Working Cash/Wintrust MM	\$1,075,221.49	\$19,221.11	\$1,094,442.60
Investment - Special Reserve/PMA	\$16,718,917.63	\$137,529.38	\$16,856,447.01
Total Investments	<u>\$28,535,343.48</u>	<u>(\$544,716.28)</u>	<u>\$27,990,627.20</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,795,056.72	(\$1,579,406.62)	\$215,650.10
Total Bond Fund	<u>\$1,795,056.72</u>	<u>(\$1,579,406.62)</u>	<u>\$215,650.10</u>
Total Cash and Investments	<u>\$31,380,553.87</u>	<u>(\$1,927,529.77)</u>	<u>\$29,453,024.10</u>

Special Res. PMA - 1.208%  
General - IL Fund - 4.217%  
Money Market Wintrust - 4.366%

# Fountaindale Public Library District

## Revenue Report

January 31, 2023

	<b>Current Month</b>	<b>Year to Date</b>	<b>Percent Collected</b>	<b>Budgeted Receipts</b>	<b>Uncollected Receipts</b>
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2022 - Est.	\$0.00	\$0.00	0.00%	\$4,619,459.35	\$4,619,459.35
Property Tax Dupage 2022 - Est.	\$0.00	\$0.00	0.00%	\$94,274.68	\$94,274.68
Property Tax Will - 2021	\$0.00	\$4,427,374.66	99.88%	\$4,432,915.40	\$5,540.74
Property Tax Dupage - 2021	\$0.00	\$87,888.89	97.15%	\$90,467.66	\$2,578.77
Other Tax	\$68,175.11	\$276,548.78	67.38%	\$410,403.00	\$133,854.22
Interest	\$66,788.60	\$357,127.51	76.78%	\$465,110.00	\$107,982.49
Circulation Fees	\$2,027.85	\$8,849.17	73.74%	\$12,000.00	\$3,150.83
Copy Machines	\$342.26	\$3,269.01	81.73%	\$4,000.00	\$730.99
Fax Machine	\$271.61	\$2,936.08	97.87%	\$3,000.00	\$63.92
Printing	\$1,190.26	\$9,265.44	77.21%	\$12,000.00	\$2,734.56
Miscellaneous	\$4,145.99	\$19,818.33	132.12%	\$15,000.00	(\$4,818.33)
Reimbursements	\$0.00	\$2,224.40	111.22%	\$2,000.00	(\$224.40)
Board Reimbursements	\$0.00	\$190.00	95.00%	\$200.00	\$10.00
Leases	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Grant Income	\$0.00	\$98,897.28	100.00%	\$98,897.00	(\$0.28)
<b>Total Operating Funds</b>	<b>\$142,941.68</b>	<b>\$5,294,389.55</b>	<b>51.60%</b>	<b>\$10,259,727.09</b>	<b>\$4,965,337.54</b>
Bond Fund					
Property Tax - Will 2022 - Est.	\$0.00	\$0.00	0.00%	\$1,526,612.64	\$1,526,612.64
Property Tax - Dupage 2022 - Est.	\$0.00	\$0.00	0.00%	\$31,155.36	\$31,155.36
Property Tax - Will 2021	\$0.00	\$1,482,360.15	99.86%	\$1,484,493.32	\$2,133.17
Property Tax - Dupage 2021	\$0.00	\$29,709.33	98.06%	\$30,295.78	\$586.45
Interest Bond Fund	\$7,129.87	\$41,373.90	59.11%	\$70,000.00	\$28,626.10
<b>Total Bond Fund</b>	<b>\$7,129.87</b>	<b>\$1,553,443.38</b>	<b>49.43%</b>	<b>\$3,142,557.10</b>	<b>\$1,589,113.72</b>
<b>Total Revenue</b>	<b>\$150,071.55</b>	<b>\$6,847,832.93</b>	<b>51.09%</b>	<b>\$13,402,284.19</b>	<b>\$6,554,451.26</b>

# Fountaindale Public Library District

## Expenditure Report

January 31, 2023

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$379,661.33	\$2,788,069.63	50.34%	\$5,538,000.00	\$2,749,930.37
Contractual Services	\$60,224.72	\$344,453.96	50.36%	\$684,000.00	\$339,546.04
Supplies & Utilities	\$50,369.02	\$223,011.10	35.93%	\$620,600.00	\$397,588.90
Library Materials	\$94,817.72	\$452,290.63	35.49%	\$1,274,500.00	\$822,209.37
Capital Expenditures	\$113,519.22	\$257,125.14	24.53%	\$1,048,375.00	\$791,249.86
Miscellaneous	\$2,099.10	\$24,774.35	32.60%	\$76,000.00	\$51,225.65
Per Capita Grant	\$0.00	\$0.00	0.00%	\$98,897.00	\$98,897.00
<b>Total General Fund Expenditures</b>	<b>\$700,691.11</b>	<b>\$4,089,724.81</b>	<b>43.79%</b>	<b>\$9,340,372.00</b>	<b>\$5,250,647.19</b>
Other Fund Expenditures					
Audit Fund Expenditures	\$6,500.00	\$9,260.00	76.53%	\$12,100.00	\$2,840.00
Liability Insurance Fund Expendit	\$86,581.76	\$101,878.03	64.68%	\$157,500.00	\$55,621.97
Soc Sec/IMRF Fund Expenditures	\$64,851.63	\$400,607.00	55.42%	\$722,825.00	\$322,218.00
Special Reserve Fund Expenditur	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$46,865.27	\$170,096.52	39.10%	\$435,000.00	\$264,903.48
<b>Total Other Fund Expenditures</b>	<b>\$204,798.66</b>	<b>\$681,841.55</b>	<b>51.36%</b>	<b>\$1,327,525.00</b>	<b>\$645,683.45</b>
<b>Total Expenditures - Operating Funds</b>	<b>\$905,489.77</b>	<b>\$4,771,566.36</b>	<b>44.73%</b>	<b>\$10,667,897.00</b>	<b>\$5,896,330.64</b>
Bond Fund Expenditures					
Principal Payment - 2016A	\$855,000.00	\$855,000.00	100.00%	\$855,000.00	\$0.00
Interest Payment - 2016A	\$76,150.00	\$152,300.00	100.00%	\$152,300.00	\$0.00
Principal Payment - 2018	\$1,335,000.00	\$1,335,000.00	100.00%	\$1,335,000.00	\$0.00
Interest Payment - 2018	\$162,875.00	\$325,750.00	100.00%	\$325,750.00	\$0.00
Principal Payment - 2019	\$175,000.00	\$175,000.00	100.00%	\$175,000.00	\$0.00
Interest Payment - 2019	\$144,900.00	\$289,800.00	100.00%	\$289,800.00	\$0.00
<b>Total Bond Fund Expenditures</b>	<b>\$2,748,925.00</b>	<b>\$3,132,850.00</b>	<b>100.00%</b>	<b>\$3,132,850.00</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$2,748,925.00</b>	<b>\$3,132,850.00</b>	<b>100.00%</b>	<b>\$3,132,850.00</b>	<b>\$0.00</b>
<b>Total Expenditures - All Funds</b>	<b>\$3,654,414.77</b>	<b>\$7,904,416.36</b>	<b>57.28%</b>	<b>\$13,800,747.00</b>	<b>\$5,896,330.64</b>

Fountaindale Pubic Library District  
Bills Paid - Operating Account  
January 2023

<b>PAYEE NAME</b>	<b>DESCRIPTION</b>	<b>PAYMENT DATE</b>	<b>CHECK/DRAFT NUMBER</b>	<b>PAYMENT AMOUNT</b>
Haggerty Ford	Outreach Vehicle - Ford Transit Connect	01/20/2023	58558	\$37,700.00
				<u>\$37,700.00</u>



Jennie Nguyen, Finance Manager

Fountaindale Pubic Library District  
 Bills Paid - Operating Account  
 February 2023

PAYEE NAME	DESCRIPTION	PAYMENT DATE	CHECK/DRAFT NUMBER	PAYMENT AMOUNT
AFLAC	Employer Contribution - January 2023	02/01/2023	976	\$51.44
Blue Cross Blue Shield of Illinois	Employer Contribution - February 2023	02/01/2023	58559	\$30,706.23
Dearborn National Life Insurance Company	Employer Contribution - February 2023	02/01/2023	58560	\$594.16
Fidelity Security Life Ins/EYEMED	Employer Contribution - February 2023	02/01/2023	58561	\$174.92
Home Depot	Staff Lounge Replacement Microwave	02/01/2023	58562	\$184.00
Illinois Municipal Retirement Fund	Employer Contribution - January 2023	02/01/2023	978	\$15,808.53
Illinois Secretary of State	FPLD Staff: O'Neal - Notary Application Fee	02/01/2023	58563	\$15.00
LIMRiCC Unemployment Compensation Group	Unemployment Insurance - 4th Quarter Ending 12/31/2022	02/01/2023	58564	\$623.97
				<u>\$48,158.25</u>



\_\_\_\_\_  
 Jennie Nguyen, Finance Manager

<u>Gross Payroll &amp; FICA - January 2023</u>	
Gross Payroll	\$348,050.25
FICA	\$25,915.78
Total Gross Payroll & FICA	<u>\$373,966.03</u>



**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
<b>4imprint, Inc.</b>				
	Outreach School Giveaways	10786104	1-4735-10	\$1,698.16
		<i>Subtotal for Vendor</i>		<u>\$1,698.16</u>
<b>Adult Reading Round Table</b>				
	Annual Membership - Saltzman - 1/1/23-12/31/23	ARRT-2023	1-4161-10	\$15.00
		<i>Subtotal for Vendor</i>		<u>\$15.00</u>
<b>Allan Bogan</b>				
	Staff In-Service - The Art of Giving Feedback - 2/24/22	AB022423	1-4151-10	\$1,500.00
		<i>Subtotal for Vendor</i>		<u>\$1,500.00</u>
<b>Alonti Catering</b>				
	Staff In-Service Lunches - 2/24/23	1871759	1-4353-10	\$1,606.12
		<i>Subtotal for Vendor</i>		<u>\$1,606.12</u>
<b>Amazon Capital Services</b>				
	District Supply Restock - December 2022	A123-2223	1-4351-10	\$52.58
	Finance Organizational Supplies	A125-2223	1-4351-10	\$36.68
	Laminating Pouches, Crayon Molds, & Cellophane Bags	A126-2223	1-4353-20	\$104.96
	Spring Program Supplies	A127-2223	1-4353-24	\$90.83
	Needles & Yarn	A129-2223	1-4353-24	\$24.35
	Teen Winter & Spring Kit Pieces	A135-2223	1-4353-24	\$57.98
	Blank Decorating Puzzles	A137-2223	1-4353-24	\$25.98
	Black Ballpoint Journaling Pens	A122-2223	1-4353-27	\$16.45
	Maker Space Supplies	A124-2223	1-4353-27	\$81.49
	Maker Space & Various Program Supplies	A131-2223	1-4353-27	\$142.68
	Program Books	A128-2223	1-4353-28	\$56.63
	Basket, Marbles, & Sign Holders	A130-2223	1-4353-28	\$62.18
	8TB External Hard Drives	A109-2223Reorder	1-4354-14	\$299.98
	District Supply Restock - December 2022	A123-2223	1-4371-10	\$10.57
	Processing & Repair Supplies	1FDN-J6DH-77W6	1-4371-12	\$71.45
	Processing & Repair Supplies	1WJ4-LWVN-6TQD	1-4371-12	\$454.85
	Maker Space Supplies	A124-2223	1-4371-27	\$85.36
	Maker Space & Various Program Supplies	A131-2223	1-4371-27	\$32.97
	Basket, Marbles, & Sign Holders	A130-2223	1-4371-28	\$27.99

**Fountaindale Public Library District**  
**Bills Payables Report**  
**February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Music - Adult & Processing/Shipping	11PJ-9X7W-3T4M	1-4518-26	\$3.99
	Music - Adult & Processing/Shipping	11PJ-9X7W-3T4M	1-4518-26	\$3.99
	Books - Adult Non-Fiction & Processing/Shipping	1DFD-MXR3-3Y11	1-4518-26	\$5.99
	Books - Adult Fiction & Processing/Shipping	1FDN-J6DH-6VM6	1-4518-26	\$12.53
	Books - Adult Non-Fiction & Processing/Shipping	1HVM-Q61Y-4JK4	1-4518-26	\$5.99
	Books - Adult Non-Fiction & Processing/Shipping	1RMP-YGHG-4QY1	1-4518-26	\$5.99
	Music - Adult & Processing/Shipping	1WJ4-LWVN-7CK7	1-4518-26	\$3.99
	Electronic Devices & Equipment	1DFD-MXR3-7TMQ	1-4527-26	\$185.28
	Books - Adult Fiction	1DFD-MXR3-4HHN	1-4540-26	\$59.96
	Books - Adult Fiction	1DFD-MXR3-4VPP	1-4540-26	\$29.97
	Books - Adult Fiction & Processing/Shipping	1FDN-J6DH-6VM6	1-4540-26	\$68.88
	Books - Adult Fiction & Adult Music	1HXF-GR7D-6QXH	1-4540-26	\$13.52
	Books - Adult Fiction	1NNP-H9Q4-3V7M	1-4540-26	\$194.90
	Books - Adult Non-Fiction	11PJ-9X7W-4RD6	1-4541-26	\$67.20
	Books - Adult Non-Fiction & Processing/Shipping	1DFD-MXR3-3Y11	1-4541-26	\$21.84
	Books - Adult Non-Fiction & Processing/Shipping	1HVM-Q61Y-4JK4	1-4541-26	\$18.69
	Books - Adult Non-Fiction	1LNW-CNXF-3MPX	1-4541-26	\$38.76
	Books - Adult Non-Fiction	1M7J-G3HY-6HHL	1-4541-26	\$18.95
	Books - Adult Non-Fiction & Processing/Shipping	1RMP-YGHG-4QY1	1-4541-26	\$16.99
	Books - Juvenile Non-Fiction	14F7-LJQ6-7YXR	1-4545-26	\$35.98
	Books - Juvenile Easy	1D6K-ML96-4QRC	1-4546-29	\$24.59
	Music - Adult & Processing/Shipping	11PJ-9X7W-3T4M	1-4550-26	\$31.42
	Music - Adult & Processing/Shipping	11PJ-9X7W-3T4M	1-4550-26	\$30.07
	Music - Adult	11PJ-9X7W-3T4M	1-4550-26	\$146.28
	Music - Adult	14GH-XP6Q-4HT3	1-4550-26	\$19.49
	Books - Adult Fiction & Adult Music	1HXF-GR7D-6QXH	1-4550-26	\$19.49
	Music - Adult & Processing/Shipping	1WJ4-LWVN-7CK7	1-4550-26	\$33.52
	Video Games - Adult	1XFY-4TD4-7RCC	1-4565-26	\$69.00
	Juvenile Realia - Circulating Doll Case	1FDN-J6DH-47VG	1-4569-26	\$269.90
	Juvenile Realia - STEAMbox Kits	1VCR-QQCC-7JCJ	1-4569-26	\$35.85
	Juvenile Realia - STEAMbox Kits	1VCR-QQGC-7JCJ	1-4569-26	\$24.86
	Juvenile Realia - STEAMbox Kits	1VCR-QQGC-7JCJ	1-4569-26	\$232.86

**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		<b>\$3,486.68</b>
<b>Amber J Rubio</b>				
	Program - Teen Paint Party - 3/4/23	AJR030423	1-4573-24	\$200.00
		<i>Subtotal for Vendor</i>		<b>\$200.00</b>
<b>American Library Association</b>				
	Boyer Membership - 12/1/22-11/30/2023	2240060	1-4161-10	\$155.00
		<i>Subtotal for Vendor</i>		<b>\$155.00</b>
<b>Amigos Library Services</b>				
	Foundations of Intellectual Freedom - 1/3/23-1/5/23	512147	1-4151-10	\$540.00
		<i>Subtotal for Vendor</i>		<b>\$540.00</b>
<b>AT &amp; T</b>				
	Internet - January 2023	3848895708	1-4314-14	\$945.70
		<i>Subtotal for Vendor</i>		<b>\$945.70</b>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 12/22/22-1/21/23	20759178	1-4311-14	\$58.97
		<i>Subtotal for Vendor</i>		<b>\$58.97</b>
<b>B&amp;H Photo-Video</b>				
	Studio 50th Anniversary Prizes	210258755	1-4353-27	\$1,079.47
	Audio & Visual Supplies	210266568	1-4568-27	\$800.02
		<i>Subtotal for Vendor</i>		<b>\$1,879.49</b>
<b>Baker &amp; Taylor - C009233</b>				
	Books - Adult Non-Fiction	2037242508	1-4541-26	\$70.09
	Books - Adult Non-Fiction	2037270435	1-4541-26	\$62.07
		<i>Subtotal for Vendor</i>		<b>\$132.16</b>
<b>Baker &amp; Taylor - L420685</b>				
	Library Materials - Processing/Shipping	2037200927	1-4518-26	\$2.95
	Library Materials - Processing/Shipping	2037227273	1-4518-26	\$11.47
	Library Materials - Processing/Shipping	2037237076	1-4518-26	\$7.34
	Library Materials - Processing/Shipping	2037249570	1-4518-26	\$13.74
	Library Materials - Processing/Shipping	2037262915	1-4518-29	\$9.75
	Library Materials - Processing/Shipping	2037278564	1-4518-29	\$10.98
	Books - Adult Fiction	2037227273	1-4540-29	\$49.43

**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Fiction	2037237076	1-4540-29	\$82.20
	Books - Adult Fiction	2037249570	1-4540-29	\$67.83
	Books - Adult Fiction	2037262915	1-4540-29	\$81.62
	Books - Adult Fiction	2037278564	1-4540-29	\$67.85
	Books - Adult Non-Fiction	2037200927	1-4541-29	\$39.88
	Books - Adult Non-Fiction	2037227273	1-4541-29	\$90.76
	Books - Adult Non-Fiction	2037237076	1-4541-29	\$21.27
	Books - Adult Non-Fiction	2037249570	1-4541-29	\$136.37
	Books - Adult Non-Fiction	2037262915	1-4541-29	\$28.04
	Books - Adult Non-Fiction	2037278564	1-4541-29	\$67.27
	Books - Adult Large Print	2037227273	1-4543-29	\$41.40
	Books - Adult Large Print	2037237076	1-4543-29	\$18.60
	Books - Adult Large Print	2037249570	1-4543-29	\$55.39
	Books - Adult Large Print	2037262915	1-4543-29	\$16.79
	Books - Adult Large Print	2037278564	1-4543-29	\$39.43
	Books - Juvenile Non-Fiction	2037200927	1-4545-29	\$33.13
	Books - Juvenile Non-Fiction	2037227273	1-4545-29	\$31.03
	Books - Juvenile Non-Fiction	2037237076	1-4545-29	\$37.05
	Books - Juvenile Non-Fiction	2037249570	1-4545-29	\$28.14
		<i>Subtotal for Vendor</i>		<b>\$1,089.71</b>

**Baker & Taylor - L420686**

	Library Materials - Processing/Shipping	2037225044	1-4518-26	\$23.77
	Library Materials - Processing/Shipping	2037232800	1-4518-26	\$45.16
	Library Materials - Processing/Shipping	2037234539	1-4518-26	\$36.33
	Library Materials - Processing/Shipping	2037241784	1-4518-26	\$73.01
	Library Materials - Processing/Shipping	2037245723	1-4518-26	\$85.28
	Library Materials - Processing/Shipping	2037246508	1-4518-26	\$17.86
	Library Materials - Processing/Shipping	2037248244	1-4518-26	\$61.43
	Library Materials - Processing/Shipping	2037252469	1-4518-26	\$65.01
	Library Materials - Processing/Shipping	2037255991	1-4518-26	\$110.55
	Library Materials - Processing/Shipping	2037260285	1-4518-26	\$64.69
	Library Materials - Processing/Shipping	2037263958	1-4518-26	\$32.21

**Fountaindale Public Library District**  
**Bills Payables Report**  
**February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Library Materials - Processing/Shipping	2037269451	1-4518-26	\$85.04
	Library Materials - Processing/Shipping	2037272140	1-4518-26	\$36.17
	Library Materials - Processing/Shipping	2037274834	1-4518-26	\$59.70
	Library Materials - Processing/Shipping	2037277542	1-4518-26	\$28.03
	Library Materials - Processing/Shipping	2037281991	1-4518-26	\$48.43
	Library Materials - Processing/Shipping	2037285163	1-4518-26	\$67.66
	Books - Adult World Languages	2037232800	1-4525-26	\$22.74
	Books - Adult World Languages	2037234539	1-4525-26	\$13.17
	Books - Adult World Languages	2037245723	1-4525-26	\$29.34
	Books - Adult World Languages	2037246508	1-4525-26	\$14.97
	Books - Adult World Languages	2037263958	1-4525-26	\$56.88
	Books - Adult World Languages	2037269451	1-4525-26	\$28.74
	Books - Adult Fiction	2037225044	1-4540-26	\$64.73
	Books - Adult Fiction	2037232800	1-4540-26	\$340.89
	Books - Adult Fiction	2037234539	1-4540-26	\$316.00
	Books - Adult Fiction	2037241784	1-4540-26	\$434.07
	Books - Adult Fiction	2037245723	1-4540-26	\$405.15
	Books - Adult Fiction	2037246508	1-4540-26	\$19.14
	Books - Adult Fiction	2037248244	1-4540-26	\$298.27
	Books - Adult Fiction	2037252469	1-4540-26	\$395.68
	Books - Adult Fiction	2037255991	1-4540-26	\$551.29
	Books - Adult Fiction	2037260285	1-4540-26	\$421.71
	Books - Adult Fiction	2037263958	1-4540-26	\$17.39
	Books - Adult Fiction	2037269451	1-4540-26	\$554.60
	Books - Adult Fiction	2037272140	1-4540-26	\$181.58
	Books - Adult Fiction	2037274834	1-4540-26	\$436.95
	Books - Adult Fiction	2037277542	1-4540-26	\$215.84
	Books - Adult Fiction	2037281991	1-4540-26	\$390.99
	Books - Adult Fiction	2037285163	1-4540-26	\$512.33
	Books - Adult Non-Fiction	2037225044	1-4541-26	\$156.35
	Books - Adult Non-Fiction	2037232800	1-4541-26	\$178.33
	Books - Adult Non-Fiction	2037234539	1-4541-26	\$258.38

**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Non-Fiction	2037241784	1-4541-26	\$581.88
	Books - Adult Non-Fiction	2037245723	1-4541-26	\$514.62
	Books - Adult Non-Fiction	2037248244	1-4541-26	\$421.54
	Books - Adult Non-Fiction	2037252469	1-4541-26	\$520.26
	Books - Adult Non-Fiction	2037255991	1-4541-26	\$1,109.72
	Books - Adult Non-Fiction	2037260285	1-4541-26	\$339.86
	Books - Adult Non-Fiction	2037263958	1-4541-26	\$222.50
	Books - Adult Non-Fiction	2037269451	1-4541-26	\$598.82
	Books - Adult Non-Fiction	2037272140	1-4541-26	\$182.03
	Books - Adult Non-Fiction	2037274834	1-4541-26	\$337.21
	Books - Adult Non-Fiction	2037277542	1-4541-26	\$131.13
	Books - Adult Non-Fiction	2037281991	1-4541-26	\$345.17
	Books - Adult Non-Fiction	2037285163	1-4541-26	\$463.04
	Books - Adult Large Print	2037225044	1-4543-26	\$45.60
	Books - Adult Large Print	2037245723	1-4543-26	\$139.47
	Books - Adult Large Print	2037248244	1-4543-26	\$21.60
	Books - Adult Large Print	2037252469	1-4543-26	\$16.79
	Books - Adult Large Print	2037255991	1-4543-26	\$174.06
	Books - Adult Large Print	2037260285	1-4543-26	\$85.55
	Books - Adult Large Print	2037263958	1-4543-26	\$86.99
	Books - Adult Large Print	2037274834	1-4543-26	\$17.83
	Books - Adult Large Print	2037277542	1-4543-26	\$63.92
	Books - Adult Large Print	2037285163	1-4543-26	\$94.18
	Books - Juvenile Non-Fiction	2037225044	1-4545-26	\$41.36
	Books - Juvenile Non-Fiction	2037241784	1-4545-26	\$104.45
	Books - Juvenile Non-Fiction	2037245723	1-4545-26	\$43.07
	Books - Juvenile Non-Fiction	2037246508	1-4545-26	\$165.21
	Books - Juvenile Non-Fiction	2037252469	1-4545-26	\$45.98
	Books - Juvenile Non-Fiction	2037260285	1-4545-26	\$7.79
	Books - Juvenile Non-Fiction	2037263958	1-4545-26	\$21.84
	Books - Juvenile Non-Fiction	2037269451	1-4545-26	\$39.84
	Books - Juvenile Non-Fiction	2037281991	1-4545-26	\$64.20

**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		<b><u>\$14,303.35</u></b>
<b>Belynda Head</b>				
	Program - R&B Line Dancing - 3/5/23	BH030523	1-4571-24	\$145.00
		<i>Subtotal for Vendor</i>		<b><u>\$145.00</u></b>
<b>Blackstone Publishing</b>				
	Audiobooks - Adult	2081171	1-4551-26	\$311.24
		<i>Subtotal for Vendor</i>		<b><u>\$311.24</u></b>
<b>Brittany Mandelove</b>				
	Refund - "How To Catch The Tooth Fairy"	BM9655	1-3310-10	\$27.00
		<i>Subtotal for Vendor</i>		<b><u>\$27.00</u></b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1981403	1-4543-26	\$147.42
	Books - Adult Large Print	1983462	1-4543-29	\$561.59
		<i>Subtotal for Vendor</i>		<b><u>\$709.01</u></b>
<b>Children's Plus Inc.</b>				
	Books - Juvenile Non-Fiction	223521	1-4545-26	\$78.95
	Books - Juvenile Non-Fiction	223715	1-4545-26	\$164.83
	Books - Juvenile Non-Fiction	223713	1-4545-29	\$60.88
	Books - Juvenile Non-Fiction	224269	1-4545-29	\$16.99
		<i>Subtotal for Vendor</i>		<b><u>\$321.65</u></b>
<b>Comcast Cable</b>				
	Cable - 2/3/23-3/2/23	0367494-FEB23	1-4316-14	\$103.26
		<i>Subtotal for Vendor</i>		<b><u>\$103.26</u></b>
<b>Constellation NewEnergy, Inc.</b>				
	Electricity - 12/30/22-1/31/23	64469104601	1-4321-30	\$8,685.57
		<i>Subtotal for Vendor</i>		<b><u>\$8,685.57</u></b>
<b>Demco, Inc.</b>				
	Collections Displays & Shelves	7243124	1-4341-10	\$2,098.74
	Clear Glossy Label Protectors	7244937	1-4371-12	\$2,495.25
		<i>Subtotal for Vendor</i>		<b><u>\$4,593.99</u></b>
<b>Discount School Supply</b>				
	Various Program Supplies	P41915450101	1-4353-20	\$114.14

**Fountaindale Public Library District**  
**Bills Payables Report**  
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**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
			<i>Subtotal for Vendor</i>	<b>\$114.14</b>
<b>EBSCO Subscription Services</b>				
	Periodicals	1691314	1-4511-26	\$44.99
			<i>Subtotal for Vendor</i>	<b>\$44.99</b>
<b>Findaway World, LLC</b>				
	Audiobooks - Juvenile	418791	1-4553-26	\$118.76
	Audiobooks - Young Adult	417090	1-4555-26	\$48.43
	Playaway - Juvenile	418792	1-4562-29	\$118.76
			<i>Subtotal for Vendor</i>	<b>\$285.95</b>
<b>First Bankcard</b>				
	Andersons - Bauer Childrens Lit Breakfast - 2/25/23	N5218-FEB23	1-4151-10	\$68.31
	Andersons - Makowski Childrens Lit Breakfast - 2/25/23	N5218-FEB23	1-4151-10	\$68.31
	Andersons - Dolley Childrens Lit Breakfast - 2/25/23	N5218-FEB23	1-4151-10	\$68.31
	ILA - Arellano IL Youth Services Institute - 3/16/23-3/17/23	N5218-FEB23	1-4151-10	\$225.00
	Rentals Unlimited - Staff In-Service Chairs - 2/23/23	N5218-FEB23	1-4151-10	\$49.00
	ILA - Didier - IL Youth Services Institute - 3/17/23	P9444-FEB23	1-4151-10	\$150.00
	ILA - M Luce - IL Youth Services Institute - 3/17/23	P9444-FEB23	1-4151-10	\$150.00
	American Assoc Notaries - Mills - 4 Year Membership	M4566-FEB23	1-4161-10	\$71.00
	ABOS - Petrov - Membership Renewal - 2/4/23-2/5/24	P9444-FEB23	1-4161-10	\$49.00
	Bolingbrook Chamber - Staff State of the Village 2023	N5218-FEB23	1-4173-10	\$375.00
	Bolingbrook Chamber - Trustees State of the Village 2023	N5218-FEB23	1-4173-16	\$375.00
	TransChicago - Bkm Malfunctioning Indicator Light	P9444-FEB23	1-4235-29	\$421.88
	Rod Baker Ford - Transit Warranty	P9444-FEB23	1-4235-29	\$2,500.00
	American Assoc Notaries - Montalvo - Notary Bond & Supplies	N5218-FEB23	1-4253-10	\$30.00
	American Assoc Notaries - Nguyen - Notary Bond & Supplies	N5218-FEB23	1-4253-10	\$30.00
	American Assoc Notaries - Marshall - Notary Bond & Supplies	N5218-FEB23	1-4253-10	\$30.00
	American Assoc Notaries - Montalvo - Notary Bond & Supplies	N5218-FEB23	1-4351-10	\$41.13
	American Assoc Notaries - Nguyen - Notary Bond & Supplies	N5218-FEB23	1-4351-10	\$32.45
	American Assoc Notaries - Marshall - Notary Bond & Supplies	N5218-FEB23	1-4351-10	\$41.13
	GFS - Movie Program Snacks	N5218-FEB23	1-4353-20	\$41.46
	Michaels - Galaxy Coasters Supplies	N5218-FEB23	1-4353-24	\$21.71
	Walmart - Teen January Program Supplies	N5218-FEB23	1-4353-24	\$69.72



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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Jimmy Johns - Senior Social Lunch - January 2023	N5218-FEB23	1-4353-24	\$108.78
	Walmart - Milk Bath Bombs & Cooking Demo Supplies	N5218-FEB23	1-4353-24	\$84.15
	Walmart - Cozy Reads & Craft Supplies	N5218-FEB23	1-4353-24	\$14.94
	Home Depot - Cozy Reads & Craft Supplies	N5218-FEB23	1-4353-24	\$2.86
	Hobby Lobby - Cozy Reads & Craft Supplies	N5218-FEB23	1-4353-24	\$57.97
	Jewel - Preschool Round Up Survey Gift Cards	P9444-FEB23	1-4353-28	\$40.00
	Alonti - Trustee Board Dinners - 1/19/23	N5218-FEB23	1-4355-16	\$184.00
	USCutter - White & Black Heat Transfer Vinyl	N5218-FEB23	1-4371-27	\$159.29
	Carbon Copy Clone - Bombich Imaging Software	N5218-FEB23	1-4522-14	\$79.69
	Netflix - 4/11 Additional Roku Monthly Subscriptions	M4566-FEB23	1-4523-26	\$19.99
	Netflix - 4/11 Additional Roku Monthly Subscriptions	N5218-FEB23	1-4523-26	\$19.99
	Netflix - 4/11 Additional Roku Monthly Subscriptions	N5218-FEB23	1-4523-26	\$19.99
	Netflix - 4/6 Outreach Roku Monthly Subscriptions	P9444-FEB23	1-4523-26	\$19.99
	Netflix - 4/6 Outreach Roku Monthly Subscriptions	P9444-FEB23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$19.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$9.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-FEB23	1-4523-26	\$14.99
	Student Treasures - 3 MCMA 5th Grade Self Published Books	P9444-FEB23	1-4546-26	\$80.85

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Thimbles - Embroidery Machine	N5218-FEB23	1-4568-27	\$99.99
	American Girl - Circulating Doll	T7780-FEB23	1-4569-26	\$618.00
	WeatherTech - Ford Transit Mats & License Protectors	M4566-FEB23	1-4613-10	\$509.65
	Spotify - Streaming Music Monthly Subscription	N5218-FEB23	1-4631-14	\$15.99
	Zendesk - Helpdesk Ticket System Annual Renewal	N5218-FEB23	1-4631-14	\$2,203.00
	Zoom - 3 Licenses Annual Renewals	N5218-FEB23	1-4631-14	\$1,649.70
	Home Cut Donuts - Pinnacle Meeting Refreshments - 1/20/23	M4566-FEB23	1-4715-10	\$27.10
	Donut Den - Donuts Refreshments - January 2023	M4566-FEB23	1-4715-10	\$14.76
	Alonti - PLC Meeting Lunches - 1/20/23	N5218-FEB23	1-4715-10	\$305.00
	Alonti - PLC Meeting Coffee - 1/20/23	N5218-FEB23	1-4715-10	\$39.98
	Panera - Strategic Planning Mtg Coffee & Pastries - 1/23/23	N5218-FEB23	1-4715-10	\$99.76
	Panera - Donuts & Pastries Refreshments - January 2023	N5218-FEB23	1-4715-10	\$45.08
	Jewel - PinTech Meeting Refreshments - 1/11/23	T7780-FEB23	1-4715-10	\$39.96
	Facebook - Monthly Ads	M4566-FEB23	1-4731-10	\$30.74
	MailChimp - Monthly Subscription	M4566-FEB23	1-4731-10	\$69.00
	Woobox - Monthly Subscription	M4566-FEB23	1-4731-10	\$29.00
	Meetup - Monthly Subscription	M4566-FEB23	1-4731-10	\$98.94
		<i>Subtotal for Vendor</i>		<b>\$11,956.37</b>
<b>Fun Express LLC</b>				
	Various Program Supplies	722308948-02	1-4353-20	\$1,328.00
	Various Program Supplies	722454781-01	1-4353-20	\$251.94
		<i>Subtotal for Vendor</i>		<b>\$1,579.94</b>
<b>Gale/Cengage Learning</b>				
	Books - Adult Large Print	79960928	1-4543-26	\$91.17
	Books - Adult Large Print	80136359	1-4543-26	\$98.96
		<i>Subtotal for Vendor</i>		<b>\$190.13</b>
<b>Gary Wenstrup</b>				
	Program - The History of Stevie Wonder - 2/20/23	GW022023	1-4571-24	\$225.00
		<i>Subtotal for Vendor</i>		<b>\$225.00</b>
<b>Illinois American Water</b>				
	Fire Protection - 1/21/23-2/17/23	1025-210003089465	1-4331-30	\$43.53
		<i>Subtotal for Vendor</i>		<b>\$43.53</b>

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 12/20/22-1/20/23	1025-210003088318	1-4331-30	\$711.15
		<i>Subtotal for Vendor</i>		<u><b>\$711.15</b></u>
<b>Illinois Library Association</b>				
	Dolley Membership - 4/1/23-3/31/24	118723	1-4161-10	\$100.00
	Kalnicky Membership - 3/1/23-2/28/24	234040	1-4161-16	\$75.00
	Siska Membership - 4/1/23-3/31/24	234055	1-4161-16	\$75.00
		<i>Subtotal for Vendor</i>		<u><b>\$250.00</b></u>
<b>Illinois Secretary of State</b>				
	FPLD Staff: Nguyen - Notary Application Fee	7666-2223	1-4351-10	\$15.00
		<i>Subtotal for Vendor</i>		<u><b>\$15.00</b></u>
<b>Information Today, Inc.</b>				
	Periodicals	3962741-R4	1-4511-26	\$79.95
		<i>Subtotal for Vendor</i>		<u><b>\$79.95</b></u>
<b>Ingram Library Services</b>				
	Library Materials - Processing/Shipping	73669536	1-4518-26	\$39.96
	Library Materials - Processing/Shipping	73677577	1-4518-26	\$25.32
	Library Materials - Processing/Shipping	73677578	1-4518-26	\$37.68
	Library Materials - Processing/Shipping	73697842	1-4518-26	\$27.08
	Library Materials - Processing/Shipping	73754451	1-4518-26	\$50.96
	Library Materials - Processing/Shipping	73789904	1-4518-26	\$32.04
	Library Materials - Processing/Shipping	73814149	1-4518-26	\$22.78
	Library Materials - Processing/Shipping	73823598	1-4518-26	\$25.66
	Library Materials - Processing/Shipping	73841295	1-4518-26	\$20.54
	Library Materials - Processing/Shipping	73868372	1-4518-26	\$50.22
	Library Materials - Processing/Shipping	73880243	1-4518-26	\$22.60
	Library Materials - Processing/Shipping	73886409	1-4518-26	\$27.04
	Library Materials - Processing/Shipping	73915888	1-4518-26	\$20.88
	Library Materials - Processing/Shipping	73941228	1-4518-26	\$26.38
	Library Materials - Processing/Shipping	73970440	1-4518-26	\$23.28
	Library Materials - Processing/Shipping	73979911	1-4518-26	\$20.00
	Library Materials - Processing/Shipping	74011892	1-4518-26	\$33.44

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Library Materials - Processing/Shipping	74039873	1-4518-26	\$67.96
	Library Materials - Processing/Shipping	74049795	1-4518-26	\$37.68
	Library Materials - Processing/Shipping	74072817	1-4518-26	\$37.56
	Library Materials - Processng/Shipping	74095866	1-4518-26	\$33.26
	Library Materials - Processing/Shipping	74099740	1-4518-26	\$21.90
	Library Materials - Processing/Shipping	74138068	1-4518-26	\$81.12
	Books - Juvenile World Languages	73677577	1-4526-26	\$12.57
	Books - Juvenile World Languages	73754451	1-4526-26	\$8.37
	Books - Juvenile World Languages	73823598	1-4526-26	\$13.77
	Books - Juvenile World Languages	73868372	1-4526-26	\$41.04
	Books - Juvenile World Languages	73880243	1-4526-26	\$11.97
	Books - Juvenile World Languages	73915888	1-4526-26	\$10.16
	Books - Juvenile World Languages	73941228	1-4526-26	\$30.06
	Books - Juvenile World Languages	73970440	1-4526-26	\$19.29
	Books - Juvenile World Languages	73979911	1-4526-26	\$10.14
	Books - Juvenile World Languages	74011892	1-4526-26	\$63.24
	Books - Juvenile World Languages	74039873	1-4526-26	\$7.77
	Books - Juvenile World Languages	73868372	1-4526-29	\$17.76
	Books - Juvenile World Languages	73941228	1-4526-29	\$7.32
	Books - Juvenile World Languages	73970440	1-4526-29	\$7.32
	Books - Juvenile World Languages	73979911	1-4526-29	\$10.71
	Books - Juvenile World Languages	74039873	1-4526-29	\$7.77
	Books - Adult Fiction	73669536	1-4540-26	\$40.76
	Books - Adult Fiction	73868372	1-4540-26	\$42.53
	Books - Adult Fiction	73970440	1-4540-26	\$20.38
	Books - Adult Fiction	74138068	1-4540-26	\$8.39
	Books - Adult Fiction	74099740	1-4540-29	\$15.29
	Books - Adult Non-Fiction	73669536	1-4541-26	\$15.25
	Books - Adult Non-Fiction	73915888	1-4541-26	\$101.70
	Books - Adult Non-Fiction	73941228	1-4541-26	\$84.72
	Books - Adult Non-Fiction	73970440	1-4541-26	\$10.19
	Books - Adult Non-Fiction	74138068	1-4541-26	\$44.93

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Large Print	73915888	1-4543-26	\$22.80
	Books - Adult Large Print	73915888	1-4543-29	\$22.80
	Books - Juvenile Fiction	73669536	1-4544-26	\$38.40
	Books - Juvenile Fiction	73677577	1-4544-26	\$64.36
	Books - Juvenile Fiction	73677578	1-4544-26	\$166.48
	Books - Juvenile Fiction	73697842	1-4544-26	\$114.03
	Books - Juvenile Fiction	73754451	1-4544-26	\$157.54
	Books - Juvenile Fiction	73789904	1-4544-26	\$61.15
	Books - Juvenile Fiction	73814149	1-4544-26	\$108.28
	Books - Juvenile Fiction	73823598	1-4544-26	\$71.96
	Books - Juvenile Fiction	73841295	1-4544-26	\$19.20
	Books - Juvenile Fiction	73868372	1-4544-26	\$340.55
	Books - Juvenile Fiction	73886409	1-4544-26	\$57.05
	Books - Juvenile Fiction	73915888	1-4544-26	\$72.46
	Books - Juvenile Fiction	73941228	1-4544-26	\$106.53
	Books - Juvenile Fiction	73970440	1-4544-26	\$19.20
	Books - Juvenile Fiction	73979911	1-4544-26	\$11.98
	Books - Juvenile Fiction	74011892	1-4544-26	\$164.00
	Books - Juvenile Fiction	74039873	1-4544-26	\$243.07
	Books - Juvenile Fiction	74049795	1-4544-26	\$210.10
	Books - Juvenile Fiction	74072817	1-4544-26	\$158.45
	Books - Juvenile Fiction	74095866	1-4544-26	\$161.26
	Books - Juvenile Fiction	74138068	1-4544-26	\$136.77
	Books - Juvenile Fiction	73677577	1-4544-29	\$16.82
	Books - Juvenile Fiction	73677578	1-4544-29	\$65.22
	Books - Juvenile Fiction	73697842	1-4544-29	\$19.76
	Books - Juvenile Fiction	73823598	1-4544-29	\$8.44
	Books - Juvenile Fiction	73868372	1-4544-29	\$43.35
	Books - Juvenile Fiction	73886409	1-4544-29	\$11.04
	Books - Juvenile Fiction	73941228	1-4544-29	\$10.73
	Books - Juvenile Fiction	73979911	1-4544-29	\$16.80
	Books - Juvenile Fiction	74039873	1-4544-29	\$149.91

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Fiction	74072817	1-4544-29	\$31.05
	Books - Juvenile Fiction	74138068	1-4544-29	\$4.79
	Books - Juvenile Non-Fiction	73868372	1-4545-26	\$11.97
	Books - Juvenile Non-Fiction	73886409	1-4545-26	\$201.56
	Books - Juvenile Non-Fiction	73941228	1-4545-26	\$10.17
	Books - Juvenile Non-Fiction	74049795	1-4545-26	\$13.79
	Books - Juvenile Non-Fiction	74138068	1-4545-26	\$252.76
	Books - Juvenile Easy	73669536	1-4546-26	\$263.17
	Books - Juvenile Easy	73677577	1-4546-26	\$275.55
	Books - Juvenile Easy	73677578	1-4546-26	\$131.12
	Books - Juvenile Easy	73697842	1-4546-26	\$142.28
	Books - Juvenile Easy	73754451	1-4546-26	\$288.41
	Books - Juvenile Easy	73789904	1-4546-26	\$310.42
	Books - Juvenile Easy	73814149	1-4546-26	\$187.94
	Books - Juvenile Easy	73823598	1-4546-26	\$25.64
	Books - Juvenile Easy	73841295	1-4546-26	\$193.58
	Books - Juvenile Easy	73868372	1-4546-26	\$376.34
	Books - Juvenile Easy	73880243	1-4546-26	\$172.19
	Books - Juvenile Easy	73886409	1-4546-26	\$139.22
	Books - Juvenile Easy	73915888	1-4546-26	\$54.20
	Books - Juvenile Easy	73941228	1-4546-26	\$76.78
	Books - Juvenile Easy	73970440	1-4546-26	\$95.98
	Books - Juvenile Easy	73979911	1-4546-26	\$123.30
	Books - Juvenile Easy	74011892	1-4546-26	\$266.40
	Books - Juvenile Easy	74039873	1-4546-26	\$276.60
	Books - Juvenile Easy	74049795	1-4546-26	\$60.33
	Books - Juvenile Easy	74072817	1-4546-26	\$153.56
	Books - Juvenile Easy	74095866	1-4546-26	\$184.34
	Books - Juvenile Easy	74099740	1-4546-26	\$393.84
	Books - Juvenile Easy	74138068	1-4546-26	\$30.46
	Books - Juvenile Easy	73669536	1-4546-29	\$36.78
	Books - Juvenile Easy	73677577	1-4546-29	\$6.21

**Fountaindale Public Library District  
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Easy	73677578	1-4546-29	\$21.54
	Books - Juvenile Easy	73697842	1-4546-29	\$32.75
	Books - Juvenile Easy	73754451	1-4546-29	\$16.21
	Books - Juvenile Easy	73789904	1-4546-29	\$8.10
	Books - Juvenile Easy	73823598	1-4546-29	\$7.18
	Books - Juvenile Easy	73841295	1-4546-29	\$72.23
	Books - Juvenile Easy	73868372	1-4546-29	\$10.17
	Books - Juvenile Easy	73880243	1-4546-29	\$4.51
	Books - Juvenile Easy	73941228	1-4546-29	\$5.64
	Books - Juvenile Easy	73970440	1-4546-29	\$6.21
	Books - Juvenile Easy	74011892	1-4546-29	\$10.73
	Books - Juvenile Easy	74039873	1-4546-29	\$10.73
	Books - Juvenile Easy	74049795	1-4546-29	\$18.69
	Books - Juvenile Easy	74072817	1-4546-29	\$20.32
	Books - Juvenile Easy	74099740	1-4546-29	\$37.08
	Books - Young Adult Fiction	73669536	1-4548-26	\$95.96
	Books - Young Adult Fiction	73677577	1-4548-26	\$24.92
	Books - Young Adult Fiction	73677578	1-4548-26	\$11.29
	Books - Young Adult Fiction	73697842	1-4548-26	\$32.19
	Books - Young Adult Fiction	73754451	1-4548-26	\$89.45
	Books - Young Adult Fiction	73789904	1-4548-26	\$33.68
	Books - Young Adult Fiction	73814149	1-4548-26	\$66.62
	Books - Young Adult Fiction	73823598	1-4548-26	\$16.18
	Books - Young Adult Fiction	73841295	1-4548-26	\$42.91
	Books - Young Adult Fiction	73868372	1-4548-26	\$52.64
	Books - Young Adult Fiction	73880243	1-4548-26	\$55.91
	Books - Young Adult Fiction	73886409	1-4548-26	\$10.16
	Books - Young Adult Fiction	73941228	1-4548-26	\$55.89
	Books - Young Adult Fiction	73970440	1-4548-26	\$48.57
	Books - Young Adult Fiction	73979911	1-4548-26	\$19.79
	Books - Young Adult Fiction	74011892	1-4548-26	\$21.46
	Books - Young Adult Fiction	74039873	1-4548-26	\$20.89

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Young Adult Fiction	74049795	1-4548-26	\$37.16
	Books - Young Adult Fiction	74072817	1-4548-26	\$10.16
	Books - Young Adult Fiction	74095866	1-4548-26	\$51.39
	Books - Young Adult Fiction	74095866	1-4548-29	\$9.60
	Books - Young Adult Non-Fiction	73669536	1-4549-26	\$16.24
	Books - Young Adult Non-Fiction	73754451	1-4549-26	\$6.59
	Books - Young Adult Non-Fiction	73841295	1-4549-26	\$9.75
	Books - Young Adult Non-Fiction	73941228	1-4549-26	\$16.24
	Books - Young Adult Non-Fiction	74011892	1-4549-26	\$12.97
	Books - Young Adult Non-Fiction	74095866	1-4549-26	\$32.48
	Video Games - YA	73979911	1-4563-26	\$408.41
	Video Games - YA	74049795	1-4563-26	\$940.28
	Video Games - YA	74099740	1-4563-26	\$137.71
	Video Games - Juvenile	73979911	1-4564-26	\$284.93
	Video Games - Juvenile	74049795	1-4564-26	\$132.96
	Video Games - Juvenile	74099740	1-4564-26	\$33.24
	Video Games - Juvenile	73979911	1-4564-29	\$208.95
	Video Games - Juvenile	74049795	1-4564-29	\$104.47
	Video Games - Adult	74049795	1-4565-26	\$151.97
	Video Games - Adult	74099740	1-4565-26	\$113.97
		<i>Subtotal for Vendor</i>		<b>\$12,810.03</b>
<b>Joyce Arellano</b>				
	Per Diem - IL Youth Service Institute - 3/16/23-3/17/23	JA020223	1-4173-10	\$206.50
		<i>Subtotal for Vendor</i>		<b>\$206.50</b>
<b>Kellie Chase</b>				
	Program - Sewing with Kellie Chase - 3/10/23	KC031023	1-4571-24	\$175.00
	Program - Sewing with Kellie Chase - 3/13/23	KC031323	1-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		<b>\$350.00</b>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>				
	March Contract: Maintenance - 12/15/22-1/14/23	9009092789	1-4234-14	\$1.94
	July 20 - June 24 Contract: Overage - 1/1/23-1/31/23	9009126795	1-4234-14	\$743.69
	July 20 - Oct 24 Contract: Maintenance - 1/1/23-1/31/23	9009127135	1-4234-14	\$53.84



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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Local History Room: Maintenance - 2/1/23-2/28/23	9009132658	1-4234-14	\$12.50
		<i>Subtotal for Vendor</i>		<b>\$811.97</b>
<b>Konica Minolta Premier Finance</b>				
	License Plate Sticker Printer Lease - February 2023	492058086	1-4234-14	\$15.66
	Leased Equipment - February 2023	492365135	1-4234-14	\$1,550.18
		<i>Subtotal for Vendor</i>		<b>\$1,565.84</b>
<b>Laura Didier</b>				
	Outreach Services Mileage - 1/3/23-1/27/23	LD020123	1-4171-10	\$58.16
		<i>Subtotal for Vendor</i>		<b>\$58.16</b>
<b>Lauterbach &amp; Amen, LLP</b>				
	Records Management Consultant - Sept-Nov 2022	73762	1-4253-10	\$10,250.00
		<i>Subtotal for Vendor</i>		<b>\$10,250.00</b>
<b>Leah D Moon</b>				
	Program - DIY Button Accessories - 3/8/23	LDM030823	1-4573-24	\$175.00
		<i>Subtotal for Vendor</i>		<b>\$175.00</b>
<b>Literacy DuPage</b>				
	Program - Conversation ESL - 2/22/23	LD022223	1-4571-24	\$100.00
	Program - Conversation ESL - 3/1/23	LD030123	1-4571-24	\$100.00
	Program - Conversation ESL - 3/8/23	LD030823	1-4571-24	\$100.00
	Program - Conversation ESL - 3/15/23	LD031523	1-4571-24	\$100.00
		<i>Subtotal for Vendor</i>		<b>\$400.00</b>
<b>Lorena Y Carreno</b>				
	Program - Artesanias en Espanol - 2/21/23	LYC022123	1-4571-24	\$200.00
		<i>Subtotal for Vendor</i>		<b>\$200.00</b>
<b>Melisa Martinez</b>				
	Program - Paper Crafting with Melisa Martinez - 3/2/23	MM030223	1-4571-24	\$250.00
		<i>Subtotal for Vendor</i>		<b>\$250.00</b>
<b>Melissa Luce</b>				
	Outreach Services Mileage - 1/4/23-1/12/23	ML020123	1-4171-10	\$11.27
		<i>Subtotal for Vendor</i>		<b>\$11.27</b>
<b>Michael Terry</b>				
	Refund - "Snap Circuits 3D Illumination Kit"	MT0444	1-3310-10	\$1.50

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		<i>Subtotal for Vendor</i>		<b><u>\$1.50</u></b>
<b>Midwest Tape</b>				
	Music - Adult	503196828	1-4550-26	\$18.38
	Music - Adult	503197361	1-4550-26	\$122.96
	Music - Adult	503197366	1-4550-26	\$16.73
	Music - Adult	503228416	1-4550-26	\$13.73
	Music - Adult	503256972	1-4550-26	\$28.21
	Music - Adult	503282710	1-4550-26	\$15.23
	Music - Adult	503282715	1-4550-26	\$45.69
	Audiobooks - Adult	503196825	1-4551-26	\$83.58
	Audiobooks - Adult	503196827	1-4551-26	\$141.94
	Audiobooks - Adult	503219357	1-4551-26	\$45.29
	Audiobooks - Adult	503219362	1-4551-26	\$89.96
	Audiobooks - Adult	503228417	1-4551-26	\$137.94
	Audiobooks - Adult	503228419	1-4551-26	\$45.29
	Audiobooks - Adult	503282674	1-4551-26	\$41.29
	Audiobooks - Adult	503282676	1-4551-26	\$49.98
	Audiobooks - Adult	503282719	1-4551-26	\$19.98
	Music - Juvenile	503256970	1-4554-26	\$34.96
	Music - Juvenile	503282721	1-4554-26	\$41.64
	Music - Juvenile	503282726	1-4554-29	\$13.88
	DVD - Adult	503197360	1-4557-26	\$218.88
	DVD - Adult	503197362	1-4557-26	\$646.71
	DVD - Adult	503197363	1-4557-26	\$27.98
	DVD - Adult	503197364	1-4557-26	\$85.02
	DVD - Adult	503197365	1-4557-26	\$45.47
	DVD - Adult	503197367	1-4557-26	\$74.42
	DVD - Adult	503197369	1-4557-26	\$105.63
	DVD - Adult	503197370	1-4557-26	\$90.94
	DVD - Adult	503197371	1-4557-26	\$47.96
	DVD - Adult	503197373	1-4557-26	\$24.98
	DVD - Adult	503197374	1-4557-26	\$35.98

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	503197377	1-4557-26	\$110.49
	DVD - Adult	503219143	1-4557-26	\$158.12
	DVD - Adult	503219144	1-4557-26	\$117.50
	DVD - Adult	503219145	1-4557-26	\$40.96
	DVD - Adult	503219146	1-4557-26	\$234.28
	DVD - Adult	503219147	1-4557-26	\$59.19
	DVD - Adult	503219149	1-4557-26	\$18.98
	DVD - Adult	503219350	1-4557-26	\$227.30
	DVD - Adult	503219351	1-4557-26	\$439.65
	DVD - Adult	503219352	1-4557-26	\$388.43
	DVD - Adult	503219353	1-4557-26	\$492.61
	DVD - Adult	503219354	1-4557-26	\$116.88
	DVD - Adult	503219355	1-4557-26	\$279.76
	DVD - Adult	503219356	1-4557-26	\$174.85
	DVD - Adult	503219359	1-4557-26	\$81.69
	DVD - Adult	503219360	1-4557-26	\$178.60
	DVD - Adult	503219368	1-4557-26	\$52.98
	DVD - Adult	503219369	1-4557-26	\$51.83
	DVD - Adult	503219370	1-4557-26	\$23.58
	DVD - Adult	503228418	1-4557-26	\$282.65
	DVD - Adult	503256971	1-4557-26	\$37.21
	DVD - Adult	503256974	1-4557-26	\$139.84
	DVD - Adult	503256975	1-4557-26	\$67.70
	DVD - Adult	503256976	1-4557-26	\$329.21
	DVD - Adult	503256977	1-4557-26	\$73.66
	DVD - Adult	503256978	1-4557-26	\$278.56
	DVD - Adult	503256979	1-4557-26	\$20.48
	DVD - Adult	503256981	1-4557-26	\$27.98
	DVD - Adult	503256983	1-4557-26	\$117.40
	DVD - Adult	503256984	1-4557-26	\$139.90
	DVD - Adult	503256985	1-4557-26	\$117.40
	DVD - Adult	503256986	1-4557-26	\$139.90

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	503256987	1-4557-26	\$21.23
	DVD - Adult	503256989	1-4557-26	\$28.97
	DVD - Adult	503256992	1-4557-26	\$43.07
	DVD - Adult	503256993	1-4557-26	\$213.47
	DVD - Adult	503256994	1-4557-26	\$84.96
	DVD - Adult	503256995	1-4557-26	\$34.83
	DVD - Adult	503256996	1-4557-26	\$102.32
	DVD - Adult	503282675	1-4557-26	\$101.42
	DVD - Adult	503282677	1-4557-26	\$125.88
	DVD - Adult	503282678	1-4557-26	\$68.19
	DVD - Adult	503282679	1-4557-26	\$154.61
	DVD - Adult	503282712	1-4557-26	\$64.74
	DVD - Adult	503282714	1-4557-26	\$104.65
	DVD - Adult	503282716	1-4557-26	\$126.10
	DVD - Adult	503282717	1-4557-26	\$98.65
	DVD - Adult	503282718	1-4557-26	\$126.10
	DVD - Adult	503282722	1-4557-26	\$79.06
	DVD - Adult	503282727	1-4557-26	\$556.29
	DVD - Adult	503282728	1-4557-26	\$36.83
	DVD - Adult	503282729	1-4557-26	\$60.41
	DVD - Adult	503197375	1-4557-29	\$23.48
	DVD - Adult	503197376	1-4557-29	\$27.23
	DVD - Adult	503197378	1-4557-29	\$102.23
	DVD - Adult	503219364	1-4557-29	\$46.96
	DVD - Adult	503219365	1-4557-29	\$27.23
	DVD - Adult	503219367	1-4557-29	\$27.23
	DVD - Adult	503256991	1-4557-29	\$22.73
	DVD - Adult	503282725	1-4557-29	\$19.73
	DVD - Juvenile	503196826	1-4558-26	\$63.69
	DVD - Juvenile	503197368	1-4558-26	\$187.84
	DVD - Juvenile	503197372	1-4558-26	\$46.96
	DVD - Juvenile	503219148	1-4558-26	\$31.96

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Juvenile	503219358	1-4558-26	\$39.46
	DVD - Juvenile	503219361	1-4558-26	\$9.98
	DVD - Juvenile	503256980	1-4558-26	\$59.19
	DVD - Juvenile	503256982	1-4558-26	\$33.98
	DVD - Juvenile	503256988	1-4558-26	\$71.43
	DVD - Juvenile	503282713	1-4558-26	\$193.32
	DVD - Juvenile	503282720	1-4558-26	\$31.96
	DVD - Juvenile	503282723	1-4558-26	\$29.48
	DVD - Juvenile	503219366	1-4558-29	\$19.73
	DVD - Juvenile	503256990	1-4558-29	\$15.98
	DVD - Juvenile	503282724	1-4558-29	\$62.19
		<i>Subtotal for Vendor</i>		<b>\$10,855.95</b>
<b>Mindful Programs, LLC</b>				
	Program - Mindfulness Meditation Workshops - 3/13/23	MP031323	1-4571-24	\$100.00
		<i>Subtotal for Vendor</i>		<b>\$100.00</b>
<b>Nancy Lee Water</b>				
	Program - Gen Club - 12 Sons Named George - 2/22/23	NLW022223	1-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		<b>\$175.00</b>
<b>Nicole Marchluk</b>				
	Refund - "Harry Potter & The Chamber of Secrets"	NM4681	1-3310-10	\$15.25
		<i>Subtotal for Vendor</i>		<b>\$15.25</b>
<b>Pace Systems, Inc.</b>				
	Office 222 Sound Masking Speaker Installation	IN00047506	1-4391-30	\$2,077.00
	Interactive Display & Cart Labor & Pre-Configuration	IN00047684	1-4691-10	\$5,809.16
		<i>Subtotal for Vendor</i>		<b>\$7,886.16</b>
<b>Patricia Brown</b>				
	Refund - "The Golden Couple"	PB6961	1-3310-10	\$37.99
		<i>Subtotal for Vendor</i>		<b>\$37.99</b>
<b>Patron Point, Inc.</b>				
	Verify Transaction Fees - 10/1/22-12/31/22	1862	1-4256-10	\$218.70
		<i>Subtotal for Vendor</i>		<b>\$218.70</b>
<b>Peerless Network, Inc.</b>				

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Telephone & Internet - 1/15/23-2/14/23	590512	1-4312-14	\$1,189.31
	Telephone & Internet - 1/15/23-2/14/23	590512	1-4314-14	\$1,968.00
		<i>Subtotal for Vendor</i>		<b>\$3,157.31</b>
<b>PeopleFacts</b>				
	New Hire Background Checks - January 2023	33754-012023	1-4253-10	\$83.55
		<i>Subtotal for Vendor</i>		<b>\$83.55</b>
<b>Reaching Across Illinois Library System (RAILS)</b>				
	Swank Movie Licensing Fee - 1/1/23-12/31/23	10412	1-4353-24	\$385.00
	Swank Movie Licensing Fee - 1/1/23-12/31/23	10412	1-4572-20	\$385.00
		<i>Subtotal for Vendor</i>		<b>\$770.00</b>
<b>Rich Humphreys</b>				
	Refund - "Mastering Sketching"	RH9914	1-3310-10	\$19.95
		<i>Subtotal for Vendor</i>		<b>\$19.95</b>
<b>Robert Pennor</b>				
	Program - Watercolor Painting with Robert Pennor - 2/21/23	RP022123	1-4571-24	\$75.00
	Program - Watercolor Painting with Robert Pennor - 2/28/23	RP022823	1-4571-24	\$75.00
	Program - Drawing with Pencils and Charcoal - 3/7/23	RP030723	1-4571-24	\$75.00
	Program - Drawing with Pencils and Charcoal - 3/14/23	RP031423	1-4571-24	\$75.00
		<i>Subtotal for Vendor</i>		<b>\$300.00</b>
<b>Ronald Goldie</b>				
	Program - Dungeons & Dragons - 3/9/23	RG030923	1-4573-24	\$100.00
		<i>Subtotal for Vendor</i>		<b>\$100.00</b>
<b>Sarah Ann Saltzman</b>				
	Outreach Services Mileage - 1/9/23	SS020123	1-4171-10	\$23.32
		<i>Subtotal for Vendor</i>		<b>\$23.32</b>
<b>Sebert Landscaping Inc.</b>				
	Snow Maintenance - February 2023	251945	1-4392-30	\$3,019.00
		<i>Subtotal for Vendor</i>		<b>\$3,019.00</b>
<b>Susan K Maddox</b>				
	Program - Cooking Demo with Chef Maddox - 3/16/23	SKM031623	1-4571-24	\$350.00
		<i>Subtotal for Vendor</i>		<b>\$350.00</b>
<b>Tamara Heintz</b>				

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	Interview ASL Interpreter Services - 1/26/23	012623	1-4191-10	\$110.00
		<i>Subtotal for Vendor</i>		<b>\$110.00</b>
<b>Tasos Priovolos</b>				
	Facilities Mileage - 7/29/22-12/21/22	TP011623	1-4171-10	\$31.13
		<i>Subtotal for Vendor</i>		<b>\$31.13</b>
<b>Terryberry</b>				
	Priovolos 10 Year Recognition Item	M34122	1-4153-10	\$133.80
	Babinski 10 Year Recognition Item	M38986	1-4153-10	\$128.95
		<i>Subtotal for Vendor</i>		<b>\$262.75</b>
<b>The Bugle Newspapers</b>				
	Legal Ads - Request for Proposal of Auditing - 1/25/23	8130657	1-4243-10	\$51.25
		<i>Subtotal for Vendor</i>		<b>\$51.25</b>
<b>Today's Business Solutions, Inc.</b>				
	Fax Program - 3rd Quarter - July-September 2022	011623-47	1-4234-14	\$198.88
		<i>Subtotal for Vendor</i>		<b>\$198.88</b>
<b>Tressler LLP</b>				
	Legal Expense - Attorney - January 2023	459913	1-4241-10	\$1,134.00
	Legal Expense - Attorney - Promenade Tax Appeal - January 23	459916	1-4241-10	\$105.00
		<i>Subtotal for Vendor</i>		<b>\$1,239.00</b>
<b>Tria Architecture, Inc.</b>				
	2021 Exterior Lighting Replace: 60% Construction Observation	4369	1-4651-30	\$3,210.00
		<i>Subtotal for Vendor</i>		<b>\$3,210.00</b>
<b>Unique Management Services, Inc.</b>				
	Collection Expense - January 2023	6109300	1-4245-10	\$443.25
	New Mover Postcards - January 2023	611100	1-4256-10	\$138.75
		<i>Subtotal for Vendor</i>		<b>\$582.00</b>
<b>Verizon Wireless</b>				
	Telephone - 12/17/22-1/16/23	9925546203	1-4311-14	\$539.72
		<i>Subtotal for Vendor</i>		<b>\$539.72</b>
<b>Warehouse Direct</b>				
	District Inventory Restock - Dec 2022 - Coffee Cups	5405470-1	1-4351-10	\$258.27
	Outreach - Bottled Water	5421100-0	1-4351-10	\$43.95

**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	District Inventory Restock - January 2023	5428331-0	1-4351-10	\$679.23
		<i>Subtotal for Vendor</i>		<u>\$981.45</u>
			<b>Totals for Fund 1</b>	<u><b>\$119,411.84</b></u>



**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**Maintenance Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
<b>Acore Shelving and Products, Inc.</b>				
	Outreach Cart Wheels Replacement	30126	8-4211-30	\$149.00
		<i>Subtotal for Vendor</i>		<b>\$149.00</b>
<b>Amazon Capital Services</b>				
	District Supply Restock - December 2022	A123-2223	8-4357-30	\$194.83
		<i>Subtotal for Vendor</i>		<b>\$194.83</b>
<b>Best Quality Cleaning, Inc.</b>				
	Special Cleaning - Administration Office - 1/11/23	44393	8-4211-30	\$75.00
	Special Cleaning - 2nd FI Womens Washroom - 1/13/23	44398	8-4211-30	\$75.00
	Special Cleaning - CSD & 2nd FI Mens - 1/21/23-1/24/23	44713	8-4211-30	\$150.00
	Special Cleaning - 2nd FI Mens Washroom - 2/3/23	44738	8-4211-30	\$75.00
	Cleaning Service - February 2023	44553	8-4215-30	\$8,980.00
	Saturday Day Porter - February 2023	44631	8-4215-30	\$475.00
		<i>Subtotal for Vendor</i>		<b>\$9,830.00</b>
<b>Bradford Systems Corporation</b>				
	Outreach Wkrm Movable Storage Prevent Main - 2/1/23-1/31/26	60039	8-4215-30	\$2,430.00
		<i>Subtotal for Vendor</i>		<b>\$2,430.00</b>
<b>Business Office Systems</b>				
	Table Top Replacement	49366	8-4211-30	\$435.63
		<i>Subtotal for Vendor</i>		<b>\$435.63</b>
<b>C. Acitelli Heating &amp; Piping Contractors, Inc</b>				
	Isolate & Remove Cafe Radiant Heat Panel	0000036508	8-4211-30	\$2,170.96
	Diagnose & Repair Heating System Union Leak	0000036509	8-4211-30	\$4,888.36
	Diagnose Liebert Cooling Unit Freon	0000036567	8-4211-30	\$377.80
		<i>Subtotal for Vendor</i>		<b>\$7,437.12</b>
<b>Calumet Decorating Services, Inc.</b>				
	Patch & Paint Various Library Walls - 1/19/23-2/1/23	24458	8-4211-30	\$5,000.00
		<i>Subtotal for Vendor</i>		<b>\$5,000.00</b>
<b>Cintas Corporation</b>				
	Zoll AED Pads & Zoll AED Battery Packs	8406084343	8-4211-30	\$395.85
	Zoll AED Battery Pack	8406105528	8-4211-30	\$110.90
	First Aid Restock - 1/17/23	8406076310	8-4215-30	\$335.08

**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**Maintenance Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
<i>Subtotal for Vendor</i>				<b><u>\$841.83</u></b>
<b>Cintas Corporation #344</b>				
	Weekly Mat Service - 1/11/23	4143176234	8-4215-30	\$31.94
	Weekly Mat Service - 1/18/23	4143853304	8-4215-30	\$31.94
	Weekly Mat Service - 1/25/23	4144618624	8-4215-30	\$31.94
	Weekly Mat Service - 2/1/23	4145235722	8-4215-30	\$31.94
<i>Subtotal for Vendor</i>				<b><u>\$127.76</u></b>
<b>Culligan Bolingbrook, IL</b>				
	Solar Salt Delivery - January 2023	0140418	8-4215-30	\$176.14
<i>Subtotal for Vendor</i>				<b><u>\$176.14</u></b>
<b>Cutting Edge Document Destruction, LLC</b>				
	Records Shred - 2/1/23	m22850	8-4215-30	\$30.00
<i>Subtotal for Vendor</i>				<b><u>\$30.00</u></b>
<b>Filter Services Inc.</b>				
	Various Standard M8 Perfect Pleat Air Filters	INV314624	8-4357-30	\$501.39
	Various Standard M8 Perfect Pleat Air Filters	INV325393	8-4357-30	\$621.76
<i>Subtotal for Vendor</i>				<b><u>\$1,123.15</u></b>
<b>First Bankcard</b>				
	Sk8ology - Vortex Skateboard Mounting Kit	P7810-FEB23	8-4211-30	\$29.95
	Zazzle - Vortex Replacement Skateboard	P7810-FEB23	8-4211-30	\$74.36
	Kully Supply - Restroom Spare Parts	P7810-FEB23	8-4357-30	\$129.90
<i>Subtotal for Vendor</i>				<b><u>\$234.21</u></b>
<b>Flood Bros Disposal Co</b>				
	Garbage & Recycling - January 2023	6581515	8-4215-30	\$326.00
<i>Subtotal for Vendor</i>				<b><u>\$326.00</u></b>
<b>Grainger</b>				
	Dimmable Fluorescent Ballasts	9592478631	8-4357-30	\$1,110.39
<i>Subtotal for Vendor</i>				<b><u>\$1,110.39</u></b>
<b>H-O-H Water Technology</b>				
	Quarterly Water Treatment - January, February, March 2023	644334	8-4215-30	\$275.60
<i>Subtotal for Vendor</i>				<b><u>\$275.60</u></b>
<b>Kele, Inc.</b>				

**Fountaindale Public Library District  
Bills Payables Report  
February 16, 2023**

**Maintenance Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Warranty Carbon Monoxide Sensor Freight	INV3488299	8-4211-30	\$257.62
	Staff Entrance Heat Valve Actuator	INV3550617	8-4211-30	\$268.04
		<i>Subtotal for Vendor</i>		<b>\$525.66</b>
<b>Lutron Services Co., Inc.</b>				
	2023 Annual Platinum Technology Support Contract	21667382	8-4215-30	\$5,588.00
		<i>Subtotal for Vendor</i>		<b>\$5,588.00</b>
<b>Plunkett's</b>				
	Monthly Pest Control - January 2023	7876953	8-4215-30	\$110.00
		<i>Subtotal for Vendor</i>		<b>\$110.00</b>
<b>Sebert Landscaping Inc.</b>				
	Additional Snow Maintenance - 12/24/22-12/27/22	251035	8-4215-30	\$911.00
		<i>Subtotal for Vendor</i>		<b>\$911.00</b>
<b>Taylor Plumbing, Inc</b>				
	Certify & Test 10 Backflow Devices	23837	8-4215-30	\$1,119.50
		<i>Subtotal for Vendor</i>		<b>\$1,119.50</b>
<b>The Office of the State Fire Marshal</b>				
	Boiler Certificate Fees - Inspection 1/13/23	9672841	8-4211-30	\$300.00
		<i>Subtotal for Vendor</i>		<b>\$300.00</b>
			<b>Totals for Fund 8</b>	<b>\$38,275.82</b>
			<b>Grand Total</b>	<b>\$157,687.66</b>



Jennie Nguyen/Finance Manager

January 2023 Monthly Board Report  
Paul Mills

## **Director**

### **American Library Association (ALA) LibLearnX**

I attended ALA's LibLearnX Conference and represented the Illinois Library Association as a chapter councilor at ALA Council. The main focus of the Council at this meeting was finalizing a revised set of Bylaws for ALA. The Council's vote to rescind the existing ALA Constitution and Bylaws and the Council's vote to approve new Bylaws (that will replace both the current Constitution and Bylaws) will now go to a full membership vote this Spring.

### **Pinnacle Library Cooperative (PLC) Update**

We are still working on a renewal agreement with Clarivate (the parent company that provides the Polaris software that we use as our ILS (Integrated Library System)). Matt Hammermeister, PLC's ILS Manager, and I are working with our attorney on legal language in the draft renewal agreement.

We are reviewing the data for the TV and web ad campaign that PLC launched for PinDigital, our Libby eBook service. I read an interesting article from NADA (National Automobile Dealers Association) that highlighted the value of TV advertising in reaching folks.

PLC will be switching to a third-party service, Message Bee, for text notices. Technical issues are making the standard text notifications from our ILS less effective.

This month we also had a strategic planning meeting for PLC. The goals of the meeting were to create an action plan for PLC's first strategic plan and create teams for the plan. More information will be coming soon.

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

January brought the season for Winter Reading programs for Children, Teens and Adults. These programs encourage patrons to keep reading year round and we've had great registration numbers. Children are enjoying completing the Winter Reading board game and are happy to receive a coupon for a free book from the Book Cellar which were donated by our Friends of the Library. Our Teen participants are getting extra books as prizes and our Adult participants have been enjoying the weekly drawings for giftcards to local places.

This month I was able to arrange a training for members of our PIC group on Conflict Resolution. Presenters from the Center for Conflict Resolution hosted a three hour training and showed how conflict resolution skills can be used on different aspects of our jobs. They guided staff through role playing scenarios where staff worked in groups to come up with responses to help patrons in different situations. Overall staff response was positive.

## From Debra Dudek's report

### Adult and Teen Services

#### General Comments on the Month

January was a solid preparation month for the Adult and Teen Services Department. Many of the projects, meetings, and program planning conducted during the month will lay the foundation for the upcoming calendar year.

Our programmers met to coordinate new craft ideas, request to present submissions, and special events. Dates have been set aside for Fall Fandom Fest and drop-in activities. These attract a modest yet dedicated patron group as many of these activities do not require registration.

Our Career Online High School program graduated its 30th student this month. Josh N. completed his diploma on time and two months before his deadline date. Josh methodically worked through his program, completing several units of coursework each month. His academic coach stated he was a model student, who completed all his coursework diligently and at a high standard. We are very proud of Josh and everything he has accomplished!

#### **Programming :**

TeenPrograms:

#### **Randi Carreno, Teen Services Librarian**

#### **Teen Programming**

Brand new year, brand new programming! We were finally able to debut our department's VR equipment. Hayley took the lead on the initiative: creating accounts, setting up the equipment, writing an instruction manual for staff, researching any additional supplies (floor tiles, etc.) and establishing game play rules for our teens. Meeting Room A provided all the space we needed as well as the option to connect to the projector. Hayley did a wonderful job assisting our teens, some of whom had never played. As a novice myself, I was fascinated watching them play on the big screen. The players switched out so everyone could play. They were able to color and play board games while waiting. This will be a monthly program so I can't wait to see how next month's program goes.



We planned two events to coincide with the 'Scopes in the City Adler Planetarium program, originally set for January 26. Leah Moon showed our teens how to create **Cosmic Galaxy Abstract Paintings** using acrylic paint. The teens added drops of paint to their paper canvas and then used a squishing method to create the galaxy effect. They added plastic wrap, folded the paper in half and then squished the two sides together to create a glittery, swirling effect.



### **Teen Winter Reading Challenge**

We had 35 teens register for the Teen Winter Reading Challenge in January. This is a respectable number and slightly higher compared to January 2022. And we have a good mix of middle and high school students registered and participating. Of those 35, 22 teens have logged 8,999 minutes. For the program, teens are tasked to read 60 minutes a week and if they reach that goal, they are entered into our weekly drawing for a gift card. Originally, we had planned to hold weekly prize book drawings, but by week two, I had decided to award prize books to anyone that met the weekly goal. This started with week three of the program. Quite a few teens have already claimed their prize books. I think that's my favorite part of any reading program: teens reading and getting books into their hands!

### **School Services**

Hayley visited Brooks and Jane Addam Middle Schools on January 30 & 31 with Outreach Services. The students at Brooks were able to make their own bookmarks while the students at Jane Addams made bottle cap charms/necklaces.

Alan Holtz, Brooks Middle School media specialist, donated a large stack of comics for us to use during "We Love Comics" Week in May. We donated some prize books to be used for a February book initiative.

### **Reader's Advisory**

We debuted our RA flip menu in early January. My team worked to create 20 different book lists featuring graphic novels, manga, middle grade fiction, teen fiction and nonfiction. I was so pleased with the results. I know that I have already used the genre/topic specific lists to help several teen patrons looking for mysteries/thrillers and romance.

**Computer Classes:** Our team conducted two computer classes this month, both of which were well attended.

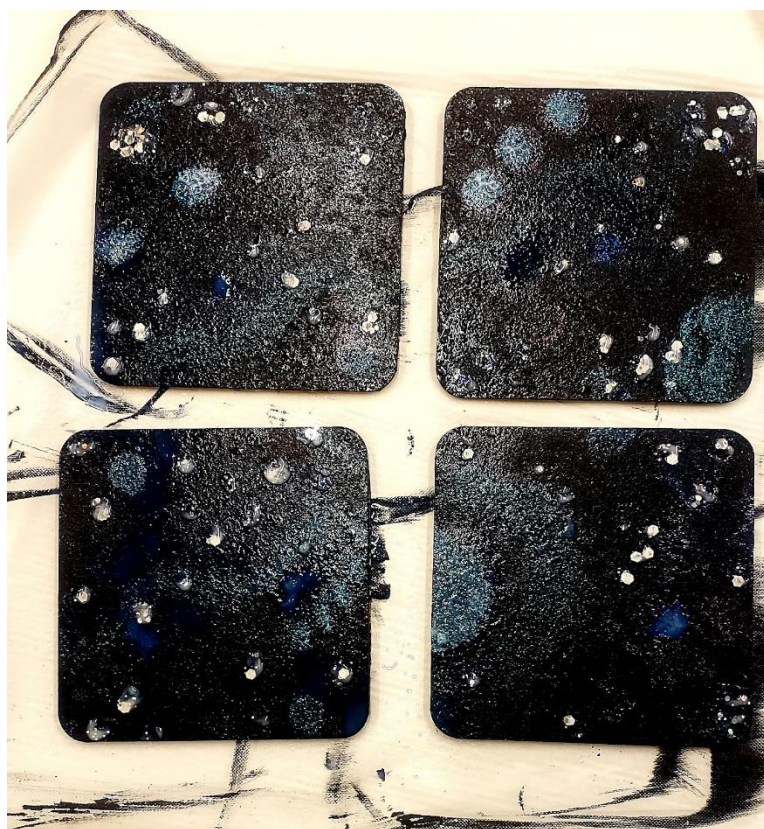
**Career Online High School:**

Currently Enrolled: 2  
Currently Enrolled 30 Day Probation: 0  
Currently Enrolled Completed 30 Day Probation: 0  
Students 75% Through Program: 1  
Graduate: 30

**Adult Programming:**

**From Nic's Report**

**Galaxy Coasters (1-12-23)**



**Attendees: 12**

The idea for this came from a mixture of looking over Pinterest and a conversation that was had at a programmers meeting between Randi, Adriana in the Studio and myself. Adriana was looking to see if we could do a bit of cross promotion/theming for an upcoming program involving the Adler Planetarium. Originally, I had set this program to be in February with January's craft being a different, winter-themed one (this was later shifted to fit February's Valentine Day's theme). Fortunately, moving the coasters project to earlier in the programming cycle didn't shorten the preparation time too much.

Leading this program has felt the most comfortable thus far, and I know the patrons really enjoyed the time that they had with making the coasters. Everyone felt like they were successful with the project as a whole. After the base of the black paint, you are then supposed to take a sponge dabber and add the different glazes to it, creating a nebula like image. With the four different colors, everyone was really impressed with how it all bound together with what they had wanted. But when the glaze is poured out, there is no discernable way to differentiate the four colors from each other. There was no frustration from the patrons for the mix-up, especially when some didn't want all of the colors.

## Shooting the War (1-26)

Attendees: 13



Joanna Tufo was a present that Nikki Duran had found for us before she left, so this was the first time that I had organized a program with her, and I was really impressed and grateful with how easy she was to work with. Especially considering that she was presenting all the way from North Carolina. It is programs like these that makes Zoom be such a helpful tool to

develop programming from anyone in the country.

Many of the patrons expressed their appreciation for the program as well as the content. Not many had known the number of women that were involved with being war correspondents during WW2 (myself included). My grandfather fought in WW2, so seeing some of the more personal and lesser-known images really put into perspective what life would have been like during the war, especially when not directly in combat. What also made this program interesting to me was the unintentional timing of the event happening during International Holocaust Remembrance Day. There were a few photographers that were present for the liberation of Buchenwald and Dachau.

## Librarian Highlight Aysha

### Book Clubs:

Chills and Thrills: *Good Girl, Bad Girl* by Michael Robotham. 15 attended.

Coffee & Conversation: *Iona Iverson's Rules for Commuting* by Clare Pooley. 8 attended.

Cozy Reads and Crafts: Waterless Snow Globes: 12 attended. One of the patrons



remarked that she thought the crafts were well-organized (!) and that I had a good rapport with everyone. I booktalked wintery fiction and fantasy titles.



## Other Items:

I have reached my one year anniversary at Fountaindale! Thanks to everyone for making me feel welcome and helping me with all of my questions.

January Book Display at the 3rd floor checkout: "Houseplants and Indoor Gardening." There were 19 checkouts.

So far, we have 153 people signed up for Adult Winter Reading, with 124 people having logged minutes. Patrons are excited to win the weekly Dunkin gift cards.

I'm also working on "One Book, One 'Brook" program in February. We will be giving away copies of the book during the month and 2 adult programs. More information is available at <https://www.fountaindale.org/2023-one-book-one-brook/>

I responded to 2 personalized recommendation forms. I really enjoy when patrons write back and let me know that they appreciated the recommendations.

## Librarian Highlight Jay



A new year brings new goals. Fairly busy month for programming. I had a lot of presenter requests for financial programs. I would have loved to have their information back in December when planning for Money Smart Week, but *c'est la vie*.

Tax Forms are in! As Christopher was on vacation, I was tasked with getting the forms out. Thank you again to Agnes for making the nice laminated signs. I made an additional one for the Fed 1040 SR.

I uploaded 10 new items this month, including a [history of the Clow family](#), who are the namesake of our local airport. I was given a great deal of new items to scan from the Will County Historical Society. I would like to hopefully get some processed and uploaded within the next few months, but we will see how things go.

All of our items can be found at: <https://archive.org/details/fountaindalepubliclibrary>

## Programs

- **Building Savings & Wealth** (1/9): Our first program with Cathy De Leon of World Financial Group, which provides financial education and information to individuals (and refers them to other companies with financial products). The presenter is informative and entertaining. 15 people is still very good for a financial program.
- **Optimizing Social Security** (1/16): The second program with WFG with 7 attendees. It went well enough that I signed on for their full series of financial education sessions of six programs.

## Librarian Highlight Brian

This month I presented and hosted an Introduction to Microsoft PowerPoint Class as an in-person program in Meeting Room C. All the attendees that registered and showed up brought such positive energy and contributed a lively discussion to the proceedings! They all agreed that the class was excellent as a starting point for beginners and teaching the basics.

All the attendees I've spoken with have said how grateful and happy they are to have these in-person Computer Classes back! The attendance and the demand have definitely reflected this as well!

## Teen Specialist Highlight Hayley

### Displays/Reader's Advisory



In January I worked on four displays for February. They were: Rainbow Reads, Check Meowt, Level Up and Fantasy for Every Season. Shout out to Aysha for sending me a flyer she saw a different library use that inspired the Fantasy display! I also made the signs for the 4Way and Large Flare display.



In other news, the wall display in the Vortex was taken down, so we've got a lot of wall space now. The display I had planned for the wall display is being moved to an end cap for March.

It was another successful month for the book bundles! This month our bags were: Sci-fi Graphic Novels, Mysteries, Realistic fiction, Try a New Series: Fantasy, Science Fiction, and Marvelous Memoirs and Biographies. Mysteries was probably the biggest hit. It seemed like we usually needed to restock those. Randi and I looked into a new, permanent display for the book bundles and found a new cart to use. Until it arrives, the book bundles will be on a blue ATSD cart near the Vortex desk.

## Teen Specialist Highlight Andrea

January was a great start to the year with new projects which made for a productive month.

## Programming/Program Prep



This month, I had a Cocoa and Krispies event where the teens and I made homemade Rice Krispies and drank hot cocoa. The teens seemed to enjoy themselves and I thought the final product was delicious. In the future, I would alter some things to streamline the process and perhaps have more participants. First, I would get rid of the microwavable bowls since they were rather expensive and had to be hand washed. I think they were a good investment since I wanted to do a chef Maddox program in the fall, but I would just use the tupperware containers

in the future. Secondly, I would use a combination of marshmallow fluff and melted butter so I wouldn't have to frequently use the microwave. Finally, I would create an assembly line rather than individual stations to increase participation.

This month also debuted our newest social media project. Since our Book Babble YouTube videos no longer convert to Instagram, we have decided that we will film a separate and shorter book talk titled, "Book Bites" using the same book from our Book Babble. That way, the book talks can be displayed on Instagram and YouTube. It was a little difficult to film by myself and I had some trouble uploading the video to Basecamp so Randi and Steven will purchase necessary equipment for the next filming. These videos will be posted on Saturdays since there was a gap in content on Saturdays.

## Specialist Highlight Ben Jansen

### Staff Projects:

I had two D&D programs this month. The first was my Learn to Play D&D program in the Vortex and the second was my ongoing D&D campaign for adults.



I had a lot of fun teaching the kids the basics of play. They were an energetic group who jumped right into roleplaying and asked a lot of great questions. I *have* noticed that picking a character can be a bit of a stumbling block during these learning sessions, so I've started reworking the program from the ground up. The next time I run this program the player tokens will be represented by characters from popular media to help give a clearer picture of what each class is like.

## Specialist Highlight Jason Peters

January has been pretty uneventful. There've been a few tax form interactions, but so far quieter than previous years. I only performed a very small number of notarizations, 1 or 2, but there were many times that number which were turned away or referred to a more experienced notary for a unique circumstance.

## From Joyce Arellano's report

### Children's Services

#### Monthly Overview of Children's Services:

It was another busy month in Children's Services! We presented a full month of programs and kicked off the winter Storytime season. We offered a few programs to tie into the 'Scopes in the City event. We continued to offer plenty of art and STEM activities and gave away fun kits to celebrate Lunar New Year. Some CSD staff members challenged themselves by trying new programs including Storytime Around the World and Super Scientists. We honored Dr. Martin Luther King with a service-based craft for kids and teamed up with Outreach Services to bring letters from children to residents at Meadowbrook Manor. We are also very excited to welcome our new Assistant Manager, Melissa, to the team!

#### PROGRAMMING

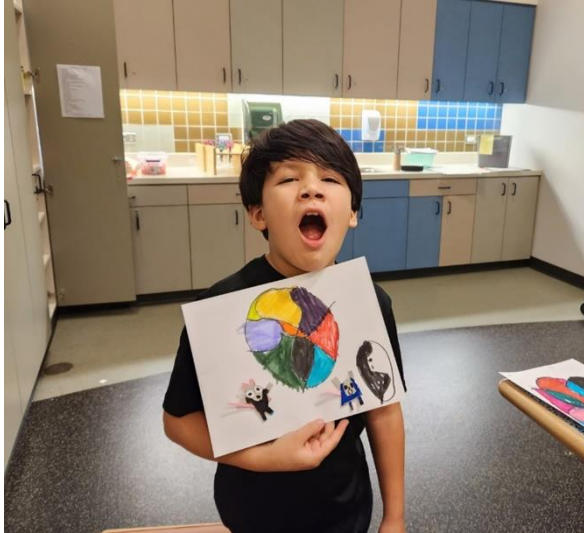
#### ARTS & CRAFTS

#### CREATING 2D ART (15 attendees)

"This was so much fun. The idea was to draw and create a 2D world in the Storytime Room like the 2D cafes that have been popping up or the Aha [music] video from the eighties, creating black and white objects giving the feeling of being in a drawing. I covered the tables and the undersides of the benches as well as the garbage can and chair. The kids were younger than I expected but still got the idea and had fun. They created a kitchen area, a television set, radio and even a car!" *Chris Z.*



## CREATING WITH CRAYONS (9 attendees)



## DISCOVERING ART (32 attendees)

### ILLUSTRATORS: Leo Lionni (18 attendees)

“One of my favorite author/illustrators, Leo Lionni, was at the heart of this month’s Illustrators. We made abstract painting with markers and then, like Lionni, made cut-outs of mice to add to our painting. Some kids even made different cut-outs. I saw at least one butterfly!” *Chris Z.*

## T-SHIRT TOTE BAGS (23 attendees)

“In the past, patrons have asked the library to offer a service opportunity for people who want to observe Dr. Martin Luther King’s birthday as a ‘Day of Service.’ This year I came up with an idea for a program. [Adult volunteer] Darlene’s family had donated a big box of t-shirts from her family business that they no longer needed after retirement. I suggested making tote bags out of the t-shirts, with the opportunity to donate completed bags to the micropantry outside the library. It always needs more bags so people can take food home! Making the bags required cutting fabric and tying knots but no sewing. Some kids surprised me by getting creative with the cut-off parts of the t-shirts and turning them into headbands!” *Sarah D.*



## HOLIDAYS & CELEBRATIONS

### LUCKY LUNAR NEW YEAR (62 kits)

We filled red envelopes with toy gold coins and attached a handout with facts and resources about Lunar New Year. We then placed the envelopes inside our pen pal mailbox so that children could find the surprise when they opened the mailbox. It was nice to see that this kit inspired patrons to learn more. We helped some families find books about the holiday. It was also nice to be greeted with “Happy New Year!” by one of our young friends who came to the library that day.

## READING, WRITING & PUBLISHING

### PAWS TO READ (36 attendees)

“We had so many patrons coming in to read to the dogs today. I was telling patrons it was full at the moment because we did not know how many dogs were coming. I was glad I could accommodate everyone, we had four dogs, and a couple of families had two readers read to one dog, so everyone was able to read today.” *Rosemary B.*



### PICTURE BOOK FANDOM KIT: *Superbuns* (12 kits)

### WRITE ON! (22 letters, 12 sent to Meadowbrook)

In celebration of Universal Letter Writing Week, we set up stationery and art supplies in the Secret Garden so children could write letters to friends and family. We wanted to add an act of kindness to this passive program and invited children to write letters to residents at one of Bolingbrook’s assisted living facilities. Thank you to Tana and the Outreach team for coordinating with Meadowbrook Manor and delivering the letters to the residents!

## STEAM & LEARNING FUN

### KALEIDOSCOPE CREATION (21 attendees)

“I had a great turnout for this program. The most difficult part of this project was making the kaleidoscope from a cardboard tube, a straw and a triangle prism. We did that step by step as a group. Then I gave everyone four white circles to make their designs. The kids were so creative! Some chose to do solid colors or color blocks, one drew video game characters, there were a lot of rainbows, a group of snowmen and lots of doodles. It was fun to watch their faces when they looked at their designs in their own kaleidoscope for the first time. They were so proud of their creations and wanted me to look at every one of them, which was fine with me because they were amazing!” *Jen F.*



### **PLAYING WITH MORSE CODE (34 attendees)**

“First I had a ten-minute slideshow with a short biography on Samuel Morse, then talked about how a tragedy made him want to get messages to long distances sooner. I gave everyone a piece of paper to write a short message to try to code and then to code their initials. We had five stations: Christina made paper cup phones for kids to play and talk through; a morse code tapper that children could play with; two paper message senders; a station with flashlights and a craft center.” *Kathy B.*

### **SPACE-THEMED SLIME (23 attendees)**



“I had a pretty big group for the slime program and was a bit worried that it would become very messy and a little out of control. But luckily, with the help of my wonderful volunteer we were able to make things work just fine. I had the children come up to the counter to pick their paint color for their slime. Some of the children mixed two colors together to make their slime, while others created multiple colors of slime. The kids had lots of fun making the slime, mixing all the ingredients together and forming that slimy texture. As I walked around, I could see the kids squishing, squeezing and pulling the slime. It was a very successful program, both the kids and parents had fun.” *Marta M.*

### **JUST FOR TWEENS**

#### **DESIGN YOUR OWN PENCIL POUCH (5 attendees)**

“For this program, I wanted to have the kids be an active part of the process, from design to finish. I set up the iPads so each one was ready with a rectangle of the correct size of the pencil pouch. I showed them how to add the text and we talked about how to pick an appropriate font for a stencil. Then they were able to select the images they wanted. It was fun to watch how they were able to just figure things out with minimal prompting from me. I let them load the vinyl into the Cricut, then had them complete the steps to initiate the cuts. After they transferred the stencil to their pouch they used fabric paints to paint the pouch. I loved how creative they were with picking their designs and colors and could see how proud they were of their work.” *Jen F.*



## WET FELTING CRAFT (8 attendees)



We hired Natasha Lehrer Lewis to show tweens how to create a polar bear picture using a wet felting technique. Tweens enjoyed the program and were in awe that such a messy, watery process can result in an amazing picture! One grownup reached out to me after the program to say “it’s nice to see you guys doing something new. I mean, we love all the programs, but it’s good for the kids to have a variety.”

## STORYTIMES

### STORYTIME AROUND THE WORLD (3 programs, 69 attendees)

In this new bilingual storytime, children will learn a new language through stories and music. This month’s sessions focused on Spanish.

“My first Storytime Around the World was a success! I only recognized one family, so it was nice to see new faces. I started by showing a map of the world with the countries that have Spanish as their official language. I chose a finger play from Argentina. There are three verses to it. I modified it so the first was in English, the second was a mix of key words in Spanish and the third was all in Spanish. The kids then followed along with my actions. The biggest excitement was when I played *La Familia Madrigal* from *Encanto* but in Spanish for the bubbles. I am very happy with how it went.” *Jen F.*

## READING PROGRAMS

### WINTER READING CHALLENGE (49)

This year’s challenge is in a board-game style format. Children complete various challenges, such as read a biography or attend a library program, to make their way around the snowman game board. Thank you so much to the Communications team for the wonderful design!

Patrons seem to enjoy the program so far and have shared great feedback. After picking up their halfway prize, one family said they really like this year’s program “because we get to read books that we haven’t seen before and normally wouldn’t read.” A tween said that they learned a lot and love the prizes!

A big thank you also goes out to the Friends of Fountaindale for the completion prizes! Each child that finishes the challenge receives a voucher for a free book from The Book Cellar.





## **PUBLIC SERVICE**

We answered **648** reference questions and **638** directional questions. We also assisted with 39 one-on-one appointments and 5 teacher requests.

## **READERS' ADVISORY**

After the space audit conversation meeting, I've been trying to make more time to walk through the department to try to come up with solutions and better understand David Vinjamuri's recommended solutions. As we talked about in the meeting, I observed that patrons do seem to be more comfortable asking questions to staff members "on the go." This especially seemed to be the case for patrons browsing, as my walk-throughs resulted in mostly readers' advisory questions. Patrons asked for books similar to *Bluey*, books for kids who like superheroes, "scary books, but not too scary" and what to read next after finishing Jason Reynolds' *Track* series.

## **STAFF ACTIVITIES & PROJECTS STRATEGIC PLAN**

### **Objective 3.1 Report**

***Continue to create programs that encourage learning, connecting and creating.***

Objective Lead: Joyce Arellano

The Objective 3.1 team did not meet in December. We will meet again on January 11.

In our meetings this quarter, our team identified the following programs and initiatives as examples of how our library is off to a good start in successfully meeting this objective.

**STEAMworks**, a science, technology, engineering, art and math-based program series was launched for adults. Adults had the opportunity to learn Illustrator, how music affects emotional tone in audiovisual pieces and sustainable fashion.

**Hispanic Heritage Month:** 26 programs for adults, teens and children were offered during September 15–October 15.

- Introducción a la Investigación Genealógica Mexicana (ATSD)
- Interactive Storytime (CSD)
- Art Studio: Amate Painting (CSD)
- Take-It Make-It: Fiesta Donkey (ATSD)
- Mexican Tin Folk Art (ATSD)
- Picture Book Fandom Kit: Lucky Diaz's *Paletero Man* (CSD)
- Vejigante Masks (Studio)

- Illustrators: Yuyi Morales (CSD)
- Aztec Dancers (ATSD)
- *Encanto*-Inspired Madrigal House (CSD)
- Paint Your Own Llama (ATSD)
- Artesanías en Español: Arte de Hojalata (ATSD)
- DIY Mayan Kite (CSD)
- Introduction to Mexican Genealogy Research (ATSD)
- Estudio de Manualidades (CSD)
- Moche-Style Animals and Vegetables (CSD)
- Hispanic Heritage Month Scavenger Hunt (CSD)
- Perler Bead Craft (CSD)
- *Cabinet of Curiosities*: Guillermo del Toro (Studio)
- Rainbow Parrotfish (CSD)
- Discovering Art: Pablo Picasso (CSD)
- Selena Live! (CSD)
- Puerto Rican Inspired Floral Wreath (CSD)
- Cactus Piñata Workshop (CSD)
- Art Studio: Aztec Dragon (CSD)
- Teen Paint Party: Día de los Muertos (ATSD)

Fall reading clubs **Read-a-Palooza** and **Great Reading Race** demonstrated our strong connections with local schools and encouraged students to read for fun.

Fall **Senior Social** events included engaging speakers and performers and a light lunch to connect adults aged 55 and older with each other and the library.

**STEAM Lab** offered teens the opportunity to learn and explore Studio 300 equipment, connect with other teens and create unique projects.

## **OTHER**

- We welcomed our new Assistant Manager, Melissa Funfsinn, to the team!
- Children's Services Specialist, Kathy Bennett, announced her retirement this month after 10 years of service. Her last day will be February 9. We are grateful for her hard work and the smiles she brought to so many children's faces. We wish her all the best!

## **From Amina Ali's report**

### **Circulation Services**

In the month of January, Circulation was steady. Our overall building Circulation was up 10.66% from December. In addition to that, the manager's met with Space Auditor David Vinjamuri. I met with Collections to discuss signage changes to the stacks with the new logo along with Kate and Jorie. I also worked on scheduling locker meetings with libraries for February. This will be a Circulation and Outreach project to break barriers and expand services/access, as part of the library's strategic plan. We also had a Lead Supervisor this month to go over circulation policy and procedures.

**Kate**, Assistant Manager

For our part time Specialist meeting, I had Tana give the team an overview on all of the great services Outreach has to offer our community. She was able to answer questions from staff and even went over some of the newer stops and kits they have started to offer.

I created off-site book drop procedures and will be going over those with the Specialists on our one-on-one meetings.

I joined the Outdoor Locker Project and look forward to visiting different libraries who have them to hear how it works for the staff and their patrons.

We renewed 109 license plate stickers this month, which is a 75% increase from last January. We have had many patrons come in for both 2023 and 2024 stickers.

**Jorie**, Associate Manager

At the first of the year, we started taking applications for the open Aide position. After going through lots of applications, Harris and I interviewed four excellent candidates. We agreed to offer the position to one of those four. We hope to have her start in the next couple of weeks.

The monthly AMH cleaning took place on the 17th with Noah, Quentin, and Arianne all learning how it's done. The Aides have been working hard on shifting the picture books and this month they completed that project. Once the shifting was done, I updated the end cap signs to match the new layout of the shelves. Other meetings I attended were the Collection Usage Committee meeting on 1/17, The Lead Supervisors meeting on 1/18, and a Circulation/Collection Services meeting on 1/31.

### **Circulation Statistics**

<b>New Patrons Registered</b>	<b>226</b>
<b>Holds Pulled From Shelves</b>	<b>7,244</b>

### **January 2023 Drive Through Report**

Summary: Drive through had 596 visits in January 2023, which is an increase from the previous month (December 2022) 502 visits total. This is a 6% increase. Monthly visits were down compared to the same month LY, for a decrease of 35%. The daily average of drive through visits shows an increase from 18.5 in December to 20 in January. The busiest day at the drive through was Wednesday, January 4 when we had 40 visits. The busiest time period is 3pm-6pm, when there were 231 visits total.

## From Tana Petrov's report

### Outreach Services

#### Outreach General Updates

- In January, Outreach added a third vehicle to our fleet - Ford Transit Connect. This vehicle would lessen the dependence on private vehicles and provide a vehicle better suited to carrying cargo. This vehicle would also aid us in meeting our strategic plan objective of 3.2: to "Identify and remove barriers to access and explore additional services to increase community engagement." Staff will be using it to provide home delivery, book pickup from remote book drops, stocking our Little Free Library and our Read-While-You-Wait locations with materials, transport staff and materials for events that do not require larger vehicles, and more.
- Outreach started our third Read-While-You-Wait location at Eberhart Accounting this month.
- We began our partnership with Beggars Pizza, where we added an additional Bookmobile stop.
- We started planning for Summer programs. So far, Carolyn booked two summer performers, which she chose based on recommendations from library peers.
- Carolyn prepped for the February "What's Happening on the Bookmobile" by pulling bird books for display, printing coloring sheets, and making a bird trivia activity.
- Carolyn spent time getting books for a Black History Month display that we can also use at the table event we'll be doing at Bolingbrook High School in February.
- Sarah created 15 snowman scratch craft kits to give to the Home Delivery patrons.
- Outreach started to prepare for several upcoming events, such as Family Reading Night at Furqaan Academy, Winter Fest, Black History Month event at Bolingbrook High School and National Library Outreach Day.

#### Services for Seniors

- **Atria at River Trail**



**From Melissa's report:** *On 1/11, I finally got the chance to visit with the memory care residents at Atria. It's been about 2 years since I was able to do programming with them. The memory care unit has more residents now than before. I didn't get a chance to meet everyone, but they brought down a few residents who were up or already in the activities area. I introduced myself to everyone. We went around the room so the residents could tell me their names. I let them know that I bring a variety of activities and if they ever have any suggestions to please let me know because I am there for them. Almost everyone participated! I read 2 short funny*

stories, "Pickled Egg Surprise" and "Personal Magnetism" from the book, *Chicken Soup for the Soul: Read, Laugh, Repeat*. I heard some laughter, so they must have thought the stories were funny as I did. Afterward, I asked the residents some questions from the Quiz Me from A to Z book by Cheryl Rush and John Pettit. Everyone was yelling out answers, it was great! I had a blast and the residents said they are looking forward to my next visit.



### Encore Memory Care Program

**From Melissa's report:** On 1/11, I did programming for the residents at Encore. I read two short stories, "Pickled Egg Surprise" and "Personal Magnetism" from the book, *Chicken Soup for the Soul: Read, Laugh, Repeat*. The residents got a good laugh from the stories. I then asked them a few questions pertaining to the month of January. We discussed our New Year's Resolutions. We somehow got on the topic of snowballs and a few of the residents said they loved having snowball fights when they were kids. I told the residents it was their lucky day because I had brought snowballs. I showed them the 3-in-a-row snowball game I brought with me. They had so much fun playing. There is one resident who has very little mobility and doesn't speak much. I asked her if she wanted to try playing the game. She nodded yes. I placed the snowball into her hand and brought the game to her level. I told her to pick any hole she wanted. She could barely move, but as soon as she let go of the snowball it landed in one of the holes. I started cheering and she started smiling. That made my day! I joked with the residents and told them that if they got 3-in-a-row they would win a million dollars. They just laughed, but of course they wanted to get 3-in-a-row.



## Services for Preschools

### From Melissa's report:

- *On 1/4, I subbed for Laura at Kiddie Academy. Laura had all the materials pulled for me. Laura has been teaching the children sign language, so I brushed up on how to sign numbers 1-10 and the letter "I" and "J" to go along with the books and songs that Laura picked. I did a puppet show called "The Kings Ice Cream" and it was a hit! The teachers in the first group that I read to were laughing hysterically. The children enjoyed it as well and requested that I do more puppet shows. I ended up doing one more puppet show that was meant for the older children, but the younger children enjoyed it just as much. I played "Jumping and Counting" by Jim Gill. We counted using sign language. The children really liked that activity and so did the teachers.*
- *On 1/5, I subbed for Laura at IKEA. There were 18 people that had registered, but 40 people showed up. I used the same materials as I did for Kiddie Academy. The kids were great. They really enjoyed the books where you had to guess the animal. I showed everyone how to count 1-10 using sign language. The puppet shows were popular with the children. When I did "The Kings Ice Cream" I kept hearing the kids gasp every time the ice cream got eaten. I had a great time with everyone. Several people thanked me for a fun storytime.*

### From Laura's report: Programs/Storytimes Presented/ Activities/ Statistics:

- *Planned the next STs of the winter including 3 puppet shows: Music, Kindness/Lion*
- *Presented 18 of my 22 monthly storytimes to my regular 13 preschools & schools (Furqaan and MCMA) as well as at the Museum, IKEA and Wholey Granoly*
- *School Literacy Project for MCMA and Furqaan's elementary classes*
  - *The 3<sup>rd</sup> grade class of Furqaan presented their completed puppet shows to me at my January visit (17 separate scripts/plays in teams of 3)*
  - *I am working on a display for both Furqaan's and MCMA's puppet show scripts in the Baby Park CSD display case*
- *Melissa and I met for the first time to discuss our presentation of "Spicing Up Storytime" at The Illinois Youth Services Institute*
- *The 9 additional puppet packs I coordinated and ordered last fall to use for the School Literacy Project, for YMCA after school stops and for circulation finally came in and Outreach staff immediately brought them to a YMCA stop where 3 were checked out (with excitement).*

Photos from Laura's storytimes and field trips in the library:





## Services for Schools

- **YMCA Visits**

**From Sarah's report:** *On 1/26/23, Joe and I went to Independence school for their YMCA afterschool program. We were able to bring the Bookmobile. We started inside the building where I brought requested books, crafts and the two popular games the kids love to play when I go. The games are the hover soccer ball and the activity dice. The last half hour we took all the kids out to the Bookmobile. The counselors seemed to like how we broke up into different types of activities for the kids to experience. Below are pictures of the games we played inside after we shared books and crafts.*

## Middle Schools Visits

**From Joe's report:** *On Jan. 30th, Hayley and I went to Brooks Middle School for our monthly visit. We also had an intern doing her practicum at Fountaindale accompany us to observe all the things we do at our stops. She asked a lot of good questions and assisted me with checking materials out and helping the students. We had more than 70 students come and visit the table to build a craft, check something out, or both. It turned out to be a good stop and the intern had the opportunity to learn more about what Outreach does in the community.*

**From Ramon's report:** *I was finally able to visit Jane Addams Middle School this month, and I was very happy to see how enthusiastic the students were about the library. The 6th graders were the most engaged with Hayley and I during our visit this time, and many of them were happy that we brought the library services to their school. One student in particular was very excited to see us and while he did not check out, he*

*proceeded to tell me about how much he loves reading. He mentioned that he's been to the library, "a billion times," and loves going with his parents to find new books. This for me was just another wonderful example of how much our reach into the community really makes a difference.*

### **Elementary Schools Visits and Booktalks**

**From Sarah's report:** *Melissa and I went to Wood View with the Library Express Van. We brought carts of library materials for the students to check out. While we were there someone from the school took our pictures and we were even featured on the schools social media pages. It is always great when we are still able to provide library services to the students.*



### **From Cindy's report - December programming statistics and activities:**

- *Did a new puppet show this month based on the 2023 monarch nominee Except Antarctica, a little tough with the nonreaders but the kids loved it and the jokes.*
- *Featured books about wild animals and read an excerpt from Song for a Whale to 4-5th grades, which was originally on the battle of the books list, but was removed, still a great read!*
- *Found myself featured on the Jonas Salk website presenting a puppet show, check out those giggling girls!*
- *The Checkout challenge has been going on all month and I have had quite a few kids bring me receipts and get a puppet. I expect that more kids will be giving me receipts next month after seeing classmates get a puppet in January visit.*
- *Had a nice visit from the older class from MCMA, here at the library. The kids wrote a book they are self-publishing and dedicated it to me and Laura. Very proud moment!*

### **Outreach Events**

- **Astronomy Fun on the Bookmobile**

**From Joe's report:** *On Jan. 14th, Tana and I took the Library Express Van to our Target community stop for Astronomy Day. Because the library had promoted the event, we had more patrons come out to our stop than usual, despite cold weather. We brought astronomy materials available for check-out, free giveaways, and a star constellation candlebox craft for anyone who wanted one. The kids really liked the candlebox craft and giveaways and by the end of the event they were all gone. Overall, it ended up being a very productive stop and everyone there seemed to enjoy themselves.*



## Volunteer Hours

During the month of January 2023, eleven (11) adult volunteers helped with CSD programs and activities for a total of twenty six (26) hours.

## Vehicles Maintenance

- Jan 9-16: Bookmobile taken to TransChicago in Shorewood for the Malfunction Indicator Light being on.
- Jan 30: Bookmobile to TransChicago Shorewood due to shifting/transmission not working in Drive from the start. (Only move forward after first in Reverse and with a large jolt).
- Jan 30: Van lift not working due to extreme cold, but able to continue use by putting materials in bags for lobby stops.

## Outreach patrons - stories and comments

- **From Carolyn's report:** *While the Bookmobile was at Jonas Salk Elementary School, a teacher asked Melissa if we could find any books in either Ukrainian, Russian or Turkish because there are new students at the school from that region and she wanted to get something for them to read. I was able to find several bilingual Ukrainian children's books and 1 in Russian from Pinnacle libraries. When the teacher was notified that we were delivering them, the teacher was very happy. She sent an email stating: "Oh my goodness! Thank you so much!! Our new students will be thrilled!"*
- **From Carolyn's report:** *Joe and I were on the Bookmobile at our Fernwood community stop when a high school student and her elementary school aged sister came on. Joe helped the older sister verify her library card and I helped the little sister find a book. When she selected a book for check out, she had a huge smile on her face. I asked if she found something really good and she nodded her head and hugged her book. I love seeing how happy just getting to take home a new book made her and also the fact that her big sister brought her to the Bookmobile, sharing that experience together.*

## From Jacinto Gonzalez's report Studio 300

Here are our **January 2023 key stats**:

- 563 patrons actively **used** our lab.
  - **17** were Non-District Users.
- 1760 items were **checked out**
  - **82** of that total circulated out of the lab.
- 61 patrons **attended** our programs.
  - Total programming hours came to **11**
- 35 patrons **completed** our online classes:
  - **26** Orientation
  - **9** Maker Training



### Studio Month Summary:

The studio was busy in January preparing for the upcoming Anniversary. The glowforge and cutters were used throughout the month. The team cut kits and keychains that will be given out on that day. This month, some exciting issues appeared on the maker space as we had to do a deep clean on the laser cutter and troubleshoot the 3D printers. We also had some maintenance done to the embroidery machine. This comes just in time as we plan to expand on the library and programming for it. We also added 4k cameras to the collection and updated our goPro to the latest version. Television room C also upgraded this month as the team took down the 10-year-old tricastor system and replaced it with the 4k blackmagic studio system.

The studio got rid of the whiteboards on the gcr walls as the walls had begun to show wear and tear. This month we got the replacement which is a digital whiteboard. The 75-inch digital whiteboard is now in the studio and ready for patrons to use and enhance their presentations.

### Monica

In January, Monica spent time troubleshooting the 3D printers and the Glowforge. They learned some new maintenance and cleaning procedures for the Glowforge and the embroidery machine from Dulce. They prepared and gave a Let's Talk about 3D Printing class that was attended by 3 patrons. They worked with Ruth, and Dulce to continue sorting embroidery files into a catalog. They prepared and recorded their virtual class for February called Model a Name Badge in Tinkercad. They attended the monthly Collection Usage Committee meeting. They had a monthly meeting with Adriana. Finally, they recorded a voiceover for the paper Cameo Plus video.

### Chandler

Hawkins did his first class in January where he taught about what are the best website builders on the market. It was full house and he was happy with the experience of teaching. The class turned into a couple of 1on1s.

Hawkins has been making progress working with the Shorthaus Cinema staff to make the short film clubs look and feel. He's almost done with the posters for the clubs first 3 months. Once it's done it will be submitted to communications for approval.

### Justin



For the month of January, Justin did a one-on-one with a patron, where I gave them an in-depth tutorial on how to record their podcast in Garageband using the Rødecaster. Patrick and Justin also hosted the January open mic, where patrons could share their creativity in music and spoken word. We had many performers this time around doing both spoken word and song.

### Adriana

Adriana had a very busy January. After returning from vacation Adriana met with Randi C. and Harris K. to begin planning out how to get all the take it make it projects cut and ready. Adriana focused on setting up the templates and began cutting the take it make it kits that will be handed out during the 10 year Celebration of the Studio. She also set up templates for the glowforge that staff has been assisting to cut during slow studio hours. All the projects are well underway and will be ready ahead of schedule.

Adriana also took time to record, edit and produce January's K-Talk with Randi C. The video was posted earlier this month and we discussed and reviewed RM's first and latest album. Adriana also had a successful program with our returning photographer Todd, patron's came in to learn about dramatic lighting. We promoted several of the lighting options the studio has available for patrons. Adriana continued to assist Patrick C. with photo club and we continue to have a steady turn out. Adriana also worked with Randi on the science of color class for teens that led up to Adler's visit. At the end of the month Adriana had a successful film club in which we discussed the movie *The Birdcage*, patrons really enjoyed the discussion and are looking forward to February's movie.

### Jacinto

Jacinto spent the month of January doing some planning for the Studio Anniversary and finalizing the details for that event. Jacinto put together the new extruder for the CR-10. He also did some maintenance on the glowforge while communicating with the glowforge technicians and support department. The filter was changed, and the machine has been working well. He also was in contact with the local STEP program and has planned a tour of the Studio with them. The rest of the month was spent going through equipment needs and ordering replacements where they were needed. He also looked at different software for the embroidery machine and after talking to his team sent the suggestions to IT. We are excited to offer the software in the near future.

## **Building Operations (Tasos Priovolos)**

We are continuing to interview candidates for the two open Security Guard positions in our department.

The fixtures on our exterior lighting lot project have been installed. We have one missing bollard that was not shipped by the manufacturer, several lights were shipped with the incorrect color temperature, and two fixtures arrived damaged with unresponsive controllers. We are working with the manufacturer and contractor to find a quick resolution to these issues. The main controller has been commissioned and is now controlling the smart features of these lights. We are working to program the controller and test its capabilities while we wait to learn what impact replacing the incorrect and defective parts will have on any programming we complete on the controller.

Our holiday lighting and cabline were removed and have been stored by our lighting vendor. The lighting will be stored at their facility until next winter. We have received great feedback from patrons and staff on our holiday lighting and everyone is looking forward to next year!!

Tasos, along with other assigned staff, met with David Vinjamuri to discuss the space audit and to answer any questions we had while he was on-site touring the building for his evaluation. This meeting and study is part of Strategic Plan Objective 1.4.

We had our annual boiler inspection from the State Fire Marshal which inspects the boilers for proper installation of safety devices and proper safety practices. There were no deficiencies found during the inspection.

We have started installing wiring for our elevators and burglar alarm system emergency communications systems. These systems currently use common telephone lines which are being converted into cellular services.

ZENDESK -

In January, 64 new maintenance tickets were created, and 55 new or existing tickets were completed.

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

### **January 2023 Statistics Snapshot**

- Almost **10% increase in overall circulation**; over 6,000 more circs from last year
- **9% increase in physical circulation**; over 4,600 more circs from last year
- Almost **15% increase in digital circulation**
- 3,391 new items added to collection; 49 original catalog records created
- 5,969 old & worn items were withdrawn
- 276 interlibrary loans received for our patrons
- 302 invoices paid; 165 purchase orders sent; 596 damaged items repaired

## **Staff News**

We said goodbye to Cataloging Specialists Amy Page and Gregory Hutter this month, as they both obtained full time employment elsewhere. They were a great help to the department and we wish Amy and Gregory the very best in their future endeavors. The open Cataloging Specialist positions have been advertised and we will begin interviewing applicants in early February.

## **Pinnacle Strategic Plan Meeting**

I was privileged to be invited to a special meeting consisting of the Pinnacle Governing Board Directors, Assistant Directors and current Committee Chairs to develop an action plan for PLC's first strategic plan. I am currently serving as PinTech's Committee Chair and next year will be serving as PinDigital's Chair. The meeting yielded several ideas and exciting plans moving forward. My staff will be participating in one of the primary goals of continuing education and training for new and existing member library staff. Additionally, I will be working on a team to investigate off-site storage of library materials and further enhance resource sharing within the cooperative.

## **Strategic Plan Objectives**

Great progress continues for both Strategic Plan Objectives 1.4: *Learn how patrons flow through the building to update wayfinding signage*, and 2.1: *Continue to develop opportunities to showcase and cross promote library collections and resources*. For 1.4, we are continuing to analyze the locations in the building where circ checkouts are being made. We also welcomed Space Consultant David V. back to reassess our spaces and provide updated feedback. For 2.1, we have been continuing to meet monthly and discuss at our Collection Usage Committee meetings. We have accomplished several cross promotions of physical displays and programs, including for the Freedom exhibit, Star Wars Day, Read-a-palooza, Outreach's Winter Walk Holiday Display, Winter Reading, and most recently the Planetarium display and program. Teen Services also debuted the new and already popular Teen Book Bundles and Teen Reader's Advisory Menu, which has helped move newer teen materials that had not yet circulated. Looking ahead, we will be working to cross promote collections and resources for the Studio's anniversary, Business Week, CSD's Community Helpers, Kindness Day and Summer Reading's Explore the Great Outdoors theme.

## **Collections Rebranding**

I met with Melissa and Sabrina in Communications to discuss the new logo and rebranding efforts. There are several collection materials that will need to be updated with the new logo, including STEAMbox, Doll, and kit inserts, device tags, circulating bags, Roku instructions, ILL straps, bookplates, etc. My staff and I will be working in advance to update these materials in the next few months in preparation for the rebranding launch in April. Additionally, I am coordinating with Communications to update the "New" signage on the third floor and all end aisle signage. I will also be working to update the logo on all of our digital platform sites and apps.

## **PinDigital Committee Meetings and New Policy**

This month I attended two PinDigital Subcommittee meetings and a regular committee meeting comprising the entire PinDigital group. Our subcommittee has been meeting regularly this past year and a half and has finally finished a draft of the first-ever PinDigital Policy. The policy details the responsibilities of the committee, access, funding, membership, selection criteria, as well as procedure if any challenges to the

collection should arise. The policy was approved by the committee with a few minor edits and has been submitted to the Pinnacle Governing Board for final approval. The subcommittee will continue to meet so we can complete the procedures portion and further investigate the issues we have been experiencing with weeding and holds on expired titles.

## **Collection Services Staff Reports**

### **From Jacob Luce, *Collection Services Assistant Manager***

For the month of January, I assisted my manager with the January new movies carousel for Library Aware, I also started working on the February & March 2023 new movies carousel. I assisted my manager with the January eContent stats. Additionally, I typed up procedures to run the eContent stats, there are a lot of steps involved to pull the data from the various vendors. I assisted my manager with assembling the new display cart for Circulation. I assisted my manager in researching various bags to circulate in anticipation of the rebranding. I also tried to get samples of the bags that we were interested in. Bini was trained on how to order American Girl Dolls, as well as American Girl Doll processing. Bini was trained on how to order materials using the donations fund. She was trained on how to properly fill out the purchase order form and the credit card authorization form. Bini and I worked together to submit multiple test orders to Ingram on the new Enriched EDI accounts that have been established. I worked with Bini and Brett to help develop a way of processing the Home Learning Flash Cards. I have been helping cover for Lynnette while she is on leave. These duties include ordering new movies, updating the Communico record sets, covering for Can't Find It and the holds ratio report. I checked the Oscar Nominees to make sure we had the movies that were nominated on order for our patrons. Any movies that were nominated but are not on order were not available for purchase at the time. I ordered more adult video games for the collection, as well as some replacement titles for a couple of adult video games that had been damaged. I ordered additional 4K cases for multiple discs. There were a couple of 4K TV shows that needed new cases. I created a spreadsheet with a duplicate detection function to add the monthly invoices to. I helped catalog some more vinyl records for the collection. I helped coordinate the annual magazine weeding. I reviewed the current candidates that have applied for the Cataloging Specialist position. I began the process of swapping out the old logo with the new logo on the inserts that go in the various kits and materials that we circulate. Some of the inserts have been updated and are in the process of being laminated by the Acquisitions team. Last but not least, the Puppet Packs were completed and delivered to Outreach.

### **From Brett Luminais, *Children's Collection Librarian***

During January, I worked to perform a number of functions typically performed by the Adult Collections Librarian in their absence. I covered all patron requests in print, coordinated with our ILL Specialist to provide coverage for ILL when necessary, assisted with a few small adult selection and ordering tasks, maintained work on the Hold Ratio and Holds Not Owned reports, and reviewed materials pulled for adult material displays. I also coordinated the work flow of the Collection Aides for adult displays and was able to ensure that our Black History Month displays were put up in a timely manner on every floor of the building. Concurrently, I performed my normal tasks and met my spending goals of 70% expended and encumbered by the end of January, while also facilitating a number of orders for both CSD and Outreach for realia and print materials. I selected titles and drafted thank you letters for a book dedication donation. I maintained a

rigorous weeding schedule during this period, reviewing more than 10 carts of damaged and no longer circulating materials. I repaired and updated upwards of 15 STEAMboxes. I completed the process of updating the STEAMbox inventory sheets with the new logo and have them ready for the approved launch date. Work on the Home Learning collection continued and I directed incoming materials from the old Homeschool collection through the department and occasionally assisted Circulation staff in locating materials still available to fill patron holds. Ordering for the initial Home Learning collection has concluded and I debuted the flash card processing I collaborated on with the Assistant Manager of Collections to the Collection Usage Committee. Nearly all the items for Home Learning have been received and cataloged and we are striving towards March as a tentative launch date.

### **From Chris Castle, *Cataloging Supervisor***

I tasked the Cataloging Specialists with identifying magazines that had changed enumeration or publication patterns. I edited the titles they brought to my attention in Polaris to reflect these changes so the checking in workflow would run more smoothly. I updated the routing lists for professional magazines this month. We also performed the yearly magazine weeding this month. I tasked the Cataloging Specialists with pulling all issues from two years ago and older, the second copies of titles we regularly receive two copies of, and all issues of discontinued magazines. They created record sets, and I withdrew them. In Polaris, I searched for all eligible magazines that were not on the shelf at the time of weeding and placed a blocking note in their item records to alert Circulation that these issues should be sent to Collections to be withdrawn. Jake and I collaborated to update the newspaper processing schedule. This involved Gregory training and refreshing Christine and Sue on the procedure so they can provide assistance. Brett and I collaborated to recatalog the "Misc" Easy Concept category. The cataloging team and I examined record sets of proposed additions of DEI headings based on Fountaindale's diversity audit from Ingram. Karina gave feedback on Jewish interest, LGBTQ interest, and Middle Eastern interest. Amy gave feedback on Indigenous interest and mental health. I gave feedback on Asian interest, Black interest, Latinx interest, and Muslim interest. We evaluated the books selected to see if the proposed heading fit the content. We made notes for the items and recorded trends. I collected all the feedback for Christina's and PinTech's further evaluation. I also suggested a few subject heading terms to avoid using in bib records as they either "othered" unique identities or have common language counterparts with different definitions. I cataloged the nine new puppet packs for Outreach this month. The Library of Congress officially added the term "Large print books" to the Library of Congress Genre/Form Terms. Christina and PinTech agreed that we will use this official term now. Karina continues to make progress cataloging the Home Learning materials. The goal is to have cataloged all the new books by the end of February for the collection's debut in March.

### **From Bini Issac, *Acquisitions Supervisor***

For this month, I ordered Ingram EDI test carts. Though there are some more specs to be clarified with the vendor, the materials came processed with barcodes and call numbers. I also cross checked the MARC records to make sure the titles were what we ordered. To place more orders for the highly demandable title- Spare, I got to create the carts for both our vendor Baker and Taylor and Ingram and then place the order. I ordered Steam kit replacement parts through Amazon and also learned to create miscellaneous invoices for them and pay. I learned the procedure for how to fill forms to request American girl doll orders and then create the cart and place orders for them and

its accessories through their website and Amazon. Placing a book dedication order procedure was also another assignment I learned to do this month. I also learned how to fix the price issue with Ingram carts by editing the 970 field of the MARC record and reuploading the cart again. I learned how to update the “missing list” report. I received and processed American girl dolls.

**From Karina Andrus, *Cataloger***

This month I helped cover newspapers and Chris' ASAP items, checked over to-circ carts, and provided cataloging feedback to Amy and Gregory. I identified a list of 88 Home Learning books that needed to be recataloged from a 370 education Dewey number to a different Dewey number for a more specific subject. I finished recataloging almost all of these, and am waiting on just 4 more that are currently checked out. For the Home Learning collection, I have finished cataloging a total of 259 new books, and there are 82 more that are either on order or in processing left to catalog. In January, I created a total of 29 original records. I evaluated three record sets of items for content related to Jewish interest, LGBTQ interest, and Middle Eastern interest subject headings. I provided analysis of which items in these record sets that I thought didn't fit in with the subject headings, and some trends I noticed among them. I finished my 2-year term as a member on the Rainbow Book List Committee, and our final list for 2023 was published during LibLearnX.

**From Christine Jason, *Interlibrary Loan Specialist***

Mid-month, I had two visitors, Eric Bain and Consortia Services Supervisor, Barb Miller, both from RAILS. They were interested in a demo of our ILL processes with WorldShare. I was also eager to ask some questions regarding Find More Illinois. I not only showed our process but I made sure to show them some of my tips and tricks in WorldShare, such as linked copies for book clubs. They both told me that our FMI lending numbers are very good. We did have a good lending month sending out 72 items. Barb Miller sent me an email *“Thank you for sharing your time and expertise with me and Eric last week. Seeing your process was really helpful, but your insight and tips will be invaluable as we move forward. I really appreciate your tips about labels and the reusable book straps. I’m looking forward to implementing some of these things into our process.”* Eric Bain also thanked me *“Thank you for sharing your OCLC WorldShare and general ILL expertise with Barb and me this week – and thank you for being an important part of Find More Illinois.”* I also began our yearly Harlequin project and with Lynnette gone, I worked on damaged materials.

**Circulation by Branch**

Branch	2022	2023	Change	% Change
Building	46225	48270	2045	4.42%
Outreach	3622	5653	2031	56.07%
Studio	1225	1760	535	43.67%
Digital	9360	10754	1394	14.89%
<b>Totals</b>	<b>60432</b>	<b>66437</b>	<b>6005</b>	<b>9.94%</b>



## Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2361	vs.	DVD	7832
CD Audiobook	363	vs.	Playaway Audiobook	729
Vinyl Record	288	vs.	Music CD	888

## Special Collections

Collection	Circs
Backpacks	181
Bluetooth Transmitters	3
Dolls	63
Hotspots	67
Laptops	247
Lucky Day	1092
Portable CD Players	20
Portable Record Players	46
Rokus	44
STEAMboxes	79
Tween Book Boxes	15
Vinyl Records & Cases	340

## Physical Collection Circulation

*\*Sorted alphabetically by collection*

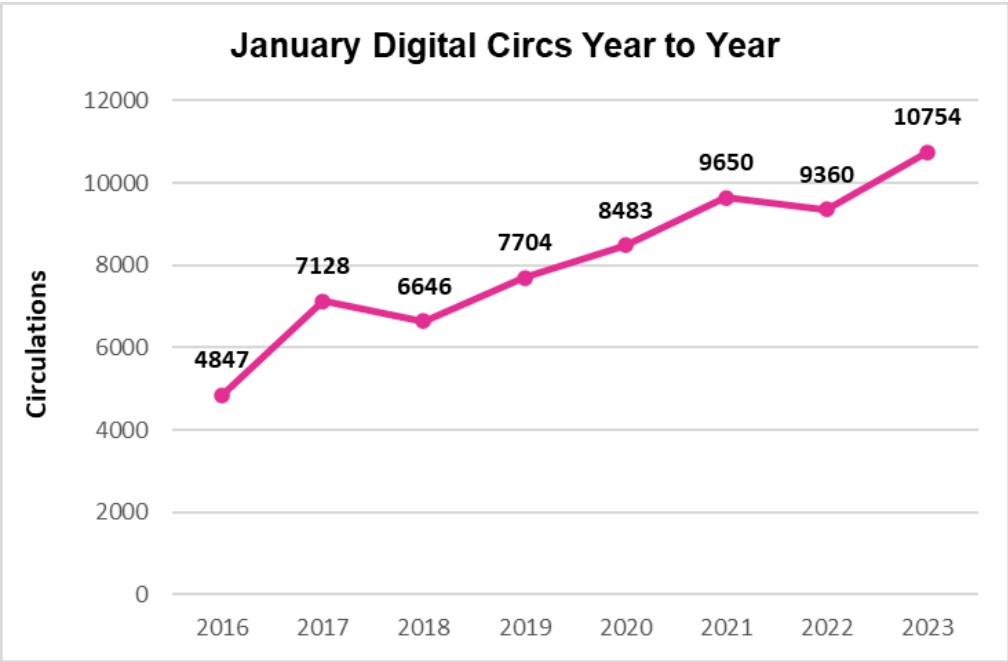
Collection	Jan 2022	Jan 2023	Change	% Change
Adult Audiobooks	407	386	-21	-5%
Adult Fiction	4620	4629	9	0%
Adult Graphic Novels	640	482	-158	-25%
Adult Nonfiction	4620	4471	-149	-3%
Adult Video Games	509	609	100	20%
Beginning Readers	2259	2043	-216	-10%
Interlibrary Loan	310	254	-56	-18%
Juvenile Audiobooks	774	1330	556	72%
Juvenile Fiction	4171	3845	-326	-8%
Juvenile Graphic Novels	2263	3132	869	38%
Juvenile Kits	116	221	105	91%
Juvenile Movies & TV	2500	2527	27	1%
Juvenile Nonfiction	3050	3515	465	15%
Juvenile Technology & Equipment	256	326	70	27%
Juvenile Video Games	1038	1442	404	39%
Large Print	676	803	127	19%

Local Authors	29	8	-21	-72%
Local History & Genealogy	4	0	-4	-100%
Magazines	485	572	87	18%
Movies & TV	8778	7612	-1166	-13%
Music	996	1167	171	17%
On-the-Fly	21	14	-7	-33%
Picture Books	7437	10279	2842	38%
Studio 300	1225	1759	534	44%
Technology & Equipment	454	504	50	11%
World Languages Adult	125	148	23	18%
World Languages Juvenile	410	748	338	82%
World Languages Young Adult	3	8	5	167%
Young Adult Audiobooks	18	23	5	28%
Young Adult Fiction	868	959	91	10%
Young Adult Graphic Novels	1149	803	-346	-30%
Young Adult Kits	17	11	-6	-35%
Young Adult Nonfiction	181	205	24	13%
Young Adult Technology & Equipment	3	0	-3	-100%
Young Adult Video Games	660	848	188	28%
<b>Totals</b>	<b>51072</b>	<b>55683</b>	<b>4611</b>	<b>9%</b>

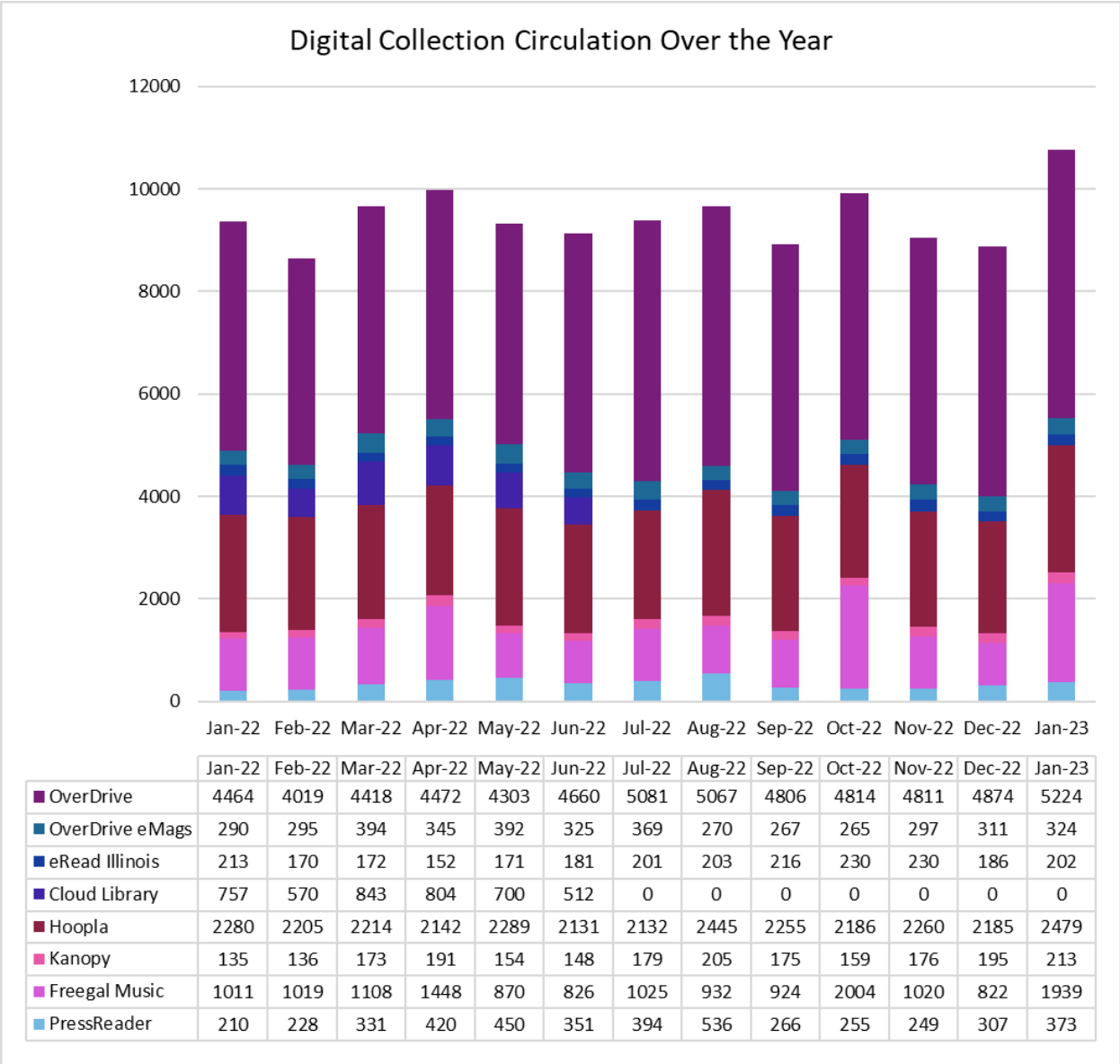
### Digital Collection Usage

*\*Sorted by positive circulation change*

Digital Platform	Jan 2022	Jan 2023	Change	% Changed
Freegal	1011	1939	928	91.79%
Libby / OverDrive	4754	5548	794	16.70%
Hoopla	2280	2479	199	8.73%
PressReader	210	373	163	77.62%
Kanopy	135	213	78	57.78%
Axis 360 / eRead	213	202	-11	-5.16%
cloudLibrary <i>*discontinued effective July 2022</i>	285	0	-285	-100.00%
cloudLibrary Shared <i>*discontinued effective July 2022</i>	472	0	-472	-100.00%
<b>Totals</b>	<b>9360</b>	<b>10754</b>	<b>1394</b>	<b>14.89%</b>



For **January**, digital circulation was **16%** of the library's total circulation.



## Digital Content Fast Facts - January 2023

### Libby by OverDrive

- There were **6,577 active Pinnacle patrons in the month**. Of those, **Fountaindale had 1,176 active patrons, 100 of which are new users**.
- During the month, PLC yielded **34,640 total checkouts**; of those, **5,548 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 50.3 %, Audio: 42.6%, eMagazines: 7%
- Checkouts by Audience: Adults: 90%; Young Adults: 6.1%; Juvenile: 3.8%

### eRead Illinois/Axis 360

- There were **115 active patrons** for the month, **35** of which are **new users**
- During the month, there were **97 eBook circs** and **105 eAudio circs**
- Checkouts by Format: eBooks: 48%; eAudio: 52%

### Hoopla

- There were **2,479 circs** borrowed by **465 patrons**
- There were **465 active patrons, 34 of which are new users**
- **Audiobooks** were the most borrowed format, accounting for **50%** of all circs, followed by **eBooks with 34%, Movies/TV with 13% and Music with 4%**.
- The top trending titles were *Just the Nicest Couple* by Mary Kubica on eAudiobook and *North to the Bitterroot* by Ralph Compton (eBook)

### Kanopy

- Patrons played **213 distinct video titles** and **487 video plays**
- There were **70 active patrons**
- The **most popular videos** were *Death in Paradise* and *Short Films of Les Blank I*

### Freegal

- This month yielded **1,710 songs streamed** and **229 songs downloaded**
- There were 19 active patrons streaming and 17 patrons downloading
- Top **streaming music genres**: Pop, Soundtracks, Rock
- Top **downloaded music genres**: Pop, Jazz, Rock

## Physical Items Added and Withdrawn

Physical Items	Jan 2023 Added	Jan 2023 Withdrawn
Adult Audiobooks	32	0
Adult Fiction	628	748
Adult Graphic Novels	4	1
Adult Nonfiction	469	365
Adult Video Games	6	1
Beginning Readers	81	610
Juvenile Audiobooks	2	17
Juvenile Fiction	266	213
Juvenile Graphic Novels	105	24

Juvenile Kits	9	0
Juvenile Movies & TV	59	507
Juvenile Nonfiction	218	95
Juvenile Technology & Equipment	0	2
Juvenile Video Games	34	0
Large Print	49	11
Local Authors	4	0
Local History & Genealogy	3	0
Magazines	258	2714
Movies & TV	434	87
Music	41	53
Picture Books	444	399
Studio 300	0	0
Technology & Equipment	4	10
World Languages Adult	10	0
World Languages Juvenile	21	5
World Languages Young Adult	3	0
Young Adult Audiobooks	0	0
Young Adult Fiction	114	97
Young Adult Nonfiction	42	6
Young Adult Technology & Equipment	0	0
Young Adult Video Games	24	0
<b>Totals</b>	<b>3391</b>	<b>5969</b>

### Cataloging

- Items Cataloged and made available: 3391
- Original bibliographic records created: 49
- Magazines & Newspapers processed: 256

### Acquisitions & Processing

- Purchase Orders created: 165
- Invoices Paid: 302
- Boxes Received and Opened: 126
- Items Repaired: 596

### Interlibrary Loan through OCLC

<b>276</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 231 items from IL libraries</li> <li>• 45 items from out of state libraries</li> </ul>
<b>196</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 100 to IL libraries</li> <li>• 96 to out of state libraries</li> <li>• 0 ALA</li> </ul>
<b>336</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 308 submitted in OCLC</li> <li>• 9 items were too new to request</li> <li>• 11 were available in Pinnacle</li> <li>• 8 were out of country only</li> </ul>
<b>347</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 164 from IL libraries</li> <li>• 183 from out of state libraries</li> <li>• 0 out of country library</li> <li>• 0 ALA</li> </ul>

### Find More Illinois

<b>2</b>	FMI Items Received for Our Patrons
<b>72</b>	FMI Items Sent Out to Other Libraries
<b>8</b>	FMI Items Requested by Our Patrons
<b>89</b>	FMI Items Requested by Other Libraries

### Weeding & Collection Maintenance

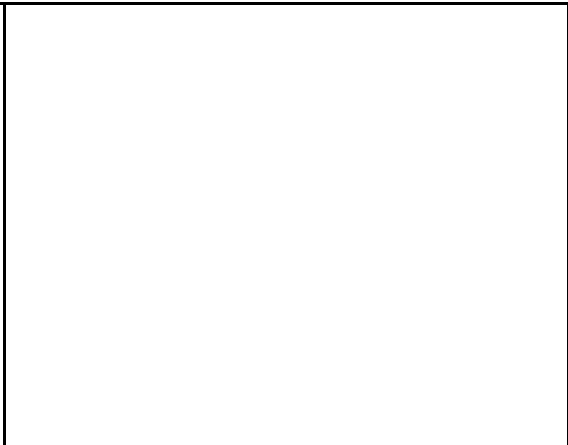
CHQ Status	Adult	Young Adult	Juvenile	Totals
<b>Dead - Items that have not circulated in <u>2 years</u></b> <b>CHQ Recommendation: less than 10%</b>	10,937 9.56%	1,043 8.11%	8,538 8.42%	20,518 8.98%
<b>Collection Check - Anything that has not circulated in <u>4 years</u></b> <b>CHQ Recommendation: less than 10%</b>	171 1.56%	43 4.12%	500 5.86%	714 3.48%

<b>Grubby - Items that have circulated <u>75</u> times or more</b>	8,763	433	7,478	16,738
<b>CHQ Recommendation: less than 10%</b>	7.66%	3.37%	7.44%	7.32%
<b>DOA*</b> Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.	5,519	699	3,552	9,770
	29.64%	36.33%	27.17%	29.06%
<b>Turnover</b> <b>Jan 25, 2022 to Jan 23, 2023</b>	2.09	2.38	3.04	2.53

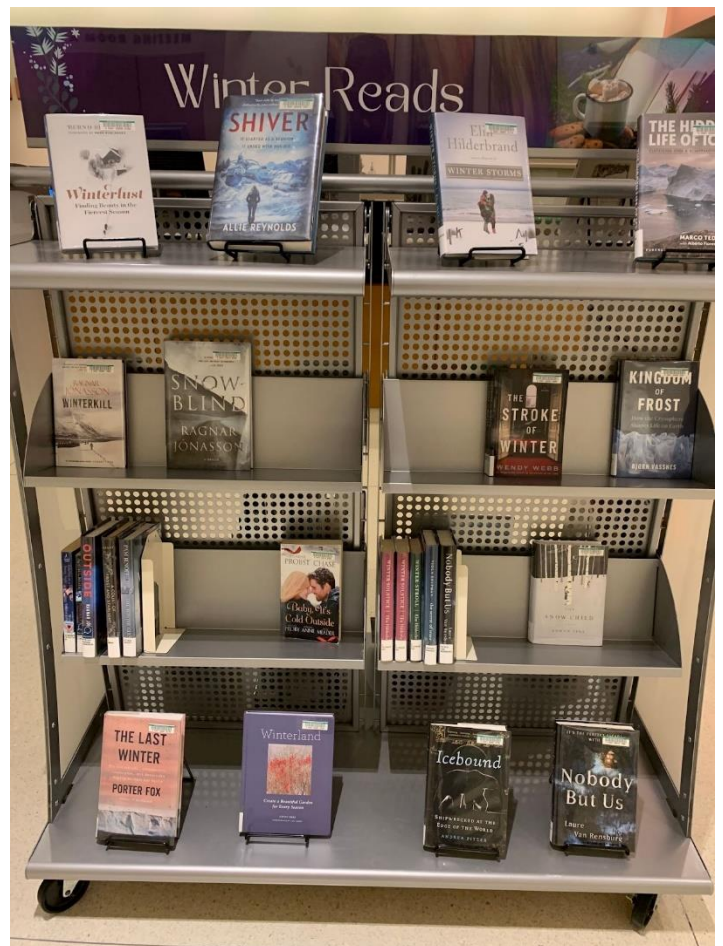
### Display Circs

<p><b><u>1<sup>st</sup> Floor:</u></b>  Lobby Tree: Great Courses – 28  Lobby Tree: Staff Picks - 30  Lobby Cart: Black History Month – 19  Lobby Cart: Books to Melt For – 5  Lobby Cart: Gone But Not Forgotten – 40  Lobby Cart: Holocaust Remembrance Day – 29  Lobby Cart: ‘Scopes in the City - 52  Lobby Cart: Winter Reading - 181</p> <p><b><u>2<sup>nd</sup> Floor</u></b>  2<sup>nd</sup> floor cart: Black History Month – 10  2<sup>nd</sup> floor cart: Tropical Getaway – 176</p> <p><b><u>3<sup>rd</sup> Floor</u></b>  Self-Check: Cozy Houseplants – 19  3<sup>rd</sup> Floor Desk Table: Endings – 2  3<sup>rd</sup> Floor Desk Table: Horror – 4  3<sup>rd</sup> Floor Desk Table: I Didn’t Know They Wrote a Book – 9  3<sup>rd</sup> Floor Cart: Black History Month – 6  3<sup>rd</sup> Floor Cart: Comfort Foods – 42  3<sup>rd</sup> Floor Cart: Curated with Love (DOA) – 10  3<sup>rd</sup> Floor Cart: New Year, Same You – 53  3<sup>rd</sup> Floor Cart: Sci-Fi – 11  3<sup>rd</sup> Floor Nonfiction Aids Awareness – 0  3<sup>rd</sup> Floor Nonfiction Aviation – 0  3<sup>rd</sup> Floor Nonfiction Begins with Z – 0  3<sup>rd</sup> Floor Nonfiction Birds – 1  3<sup>rd</sup> Floor Nonfiction Cocktails – 0</p>	<p><b><u>Children’s and Teens</u></b>  1000 Books Before Kindergarten - 150  Black History Month - 14  Check Out These Picture Books (DOA) - 23  Fantastic Finds JF (DOA) - 9  Lunar New Year Picture Books - 28  Martin Luther King Jr. Day - 51  Opposites Picture Books - 50  Pet Adventures J Books &amp; Movies - 12  Sci-fi J Books &amp; Movies - 43  Sesame Street Picture Books - 11  Snow Day, Snow Problem Picture Books - 143  Space Picture Books - 32  Step Into Reading – 62  Anime Movies – 103  Teen Reads – 21  Teen Pop – 95  YA Create - 18</p>
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- 3<sup>rd</sup> Floor Nonfiction DIY – 1
- 3<sup>rd</sup> Floor Nonfiction Games People Play – 2
- 3<sup>rd</sup> Floor Nonfiction Get Organized – 6
- 3<sup>rd</sup> Floor Nonfiction Get Wild – 0
- 3<sup>rd</sup> Floor Nonfiction Horses – 0
- 3<sup>rd</sup> Floor Nonfiction Life Coaches Week – 4
- 3<sup>rd</sup> Floor Nonfiction Memento Mori – 0
- 3<sup>rd</sup> Floor Nonfiction Pearl Harbor – 0
- 3<sup>rd</sup> Floor Nonfiction Restaurants – 1
- 3<sup>rd</sup> Floor Nonfiction Royal Reads to Savor – 0
- 3<sup>rd</sup> Floor Nonfiction Sweets – 0
- 3<sup>rd</sup> Floor Nonfiction Tea – 2



### Adult Displays





# Children's Displays



## **Meetings**

- Jan 3 - Meeting (Jake, Christina)
- Jan 4 - Meeting (Paul, Christina)
- Jan 5 - Meeting (Jake, Bini)
- Jan 5 - PinDigital Subcommittee Meeting (Christina)
- Jan 6 - Collection Services Department Orientation for new staff (Christina)
- Jan 6 - Collection Leads Meeting (Christina, Bini, Brett, Chris, Jake, Lynnette)
- Jan 9 - Meeting (Lynnette, Christina)
- Jan 9 - Managers Meeting (Christina)
- Jan 10 - Meeting (Chris, Jake, Christina)
- Jan 10 - Meeting (Brett, Christina)
- Jan 11 - PinTech Meeting (Christina)
- Jan 12 - Catalogers Meeting (Chris, Karina, Gregory, Jake, Christina)
- Jan 12 - RAILS Find More IL Visit (Christine J.)
- Jan 13 - AV Weeding Meeting with Paul, Nancy, Tasos (Christina, Jake)
- Jan 17 - AV Weeding Meeting with Paul, Nancy, Tasos (Christina, Jake)
- Jan 17 - Collection Usage Committee Meeting (Christina, Jake, Brett)
- Jan 18 - Meeting (Paul, Christina)
- Jan 18 - Meeting (Brett, Christina)
- Jan 18 - Meeting (Bini, Jake, Rodolfo)
- Jan 18 - Communications/Collections Rebranding Meeting (Christina)
- Jan 19 - PinDigital Subcommittee Meeting (Christina)
- Jan 20 - Pinnacle Strategic Plan Meeting (Christina)
- Jan 23 - Space Audit Meeting (Christina)
- Jan 24 - Collection Leads Meeting (Christina, Bini, Brett, Chris, Jake)
- Jan 25 - Meeting (Paul, Christina)
- Jan 25 - Strategic Plan Liaison Meeting (Christina)
- Jan 25 - IDEA Committee Meeting (Karina)
- Jan 26 - PinDigital Committee Meeting (Christina)
- Jan 30 - Meeting (Christina, Jake)
- Jan 30 - Collection Services Department Orientation for new staff (Christina, Brett, Jake)
- Jan 31 - B&T Summer Reading Prize Books Meeting (Christina, Jake, Brett)
- Jan 31 - Local History Room Meeting with Debra (Christina, Jake)
- Jan 31 - Circulation/Collections Meeting (Christina, Jake)

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

- Jan 3 - 5 - Foundations of Intellectual Freedom course (Christina)
- Jan 25 - Spring 2023 New Series Webinar (Brett)

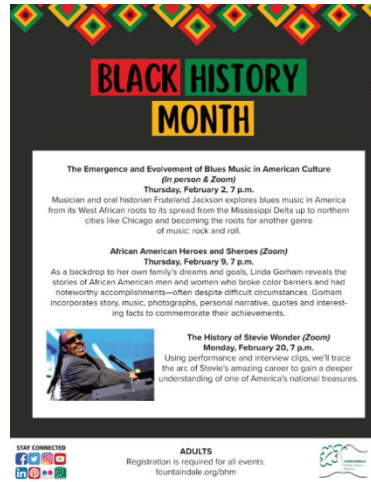
## **Communications (Melissa Bradley)**

### **Communications Highlights**

- Our Google Ads had 99,623 impressions and 7,725 clicks.
  - Campaigns with the most impressions:
    - Catalog Items: 42,298 impressions; 3,592 clicks
    - Digital Media: 14,615 impressions; 1,271 clicks
    - Instagram: 14,177 impressions; 475 clicks
- We auto-renewed 355 library cards with Patron Point.
- We scheduled, wrote/edited and published 9 blog posts.
- We created a TikTok channel in early January. Stats listed below in the social media metrics section.
- Sabrina continues to serve on the committee for strategic plan objective 3.2: identify and remove barriers to access and explore additional services to increase community engagement.
- Melissa serves as the objective leader of strategic plan objective 1.4: learn about how patrons flow through and engage with the building to inform updates to wayfinding signage.
  - Melissa hired David Vinjamuri from ThirdWay Branders to conduct a space audit of our building. David was on-site on January 23 to complete this task.
- Melissa helped the Black History Month Awareness Club to design their 25th-anniversary event.
- Melissa attended the ILA Marketing Forum's "Let's Talk About Branding" webinar.
- Steven and Melissa had a call with CyberOptik to discuss the upcoming website refresh to go along with our brand.
- Steven and Melissa had an open-house filming session for our Staff Picks Sundays on Instagram and TikTok.
- Steven worked with Teen Services to help them begin creating Instagram reels and Tik Toks for our channels.
- Steven and Melissa attended the January IDEA Committee meeting, where we discussed upcoming projects and goals, including creating and maintaining a terminology guide for diverse identities. This will help educate our staff and allows us to be on the same page when interacting with each other and with patrons.
- Steven met with Nancy and our Beanstack account manager to discuss our future with the software. The key takeaways from this meeting were presented at the January Programming Committee meeting, and it was decided to look into

possible alternative software for Summer Adventure 2024.

- Sabrina and Melissa met with Christina to discuss rebranding signage.
- Sabrina and Melissa and attended the final Studio 300 10th anniversary planning meeting.
- Sabrina finalized the spring issue of *The Fountain*. She also created collateral for Black History Month, One Book, One 'Brook and several display cart signs for Collection Services.



## Media

- [The Patch](#) covered our upcoming Board of Trustees election [twice](#).
- [The Patch](#) covered our four-star Library Journal status.
- [Scallywag and Vagabond](#) mentioned us in their *Moving to Bolingbrook* guide.
- [The Patch](#) and *The Times Weekly* covered State Senator Loughran Cappel's mobile office hours here.
- Valley View covered our Winter Reading Challenges in their weekly newsletter.
- Wood View Elementary School highlighted Outreach Services' visit on their website and [Facebook page](#).

## Social Media Metrics

- Facebook Metrics
  - 29 new followers
  - 621 page views
  - 29,959 people viewed our content (reach)
  - 469 engagements (likes, clicks, shares & comments)
- Twitter Metrics
  - 8 new followers
  - 101 page views
  - 2,222 tweet impressions

- Instagram Metrics
  - 9 new followers
  - 782 post likes & comments
  - 13,036 people viewed our content (reach)
  - 15,986 Reels views
- TikTok Metrics
  - 219 new followers
  - 494 post likes & comments
  - 6,998 views
- YouTube
  - 13 videos published
  - 8 new subscribers (1,212 total)
  - 3,862 views
  - 150.9 hours of watch time
  - 59,152 impressions (how many times our video thumbnails were shown to viewers on YT.)

### **Email Marketing Metrics**

- MailChimp Blogs:
  - 3,052 subscribers
  - Average open rate: 51.25% (industry average is 21.33%)
  - Average click rate: 3.7% (industry average is 2.62%)
- Patron Point
  - Average open rate: 68.67% (industry average is 21.33%)
  - Average click rate: 31.73% (industry average is 2.62%)

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

- **Audit Request for Proposal (RFP)** - The Board approved the Library to see Request for Proposal for audit services. The Library had received notification from Brian Zabel & Associates in December 2022 informing us their firm is no longer providing government audit services. The RFP publication has been placed in the January 25, 2023 publication edition of the Bugle and the Library's website.
- **Bond Abatement Ordinance** - The Board approved Ordinance 2023-1 which allows the Library to abate a portion of the tax levied for 2022 to pay the principal and interest of Bond series 2019.
- **Library Logo Preparations** - Finance reviewed the current supplies which currently exist with the Library's logo. This will allow Finance to prepare to seek quote requests from our current vendors.
- **IRS 1099 Forms** - Finance reviewed all tax identification information and payment data for all of our current vendors in preparation for the IRS 1099 and 1096 form processing. The forms were sent out on January 31, 2023 in order to meet the requirements. The 1099 information was also forwarded to human resources for the annual Workers Compensation audit.
- **3M Coin Machine** - With the 3M machine currently being removed, Finance worked with IT to remove any remaining funds in the machine.

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

### **Staffing and Recruiting**

#### *Open Positions:*

- Adult & Teen Services Specialist - Adult Event Programming
- Cataloging Specialist (2 positions)
- Circulation Services Aide
- Security Guard-Customer Service (PT or FT)

#### *New Hires:*

- Melissa Funfsinn, Children's Services Assistant Manager, 1/16

#### *Departures:*

- Gregory Hutter, Cataloging Specialist, 1/27
- Amy Page, Cataloging Specialist, 2/1

### **Meetings**

- Met with Melissa Bradley to discuss staff apparel, Lea
- Met with LTA Practicum Student, Orientation and planning, Lea
- LIMRiCC Board Meeting, Lea

### **Training and Development**

- GWHRA Monthly Chapter Meeting; Legal Update for 2023, Webinar, Lea
- Trauma in the Workplace, ComPsych Webinar, Lea

### **Staff Recognition - Lea**

Contacted Terry Berry regarding our staff recognition program for 2023. Due to the new library logo, the staff service pins will be redesigned. The new design was shared with the Executive Director and Communications Manager for approval.

### **Payroll: Supplemental Floating Holidays and W2s - Andrea**

Updated accrual amounts in Paylocity to show the supplemental floating holiday benefits for 2023. Verified amounts and adjusted balances as needed.

Distributed and/or mailed the 2022 W2s for all current staff and staff who worked in 2022 but are no longer employed by the District.

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

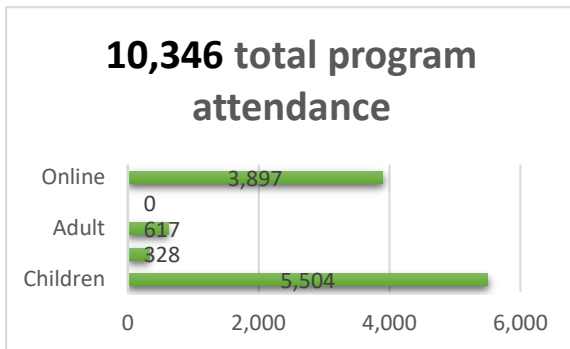
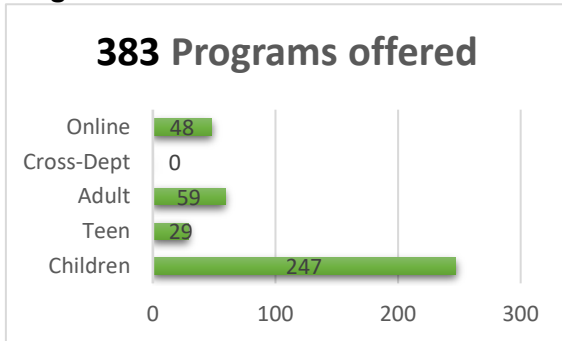
- During the month of January 80 new help desk tickets were created by FPLD staff, and 73 new or existing tickets were solved by IT staff.
- Upgraded the firmware on all 39 Cisco Meraki Wireless Access Points (AP's) to the latest recommended version.
- Reconfigured the library phone system with the 2023 holiday schedule.
- Met with vendor ITsavvy to discuss documentation for the new HPE server and storage project.
- Worked with vendor Today's Business Solutions (TBS) to go live with the new and improved version of the ePRINTit wireless printing solution offered to patrons.
- Worked with vendors ITsavvy and HPE to attempt to perform a "one click upgrade" of all of the new HPE hardware.
- Worked with vendor PDQ to identify and resolve an issue preventing license renewal for their PDQ Deploy and PDQ Inventory software.
- Met with vendor ITsavvy to discuss options and develop a plan to correct the failed attempt at a "one click upgrade" of all of the new HPE hardware.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, configured a new photo printer for use by Studio 300.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, met with vendor ITsavvy for a knowledge transfer/ training session about the new HPE server/storage hardware.

# Fountaindale Public Library January 2023 Statistics

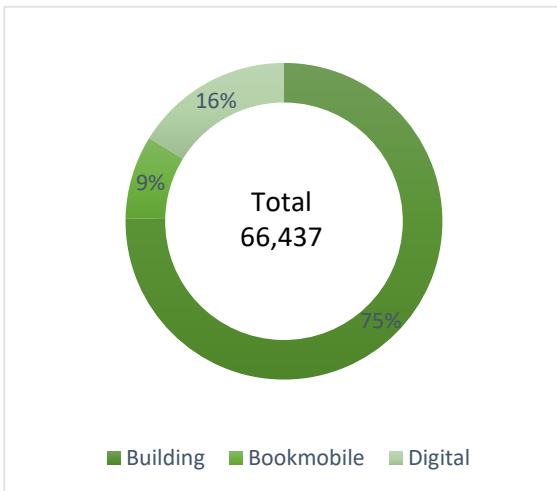
## Membership

30,340 active cardholders      226 new cardholders

## Programs



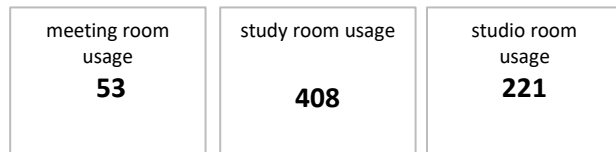
## Circulation



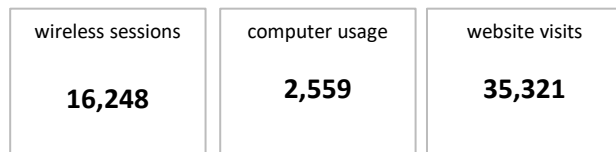
New Physical Items Added : 3,391  
 Interlibrary loans Received : 276  
 Interlibrary loans Sent: 194

## Space

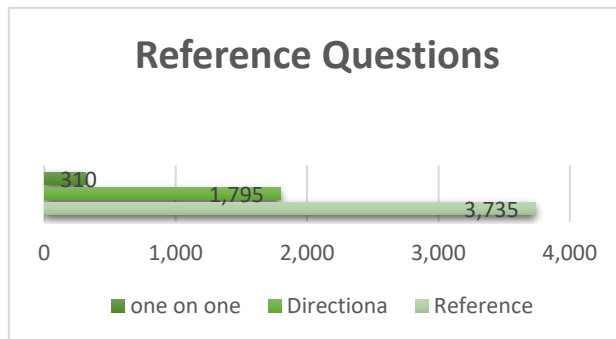
21,678 library visits



## Technology



## Social Media



Comparison	This year	last year	%change
Circulation	66,437	60,432	9.94%
Visitors	21,678	16,932	28.03%
Card holders	30,305	27,766	9.14%
Room bookings	682	482	41.49%
Reference questions	3,735	3,328	12.23%
computer usage	2,559	2,103	21.68%
wi-fi	19,119	21,945	-12.88%
programs	10,346	6,244	65.70%