

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

March 16, 2023 | 7 p.m.

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

View the meeting online via YouTube: <https://www.youtube.com/watch?v=ahiBuw535BA>

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
  - a. Board Meeting – February 16, 2023
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
  - a. Approval of Lauterbach & Amen, LLP Proposal for Audit Services
  - b. Approval of Revised Education Assistance Section of the Employee Handbook
  - c. Approval of Revised Appearance and Dress Code Policy Section of the Employee Handbook
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
  - a. Bills Paid Report – March, 2023
  - b. Bills Payable Report – March, 2023
12. Director's Report – February, 2023
13. Unfinished Business
14. Reports
  - a. Building
  - b. Finance
  - c. Strategic
  - d. Internal Board Operations
15. Agenda Building for the Next Meeting
16. Announcements
17. Adjournment

**March 2023 Agenda Background**  
Paul Mills

7. New Business – Action Items

a. Approval of Lauterbach & Amen, LLP Proposal for Audit Services

We contacted sixteen firms and published the Request for Proposal on our website, in the newspaper, and the accompanying statewide online portal for the local newspaper. We received three proposals in response to our RFP for Audit Services, and Jennie Nguyen and I were pleased with that number of responses. Pricing ranged from \$9,760 to \$25,900 for the first year.

Our recommendation is to choose Lauterbach & Amen’s proposal. Please note that their proposal has some variation in pricing depending on the year as a full valuation of Post-employment benefits other than pensions is required some years in the audit while in some years it is a limited one. This particular valuation is part of a Governmental Accounting Standards Board (GASB) requirement.

Their proposal met all of our requirements and was the lowest cost. We have also worked with them in the past for audit services, and they currently provide other services as well. We have been very pleased with their work.

*Suggested Motion: Motion to approve the proposal for audit services from Lauterbach & Amen, LLP.*

b. Approval of Revised Education Assistance Section of the Employee Handbook

The District would like to encourage more staff to pursue continuing education in Library Science by providing additional financial assistance. Our current Education Assistance policy is being revised to reflect the following:

- Allows for financial assistance to pursue a Library Technical Assistant (LTA) Associate's Degree in addition to the LTA certification.
- Allows for financial assistance to staff interested in pursuing a Bachelor's degree in Library Science, in addition to the Master's degree already allowed.
- Increases the maximum reimbursement for a part-time employee to \$5,000 per calendar year, replacing the previous amount of \$2,500.00 per calendar year.
- Clarifies that books, classroom supplies, travel expenses and other course materials are not eligible for reimbursement.

Our attorney has reviewed this draft.

*Suggested Motion: Motion to repeal the existing Education Assistance section in the Employee Handbook and to approve the revised Education Assistance section.*

c. Approval of Revised Appearance and Dress Code Policy Section of the Employee Handbook

The District's Appearance and Dress Code policy was last revised in 2018. A recent review of the policy showed that some changes should be recommended to the Board for consideration.

The policy being presented reflects the following:

- Elimination of outdated clothing descriptions.
- Change of job titles that are no longer used.
- A section was added for the Facilities Operations department. This section specifies required footwear for safety reasons.
- Provides for Outreach staff to wear hats for outdoor stops and events.
- Provides for Aides to wear knee length shorts from June 1 through August 31. This mirrors our current policy for Outreach staff.

*Suggested Motion: Motion to repeal the existing Appearance and Dress Code Policy section in the Employee Handbook and to approve the revised Appearance and Dress Code Policy section.*

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF  
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT  
WILL AND DUPAGE COUNTIES, ILLINOIS  
HELD FEBRUARY 16, 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, February 16, 2023 at 7 p.m.

CALL TO ORDER

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

ROLL CALL

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

PRESENT

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

ABSENT

None.

FOUNTAINDALE STAFF PRESENT

The following staff was present: Paul Mills, Juanita Lennon, Rosemary Bauer, Joyce Arellano and Melissa Funfsinn.

Nancy Korczak was present online.

PUBLIC PRESENT

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

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – January 19, 2023

The minutes of the board meeting held January 19, 2023 were presented. A motion to approve the minutes was made by Armstrong, seconded by Spindel. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – January 19, 2023

The minutes of the Executive Session held January 19, 2023 were presented. A motion to approve the minutes was made by Armstrong, seconded by Valencia. Minutes were approved as read.

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

EMPLOYEE RECOGNITION

President Kalnicky recognized Rosemary Bauer for her 15 years of service and presented her with a certificate and award.

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jean Walsh represented the Friends as Jody Hargett was unable to attend the meeting. One of the Winter Reading Challenge prizes includes a free book coupon from the Book Cellar. Many patrons have come to claim their book prize. The Nook has been stocked with Black History books in honor of Black History Month. The Spring Book Sale will be April 14-16.

NEW BUSINESS

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

Mills discussed that this intergovernmental agreement with the Valley View School District enabled the library to provide teacher and faculty cards.

A motion to approve the intergovernmental agreement for library service with Valley View School District was made by Siska, seconded by Valencia.

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

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

Mills discussed NIMEC and how the contract process would work.

A motion to approve the 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 was made by Spindel, seconded by Bermejo.

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

Approval of Revised Notary Services Policy

Mills reviewed the proposed changes to the Notary Services Policy.

A motion to repeal the existing Notary Services Policy and approve the revised Notary Services Policy was made by Valencia, seconded by Armstrong.

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

Approval of Appointment of Executive Director Evaluation Liaisons

A motion to approve the appointment Trustee Bermejo and Trustee Armstrong as Executive Director Evaluation Liaisons was made by Siska, seconded by Alam.

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

LIBRARY PROJECTS

Mills reported that Tasos Priovolos, Facilities Manager, met with the architect, engineer, and contractor earlier today. Remaining issues were discussed, and the exterior lighting project will tentatively be completed in March.

CORRESPONDENCE

Select pages from the Black History Awareness Club Month program is included. The Club gives a special thanks to Fountaindale Public Library as a gold sponsor and to Melissa Bradley and Paul Mills.

TREASURER'S REPORT

The Treasurer's Report for January, 2023 was presented by Treasurer Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bills Paid Report – Post January, 2023

Bills paid for the month of January in the amount of \$37,700 was presented for approval. Motion to approve was made by Armstrong, seconded by Valencia.

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

Bills Paid Report – February, 2023

Bills paid for the month of February in the amount of \$48,158.25 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

Bills Payable Report – February, 2023

Bills payable for the month of February in the amount of \$157,687.66 was presented for approval. Motion to approve was made by Spindel, seconded by Valencia.

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

DIRECTOR'S REPORT – January, 2023

Mills provided an update on the recent American Library Association (ALA) LibLearnX conference and the ALA Council meeting. Mills reported that the revised Bylaws for ALA will be on the ballot this Spring.

UNFINISHED BUSINESS

None.

REPORTS

Building – The liaisons will meet in early spring.

Finance – None.

Strategic Plan – The liaisons met last month with the Strategic Plan objective leads. The progress report was presented by Trustee Bermejo.

Internal Board Operations – None.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

The Bolingbrook Lions Club is hosting a St. Patrick's Day Dinner at the Levy Center on March 11 at 6 p.m.

The Bolingbrook Rotary Club is hosting their annual Mac & Cheese Contest at New Life Lutheran Church pm on March 11 from 12 to 2 p.m.

Trustee Siska shared that the Bolingbrook Garden Club's spring sale is now live online.

President Kalnicky, Trustee Spindel and Executive Director Mills attended the retirement party for Bolingbrook Park District's Executive Director Ron Oestreich.

ADJOURNMENT

A motion to adjourn the meeting at 7:28 p.m. was made by Valencia, seconded by Alam.

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

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

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



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

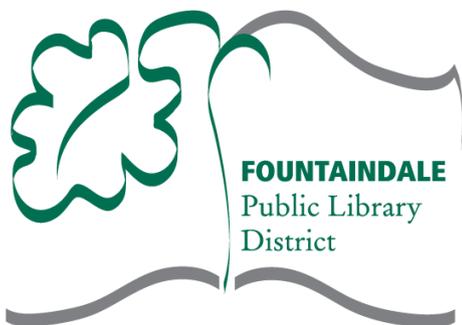
DUE DATE:

February 20, 2023

# SERVICE PROPOSAL AUDIT SERVICES

**PREPARED FOR:**

Fountaindale  
Public Library District



**FOR THE YEARS ENDING:**

June 30, 2023, 2024,  
2025, 2026 and 2027

**SUBMITTED BY:**

**Ronald J. Amen, Partner**  
ramen@lauterbachamen.com

**Jamie L. Wilkey, Partner**  
jwilkey@lauterbachamen.com

668 N. River Road  
Naperville, Illinois 60563  
Phone: 630.393.1483  
Fax: 630.393.2516



## TABLE OF CONTENTS

---

<b>Transmittal Letter .....</b>	<b>3-4</b>
<b>Firm Profile.....</b>	<b>5-11</b>
<b>Software and Security .....</b>	<b>12</b>
<b>Community Involvement .....</b>	<b>13</b>
<b>Key Engagement Personnel .....</b>	<b>14-19</b>
<b>Audit Approach .....</b>	<b>20-24</b>
<b>Price and Billing .....</b>	<b>25-26</b>
<b>References .....</b>	<b>27-28</b>
<b>Appendix .....</b>	<b>29-31</b>





February 20, 2023

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

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Fountaindale Public Library District (District).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service, as well as an outline of our audit approach and scope of the audit process. L&A is a firm nearly entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our 14 partners share a combined 250+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the District. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients, with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

### EXPERTISE

- Providing professional audit and consulting services to over 500 local governments on an annual basis, and providing compilation and benefit services to over 500 public pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the governmental accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.



## SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the District.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes a planning meeting with the District, weekly updates with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the District and any of the District’s uniquely complex issues.

## CLIENT TRAINING OPPORTUNITIES

- Providing a variety of training and educational opportunities to our clients covering topics such as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices. This includes hosting other industry experts to assist in educating our clients using the most current information available. These opportunities are always included in our fee structure.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the District the highest level of service.

L&A currently provides consulting services to the District and we are thrilled to have the opportunity to expand upon our current service offering. We are committed to providing the District with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the District. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

Ronald J. Amen  
 Partner  
 ramen@lauterbachamen.com  
 630.393.1483

Jamie L. Wilkey  
 Partner  
 jwilkey@lauterbachamen.com  
 630.393.1483



# FIRM PROFILE

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

**L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.**

## OUR SERVICES



Actuarial



Audit



Financial



Pension



Tax

## OUR TEAM

**14 Partners**  
**50+ Managers**  
**140+ Staff**



## OUR INDUSTRIES

**Government**  
**Private Sector**  
**Nonprofit**

**CRAIN'S**  
CHICAGO BUSINESS.

L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.





# FIRM PROFILE

## Firm Philosophy

We have a full-time commitment to our niched services, with extensive expertise in the governmental and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient engagement, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting our clients. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our entire current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

## Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies and ultimately result in a more efficient engagement.

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, newsletters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of applicable changes and recent developments that affect our clients' operations.

## An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

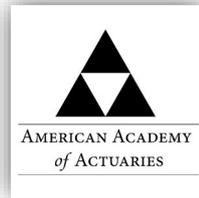
- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities



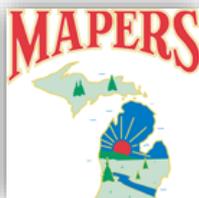
# FIRM PROFILE

## A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local governments, including:



“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”





# FIRM PROFILE

## Additional Services and Resources

Sharing our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. With our strong background in government, many of our areas of expertise are complementary of one another.

## Client Educational Opportunities

We offer multiple training opportunities throughout the year, on-demand webinars and important newsletter updates to our clients, at no additional cost. Our client trainings cover a variety of relevant topics such as:

- Implementation of GASB pronouncements
- State and local government updates
- Changes to auditing standards
- Understanding of financial statements
- Identification of department efficiencies and best practices
- Other statutory or hot topics affecting governments

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

We record and share all of our client trainings so that they may be accessed on-demand directly from our website. Below are some recent examples of previous training webinars that we hosted:



**Payroll**



**Government Software**



**Audit Reports**



**Government Updates**



**GASB87**



**Management Software**

# FIRM PROFILE

## Government Expertise Means Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources
- Capital asset services to track net book value, depreciation expense and accumulated depreciation





# FIRM PROFILE

## Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm’s policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

## Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA’s in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports. A copy of our most recent peer review opinion is provided in the appendix section of this proposal.

## Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA’s Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the District.

## License to Practice

We affirm that Lauterbach & Amen and all key personnel are duly licensed to practice in the State of Illinois.

Our State of Illinois license number is 066-003655.





## FIRM PROFILE

### DFK International/USA



Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

### Other Information

L&A has not had any federal or state desk reviews of its audits during the last five years. No disciplinary action has been taken against the firm during the last five years by state regulatory bodies or professional associations.

Per our firm's quality control document, all audit staff are required to meet the AICPA's continuing professional education requirements. Because we are niched in government, the required CPE hours for all of the staff outlined in this proposal are focused on the government industry, with hours also dedicated to Uniform Guidance/Single Audit continuing professional education as required by our industry. The firm utilizes a mix of self-study, in-house training, state Society or AICPA programs, Government Audit Quality Center programs, and programs offered by various government associations.

While we don't anticipate any significant issues during the course of the audit, we will certainly inform the appropriate representatives of Management depending on the nature of the issue and in accordance with our standards for communicating such matters.

### Conclusion

We are thrilled to have the opportunity to expand upon our current services to the District. We have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 200 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.

# SOFTWARE & SECURITY

## L&A Software



With threats constantly evolving, becoming riskier and more consequential, we must remain proactive, continually enhancing our approach to information security. To meet our clients’ unique security expectations and address today’s dynamic regulatory issues, L&A has purposefully selected tools and processes necessary to protect client data and mitigate security risks over the lifecycle of a client project. Multi-Factor Authentication, limited human access, anti-virus software and firewalls are some of the protections we have in place throughout the entire firm to minimize risk and maximize the security of client data.

## L&A Portal Security

The application L&A has chosen for online access to client data uses a secure portal that is hosted at some of the largest, most secure data centers in the world. It uses the industry’s most advanced security and reliability measures to keep your data safe. Built-in redundancy involves multiple data locations, internet connections, and power sources that keep our secure portal up and running at all times. We utilize secure password protection and 256-bit encryption which protects your data as it travels between the data center and your computer.

## Disaster Contingency Plans

L&A has developed recovery strategies for our IT systems, applications and data. This includes networks, servers, desktops, laptops, wireless devices, data and connectivity. Our recovery strategies anticipate the loss of one or more of the following system components:

- Hardware (networks, servers, laptop computers)
- Internet connectivity
- Software applications
- Data and restoration





# COMMUNITY INVOLVEMENT

## A Culture and Passion for Community Involvement



Our firm is committed to the clients we serve and the communities in which we live. Our partners and staff are committed to many deserving nonprofit organizations. We are thankful to employ people that share our firm’s charitable spirit by regularly volunteering their time, resources, and talents.

In addition to volunteering efforts, L&A also runs numerous fundraisers and donation drives to benefit local organizations and neighborhoods. A sampling of some of our efforts and recent involvement with the community include:



L&A is proud to be partnered with Working Together Chicago, a local nonprofit that provides opportunities for employment development and placement to people with disabilities. The team members that Working Together Chicago has brought to L&A have strengthened our culture and provided a valuable skillset to our projects.





# KEY ENGAGEMENT PERSONNEL

## Ronald J. Amen, CPA

### Managing Partner

Ron Amen has over 34 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.



### Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

 668 N. River Road  
 Naperville, Illinois 60563  
 630.393.1483  
 [ramen@lauterbachamen.com](mailto:ramen@lauterbachamen.com)

### Governmental Accounting and Auditing Experience

Ron has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, he is often used as a resource for providing creative solutions to issues affecting local governments. He functions as a working partner, in that he is available and present during each phase of the audit process.

Ron has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



# KEY ENGAGEMENT PERSONNEL

## Jamie L. Wilkey

### Technical Partner

Jamie Wilkey has over 22 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

### Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

### Governmental Accounting and Auditing Experience

Jamie's experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Jamie has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting Award from the GFOA in the first year of their submittal to the program or maintained their Certificate standing.

Jamie also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Jamie has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



668 N. River Road  
Naperville, Illinois 60563



630.393.1483 ext. 227



[jwilkey@lauterbachamen.com](mailto:jwilkey@lauterbachamen.com)



# KEY ENGAGEMENT PERSONNEL

## Matt R. Beran, CPA

### Operations Partner

Matt Beran has over 20 years of professional accounting experience, 14 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

### Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

### Governmental Accounting and Auditing Experience

Matt’s experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Matt has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Matt passes along this knowledge to clients to ensure they understand what is changing.

Matt has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Matt will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



668 N. River Road  
Naperville, Illinois 60563



630.393.1483



mberan@lauterbachamen.com



# KEY ENGAGEMENT PERSONNEL

## Jennifer Martinson, CPA

### Audit Partner

Jennifer Martinson has over 12 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.

### Educational and Membership Background

- University of Miami
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)

### Governmental Accounting and Auditing Experience

Jennifer's experience in the government sector includes both audit and project-based engagements with various municipalities, park districts, libraries, counties, nonprofit entities and pension funds. Additionally, she coordinates training opportunities for these entities to ensure they are responsibly educated on all relevant topics and standards.

Jennifer also plays an active role in the supervision and development of audit procedures and personnel. This role includes the implementation of GASB pronouncements, accounting standards, and other quality control initiatives throughout all engagements, as well as the training of staff involved in these engagements. She is a technical resource to the team and to clients, and works closely with both to identify effective solutions and implement best practices.



668 N. River Road  
Naperville, Illinois 60563



630.393.1483



[jmartinson@lauterbachamen.com](mailto:jmartinson@lauterbachamen.com)



# KEY ENGAGEMENT PERSONNEL

## Melissa Juntunen, CPA

### Audit Partner

Melissa Juntunen has over 16 years of professional accounting experience serving clients in the governmental sector. She has participated in numerous governmental engagements in both an audit and financial services capacity. These engagements primarily include municipalities, park districts, nonprofit entities and pension funds.



### Educational and Membership Background

- DeVry University
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Member of Illinois Government Finance Officers Association (IGFOA)
- The Illinois CPA Society (ICPAS)
- Technical Accounting Review Committee (TARC) Member with IGFOA
- Illinois CPA Society Government Review Committee Member

 668 N. River Road  
 Naperville, Illinois 60563  
 630.393.1483 ext. 243  
 [mjuntunen@lauterbachamen.com](mailto:mjuntunen@lauterbachamen.com)

### Governmental Accounting and Auditing Experience

Melissa’s experience in the government sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects.

Currently, Melissa oversees the audit team at L&A. This team works to complete annual financial reports, comptrollers reports, Illinois Department of Insurance reports, TIF compliance reports and Government Finance Officers Association (GFOA) filings for all audit clients of the firm. Melissa’s role includes researching new GASB pronouncements to gain an understanding of the change and how it will affect clients, audit staff, and the audit process, complete technical reviews of the annual financial reports, help train staff on new technical guidance to ensure the proper inclusion into the reports, and help communicate the changes out to clients.



# KEY ENGAGEMENT PERSONNEL

## Audit Team Key Personnel

### Monika Adamski



Monika has 14 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika specializes in municipal, state agency, as well as nonprofit audits. She also specializes in internal control assessment for all governmental clients.

### Courtney Mohr



Courtney has over 6 years of public accounting experience serving various types of clients. She is a graduate of North Central College and a Certified Public Accountant. She has participated as the lead in both auditing and financial services roles where she specializes in nonprofit and municipal entities.

### Brad Porter



Brad has 9 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and training, as well as auditing municipalities, park districts, school districts and libraries.

### Ann Scales



Ann has 14 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in financial reporting requirements for Annual Comprehensive Financial Reports. Ann also has extensive nonprofit audit experience.

### Don Shaw



Don has 14 years of professional accounting experience, with 8 of those years being exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submissions.

### Macade Thorpe



Macade has 6 years of professional accounting experience, with 3 of those years being exclusively in the governmental sector. He is a graduate of Butler University with a Bachelor's Degree in Accounting and a Master's Degree in Public Accounting. Macade specializes in school district, township, and other municipal audits.



# AUDIT APPROACH

## Overview

We are prepared to meet or exceed all requirements and expectations of the District. The partners of L&A will be involved in all phases of the audit of the District as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

## GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. We have assisted many clients in obtaining their certificates and have submitted over a thousand award applications to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA.



We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of one hundred reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.

## Audit Scope and Standards

L&A will issue an opinion on the governmental activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the District's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.



# AUDIT APPROACH

Below is our proposed schedule for your audit phases in accordance with the requirements stated in the RFP:

PHASE		TIMING	TOTAL HOURS (EST)
	Phase 1 Planning	June	8 Hours
	Phase 2 Preliminary Fieldwork	July	8 Hours
	Phase 3 Fieldwork	August	40 Hours
	Phase 4 Drafts	September	12 Hours
	Phase 5 Audit Completion	October	8 Hours

## Phase 1: Planning



June

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit, we will hold a planning meeting with the District to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our fieldwork procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the District.
- Developing a schedule for completing the subsequent phase of the audit.

# AUDIT APPROACH

## Phase 2: Preliminary Fieldwork



July

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the District and its operations through a review of various documents and through discussions with key District personnel. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the District for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the District.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.





# AUDIT APPROACH

## Phase 3: Fieldwork



August

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and therefore, provide for the most efficient and effective approach.

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

<b>Cash</b>	<b>Accounts Payable</b>
<b>Investments</b>	<b>Payroll</b>
<b>Governmental Revenues/Receivables</b>	<b>Debt Service</b>
<b>Inventories</b>	<b>Fund Balance/Net Position</b>
<b>Interfunds</b>	<b>Grants</b>
<b>Capital Assets</b>	<b>Risk Management</b>

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and District policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the District during the draft phase of the audit.

# AUDIT APPROACH

## Phase 4: Drafts



September

The final completion and quality review of the initial draft of the Annual Financial Report will be completed at our office and a draft of the Annual Financial Report and related communication letters will be provided to the District no later than the date agreed to during the planning meeting. The District will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then coordinate with the District a final draft where we will review the District’s questions and/or changes to the Annual Financial Report as well as the client communication letters and submit a final draft of the Annual Financial Report to the District.

## Phase 5: Audit Completion



October

Upon approval of the drafts by the District, we will deliver final, bound financial Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the District’s financial statements in the future.

L&A strives for continual communication with District staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Annual Financial Report and communication letters with representatives of the District.



# PRICE AND BILLING

## AUDIT SERVICES RFP RESPONSE FORM

Firm: Lauterbach & Amen, LLP

Firm Contact/Project Manager: Ronald J. Amen, Partner

Email Address: ramen@lauterbachamen.com

Address: 668 N. River Road  
Naperville, IL 60563

Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516

Signature of Authorized Agent:  , Partner

Date of Proposal Submission: February 20, 2023

### PRICE STRUCTURE

	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027
<b>Audit and all Associated Work</b>	\$8,810	\$9,075	\$9,350	\$9,635	\$9,925



# PRICE AND BILLING

## HOURS SCHEDULE

	Hours	Standard Rate	Quoted Rate	Total
<b>Partner</b>	11	\$170	\$160	\$1,760
<b>Manager</b>	30	\$140	\$130	\$3,900
<b>In-Charge</b>	35	\$100	\$90	\$3,150
	76			\$8,810

In 26 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future GASB and FASB pronouncements.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the District. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the District, as well as providing other training topics based on client requests and needs.

## Schedules Requested

The proposed annual prices are based upon staff support at all levels from District personnel and that the District will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

## Additional Services

Should it become necessary for the District to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



## REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

	Client	Contact
	<b>Ela Public Library District*</b>	<b>Lauren Rosenthal</b> (847) 307-4833 lrosenthal@eapl.org
	<b>Indian Trails Public Library District</b>	<b>Brian Shepard</b> (847) 459-4100 bshepard@indiantrailslibrary.org
	<b>Palatine Public Library District</b>	<b>Jeannie Dilger</b> (847) 358-5881 jdilger@palatinelibrary.org

\* Indicates governments who currently hold the GFOA Certificate of Achievement.

### Lost Clients:

Client	Reason
<b>City of Wheaton</b>	Mandatory Rotation
<b>Wheaton Park District</b>	Mandatory Rotation
<b>Glenview Park District</b>	Mandatory Rotation
<b>Village of Bartlett</b>	Mandatory Rotation
<b>Village of Lincolnwood</b>	Mandatory Rotation



# REFERENCES

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

## Libraries

Addison Public Library	Franklin Park Public Library District	Linda Sokol Francis Brookfield Library	Reaching Across Illinois Library System
Algonquin Area Public Library	Fremont Public Library District	Lisle Library District	River Forest Public Library
Batavia Public Library	Gail Borden Public Library District	Markham Public Library	Round Lake Area Public Library District
Berkeley Public Library	Geneva Public Library District	Midlothian Public Library	Seneca Public Library
Bloomington Public Library	Glen Ellyn Public Library	Mokena Community Public Library District	Skokie Public Library
Broadview Public Library District	Glenside Public Library District	Mount Prospect Public Library	St. Charles Public Library
Byron Public Library District	Grayslake Area Public Library District	Niles-Maine District Library	Streator Public Library
Cary Area Public Library District	Helen M. Plum Memorial Public Library District	North Riverside Public Library	Summit Public Library
Cook Memorial Public Library District	Hillside Public Library	North Suburban Public Library District	Villa Park Public Library
Des Plaines Public Library	Indian Prairie Public Library	Oak Park Public Library	Warren Newport Public Library
Eisenhower Public Library District	Indian Trails Public Library District	Oregon Public Library	Wilmette Public Library District
Ela Area Public Library District*	Itasca Community Library	Palatine Public Library District	Winfield Public Library
Elk Grove Public Library	Johnsburg Public Library District	Palos Heights Public Library	Winnetka Northfield Public Library District
Ella Johnson Memorial Library District	Joliet Public Library	Peru Public Library District	Woodridge Public Library
Forest Park Public Library	LaGrange Park Public Library District	Plainfield Public Library District	Zion-Benton Public Library District
Fountaindale Public Library District	Lake Villa District Library	Prairie Trails Public Library District	
Fox River Grove Library District	Lemont Public Library District	Prairiecat	
Fox River Valley Public Library*	Lincolnwood Public Library District	Prospect Heights Public Library District	

\* Indicates governments who currently hold the GFOA Certificate of Achievement.

Municipalities	Park Districts	School Districts	Libraries	Pension Funds	Other Entities
135+	75+	50+	70+	500+	110+



# APPENDIX

## ELLIN & TUCKER

### REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of  
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

#### PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

#### REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



# APPENDIX

---

## ELLIN & TUCKER

### OPINION

---

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in blue ink that reads 'Ellin &amp; Tucker'.

ELLIN & TUCKER  
Certified Public Accountants

Baltimore, Maryland  
December 27, 2019



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/5/2022

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

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

PRODUCER Crum-Halsted Agency, Inc. 427 N Kirk Road Suite 113 Geneva, IL 60134	CONTACT NAME: Tracey Meicher, CIC, CRIS	
	PHONE (A/C, No, Ext): (630) 443-7300 FAX (A/C, No): (630) 587-9826 E-MAIL ADDRESS: tmeicher@crumhalsted.com	
INSURED Lauterbach & Amen, LLP 668 N River Road Suite 100 Naperville, IL 60563	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Citizens of America	31534
	INSURER B: Allmerica Financial Benefit	41840
	INSURER C: The Hanover Insurance Company	22292
	INSURER D: HSB Specialty Insurance Company	14438
	INSURER E: INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: 2022 Standard Cert REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			OBCA886072	3/31/2022	3/31/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
D	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Cyber Liability			6620628	3/31/2022	3/21/2023	GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000 Aggregate Limit of Insurance \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			OBCA886072	3/31/2022	3/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			OBCA886072	3/31/2022	3/31/2023	EACH OCCURRENCE \$ 5,000,000
							AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	W2CA886039	3/31/2022	3/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			LHCA595928	3/31/2022	3/31/2023	Limit per Claim / Aggregate \$5,000,000
C	Crime			LHCD872046	3/31/2022	3/31/2023	Employee Dishonesty \$3,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Coverage

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

AUTHORIZED REPRESENTATIVE

Ted Rosenow, CIC/TM

*Thudon A. Rosenow*

© 1988-2014 ACORD CORPORATION. All rights reserved.



February 23, 2023

Members of the Board of Trustees  
Fountaindale Public Library  
300 W Briarcliff Road  
Bolingbrook, Illinois 60440

We are pleased to confirm our acceptance and understanding of the services we will provide for the Fountaindale Public Library for the fiscal years ending June 30, 2023 through June 30, 2027. It is our understanding that Lauterbach & Amen, LLP will prepare the GASB 74/75 Actuarial Valuation for the Library.

You agree to assume all management responsibilities for the actuarial services we provide; you will oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; you will evaluate the adequacy and results of the services and will accept responsibility for them.

Lauterbach & Amen, LLP does not assume any management responsibilities for the Library. These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

**Costs for our services are as follows:**

	Fiscal Year Ended				
	06/30/2023	06/30/2024	06/30/2025	06/30/2026	06/30/2027
<b>Annual Actuarial Reports</b>					
• Preparation of GASB 74/75 Actuarial Valuation*	\$950	\$2,980	\$1,030	\$3,220	\$1,110
• Preparation of Audit Friendly Exhibits	Included	Included	Included	Included	Included
<b>Total Annual Actuarial Reports</b>	<b>\$950</b>	<b>\$2,980</b>	<b>\$1,030</b>	<b>\$3,220</b>	<b>\$1,110</b>

\*All GASB 74/75 reporting will follow a biennial reporting cycle and for all fiscal year ends where a full-valuation is not required, we will prepare financial statement entries based on a limited actuarial report. The limited actuarial report will not require updating of participant or medical information but will be run at the most recently available discount rate required by the GASB 74/75 standards. If, for any reason, the Library or auditors require a full-valuation vs. the limited actuarial report, updating of all participant and medical information will be required and the fee for a full valuation will be charged.

**Out of Scope Services:**

Out of scope services will be billed on a time and charges basis. The hourly rate for out of scope services is \$275 per hour. We will provide an estimate of costs for any out of scope services when the service is requested and the scope is defined. You will not be charged any additional costs under this section unless written approval, including email confirmation, is provided ahead of time.

Either party may terminate all or a portion of the services contemplated by this engagement at any time for any reason upon 30 days written notice to the other. Subcontracting will be disclosed to the Library's Board of Trustees prior to beginning work. This agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

We appreciate the opportunity to be of service to the Fountaindale Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please indicate your acceptance by signing below and returning it to us.

Cordially,

*Lauterbach & Amen, LLP*

Lauterbach & Amen, LLP

---

**RESPONSE:**

This letter correctly sets forth the understanding of the Fountaindale Public Library:

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

## **Education Assistance-DRAFT**

The District believes that funds spent to assist employees who wish to pursue approved programs of study in an effort to enhance current knowledge and skills that will improve their job performance are funds well spent. Because of this belief, the District encourages employees to further their education and training in work-related areas and may provide employees with the financial support to do so.

### Who is Eligible?

Education assistance is available to assist any full-time and regularly scheduled 25-hour per week part-time employee who has been with the District for at least one year of continuous service and is considered by their direct supervisor to have a satisfactory performance rating.

Courses must have the written approval of the department manager and executive director prior to class enrollment in order to qualify for reimbursement. Availability of District funds and District needs will be primary considerations in determining educational assistance funding.

Priority for educational assistance will be given to employees who have provided six months or more notice of intent to seek educational assistance.

Employees wishing to take classes in a Library Technical Assistant (LTA) associate degree or certification program or to take classes in a bachelor or graduate level library school program will receive priority for educational assistance.

Employees wishing to take classes in an accredited program or to earn a certification related to their current position will be considered on a case by case basis. Other classes in a degree program that are not related to their current position will not be considered for educational assistance.

Initial approval of a course of study does not obligate the District to future/continued approval of courses in that course of study.

Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours

### Reimbursement

The maximum reimbursement that will be made to an individual employee per calendar year is:

Full-time \$10,000.00

Part-time \$5,000.00

The District will reimburse employees for the actual cost of the coursework and any applicable fees. Books, classroom supplies, travel expenses and other course materials are not eligible for

reimbursement. Total reimbursement to be made per calendar year is 100% with a grade of “B” or above, or upon receiving or renewing certification.

Reimbursement will be granted for approved courses at the rate stated above upon receipt of a paid tuition bill and official grade report.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the District and other sources may not exceed 100% of the allowable tuition and fees.

Should an employee be unable to pre-pay certification or educational expenses, they may contact the Executive Director for an exception to this policy. The Executive Director, at their discretion may allow pre-payment directly to the provider on behalf of the employee.

Employees required to take one or more courses as a condition of employment shall have the actual cost of the coursework and any applicable fees pre-paid directly to the provider on behalf of the employee.

Employees are required to sign an Educational Expense Agreement and agree to its terms when any coursework and applicable fees are prepaid.

Tax consequences (if any) as a result of District reimbursement and/or the pre-payment of educational expenses under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee’s W-2.

#### Repayments

An employee agrees to remain with the District for one year from the date of the educational reimbursement. If the employee resigns or is terminated within that year, they will be required to repay the District in full within 120 days of termination or resignation.

#### Meetings, Workshops, and Conferences

All staff are encouraged to attend District related events (conferences, meetings, workshops, etc.) subject to budget constraints. Staff attendance is subject to approval by the Executive Director following the “Fountaindale Public Library District Travel and Event and Membership Policy”.

## **Appearance and Dress Code Policy- DRAFT**

As a general principle, all Library employees are expected to dress and accessorize appropriately for the workplace and project a professional image at all times. Therefore, business casual attire shall be worn everyday with the exception of Fridays when casual attire may be worn. All employees are expected to dress according to the requirements of their job duties, regardless of the day of the week.

The examples below are intended to give guidance for appropriate attire and should not be considered all inclusive.

### Business casual attire includes the following:

- Casual and tailored dress shirts or blouses, polo shirts, turtlenecks or sweaters
- Dress or casual slacks, chinos, Dockers or capris
- Dresses or skirts
- Footwear that is safe and appropriate for the duties and responsibilities of the employee's position
- Head covers that are required as part of a Library program, for religious purposes or to honor cultural traditions and those for medical reasons are allowed

### Friday casual attire includes business casual attire along with the following:

- Jeans that are not frayed, tattered, or with holes
- Plain t-shirts, without writing or images

### **Exceptions:**

#### Fountaindale Public Library apparel:

Attire provided by the District that is embroidered or imprinted with the District's logo, or promoting a current District initiative. Staff may wear Friday casual attire, listed above, when wearing Fountaindale Public Library apparel, on any day, not limited to Fridays.

#### Aides:

Circulation Services Aides, Collection Services Aides, Finance Aide, Processing Aide

- Jeans may be worn every day that are not frayed, tattered, or with holes
- Knee-length shorts may be worn from June 1 through August 31
- Shoes must cover the entire foot. Footwear with open toes or open heels-are not allowed

#### Facilities and Security:

- Shoes must cover the entire foot. Footwear with open toes or open heels-are not allowed

#### Outreach Services Staff:

- Fountaindale Public Library apparel, attire that is embroidered or imprinted with the District's logo, or promoting a current District initiative, must be worn at all times when participating in outreach events with the District-owned vehicles.

- Outreach staff working at schools or community locations, without District-owned vehicles, shall wear business casual attire or Fountaindale Public Library apparel. Outreach staff working on District property shall wear business casual attire, Fountaindale Public Library apparel and/or Friday casual attire as outlined above
- Shoes must cover the entire foot. Footwear with open toes or open heels-are not allowed
- Knee-length shorts may be worn on the District-owned vehicles from June 1 through August 31
- Hats without images or writing may be worn for Outreach stops and outdoor programming

District-sponsored events, special events or time periods:

- The Executive Director may modify the dress code for District-sponsored events, special events or time periods at their discretion.

Unacceptable attire on business casual and Friday casual days include:

- Unclean, torn, patched or excessively faded clothing
- T-Shirts with writing or images, with the exception of those promoting the District or District initiative, may not be worn alone or be visible under Fountaindale Public Library apparel
- Halter tops, tube tops or tank tops
- Clothing that shows a bare back, bare midriff or bare shoulders
- Drooping pants that expose undergarments or that require constant repositioning
- Underwear should not be showing
- Sweat suits, athletic apparel
- Crocs, shower shoes and rubber flip flops
- Caps, hats, hoods or beanies may not be worn except as part of a Library program, for religious purposes, to honor cultural traditions, or for medical reasons

Tattoos and Piercings:

- Any tattoo that can be perceived as offensive or hostile must be covered while working
- Excessive facial piercing, ear-piercing and visible body piercing are not appropriate

Fragrances:

Employees are prohibited from wearing or maintaining in their work spaces any type of strong smelling substance, including, but not limited to, perfumes, aftershaves, colognes, potpourri or other such substances.

Hygiene:

Employees are expected to maintain appropriate hygiene standards while at work or performing Library work. Any facial hair must not pose a safety or health risk given the nature of the employee's position.

Supervisors or managers will have additional suggestions on what is deemed appropriate or inappropriate attire. Employees who have questions about the dress code should speak to their supervisors/managers or the Human Resources Manager.

If an employee's dress or appearance violates this policy, the employee may be asked not to wear that particular item of clothing or fragrance again or to improve their hygiene, or they may be sent home without pay to change into appropriate clothing.

Reasonable Accommodations:

If an employee requires a modification of this policy to accommodate their sincerely held religious beliefs, then they should communicate their request for reasonable accommodation to the Human Resources Manager.

# Fountaindale Public Library District

## Cash and Investment

February 28, 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	\$155,654.51	\$1,041,705.24
Cash Checking/Payroll	\$160,870.85	\$42,470.36	\$203,341.21
Petty Cash	\$3,232.09	\$0.00	\$3,232.09
Total Cash	<u>\$1,050,153.67</u>	<u>\$198,124.87</u>	<u>\$1,248,278.54</u>
Investments			
Investment - General Fund/Wintrust MM	\$7,514,793.56	(\$1,571,686.77)	\$5,943,106.79
Investment - IL Funds/General	\$71,415.42	\$1,527.06	\$72,942.48
Investment - IL Funds/INB/E-Pay	\$70,251.02	\$3,248.47	\$73,499.49
Investment - Special Reserve/Wintrust MM	\$3,084,744.36	\$66,875.07	\$3,151,619.43
Investment - Working Cash/Wintrust MM	\$1,075,221.49	\$22,945.39	\$1,098,166.88
Investment - Special Reserve/PMA	\$16,718,917.63	\$192,142.34	\$16,911,059.97
Total Investments	<u>\$28,535,343.48</u>	<u>(\$1,284,948.44)</u>	<u>\$27,250,395.04</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,795,056.72	(\$1,332,542.41)	\$462,514.31
Total Bond Fund	<u>\$1,795,056.72</u>	<u>(\$1,332,542.41)</u>	<u>\$462,514.31</u>
Total Cash and Investments	<u>\$31,380,553.87</u>	<u>(\$2,419,365.98)</u>	<u>\$28,961,187.89</u>

Special Res. PMA - 1.189%  
General - IL Fund - 4.481%  
Money Market Wintrust - 4.659%

# Fountaindale Public Library District

## Revenue Report

February 28, 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	\$0.00	\$276,548.78	67.38%	\$410,403.00	\$133,854.22
Interest	\$90,975.18	\$448,102.69	96.34%	\$465,110.00	\$17,007.31
Circulation Fees	\$1,228.40	\$10,077.57	83.98%	\$12,000.00	\$1,922.43
Copy Machines	\$355.00	\$3,624.01	90.60%	\$4,000.00	\$375.99
Fax Machine	\$331.65	\$3,267.73	81.69%	\$4,000.00	\$732.27
Printing	\$1,449.31	\$10,714.75	89.29%	\$12,000.00	\$1,285.25
Miscellaneous	\$1,033.45	\$20,851.78	83.41%	\$25,000.00	\$4,148.22
Reimbursements	\$130.64	\$2,355.04	78.50%	\$3,000.00	\$644.96
Board Reimbursements	\$181.66	\$371.66	92.92%	\$400.00	\$28.34
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>\$95,685.29</b>	<b>\$5,390,074.84</b>	<b>52.47%</b>	<b>\$10,271,927.09</b>	<b>\$4,881,852.25</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	\$1,539.21	\$42,913.11	61.30%	\$70,000.00	\$27,086.89
<b>Total Bond Fund</b>	<b>\$1,539.21</b>	<b>\$1,554,982.59</b>	<b>49.48%</b>	<b>\$3,142,557.10</b>	<b>\$1,587,574.51</b>
<b>Total Revenue</b>	<b>\$97,224.50</b>	<b>\$6,945,057.43</b>	<b>51.77%</b>	<b>\$13,414,484.19</b>	<b>\$6,469,426.76</b>

# Fountaindale Public Library District

## Expenditure Report

February 28, 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	\$389,514.78	\$3,177,584.41	57.38%	\$5,538,000.00	\$2,360,415.59
Contractual Services	\$21,195.43	\$365,649.39	53.46%	\$684,000.00	\$318,350.61
Supplies & Utilities	\$34,924.91	\$257,936.01	41.43%	\$622,600.00	\$364,663.99
Library Materials	\$48,188.24	\$500,478.87	39.33%	\$1,272,500.00	\$772,021.13
Capital Expenditures	\$13,397.50	\$270,522.64	25.80%	\$1,048,375.00	\$777,852.36
Miscellaneous	\$2,883.29	\$27,657.64	36.39%	\$76,000.00	\$48,342.36
Per Capita Grant	\$0.00	\$0.00	0.00%	\$98,897.00	\$98,897.00
Total General Fund Expenditures	<u>\$510,104.15</u>	<u>\$4,599,828.96</u>	<u>49.25%</u>	<u>\$9,340,372.00</u>	<u>\$4,740,543.04</u>
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$9,260.00	76.53%	\$12,100.00	\$2,840.00
Liability Insurance Fund Expendit	\$623.97	\$102,502.00	65.08%	\$157,500.00	\$54,998.00
Soc Sec/IMRF Fund Expenditures	\$42,171.44	\$442,778.44	61.26%	\$722,825.00	\$280,046.56
Special Reserve Fund Expenditur	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$38,208.37	\$208,304.89	47.89%	\$435,000.00	\$226,695.11
Total Other Fund Expenditures	<u>\$81,003.78</u>	<u>\$762,845.33</u>	<u>57.46%</u>	<u>\$1,327,525.00</u>	<u>\$564,679.67</u>
Total Expenditures - Operating Funds	<u>\$591,107.93</u>	<u>\$5,362,674.29</u>	<u>50.27%</u>	<u>\$10,667,897.00</u>	<u>\$5,305,222.71</u>
Bond Fund Expenditures					
Principal Payment - 2016A	\$0.00	\$855,000.00	100.00%	\$855,000.00	\$0.00
Interest Payment - 2016A	\$0.00	\$152,300.00	100.00%	\$152,300.00	\$0.00
Principal Payment - 2018	\$0.00	\$1,335,000.00	100.00%	\$1,335,000.00	\$0.00
Interest Payment - 2018	\$0.00	\$325,750.00	100.00%	\$325,750.00	\$0.00
Principal Payment - 2019	\$0.00	\$175,000.00	100.00%	\$175,000.00	\$0.00
Interest Payment - 2019	\$0.00	\$289,800.00	100.00%	\$289,800.00	\$0.00
Total Bond Fund Expenditures	<u>\$0.00</u>	<u>\$3,132,850.00</u>	<u>100.00%</u>	<u>\$3,132,850.00</u>	<u>\$0.00</u>
Total	<u>\$0.00</u>	<u>\$3,132,850.00</u>	<u>100.00%</u>	<u>\$3,132,850.00</u>	<u>\$0.00</u>
Total Expenditures - All Funds	<u>\$591,107.93</u>	<u>\$8,495,524.29</u>	<u>61.56%</u>	<u>\$13,800,747.00</u>	<u>\$5,305,222.71</u>

**Fountaindale Pubic Library District**  
**Bills Paid - Operating Account**  
**March 2023**

PAYEE NAME	DESCRIPTION	PAYMENT DATE	CHECK/DRAFT NUMBER	PAYMENT AMOUNT
AFLAC	Employer Contribution - February 2023	03/01/2023	982	\$59.64
Blue Cross Blue Shield of Illinois	Employer Contribution - March 2023	03/01/2023	58684	\$30,885.23
Dearborn National Life Insurance Company	Employer Contribution - March 2023	03/01/2023	58685	\$613.46
Fidelity Security Life Insurance/EYEMED	Employer Contribution - March 2023	03/01/2023	58688	\$174.92
Illinois Municipal Retirement Fund	Employer Contribution - February 2023	03/01/2023	984	\$16,136.85
Melissa Funfsinn	Per Diem - IL Youth Services Institute - 03/16/23 to 03/17/23	03/01/2023	58686	\$206.50
Somonauk Public Library District	Bluey Costume Rental Deposit	03/01/2023	58687	\$100.00
				<u>\$48,176.60</u>



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

<u>Gross Payroll &amp; FICA - February 2023</u>	
Gross Payroll	\$353,905.60
FICA	\$26,362.91
Total Gross Payroll & FICA	<u>\$380,268.51</u>

**Fountaindale Public Library District**  
**Board Reimbursements**  
February 2023

<b>Payee Name</b>	<b>Description</b>	<b>Payment Date</b>	<b>Account Number</b>	<b>Payment Amount</b>
Celeste M. Bermejo	1/19/23 Board Meeting Additional Meal	2/10/2023	1-3616-10	\$25.66
Margaret J. Danhof	Danhof - 2023 State of Village Ticket	2/10/2023	1-3616-10	\$75.00
Kathryn J. Spindel	Spindel - 2023 VVEEF Dinner & Auction Ticket	2/10/2023	1-3616-10	\$65.00
Celeste M. Bermejo	2/16/23 Board Meeting Additional Meal	2/10/2023	1-3616-10	\$16.00
				<u><b>\$181.66</b></u>

**Fountaindale Public Library District**  
**Bills Payables Report**  
**March 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>				
	2023 Summer Adventure Tote Bag Prizes	10918498	1-4735-10	\$1,030.98
	Studio 10th Anniversary Giveaways	10925726	1-4735-10	\$986.61
		<i>Subtotal for Vendor</i>		<b>\$2,017.59</b>
<b>Allyse Schiller</b>				
	Reimbursement - Staff In-Service Supplies - 2/24/23	AS022323	1-4353-10	\$130.59
		<i>Subtotal for Vendor</i>		<b>\$130.59</b>
<b>Amazon Capital Services</b>				
	Bkm Snow Shovel	A138-2223	1-4235-29	\$36.98
	STEM & Craft Supplies	A136-2223	1-4353-20	\$76.90
	Spring Crafting Supplies	A132-2223	1-4353-24	\$122.43
	Teen Book Bundles	A134-2223	1-4353-24	\$174.57
	Teen Spring & Winter Kits	A135-2223	1-4353-24	\$298.73
	Painting Puzzles & Canvases	A137-2223	1-4353-24	\$35.99
	Various Program Supplies	A138-2223	1-4353-28	\$82.15
	Processing & Repair Materials	1TMQ-DK1H-6CL7	1-4371-12	\$26.73
	Processing & Repair Materials	1TMQ-DK1H-6CL7	1-4371-12	\$18.36
	Maker Space Supplies	A133-2223	1-4371-27	\$128.94
	Books - Adult Non-Fiction & Processing/Shipping	14KL-K633-6NVJ	1-4518-26	\$3.99
	Books - Adult Non-Fiction & Processing/Shipping	167T-KPWQ-6N3M	1-4518-26	\$5.99
	Books - Adult World Languages & Processing/Shipping	17PH-LR4N-67H6	1-4518-26	\$3.99
	Books - Adult Non-Fiction & Processing/Shipping	1FHJ-C6KL-4VXD	1-4518-26	\$5.99
	Video Games - Adult & Processing/Shipping	1GR3-3WLD-6GQM	1-4518-26	\$5.99
	Music - Adult & Processing/Shipping	1J3Q-FYR4-4CMW	1-4518-26	\$3.99
	Books - Adult Fiction & Processing/Shipping	1J3Q-FYR4-996N	1-4518-26	\$5.99
	Books - Adult Non-Fiction & Processing/Shipping	1M47-FVGG-3XHN	1-4518-26	\$3.99
	Books - Adult Fiction & Processing/Shipping	1TMQ-DK1H-7DQQ	1-4518-26	\$5.99
	Books - Juvenile Easy & Processing/Shipping	1TMQ-DK1H-7MDD	1-4518-26	\$7.98
	Books - Juvenile Easy & Processing/Shipping	1TMQ-DK1H-7MDD	1-4518-26	\$5.99
	DVD - Adult & Processing/Shipping	1TRX-JWF3-67JX	1-4518-26	\$5.99
	Books - Adult Non-Fiction & Processing/Shipping	1WC3-NKJK-4R4D	1-4518-26	\$5.99
	Books - Adult World Languages & Processing/Shipping	17PH-LR4N-67H6	1-4525-26	\$5.52
	Books - Adult World Languages	17PH-LR4N-67H6	1-4525-26	\$24.85
	Books - Juvenile World Languages	1J3Q-FYR4-4CMW	1-4526-26	\$263.24

**Fountaindale Public Library District**  
**Bills Payables Report**  
**March 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	17PH-LR4N-67H6	1-4540-26	\$43.84
	Books - Adult Fiction & Processing/Shipping	1J3Q-FYR4-996N	1-4540-26	\$16.99
	Books - Adult Fiction	1RVN-KD9C-4G73	1-4540-26	\$4.48
	Books - Adult Fiction & Processing/Shipping	1TMQ-DK1H-7DQQ	1-4540-26	\$10.99
	Books - Adult Non-Fiction & Processing/Shipping	14KL-K633-6NVJ	1-4541-26	\$12.02
	Books - Adult Non-Fiction & Processing/Shipping	167T-KPWQ-6N3M	1-4541-26	\$24.95
	Books - Adult Non-Fiction	177N-HNWM-4LQW	1-4541-26	\$25.00
	Books - Adult Non-Fiction	17PH-LR4N-67H6	1-4541-26	\$112.25
	Books - Adult Non-Fiction & Processing/Shipping	1FHJ-C6KL-4VXD	1-4541-26	\$16.94
	Books - Adult Non-Fiction & Processing/Shipping	1M47-FVGG-3XHN	1-4541-26	\$41.18
	Books - Adult Non-Fiction	1RFW-VRPL-47PN	1-4541-26	\$19.12
	Books - Adult Non-Fiction	1TRX-JWF3-64X3	1-4541-26	\$39.95
	Books - Adult Non-Fiction & Processing/Shipping	1WC3-NKJK-4R4D	1-4541-26	\$20.99
	Books - Juvenile Easy	1DDF-M9W9-6K7D	1-4546-26	\$125.93
	Books - Juvenile Easy	1HVM-Q61Y-4H41	1-4546-26	\$43.96
	Books - Juvenile Easy	1RVN-KD9C-6XF4	1-4546-26	\$43.93
	Books - Juvenile Easy	1RVN-KD9C-6XF4	1-4546-26	\$23.41
	Books - Juvenile Easy & Processing/Shipping	1TMQ-DK1H-7MDD	1-4546-26	\$59.98
	Books - Juvenile Easy & Processing/Shipping	1TMQ-DK1H-7MDD	1-4546-26	\$24.99
	Books - Young Adult Fiction	1Y73-YW3T-7VCD	1-4548-26	\$13.99
	Music - Adult & Processing/Shipping	1J3Q-FYR4-4CMW	1-4550-26	\$43.49
	Music - Adult	1PMJ-4NNC-39CL	1-4550-26	\$24.97
	Music - Adult	1X17-G1FY-76RL	1-4550-26	\$58.15
	Music - Adult	1X17-G1FY-76RL	1-4550-26	\$123.86
	DVD - Adult	1DNW-R6JM-4P3J	1-4557-26	\$32.53
	DVD - Adult	1PMJ-4NNC-3VGP	1-4557-26	\$29.96
	DVD - Adult	1TQ1-C1LT-6D4N	1-4557-26	\$44.17
	DVD - Adult & Processing/Shipping	1TRX-JWF3-67JX	1-4557-26	\$70.49
	Video Games - Adult & Processing/Shipping	1GR3-3WLD-6GQM	1-4565-26	\$69.99
	Juvenile Realia - STEAMbox Kits	1LK3-DVVD-4RX7	1-4569-26	\$33.99
	Walker Book Dedication	1RFW-VRPL-4D7L	1-4575-10	\$25.95
		<i>Subtotal for Vendor</i>		<b>\$2,649.69</b>
<b>American Library Association</b>				
	Dolley Membership - 1/1/23-12/31/23	1111327	1-4161-10	\$215.00

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Spindel Membership - 4/30/23-4/29/24	1204723	1-4161-16	\$130.00
		<i>Subtotal for Vendor</i>		<u>\$345.00</u>
<b>Amina Ali</b>				
	2/8/23 Roundtable & 4 Locker Visits Mileage	AA030723	1-4171-10	\$135.52
		<i>Subtotal for Vendor</i>		<u>\$135.52</u>
<b>Annette Bochenek</b>				
	Program - The Irish in Hollywood - 3/23/23	AB032323	1-4571-24	\$200.00
		<i>Subtotal for Vendor</i>		<u>\$200.00</u>
<b>AT &amp; T</b>				
	Internet - February 2023	1955686705	1-4314-14	\$948.51
		<i>Subtotal for Vendor</i>		<u>\$948.51</u>
<b>AT &amp; T Mobility - National Business Services</b>				
	Telephone Service - 1/22/23-2/21/23	20907380	1-4311-14	\$279.16
		<i>Subtotal for Vendor</i>		<u>\$279.16</u>
<b>Baker &amp; Taylor - 75000139</b>				
	Music - Adult	H64037190	1-4550-26	\$6.23
		<i>Subtotal for Vendor</i>		<u>\$6.23</u>
<b>Baker &amp; Taylor - C009233</b>				
	Books - Adult Non-Fiction	2037300455	1-4541-26	\$98.18
	Books - Adult Non-Fiction	2037330971	1-4541-26	\$15.47
		<i>Subtotal for Vendor</i>		<u>\$113.65</u>
<b>Baker &amp; Taylor - L420685</b>				
	Library Materials - Processing/Shipping	2037321630	1-4518-26	\$9.21
	Books - Adult Fiction & Processing/Fiction	5018179060	1-4518-26	\$1.07
	Library Materials - Processing/Shipping	2037292329	1-4518-29	\$17.01
	Library Materials - Processing/Shipping	2037306823	1-4518-29	\$14.51
	Library Materials - Processing/Shipping	2037338527	1-4518-29	\$9.49
	Books - Adult Fiction	2037292329	1-4540-29	\$141.84
	Books - Adult Fiction	2037306823	1-4540-29	\$179.97
	Books - Adult Fiction	2037321630	1-4540-29	\$81.07
	Books - Adult Fiction	2037338527	1-4540-29	\$81.65
	Books - Adult Fiction & Processing/Fiction	5018179060	1-4540-29	\$16.67
	Books - Adult Non-Fiction	2037292329	1-4541-29	\$104.17
	Books - Adult Non-Fiction	2037321630	1-4541-29	\$56.94

**Fountaindale Public Library District**  
**Bills Payables Report**  
**March 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	2037338527	1-4541-29	\$93.81
	Books - Adult Large Print	2037306823	1-4543-29	\$28.67
	Books - Adult Large Print	2037338527	1-4543-29	\$18.60
	Books - Juvenile Non-Fiction	2037292329	1-4545-29	\$18.96
	Books - Juvenile Easy	2037292329	1-4546-29	\$5.74
		<i>Subtotal for Vendor</i>		<b>\$879.38</b>
<b>Baker &amp; Taylor - L420686</b>				
	Library Materials - Processing/Shipping	2037290153	1-4518-26	\$110.06
	Library Materials - Processing/Shipping	2037296557	1-4518-26	\$56.38
	Library Materials - Processing/Shipping	2037299303	1-4518-26	\$66.90
	Library Materials - Processing/Shipping	2037303884	1-4518-26	\$50.81
	Library Materials - Processing/Shipping	2037306574	1-4518-26	\$36.43
	Library Materials - Processing/Shipping	2037311273	1-4518-26	\$22.39
	Library Materials - Processing/Shipping	2037318854	1-4518-26	\$158.35
	Library Materials - Processing/Shipping	2037321902	1-4518-26	\$25.88
	Library Materials - Processing/Shipping	2037326717	1-4518-26	\$41.39
	Library Materials - Processing/Shipping	2037329321	1-4518-26	\$56.40
	Library Materials - Processing/Shipping	2037335135	1-4518-26	\$64.74
	Books - Adult World Languages	2037318854	1-4525-26	\$37.13
	Books - Adult World Languages	2037321902	1-4525-26	\$29.94
	Books - Adult World Languages	2037335135	1-4525-26	\$25.87
	Books - Adult Fiction	2037290153	1-4540-26	\$597.50
	Books - Adult Fiction	2037296557	1-4540-26	\$487.99
	Books - Adult Fiction	2037299303	1-4540-26	\$362.34
	Books - Adult Fiction	2037303884	1-4540-26	\$461.76
	Books - Adult Fiction	2037306574	1-4540-26	\$250.01
	Books - Adult Fiction	2037311273	1-4540-26	\$170.21
	Books - Adult Fiction	2037318854	1-4540-26	\$906.32
	Books - Adult Fiction	2037321902	1-4540-26	\$201.60
	Books - Adult Fiction	2037326717	1-4540-26	\$287.07
	Books - Adult Fiction	2037329321	1-4540-26	\$527.55
	Books - Adult Fiction	2037335135	1-4540-26	\$359.80
	Books - Adult Non-Fiction	2037290153	1-4541-26	\$653.00
	Books - Adult Non-Fiction	2037296557	1-4541-26	\$155.89

**Fountaindale Public Library District  
Bills Payables Report  
March 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	2037299303	1-4541-26	\$245.23
	Books - Adult Non-Fiction	2037303884	1-4541-26	\$428.35
	Books - Adult Non-Fiction	2037306574	1-4541-26	\$265.07
	Books - Adult Non-Fiction	2037311273	1-4541-26	\$60.34
	Books - Adult Non-Fiction	2037318854	1-4541-26	\$944.59
	Books - Adult Non-Fiction	2037321902	1-4541-26	\$187.25
	Books - Adult Non-Fiction	2037326717	1-4541-26	\$299.78
	Books - Adult Non-Fiction	2037329321	1-4541-26	\$431.96
	Books - Adult Non-Fiction	2037335135	1-4541-26	\$418.36
	Books - Adult Large Print	2037290153	1-4543-26	\$68.98
	Books - Adult Large Print	2037299303	1-4543-26	\$28.67
	Books - Adult Large Print	2037303884	1-4543-26	\$43.20
	Books - Adult Large Print	2037311273	1-4543-26	\$36.60
	Books - Adult Large Print	2037318854	1-4543-26	\$16.79
	Books - Adult Large Print	2037329321	1-4543-26	\$18.60
	Books - Juvenile Non-Fiction	2037290153	1-4545-26	\$71.31
	Books - Juvenile Non-Fiction	2037303884	1-4545-26	\$25.28
	Books - Juvenile Non-Fiction	2037306574	1-4545-26	\$8.99
	Books - Juvenile Non-Fiction	2037311273	1-4545-26	\$45.98
	Books - Juvenile Non-Fiction	2037318854	1-4545-26	\$35.18
	Books - Juvenile Easy	2037290153	1-4546-26	\$17.22
		<i>Subtotal for Vendor</i>		<b>\$9,901.44</b>
<b>Belynda Head</b>				
	Program - R&B Line Dancing - 4/2/23	BH040223	1-4571-24	\$145.00
		<i>Subtotal for Vendor</i>		<b>\$145.00</b>
<b>Blackstone Publishing</b>				
	Audiobooks - Adult	2085470	1-4551-26	\$311.24
		<i>Subtotal for Vendor</i>		<b>\$311.24</b>
<b>Bolingbrook High School</b>				
	2023 Leading Role Sponsorship - Full Page Ad	7691-2223	1-4731-10	\$250.00
		<i>Subtotal for Vendor</i>		<b>\$250.00</b>
<b>Bridgeall Libraries Limited</b>				
	Catalog Management - SUBS-R Annual - 4/7/23-4/6/24	SIN006167	1-4272-12	\$10,800.00
	Catalog Management - ESP-B-R Annual - 4/7/23-4/6/24	SIN006168	1-4272-12	\$2,316.00

**Fountaindale Public Library District**  
**Bills Payables Report**  
**March 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>\$13,116.00</u></b>
<b>Center Point Large Print</b>				
	Books - Adult Large Print	1985651	1-4543-26	\$147.42
	Books - Adult Large Print	1990768	1-4543-29	\$25.32
		<i>Subtotal for Vendor</i>		<b><u>\$172.74</u></b>
<b>Children's Plus Inc.</b>				
	Books - Juvenile Non-Fiction	224614	1-4545-26	\$33.98
	Books - Juvenile Non-Fiction	224615	1-4545-26	\$21.98
	Books - Juvenile Non-Fiction	225707	1-4545-26	\$97.94
	Books - Juvenile Non-Fiction	225708	1-4545-26	\$129.98
	Books - Juvenile Non-Fiction	224613	1-4545-29	\$10.99
	Books - Juvenile Non-Fiction	225706	1-4545-29	\$65.96
		<i>Subtotal for Vendor</i>		<b><u>\$360.83</u></b>
<b>Cintas Corporation</b>				
	Staff In-Service Fire Safety Classes - 2/24/23	8406130890	1-4151-10	\$2,200.00
		<i>Subtotal for Vendor</i>		<b><u>\$2,200.00</u></b>
<b>Comcast Cable</b>				
	Cable - 3/3/23-4/2/23	0367494-MAR23	1-4316-14	\$103.27
		<i>Subtotal for Vendor</i>		<b><u>\$103.27</u></b>
<b>Costco Membership</b>				
	4 Membership Dues - April 2023	5845-APR23	1-4162-10	\$120.00
		<i>Subtotal for Vendor</i>		<b><u>\$120.00</u></b>
<b>Creative Photography by Paul Hrdlicka</b>				
	FPLD Board of Trustees Headshots & Group Photo - 3/16/23	7706-2223	1-4355-16	\$500.00
		<i>Subtotal for Vendor</i>		<b><u>\$500.00</u></b>
<b>Dana A Palmer</b>				
	Program - Gen Club - Buckeye Expansion - 3/22/23	DAP032223	1-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		<b><u>\$175.00</u></b>
<b>Demco, Inc.</b>				
	Vortex - Smith System Booktruck	7260978	1-4342-10	\$874.94
		<i>Subtotal for Vendor</i>		<b><u>\$874.94</u></b>
<b>Discount School Supply</b>				
	Various Program Supplies	P41992140001	1-4353-20	\$288.58
		<i>Subtotal for Vendor</i>		<b><u>\$288.58</u></b>

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
<b>EBSCO Subscription Services</b>				
	Motivos 1/2023-12/2023 & Quiltmaker 4/2023-3/2024 Renewals	2304329	1-4511-26	\$18.68
		<i>Subtotal for Vendor</i>		<u><b>\$18.68</b></u>
<b>Findaway World, LLC</b>				
	Books - Juvenile Easy	419458	1-4546-26	\$47.49
	Audiobooks - Adult	419129	1-4551-26	\$415.66
	Audiobooks - Adult	419686	1-4551-26	\$55.73
	Audiobooks - Adult	420151	1-4551-26	\$55.73
	Audiobooks - Adult	421302	1-4551-26	\$394.75
	Audiobooks - Juvenile	419125	1-4553-26	\$801.40
	Audiobooks - Juvenile	420064	1-4553-26	\$239.91
	Audiobooks - Juvenile	421300	1-4553-26	\$618.63
	Audiobooks - Young Adults	419857	1-4555-26	\$152.59
	Audiobooks - Young Adults	420515	1-4555-26	\$52.08
	Audiobooks - Young Adults	421175	1-4555-26	\$107.81
	Playaway - Juvenile	419099	1-4562-29	\$335.36
	Playaway - Juvenile	419288	1-4562-29	\$418.24
	Launchpads - Juvenile	419251	1-4566-26	\$465.22
	Launchpads - Juvenile	420995	1-4566-26	\$209.97
	Launchpads - Juvenile	421229	1-4566-26	\$28.44
	Launchpads - Juvenile	721687	1-4566-26	\$778.95
		<i>Subtotal for Vendor</i>		<u><b>\$5,177.96</b></u>
<b>First Bankcard</b>				
	Mgmt Assc IL - Pottle - Altogether HR Conference - 4/13/23	M4566-MAR23	1-4151-10	\$295.00
	Novelist - Haq - Deep Dive Building Relationships w/Readers	N8770-MAR23	1-4151-10	\$199.00
	ILA - Funfsinn - IL Youth Services Conference - 3/16-3/17	N8770-MAR23	1-4151-10	\$250.00
	PDQ - Annual Automated Software Update & Deployment Renewal	N8770-MAR23	1-4233-14	\$160.20
	IL Tollway - Transit iPass Funds	P9444-MAR23	1-4235-29	\$80.00
	Rod Baker Ford - Transit Key Programming	P9444-MAR23	1-4235-29	\$194.35
	Rod Baker Ford - Spare Transit Key Sets	P9444-MAR23	1-4235-29	\$445.50
	Todd's Towing - Bkm Repair: TransChicago to Northwest Trucks	P9444-MAR23	1-4235-29	\$840.00
	Jewel - Transit iPass Transponder	P9444-MAR23	1-4235-29	\$33.50
	Northwest Trucks - Bkm Transmission Repair	P9444-MAR23	1-4235-29	\$2,245.68
	American Assoc Notaries - Owens - Notary Bond & Supplies	N8770-MAR23	1-4253-10	\$30.00

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	AT&T - Transit Cell Phone	N8770-MAR23	1-4311-14	\$1.05
	Mobile Beacon - 4 Patron Hotspots Annual Renewal	M4566-MAR23	1-4348-14	\$480.00
	District Restock - February 2023	A139-2223	1-4351-10	\$44.41
	Director Calculator	A147-2223	1-4351-10	\$8.99
	American Assoc Notaries - Owens - Notary Bond & Supplies	N8770-MAR23	1-4351-10	\$41.13
	Rentals Unlimited - Staff In-Service Chair Rentals - 2/24/23	M4566-MAR23	1-4353-10	\$147.00
	Dollar Tree - Staff In-Service Craft Supplies - 2/24/23	M4566-MAR23	1-4353-10	\$85.44
	Panera - Staff In-Service Breakfast - 2/24/23	M4566-MAR23	1-4353-10	\$513.30
	Party City - Staff In-Service Tablecloths - 2/24/23	N8770-MAR23	1-4353-10	\$42.99
	Cake Theory - Studio 10th Anniversary Cupcakes	N8770-MAR23	1-4353-10	\$550.00
	Twine & Wire Hangers	A152-2223	1-4353-20	\$25.28
	Meijer - Spring 2023 Supplies	N8770-MAR23	1-4353-20	\$27.94
	Dollar Tree - Spring 2023 Supplies	N8770-MAR23	1-4353-20	\$32.50
	Walmart - Spring 2023 Supplies	N8770-MAR23	1-4353-20	\$58.60
	Dragon Eye Items	A144-2223	1-4353-24	\$75.21
	Various Program Items	A148-2223	1-4353-24	\$128.95
	Spring Flower Crafting Supplies	A151-2223	1-4353-24	\$45.84
	Michaels - Snowflake Heart Wall Art	N8770-MAR23	1-4353-24	\$24.70
	Dollar Tree - Foil Pans	N8770-MAR23	1-4353-24	\$12.50
	Graham Crackers Comics - Puzzle Piece Heart Wreath	N8770-MAR23	1-4353-24	\$15.99
	Jimmy Johns - Senior Social Lunch - 2/9/23	N8770-MAR23	1-4353-24	\$171.05
	Hobby Lobby - RA Book Club Craft Supplies	N8770-MAR23	1-4353-24	\$68.30
	Michaels - February Teen Supplies	N8770-MAR23	1-4353-24	\$86.93
	10th Anniversary Craft Markers	A122-2223Reorder	1-4353-27	\$133.98
	Oscars DVD Prizes	A142-2223	1-4353-27	\$95.91
	Storage Bin	A149-2223-01	1-4353-27	\$25.32
	Storage Bin	A149-2223-02	1-4353-27	\$25.32
	Maker Space AutoBlade Set, Cardstock, Storage Bin	A149-2223-03	1-4353-27	\$265.42
	Finger Puppets, Boxes, Soccer Ball	A145-2223	1-4353-28	\$129.89
	Board Clipboards	A147-2223	1-4355-16	\$6.85
	Patron Use Maker Supplies	A146-2223	1-4371-27	\$324.99
	Embrilliance - Patron Use StitchArtist Software	N8770-MAR23	1-4522-14	\$169.00
	Netflix - 4/11 Additional Roku Monthly Subscriptions	M4566-MAR23	1-4523-26	\$19.99
	Netflix - 4/11 Additional Roku Monthly Subscriptions	N8770-MAR23	1-4523-26	\$19.99

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Netflix - 4/11 Additional Roku Monthly Subscriptions	N8770-MAR23	1-4523-26	\$19.99
	Netflix - 4/6 Outreach Roku Monthly Subscriptions	P9444-MAR23	1-4523-26	\$19.99
	Netflix - 4/6 Outreach Roku Monthly Subscriptions	P9444-MAR23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$19.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$9.99
	CrunchyRoll - 1/6 Outreach Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$9.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$14.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$14.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$15.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$15.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$15.99
	HBO Max - 3/11 Additional Roku Monthly Subscriptions	T7780-MAR23	1-4523-26	\$15.99
	Story Blocks - Patron Use Video Blocks Annual Subscription	N8770-MAR23	1-4568-27	\$99.00
	American Girl - Circulating Dolls	T7780-MAR23	1-4569-26	\$320.00
	Spotify - Patron Storytime Monthly Streaming Music	N8770-MAR23	1-4631-14	\$15.99
	Headset, Scanner, Phone Case	A141-2223	1-4641-14	\$276.65
	Various Sized Flash Drives	A143-2223	1-4641-14	\$171.59
	Jewel - Bennett Farewell Cupcakes	N8770-MAR23	1-4711-10	\$37.98
	Home Cut Donuts - Donuts w/Director Refreshments - 2/21/23	M4566-MAR23	1-4715-10	\$13.55
	Panera - Donuts & Pastries Coffee & Refreshments - 2/21/23	M4566-MAR23	1-4715-10	\$21.68
	Alonti - PIRC Meeting Lunches - 2/22/23	M4566-MAR23	1-4715-10	\$224.00
	Facebook - Monthly Ads	M4566-MAR23	1-4731-10	\$90.07
	MailChimp - Monthly Subscription	M4566-MAR23	1-4731-10	\$69.00
	Woobox - Monthly Subscription	M4566-MAR23	1-4731-10	\$29.00
	Canva - Graphic Design & Social Media Annual Renewal	N8770-MAR23	1-4731-10	\$119.40
		<i>Subtotal for Vendor</i>		<b>\$10,469.70</b>

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
<b>Fun Express LLC</b>				
	Various Program Supplies	722722286-01	1-4353-20	\$340.75
		<i>Subtotal for Vendor</i>		<b><u>\$340.75</u></b>
<b>Gale/Cengage Learning</b>				
	Books - Adult Large Print	80631666	1-4543-26	\$239.92
	Books - Adult Large Print	80709725	1-4543-26	\$98.96
		<i>Subtotal for Vendor</i>		<b><u>\$338.88</u></b>
<b>Gary Wenstrup</b>				
	Program - The History of Simon & Garfunkel - 4/10/23	GW041023	1-4571-24	\$225.00
		<i>Subtotal for Vendor</i>		<b><u>\$225.00</u></b>
<b>Grasso Graphics, Inc.</b>				
	Outreach Due Date Bookmarks	32330	1-4256-10	\$926.88
		<i>Subtotal for Vendor</i>		<b><u>\$926.88</u></b>
<b>Homeless Training Institute, LLC</b>				
	Staff Training - 1 Year Subscription	2172023	1-4521-26	\$1,399.00
		<i>Subtotal for Vendor</i>		<b><u>\$1,399.00</u></b>
<b>Illinois American Water</b>				
	Fire Protection - 2/18/23-3/17/23	1025-210003089465	1-4331-30	\$44.18
		<i>Subtotal for Vendor</i>		<b><u>\$44.18</u></b>
<b>Illinois American Water/Bolingbrook</b>				
	Water & Sewer - 1/21/23-2/17/23	1025-210003088318	1-4331-30	\$697.50
		<i>Subtotal for Vendor</i>		<b><u>\$697.50</u></b>
<b>Ingram Library Services</b>				
	2022 YA Summer Reading Prize	74422848	1-4353-24	\$26.37
	Library Materials - Processing/Shipping	73841296	1-4518-26	\$60.30
	Library Materials - Processing/Shipping	73880244	1-4518-26	\$44.26
	Library Materials - Processing/Shipping	74147375	1-4518-26	\$36.68
	Library Materials - Processing/Shipping	74180350	1-4518-26	\$35.96
	Library Materials - Processing/Shipping	74199450	1-4518-26	\$74.86
	Library Materials - Processing/Shipping	74209220	1-4518-26	\$54.86
	Library Materials - Processing/Shipping	74223136	1-4518-26	\$48.90
	Library Materials - Processing/Shipping	74256520	1-4518-26	\$45.58
	Library Materials - Processing/Shipping	74281906	1-4518-26	\$25.50
	Library Materials - Processing/Shipping	74331795	1-4518-26	\$32.74

**Fountaindale Public Library District**  
**Bills Payables Report**  
**March 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	74345646	1-4518-26	\$21.72
	Library Materials - Processing/Shipping	74361828	1-4518-26	\$28.62
	Library Materials - Processing/Shipping	74387375	1-4518-26	\$138.12
	Library Materials - Processing/Shipping	74408609	1-4518-26	\$27.90
	Library Materials - Processing/Shipping	74422847	1-4518-26	\$29.82
	Library Materials - Processing/Shipping	74443699	1-4518-26	\$31.16
	Library Materials - Processing/Shipping	74443700	1-4518-26	\$27.04
	Library Materials - Processing/Shipping	74467968	1-4518-26	\$73.28
	Library Materials - Processing/Shipping	74489793	1-4518-26	\$71.96
	Library Materials - Processing/Shipping	74498164	1-4518-26	\$15.02
	Library Materials - Processing/Shipping	74509239	1-4518-26	\$41.18
	Library Materials - Processing/Shipping	74512366	1-4518-26	\$73.44
	Library Materials - Processing/Shipping	74540190	1-4518-26	\$27.74
	Library Materials - Processing/Shipping	74566827	1-4518-26	\$26.36
	Library Materials - Processing/Shipping	74586485	1-4518-26	\$48.36
	Library Materials - Processing/Shipping	74589820	1-4518-26	\$56.06
	Library Materials - Processing/Shipping	74607108	1-4518-26	\$32.92
	Library Materials - Processing/Shipping	74614240	1-4518-26	\$23.96
	Library Materials - Processing/Shipping	74627652	1-4518-26	\$20.54
	Library Materials - Processing/Shipping	74627653	1-4518-26	\$6.79
	Library Materials - Processing/Shipping	74634057	1-4518-26	\$31.00
	Library Materials - Processing/Shipping	74634058	1-4518-26	\$17.94
	Library Materials - Processing/Shipping	74654141	1-4518-26	\$34.80
	Library Materials - Processing/Shipping	74683211	1-4518-26	\$22.58
	Books - Juvenile World Languages	74180350	1-4526-26	\$46.65
	Books - Juvenile World Languages	74209220	1-4526-26	\$151.61
	Books - Juvenile World Languages	74256520	1-4526-26	\$9.72
	Books - Juvenile World Languages	74408609	1-4526-26	\$39.51
	Books - Juvenile World Languages	74443699	1-4526-26	\$7.14
	Books - Juvenile World Languages	74443700	1-4526-26	\$52.73
	Books - Juvenile World Languages	74586485	1-4526-26	\$27.04
	Books - Juvenile World Languages	74589820	1-4526-26	\$32.28
	Books - Juvenile World Languages	74607108	1-4526-26	\$71.13
	Books - Juvenile World Languages	74634057	1-4526-26	\$11.67

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile World Languages	74634058	1-4526-26	\$34.64
	Books - Juvenile World Languages	74683211	1-4526-26	\$229.62
	Books - Juvenile World Languages	74180350	1-4526-29	\$7.77
	Books - Juvenile World Languages	74209220	1-4526-29	\$37.34
	Books - Juvenile World Languages	74443700	1-4526-29	\$18.02
	Books - Juvenile World Languages	74489793	1-4526-29	\$41.21
	Books - Juvenile World Languages	74586485	1-4526-29	\$8.44
	Books - Juvenile World Languages	74589820	1-4526-29	\$42.49
	Books - Adult Fiction	74147375	1-4540-26	\$31.64
	Books - Adult Fiction	74256520	1-4540-26	\$20.38
	Books - Adult Fiction	74489793	1-4540-26	\$14.13
	Books - Adult Fiction	74586485	1-4540-26	\$64.18
	Books - Adult Fiction	74589820	1-4540-26	\$13.37
	Books - Adult Fiction	74607108	1-4540-26	\$10.79
	Books - Adult Fiction	74634057	1-4540-26	\$16.95
	Books - Adult Non-Fiction	73841296	1-4541-26	\$26.10
	Books - Adult Non-Fiction	74147375	1-4541-26	\$15.59
	Books - Adult Non-Fiction	74199450	1-4541-26	\$15.82
	Books - Adult Non-Fiction	74331795	1-4541-26	\$25.97
	Books - Adult Non-Fiction	74443699	1-4541-26	\$35.67
	Books - Adult Non-Fiction	74467968	1-4541-26	\$26.96
	Books - Adult Non-Fiction	74489793	1-4541-26	\$52.05
	Books - Adult Non-Fiction	74586485	1-4541-26	\$22.69
	Books - Adult Non-Fiction	74634057	1-4541-26	\$37.79
	Books - Adult Non-Fiction	74683211	1-4541-26	\$39.95
	Books - Adult Non-Fiction	74627653	1-4541-29	\$19.78
	Books - Adult Large Print	74256520	1-4543-26	\$63.73
	Books - Adult Large Print	74654141	1-4543-26	\$18.00
	Books - Juvenile Fiction	74147375	1-4544-26	\$56.40
	Books - Juvenile Fiction	74180350	1-4544-26	\$76.38
	Books - Juvenile Fiction	74199450	1-4544-26	\$257.84
	Books - Juvenile Fiction	74209220	1-4544-26	\$278.64
	Books - Juvenile Fiction	74223136	1-4544-26	\$225.90
	Books - Juvenile Fiction	74256520	1-4544-26	\$64.64

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Fiction	74281906	1-4544-26	\$88.70
	Books - Juvenile Fiction	74315646	1-4544-26	\$54.88
	Books - Juvenile Fiction	74331795	1-4544-26	\$185.86
	Books - Juvenile Fiction	74361828	1-4544-26	\$110.94
	Books - Juvenile Fiction	74387375	1-4544-26	\$839.77
	Books - Juvenile Fiction	74408609	1-4544-26	\$43.45
	Books - Juvenile Fiction	74422847	1-4544-26	\$95.98
	Books - Juvenile Fiction	74443699	1-4544-26	\$82.87
	Books - Juvenile Fiction	74443700	1-4544-26	\$125.26
	Books - Juvenile Fiction	74467968	1-4544-26	\$376.26
	Books - Juvenile Fiction	74489793	1-4544-26	\$225.16
	Books - Juvenile Fiction	74498164	1-4544-26	\$29.06
	Books - Juvenile Fiction	74509239	1-4544-26	\$98.60
	Books - Juvenile Fiction	74512366	1-4544-26	\$439.30
	Books - Juvenile Fiction	74540190	1-4544-26	\$105.60
	Books - Juvenile Fiction	74586485	1-4544-26	\$224.04
	Books - Juvenile Fiction	74589820	1-4544-26	\$41.39
	Books - Juvenile Fiction	74607108	1-4544-26	\$127.62
	Books - Juvenile Fiction	74614240	1-4544-26	\$8.38
	Books - Juvenile Fiction	74627652	1-4544-26	\$60.96
	Books - Juvenile Fiction	74634057	1-4544-26	\$139.68
	Books - Juvenile Fiction	74634058	1-4544-26	\$17.34
	Books - Juvenile Fiction	74654141	1-4544-26	\$136.31
	Books - Juvenile Fiction	74199450	1-4544-29	\$17.50
	Books - Juvenile Fiction	74209220	1-4544-29	\$39.52
	Books - Juvenile Fiction	74223136	1-4544-29	\$57.39
	Books - Juvenile Fiction	74281906	1-4544-29	\$6.49
	Books - Juvenile Fiction	74331795	1-4544-29	\$10.16
	Books - Juvenile Fiction	74361828	1-4544-29	\$11.29
	Books - Juvenile Fiction	74387375	1-4544-29	\$241.41
	Books - Juvenile Fiction	74467968	1-4544-29	\$34.32
	Books - Juvenile Fiction	74489793	1-4544-29	\$30.93
	Books - Juvenile Fiction	74498164	1-4544-29	\$9.74
	Books - Juvenile Fiction	74509239	1-4544-29	\$19.20

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Fiction	74512366	1-4544-29	\$25.71
	Books - Juvenile Fiction	74540190	1-4544-29	\$5.37
	Books - Juvenile Fiction	74607108	1-4544-29	\$31.06
	Books - Juvenile Fiction	74634057	1-4544-29	\$19.76
	Books - Juvenile Fiction	74654141	1-4544-29	\$37.26
	Books - Juvenile Non-Fiction	73841296	1-4545-26	\$36.09
	Books - Juvenile Non-Fiction	74147375	1-4545-26	\$10.79
	Books - Juvenile Non-Fiction	74256520	1-4545-26	\$44.92
	Books - Juvenile Non-Fiction	74387375	1-4545-26	\$22.58
	Books - Juvenile Non-Fiction	74408609	1-4545-26	\$32.37
	Books - Juvenile Non-Fiction	74509239	1-4545-26	\$41.53
	Books - Juvenile Non-Fiction	74586485	1-4545-26	\$27.18
	Books - Juvenile Non-Fiction	74614240	1-4545-26	\$17.98
	Books - Juvenile Non-Fiction	73880244	1-4545-29	\$53.03
	Books - Juvenile Non-Fiction	74387375	1-4545-29	\$20.32
	Books - Juvenile Non-Fiction	74566827	1-4545-29	\$7.34
	Books - Juvenile Non-Fiction	74627653	1-4545-29	\$5.64
	Books - Juvenile Easy	73841296	1-4546-26	\$57.59
	Books - Juvenile Easy	74147375	1-4546-26	\$107.16
	Books - Juvenile Easy	74180350	1-4546-26	\$9.02
	Books - Juvenile Easy	74199450	1-4546-26	\$482.86
	Books - Juvenile Easy	74209220	1-4546-26	\$47.54
	Books - Juvenile Easy	74223136	1-4546-26	\$152.42
	Books - Juvenile Easy	74256520	1-4546-26	\$128.39
	Books - Juvenile Easy	74281906	1-4546-26	\$62.10
	Books - Juvenile Easy	74331795	1-4546-26	\$204.28
	Books - Juvenile Easy	74345646	1-4546-26	\$85.48
	Books - Juvenile Easy	74361828	1-4546-26	\$114.02
	Books - Juvenile Easy	74387375	1-4546-26	\$226.38
	Books - Juvenile Easy	74408609	1-4546-26	\$75.62
	Books - Juvenile Easy	74422847	1-4546-26	\$129.26
	Books - Juvenile Easy	74443699	1-4546-26	\$148.97
	Books - Juvenile Easy	74467968	1-4546-26	\$207.86
	Books - Juvenile Easy	74489793	1-4546-26	\$598.37

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Easy	74498164	1-4546-26	\$81.40
	Books - Juvenile Easy	74509239	1-4546-26	\$268.71
	Books - Juvenile Easy	74512366	1-4546-26	\$20.28
	Books - Juvenile Easy	74540190	1-4546-26	\$70.07
	Books - Juvenile Easy	74586485	1-4546-26	\$100.66
	Books - Juvenile Easy	74589820	1-4546-26	\$169.01
	Books - Juvenile Easy	74607108	1-4546-26	\$86.35
	Books - Juvenile Easy	74614240	1-4546-26	\$133.43
	Books - Juvenile Easy	74627652	1-4546-26	\$220.15
	Books - Juvenile Easy	74634057	1-4546-26	\$69.57
	Books - Juvenile Easy	74634058	1-4546-26	\$39.48
	Books - Juvenile Easy	74654141	1-4546-26	\$151.91
	Books - Juvenile Easy	74683211	1-4546-26	\$51.94
	Books - Juvenile Easy	73880244	1-4546-29	\$57.59
	Books - Juvenile Easy	74147375	1-4546-29	\$20.30
	Books - Juvenile Easy	74199450	1-4546-29	\$25.96
	Books - Juvenile Easy	74223136	1-4546-29	\$21.46
	Books - Juvenile Easy	74256520	1-4546-29	\$81.15
	Books - Juvenile Easy	74281906	1-4546-29	\$6.21
	Books - Juvenile Easy	74331795	1-4546-29	\$32.72
	Books - Juvenile Easy	74361828	1-4546-29	\$9.02
	Books - Juvenile Easy	74387375	1-4546-29	\$20.89
	Books - Juvenile Easy	74443700	1-4546-29	\$12.74
	Books - Juvenile Easy	74509239	1-4546-29	\$103.87
	Books - Juvenile Easy	74540190	1-4546-29	\$106.67
	Books - Juvenile Easy	74566827	1-4546-29	\$70.08
	Books - Juvenile Easy	74586485	1-4546-29	\$12.74
	Books - Juvenile Easy	74589820	1-4546-29	\$28.99
	Books - Juvenile Easy	74614240	1-4546-29	\$34.98
	Books - Juvenile Easy	74634057	1-4546-29	\$21.46
	Books - Young Adult Fiction	73841296	1-4548-26	\$49.69
	Books - Young Adult Fiction	74147375	1-4548-26	\$134.50
	Books - Young Adult Fiction	74180350	1-4548-26	\$19.54
	Books - Young Adult Fiction	74199450	1-4548-26	\$187.60

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Young Adult Fiction	74209220	1-4548-26	\$32.39
	Books - Young Adult Fiction	74223136	1-4548-26	\$97.48
	Books - Young Adult Fiction	74256520	1-4548-26	\$38.56
	Books - Young Adult Fiction	74281906	1-4548-26	\$43.98
	Books - Young Adult Fiction	74331795	1-4548-26	\$29.91
	Books - Young Adult Fiction	74345646	1-4548-26	\$21.66
	Books - Young Adult Fiction	74361828	1-4548-26	\$108.09
	Books - Young Adult Fiction	74387375	1-4548-26	\$241.78
	Books - Young Adult Fiction	74408609	1-4548-26	\$22.59
	Books - Young Adult Fiction	74422847	1-4548-26	\$105.30
	Books - Young Adult Fiction	74443700	1-4548-26	\$4.79
	Books - Young Adult Fiction	74467968	1-4548-26	\$165.64
	Books - Young Adult Fiction	74489793	1-4548-26	\$28.17
	Books - Young Adult Fiction	74498164	1-4548-26	\$36.37
	Books - Young Adult Fiction	74509239	1-4548-26	\$56.45
	Books - Young Adult Fiction	74512366	1-4548-26	\$114.76
	Books - Young Adult Fiction	74540190	1-4548-26	\$21.45
	Books - Young Adult Fiction	74586485	1-4548-26	\$139.74
	Books - Young Adult Fiction	74589820	1-4548-26	\$19.48
	Books - Young Adult Fiction	74607108	1-4548-26	\$91.22
	Books - Young Adult Fiction	74627652	1-4548-26	\$39.23
	Books - Young Adult Fiction	74634057	1-4548-26	\$34.03
	Books - Young Adult Fiction	74654141	1-4548-26	\$54.79
	Books - Young Adult Fiction	74683211	1-4548-26	\$10.39
	Books - Young Adult Fiction	73880244	1-4548-29	\$41.22
	Books - Young Adult Fiction	74199450	1-4548-29	\$10.16
	Books - Young Adult Fiction	74223136	1-4548-29	\$10.16
	Books - Young Adult Fiction	74422847	1-4548-29	\$23.15
	Books - Young Adult Fiction	74443700	1-4548-29	\$4.79
	Books - Young Adult Fiction	74467968	1-4548-29	\$11.29
	Books - Young Adult Fiction	74498164	1-4548-29	\$4.79
	Books - Young Adult Fiction	74566827	1-4548-29	\$20.33
	Books - Young Adult Fiction	74586485	1-4548-29	\$6.59
	Books - Young Adult Fiction	74654141	1-4548-29	\$10.16

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Young Adult Non-Fiction	73841296	1-4549-26	\$74.98
	Books - Young Adult Non-Fiction	74361828	1-4549-26	\$16.24
	Books - Young Adult Non-Fiction	74443700	1-4549-26	\$11.69
	Books - Young Adult Non-Fiction	74489793	1-4549-26	\$19.49
	Video Games - YA	74209220	1-4563-26	\$294.42
	Video Games - YA	74256520	1-4563-26	\$213.70
	Video Games - YA	74408609	1-4563-26	\$142.46
	Video Games - YA	74512366	1-4563-26	\$56.99
	Video Games - YA	74614240	1-4563-26	\$47.49
	Video Games - Juvenile	74209220	1-4564-26	\$218.42
	Video Games - Juvenile	74408609	1-4564-26	\$878.51
	Video Games - Juvenile	74634058	1-4564-26	\$66.48
	Video Games - Juvenile	74209220	1-4564-29	\$132.97
	Video Games - Juvenile	74408609	1-4564-29	\$151.96
	Video Games - Juvenile	74634058	1-4564-29	\$37.99
	Video Games - Adult	74256520	1-4565-26	\$66.49
	Video Games - Adult	74408609	1-4565-26	\$132.98
	Video Games - Adult	74498164	1-4565-26	\$37.99
	Video Games - Adult	74634057	1-4565-26	\$94.98
	Video Games - Adult	74634058	1-4565-26	\$56.99
	Wegener Book Dedication	74147375	1-4575-10	\$27.67
	Wegener Book Dedication	74256520	1-4575-10	\$20.89
		<i>Subtotal for Vendor</i>		<b><u>\$18,250.07</u></b>
<b>ITsavvy LLC</b>				
	Chrome Non-Profit Upgrade - 3 Year Support	01407397	1-4233-14	\$66.12
	Custom HP Workstation Z8 G4	01407080	1-4641-14	\$5,245.63
		<i>Subtotal for Vendor</i>		<b><u>\$5,311.75</u></b>
<b>Jacqueline K. Schattner</b>				
	Program - Gen Club - Publishing Using Windows - 4/12/23	JKS041223	1-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		<b><u>\$175.00</u></b>
<b>JanWay Company USA, Inc.</b>				
	Electronic Devices & Equipment	142249	1-4527-26	\$2,277.05
		<i>Subtotal for Vendor</i>		<b><u>\$2,277.05</u></b>
<b>Jasco Electric Corporation</b>				

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Facilities - Exterior LED Conversion Project	Application #2	1-4651-30	\$326,948.95
		<i>Subtotal for Vendor</i>		<b>\$326,948.95</b>
<b>Jillann Gabrielle</b>	Program - Oh, Jackie O! - 4/20/23	JG042023	1-4571-24	\$400.00
		<i>Subtotal for Vendor</i>		<b>\$400.00</b>
<b>Kate Thurston</b>	2/8/23 Roundtable & 3 Locker Visits Mileage	KT021523	1-4171-10	\$117.97
		<i>Subtotal for Vendor</i>		<b>\$117.97</b>
<b>Kathryn Spindel</b>	Hotel & Transport - 2023 ALA LibLearnX - 1/26/23-1/31/23	KS021523	1-4171-16	\$408.60
	Hotel & Transport - 2023 ALA LibLearnX - 1/26/23-1/31/23	KS021523	1-4173-16	\$1,351.35
		<i>Subtotal for Vendor</i>		<b>\$1,759.95</b>
<b>Kellie Chase</b>	Program - Sewing with Kellie Chase - 4/7/23	KC040723	1-4571-24	\$175.00
	Program - Sewing with Kellie Chase - 4/10/23	KC041023	1-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		<b>\$350.00</b>
<b>Konica Minolta Business Solutions U.S.A., Inc.</b>	Local History Room: Maintenance - 3/1/23-3/31/23	9009188521	1-4234-14	\$12.50
		<i>Subtotal for Vendor</i>		<b>\$12.50</b>
<b>Konica Minolta Premier Finance</b>	License Plate Sticker Printer Lease - March 2023	494398282	1-4234-14	\$15.66
	Leased Equipment - March 2023	494715881	1-4234-14	\$1,627.49
		<i>Subtotal for Vendor</i>		<b>\$1,643.15</b>
<b>Laura Didier</b>	Outreach Services Mileage - 2/1/23-2/28/23	LD030323	1-4171-10	\$43.75
		<i>Subtotal for Vendor</i>		<b>\$43.75</b>
<b>Lauren Moore</b>	Refund - "Toshiba Canvio Connect 1TB ExHDD Portable HDD"	LM6495	1-3310-10	\$30.00
		<i>Subtotal for Vendor</i>		<b>\$30.00</b>
<b>Leah D Moon</b>	Program - Magical Forest Painting - 4/12/23	LDM041223	1-4573-24	\$175.00
		<i>Subtotal for Vendor</i>		<b>\$175.00</b>
<b>Literacy DuPage</b>	Program - Conversation ESL - 3/22/23	LD032223	1-4571-24	\$100.00

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Program - Conversation ESL - 3/29/23	LD032923	1-4571-24	\$100.00
	Program - Conversation ESL - 4/12/23	LD041223	1-4571-24	\$100.00
	Program - Conversation ESL - 4/19/23	LD041923	1-4571-24	\$100.00
		<i>Subtotal for Vendor</i>		<b>\$400.00</b>
<b>Lorena Y Carreno</b>				
	Program - Artesanias en Espanol - 3/21/23	LYC032123	1-4571-24	\$200.00
		<i>Subtotal for Vendor</i>		<b>\$200.00</b>
<b>McKula, Inc.</b>				
	Incident Tracker - 4/1/23-3/31/24	4282	1-4631-14	\$1,200.00
		<i>Subtotal for Vendor</i>		<b>\$1,200.00</b>
<b>Melisa Martinez</b>				
	Program - Paper Crafting with Melisa Martinez - 4/6/23	MM040623	1-4571-24	\$250.00
		<i>Subtotal for Vendor</i>		<b>\$250.00</b>
<b>Melissa Luce</b>				
	Outreach Services Mileage - 2/16/23-2/23/23	ML030323	1-4171-10	\$22.14
		<i>Subtotal for Vendor</i>		<b>\$22.14</b>
<b>Midwest Tape</b>				
	Music - Adult	503313724	1-4550-26	\$42.69
	Music - Adult	503313752	1-4550-26	\$51.54
	Music - Adult	503347060	1-4550-26	\$15.23
	Music - Adult	503347075	1-4550-26	\$15.23
	Music - Adult	503377112	1-4550-26	\$15.23
	Music - Adult	503377114	1-4550-26	\$16.58
	Music - Adult	503377117	1-4550-26	\$15.98
	Music - Adult	503410012	1-4550-26	\$62.87
	Music - Adult	503410020	1-4550-26	\$12.23
	Music - Adult	503410028	1-4550-26	\$24.68
	Music - Adult	503347082	1-4550-29	\$19.73
	Music - Adult	503410035	1-4550-29	\$14.48
	Audiobooks - Adult	503313726	1-4551-26	\$154.94
	Audiobooks - Adult	503313729	1-4551-26	\$50.29
	Audiobooks - Adult	503313741	1-4551-26	\$289.88
	Audiobooks - Adult	503313750	1-4551-26	\$45.29
	Audiobooks - Adult	503377121	1-4551-26	\$134.94

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Audiobooks - Adult	503410011	1-4551-26	\$89.96
	Audiobooks - Adult	503410017	1-4551-26	\$44.98
	Audiobooks - Adult	503313764	1-4551-29	\$54.98
	Audiobooks - Adult	503313767	1-4551-29	\$49.98
	Audiobooks - Adult	503377132	1-4551-29	\$44.98
	Music - Juvenile	503347069	1-4554-26	\$76.60
	Music - Juvenile	503410021	1-4554-26	\$43.44
	DVD - Adult	503313725	1-4557-26	\$27.23
	DVD - Adult	503313727	1-4557-26	\$58.21
	DVD - Adult	503313728	1-4557-26	\$611.64
	DVD - Adult	503313740	1-4557-26	\$64.96
	DVD - Adult	503313742	1-4557-26	\$106.90
	DVD - Adult	503313743	1-4557-26	\$124.90
	DVD - Adult	503313744	1-4557-26	\$54.46
	DVD - Adult	503313745	1-4557-26	\$408.45
	DVD - Adult	503313746	1-4557-26	\$272.30
	DVD - Adult	503313747	1-4557-26	\$339.80
	DVD - Adult	503313748	1-4557-26	\$127.41
	DVD - Adult	503313751	1-4557-26	\$25.73
	DVD - Adult	503313755	1-4557-26	\$174.85
	DVD - Adult	503313756	1-4557-26	\$174.85
	DVD - Adult	503313757	1-4557-26	\$59.94
	DVD - Adult	503313758	1-4557-26	\$54.69
	DVD - Adult	503313759	1-4557-26	\$52.96
	DVD - Adult	503313760	1-4557-26	\$516.52
	DVD - Adult	503313763	1-4557-26	\$36.83
	DVD - Adult	503313769	1-4557-26	\$90.53
	DVD - Adult	503313770	1-4557-26	\$511.82
	DVD - Adult	503313771	1-4557-26	\$156.04
	DVD - Adult	503347061	1-4557-26	\$31.08
	DVD - Adult	503347064	1-4557-26	\$57.69
	DVD - Adult	503347071	1-4557-26	\$25.73
	DVD - Adult	503347072	1-4557-26	\$174.85
	DVD - Adult	503347073	1-4557-26	\$230.81

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	503347074	1-4557-26	\$51.46
	DVD - Adult	503347076	1-4557-26	\$22.73
	DVD - Adult	503347077	1-4557-26	\$52.96
	DVD - Adult	503347078	1-4557-26	\$27.23
	DVD - Adult	503347079	1-4557-26	\$57.57
	DVD - Adult	503347080	1-4557-26	\$48.08
	DVD - Adult	503347085	1-4557-26	\$272.65
	DVD - Adult	503347086	1-4557-26	\$267.89
	DVD - Adult	503377118	1-4557-26	\$63.69
	DVD - Adult	503377119	1-4557-26	\$35.98
	DVD - Adult	503377122	1-4557-26	\$132.40
	DVD - Adult	503377123	1-4557-26	\$36.23
	DVD - Adult	503377124	1-4557-26	\$25.73
	DVD - Adult	503377125	1-4557-26	\$197.30
	DVD - Adult	503377126	1-4557-26	\$132.40
	DVD - Adult	503377127	1-4557-26	\$236.77
	DVD - Adult	503377128	1-4557-26	\$25.83
	DVD - Adult	503377129	1-4557-26	\$29.58
	DVD - Adult	503377130	1-4557-26	\$98.65
	DVD - Adult	503377131	1-4557-26	\$18.98
	DVD - Adult	503377135	1-4557-26	\$25.08
	DVD - Adult	503377136	1-4557-26	\$34.83
	DVD - Adult	503377137	1-4557-26	\$31.08
	DVD - Adult	503406327	1-4557-26	\$59.43
	DVD - Adult	503406328	1-4557-26	\$23.98
	DVD - Adult	503410010	1-4557-26	\$27.23
	DVD - Adult	503410014	1-4557-26	\$50.71
	DVD - Adult	503410015	1-4557-26	\$111.40
	DVD - Adult	503410016	1-4557-26	\$227.59
	DVD - Adult	503410019	1-4557-26	\$25.73
	DVD - Adult	503410024	1-4557-26	\$55.96
	DVD - Adult	503410025	1-4557-26	\$67.96
	DVD - Adult	503410026	1-4557-26	\$83.94
	DVD - Adult	503410027	1-4557-26	\$101.94

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	503410029	1-4557-26	\$166.15
	DVD - Adult	503410034	1-4557-26	\$34.96
	DVD - Adult	503410039	1-4557-26	\$29.58
	DVD - Adult	503410040	1-4557-26	\$79.99
	DVD - Adult	503410041	1-4557-26	\$32.33
	DVD - Adult	503410042	1-4557-26	\$26.33
	DVD - Adult	503313765	1-4557-29	\$81.69
	DVD - Adult	503313768	1-4557-29	\$27.23
	DVD - Adult	503346464	1-4557-29	\$27.23
	DVD - Adult	503347084	1-4557-29	\$27.23
	DVD - Adult	503377133	1-4557-29	\$27.23
	DVD - Adult	503410036	1-4557-29	\$27.98
	DVD - Adult	503410037	1-4557-29	\$55.96
	DVD - Juvenile	503313749	1-4558-26	\$46.96
	DVD - Juvenile	503313754	1-4558-26	\$66.69
	DVD - Juvenile	503313761	1-4558-26	\$20.72
	DVD - Juvenile	503313762	1-4558-26	\$39.46
	DVD - Juvenile	503347062	1-4558-26	\$70.44
	DVD - Juvenile	503347063	1-4558-26	\$91.44
	DVD - Juvenile	503347065	1-4558-26	\$81.69
	DVD - Juvenile	503347066	1-4558-26	\$116.16
	DVD - Juvenile	503347067	1-4558-26	\$136.15
	DVD - Juvenile	503347068	1-4558-26	\$116.16
	DVD - Juvenile	503377113	1-4558-26	\$150.89
	DVD - Juvenile	503377116	1-4558-26	\$51.16
	DVD - Juvenile	503377120	1-4558-26	\$70.44
	DVD - Juvenile	503406329	1-4558-26	\$43.21
	DVD - Juvenile	503410018	1-4558-26	\$144.62
	DVD - Juvenile	503410022	1-4558-26	\$211.32
	DVD - Juvenile	503410023	1-4558-26	\$24.47
	DVD - Juvenile	503410030	1-4558-26	\$92.94
	DVD - Juvenile	503410031	1-4558-26	\$116.16
	DVD - Juvenile	503410032	1-4558-26	\$154.90
	DVD - Juvenile	503410033	1-4558-26	\$116.16

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Juvenile	503313766	1-4558-29	\$23.48
	DVD - Juvenile	503347081	1-4558-29	\$19.73
	DVD - Juvenile	503347083	1-4558-29	\$54.46
	DVD - Juvenile	503377134	1-4558-29	\$39.66
	DVD - Juvenile	503410038	1-4558-29	\$61.96
		<i>Subtotal for Vendor</i>		<b><u>\$11,524.20</u></b>
<b>Mindful Programs, LLC</b>				
	Program - Mindfulness Meditation Workshops - 4/17/23	MP041723	1-4571-24	\$100.00
		<i>Subtotal for Vendor</i>		<b><u>\$100.00</u></b>
<b>Nancy Korczak</b>				
	Reimbursement - Staff In-Service Craft Supplies	NK022723	1-4353-10	\$54.00
		<i>Subtotal for Vendor</i>		<b><u>\$54.00</u></b>
<b>Netrix, LLC</b>				
	Anywhere Annual Service - 1/5/23-1/4/24	DI-003959	1-4631-14	\$1,740.00
		<i>Subtotal for Vendor</i>		<b><u>\$1,740.00</u></b>
<b>Peerless Network, Inc.</b>				
	Telephone & Internet - 2/15/23-3/14/23	15905	1-4312-14	\$669.31
	Telephone & Internet - 2/15/23-3/14/23	15905	1-4314-14	\$1,968.00
		<i>Subtotal for Vendor</i>		<b><u>\$2,637.31</u></b>
<b>PeopleFacts</b>				
	New Hire Background Checks - February 2023	33754-022023	1-4253-10	\$102.70
		<i>Subtotal for Vendor</i>		<b><u>\$102.70</u></b>
<b>Pitney Bowes Global Financial Services</b>				
	SendPro C Auto Equipment Lease - 3/30/23-6/29/23	3105967249	1-4231-10	\$628.59
		<i>Subtotal for Vendor</i>		<b><u>\$628.59</u></b>
<b>Polonia Bookstore</b>				
	Books - Adult World Languages & Processing/Shipping	73370	1-4518-26	\$17.66
	Books - Adult World Languages & Processing/Shipping	73370	1-4525-26	\$441.60
		<i>Subtotal for Vendor</i>		<b><u>\$459.26</u></b>
<b>Project I See U LLC</b>				
	Books - Juvenile Easy	0000002	1-4546-26	\$47.97
		<i>Subtotal for Vendor</i>		<b><u>\$47.97</u></b>
<b>Ronald Goldie</b>				
	Program - Dungeons & Dragons - 4/13/23	RG041323	1-4573-24	\$100.00

**Fountaindale Public Library District**  
**Bills Payables Report**  
**March 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>		<u><b>\$100.00</b></u>
<b>Royal Publishing</b>				
	2023 Romeoville Class 4A Girls Basketball - 1/4 Page Ad	8080552	1-4731-10	\$295.00
		<i>Subtotal for Vendor</i>		<u><b>\$295.00</b></u>
<b>Sarah Ann Saltzman</b>				
	Outreach Services Mileage - 2/8/23	SS030323	1-4171-10	\$8.38
		<i>Subtotal for Vendor</i>		<u><b>\$8.38</b></u>
<b>Sebert Landscaping Inc.</b>				
	Snow Maintenance - March 2023	254404	1-4392-30	\$3,019.00
		<i>Subtotal for Vendor</i>		<u><b>\$3,019.00</b></u>
<b>Showcases</b>				
	Repair Materials & Processing/Shipping	325686	1-4371-12	\$960.00
	Repair Materials & Processing/Shipping	325686	1-4518-26	\$76.80
		<i>Subtotal for Vendor</i>		<u><b>\$1,036.80</b></u>
<b>Soapy Roads of Lombard LLC</b>				
	Program - Intro to Natural Soap-Making - 4/4/23	SRL040423	1-4571-24	\$375.00
		<i>Subtotal for Vendor</i>		<u><b>\$375.00</b></u>
<b>Tana Petrov</b>				
	Outreach Services Mileage - 1/11/23-1/12/23	TP030323-01	1-4171-10	\$6.94
	Bkm Repair Mileage - 12/12/23-12/13/23	TP030323-02	1-4171-10	\$41.00
	Per Diem - Reaching Forward South 2023 - 4/13/23-4/14/23	TP020323	1-4173-10	\$82.00
		<i>Subtotal for Vendor</i>		<u><b>\$129.94</b></u>
<b>Terryberry</b>				
	Redesigned FPLD Staff Recognition Pins w/ New Logo	086245	1-4153-10	\$1,540.38
	Jagiel 15 Year Recognition Item	M50628	1-4153-10	\$245.84
		<i>Subtotal for Vendor</i>		<u><b>\$1,786.22</b></u>
<b>The Bugle Newspapers</b>				
	Legal Ads - Transit Connect Ad 2022 - 12/21/2022	8130716	1-4243-10	\$123.00
	Studio Anniversary Spring Break Guide Ad - 3/9/23	8130718	1-4731-10	\$349.00
		<i>Subtotal for Vendor</i>		<u><b>\$472.00</b></u>
<b>The Shop Bolingbrook</b>				
	Early Voting Stand-Up Banner	70383	1-4731-10	\$125.00
		<i>Subtotal for Vendor</i>		<u><b>\$125.00</b></u>
<b>ThirdWay, Inc.</b>				

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

**General Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Travel Expenses - Space Audit Presentation 1/23/23-1/24/23	1912	1-4253-10	\$396.60
	FPLD Space Audit Report - 3/15/23	1925	1-4253-10	\$3,250.00
		<i>Subtotal for Vendor</i>		<b>\$3,646.60</b>
<b>Thomas Kens</b>				
	Program - Motivated Change, Staying Positive Today - 3/30/23	TK033023	1-4571-24	\$265.00
		<i>Subtotal for Vendor</i>		<b>\$265.00</b>
<b>Titan Image Group, Inc</b>				
	Spring 2023 Newsletter Printing	59867	1-4256-10	\$5,340.00
		<i>Subtotal for Vendor</i>		<b>\$5,340.00</b>
<b>Today's Business Solutions, Inc.</b>				
	New FPLD Logo Library Cards 2023	022123-28	1-4371-10	\$2,034.29
		<i>Subtotal for Vendor</i>		<b>\$2,034.29</b>
<b>Todd Bremner</b>				
	Program - Studio Anniversary Presenter - 3/11/23	TB031123	1-4571-27	\$100.00
		<i>Subtotal for Vendor</i>		<b>\$100.00</b>
<b>Tressler LLP</b>				
	Legal Expense - Attorney - February 2023	461710	1-4241-10	\$210.00
		<i>Subtotal for Vendor</i>		<b>\$210.00</b>
<b>Unique Management Services, Inc.</b>				
	Collection Expense - February 2023	6110269	1-4245-10	\$246.25
		<i>Subtotal for Vendor</i>		<b>\$246.25</b>
<b>Vanguard Energy Services, LLC</b>				
	Gas Service - 1/1/23-1/31/23	G404408020823	1-4322-30	\$5,177.62
	Gas Service - 2/1/23-2/28/23	G404408030323	1-4322-30	\$3,187.17
		<i>Subtotal for Vendor</i>		<b>\$8,364.79</b>
<b>Verizon Wireless</b>				
	Telephone - 1/17/23-2/16/23	9927927057	1-4311-14	\$539.72
		<i>Subtotal for Vendor</i>		<b>\$539.72</b>
<b>Warehouse Direct</b>				
	Various Colored Card Stock	5435997-0	1-4353-20	\$297.56
	Processing & Repair Materials	5446069-0	1-4371-12	\$19.98
	FPLD Staff Apparel Samples	5442324-0	1-4711-10	\$490.35
	Communications Card Stock	5426277-0	1-4731-10	\$703.60
		<i>Subtotal for Vendor</i>		<b>\$1,511.49</b>

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

**General Fund**

---

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
			<b>Totals for Fund 8</b>	<b><u>\$462,329.68</u></b>

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

**Maintenance Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
<b>B&amp;H Photo-Video</b>				
	HDMI Transmitter Studio Monitor Replacement	210955559	8-4211-30	\$354.00
		<i>Subtotal for Vendor</i>		<b><u>\$354.00</u></b>
<b>Best Quality Cleaning, Inc.</b>				
	Special Cleaning - 2nd FI Computer Commons - 2/7/23	44742	8-4211-30	\$75.00
	Special Cleaning - 1st FI Family Washroom - 2/10/23	44744	8-4211-30	\$75.00
	Cleaning Service - March 2023	44921	8-4211-30	\$8,980.00
	Special Cleaning - 1st FI Mens Washroom - 2/27/23	45101	8-4211-30	\$75.00
	Special Cleaning - 3rd FI Womens Washroom - 2/23/23	45102	8-4211-30	\$75.00
	Cleaning Service - 2 Additional Porter Hours - 2/24/23	45103	8-4211-30	\$50.00
	Special Cleaning - 3rd FI Womens & Mens - 3/2/23-3/3/23	45104	8-4211-30	\$150.00
	Saturday Day Porter - March 2023	44998	8-4215-30	\$475.00
		<i>Subtotal for Vendor</i>		<b><u>\$9,955.00</u></b>
<b>Cintas Corporation</b>				
	First Aid Restock - 2/15/23	8406123907	8-4215-30	\$399.97
		<i>Subtotal for Vendor</i>		<b><u>\$399.97</u></b>
<b>Cintas Corporation #344</b>				
	Weekly Mat Service - 2/8/23	4145994491	8-4215-30	\$31.94
	Weekly Mat Service - 2/15/23	4146679434	8-4215-30	\$31.94
	Weekly Mat Service - 2/22/23	4147398487	8-4215-30	\$31.94
	Weekly Mat Service - 3/1/23	4148106210	8-4215-30	\$31.94
		<i>Subtotal for Vendor</i>		<b><u>\$127.76</u></b>
<b>Combined Roofing Service</b>				
	Roof Maintenance Inspection - 1/17/23	15556	8-4215-30	\$1,815.00
		<i>Subtotal for Vendor</i>		<b><u>\$1,815.00</u></b>
<b>First Bankcard</b>				
	District Restock - February 2023	A139-2223	8-4357-30	\$92.41
	Walkie-Talkies & Accessories	A140-2223	8-4357-30	\$606.32
	Rivet Nuts, Drill Bit, Hubbell Cat 6, Rivet Tool Kit	A150-2223	8-4357-30	\$146.13
	Menards - ABS - P-Trap & Tailpiece Washer	P7810-MAR23	8-4357-30	\$33.94
	WM F Meyer - Various Supplies	P7810-MAR23	8-4357-30	\$237.61
	Kully Supply - Restroom Spare Parts	P7810-MAR23	8-4357-30	\$115.10
		<i>Subtotal for Vendor</i>		<b><u>\$1,231.51</u></b>
<b>Flood Bros Disposal Co</b>				

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

**Maintenance Fund**

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Garbage & Recycling - February 2023	6629759	8-4215-30	\$326.00
		<i>Subtotal for Vendor</i>		<b>\$326.00</b>
<b>Grainger</b>	Hubbell Network Supplies Stock	9616302890	8-4357-30	\$159.33
		<i>Subtotal for Vendor</i>		<b>\$159.33</b>
<b>Johnson Controls Fire Protection</b>	Additional Access Key Cards	89582787	8-4357-30	\$2,000.00
		<i>Subtotal for Vendor</i>		<b>\$2,000.00</b>
<b>Pace Systems, Inc.</b>	Diagnose & Update Boardroom A/V System	213376	8-4211-30	\$1,176.00
		<i>Subtotal for Vendor</i>		<b>\$1,176.00</b>
<b>Plunkett's</b>	Monthly Pest Control - February 2023	7913735	8-4215-30	\$110.00
		<i>Subtotal for Vendor</i>		<b>\$110.00</b>
<b>Superior Service Solutions, Inc.</b>	Power Wash Main Entrance & Sidewalks	5444	8-4215-30	\$700.00
		<i>Subtotal for Vendor</i>		<b>\$700.00</b>
<b>Tee Jay Service Company, Inc.</b>	Main Entrance Sliding Door Service Call - 2/3/23	196025	8-4211-30	\$750.00
	Slide/Auto Doors: Quarterly Prevent Maint. - January 2023	195090	8-4215-30	\$840.00
		<i>Subtotal for Vendor</i>		<b>\$1,590.00</b>
<b>Trane U.S. Inc.</b>	BAS & HVAC Equipment Agreement 2/1/23-1/31/24	313341670	8-4215-30	\$49,152.00
		<i>Subtotal for Vendor</i>		<b>\$49,152.00</b>
<b>ULINE</b>	Carpet Protection Tape	160350784	8-4357-30	\$323.43
		<i>Subtotal for Vendor</i>		<b>\$323.43</b>
<b>Warehouse Direct</b>	Facilities Inventory Restock - January 2023	5436003-0	8-4357-30	\$2,248.32
	Facilities Inventory Restock - Waste Can Liners	5436003-1	8-4357-30	\$502.74
		<i>Subtotal for Vendor</i>		<b>\$2,751.06</b>
			<b>Totals for Fund 8</b>	<b>\$72,171.06</b>

Fountaindale Public Library District  
Bills Payables Report  
March 16, 2023

**Maintenance Fund**

---

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
			<b>Grand Total</b>	<b><u>\$534,500.74</u></b>

  
\_\_\_\_\_  
Jennie Nguyen/Finance Manager

**Director**

**NIMEC**

NIMEC conducted their bid and Dynegy Energy has provided the lowest pricing this year.

Below is our individual pricing. Everyone in NIMEC receives their own, individual pricing. They do not conduct a “one price for all” bid. All prices are in ¢/kWh, and include energy and transmission charges; all charges except for the ComEd delivery fees. Dynegy’s 1, 2 and 3 year bid price followed by our current pricing for comparison purposes is listed below.

<b>Member</b>	<b>Acct #</b>	<b>Current</b>	<b>1 year</b>	<b>2 year</b>	<b>3 year</b>
Fountaindale Public Library District		6.971	6.962	6.899	7.01

NIMEC noted that most rates have increased from the last bid.

NIMEC also provided some information about how these rates compare to ComEd. About 9 years ago, ComEd stopped offering a fixed rate for medium and large sized accounts, and we are classified as a large account. ComEd now charges medium and large accounts on a floating market rate that changes every hour, depending on market conditions. ComEd only offers a fixed rate for small accounts. (The largest Small size account is about the size of a McDonalds restaurant.) ComEd’s current fixed rate for small accounts is 9.665¢. NIMEC expects that to decrease significantly, starting in June. Their best estimate is 7.5 to 8.0 ¢/kWh.

We opted for the two year term.

**Deputy Director (Nancy Korczak)**

During the month of February library staff prepared to attend our first in-service day in three years. It was great to see everyone together and get to know each other a bit more. Our day started with Trustee Alam and Trustee Armstrong speaking to our staff, I heard many comments from staff about how great it was to get to know our trustees a bit better. The rest of the day was spent with staff attending training on better communication, fire extinguisher training and fire and tornado drills. We ended the day with some time for the departments to have their own meetings. Overall we’ve received positive feedback from the day’s activities.

## Form Joyce Arellano's Report

### Children's Services

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

Children's Services completed another successful Winter Reading Challenge. We are extremely grateful to the Friends of Fountaindale for partnering with us this year. Patrons participated in events celebrating Black History Month and learned about black artists and scientists. Our department also presented programs to tie in to this year's One Book, One 'Brook initiative. Despite the shorter month, our Storytimes saw a significant increase in attendance. Storytime attendance is up 24% over last month. Staff members have noted meeting new families who have just discovered our library.

#### PROGRAMMING

#### ARTS & CRAFTS

##### **DISCOVERING ART: Alma Thomas (26 attendees)**

"One of my favorite artists, Alma Woodsey Thomas, was the focus. I found some great handouts for the kids to take home but was also able to talk about her life and the fact that she was a teacher and then after retirement became known. They loved the fact that she was the first African American woman to have her work hung in the White House. I even found a great official printout from the White House Archives to show them. The kids were fascinated with her art. We looked at how she drew out her patterns before painting them in. They loved the fact that she didn't even worry if her pencil marks showed. Some of the kids drew their patterns first, some just went straight to painting. One of the kids emulated one of her paintings that was less mosaic-like. They all did a wonderful job and had fun learning about this amazing artist and her life and craft." *Chris Z.*



##### **ESTUDIO DE MANUALIDADES (4 attendees)**

"Kids used pinecones, felt, wood pieces, pompoms, yarn and decorations to create a spring gnome. Kids' creativity always makes me smile, sometimes they are so funny! One gnome had a bunny tail and lots of ribbons and another had a 'dumpling hat.' It seemed the boy had recently learned how to fold Chinese dumplings with his mom and because the hat started with a square shape, he rolled it like a dumpling and thought it was more appropriate for his spring gnome." *Andreea D.*

### GREEN MEANS GO WITH GARRETT MORGAN (12 attendees)

"We made a 3-positional stop light that lit up using battery-operated tea lights, just like the manually-operated stop light that Garrett Morgan invented. We also played 'Red Light Green Light.' The children had fun with this. Everyone enjoyed making their working stoplight. They also made a tissue paper stop light and were very creative with these. One girl had a small amount of yellow inside the green color. Another boy had flat and fluffy sections that made it look unique. Everyone had fun and learned a little about Garrett Morgan." *Rosemary B.*



### KENTE CLOTH PAPER WEAVING (14 attendees)



"I started by having the kids tear along the perforations on the red cardstock. As they were doing this, I was talking to them about the history of the Kente cloth and how it is used or seen today." *Susan F.*

### PAINT LIKE BASQUIAT (23 attendees)

"I gave a short introduction to the artist Jean-Michel Basquiat, then the children had the opportunity to finger paint. Children mixed their own colors and/or painted pictures. I overheard one parent looking at her child's painting say, 'That's something to keep forever.' The books I featured in my presentation were [Life Doesn't Frighten Me](#) (which includes many reproductions of Basquiat's art and a photo of him), [The King of Kindergarten](#) and [Pelé, King of Soccer](#), which both use crowns in a way reminiscent of Basquiat." *Sarah D.*



## TAKE-IT MAKE-IT (406 kits)

- *Black History Month: Kente Cloth Paper Weaving*
- *Cactus Card*
- *The Lion and the Mouse*
- *Mae Jemison Space Shuttle*
- *Polar Bear*
- *Rocking Horse*
- *Spaceship*
- *Teddy Bear*
- *Valentine's Day*
- Leftover crafts from other programs

## READING, WRITING & PUBLISHING

### FAMILY BOOK CLUB: Part of One Book, One 'Brook (4 attendees)

"With this program, we hoped to share some books that featured food and immigrant experiences (like *The Kitchen Without Borders*) but were for younger readers. I set up the room with books to browse, snacks and a display about some of the foods and drinks that were available to try. This was the first time I tried a style of book discussion where there is not one set book that everyone comes in having read. I was planning to read some of the books aloud, but what ended up happening was that each child read books with their own mom so it was more of a one-on-one experience than a group experience. I did share [\*Luli and the Language of Tea\*](#) with the group once everyone had come to a stopping place at the same time." *Sarah D.*

## STEAM & LEARNING FUN

### LEGO MASTERS (25 attendees)

"Kids combined their favorite stories with imagination to create scenes behind an illuminated screen. The requirements were to make a short story with positive and antagonist characters to present on a LEGO stage. They had built a shadow theater that contained a stage, screen structure and spectator area. At the end of the program, the kids presented their short play in front of their peers. The kids were very interested in each other's stories, especially when they were familiar with the plot." *Andreea D.*



### **SUPER SCIENTISTS (24 attendees)**

“Our topic was botany, and I highlighted two black scientists who studied plants: George Washington Carver and Percy Julian. I pulled the life cycle of a plant magnets kit and the botany greenhouse kits and developed the program around those materials. Sarah provided a fantastic array of seeds, beans and soil for me to use, and I spent about three weeks growing some pinto bean plants in the windowsill, which were very successful. I then spent about 4 days trying to sprout the other seeds and plants, to varying degrees of success. Susan did an excellent job of prepping all of the stations on the day of the program. Kids listened to me talk briefly about Carver and Julian, and I read a picture book bio of Carver aloud to the kids. Then kids went around to each station exploring different activities. They made a paper craft diagram of a peanut plant, they used baby food jars to make mini terrariums with the pinto beans and chia seeds and they got up close and personal with all of the sprouted plants and seeds. They got to analyze the root structure of a fully sprouted pinto plant, explore turned potatoes that sprouted roots, squeeze soaked beans and their favorite was getting to squish the gelatinated chia seeds.” *Melissa F.*

### **JUST FOR TWEENS**

#### **FELT SEWING (6 attendees)**

“In this program, I started out by demonstrating three different sewing techniques, the running stitch, the whip stitch and the blanket stitch. Everyone had a chance to practice and get comfortable with each one. Then I let them decide what they wanted to make. I had printed out a few different projects and templates for inspiration. One girl had experience making felt frogs, which she brought with. It was absolutely adorable, and she said she came up with the pattern for it on her own. She wanted to make another one of those. Another girl wanted to make a case for sunglasses, which was one of the printed projects. There was also a girl who wanted to make a keychain similar to my sample project, but she wanted to make it as a heart. It was fun to watch them as they took the given ideas and made them their own. All the kids went away with great finished projects, and I think they really had fun.” *Jen F.*

### **PERSONALIZED KITCHEN SPOONS: Part of One Book, One ‘Brook (12 attendees)**



We made adjustments to this program and opted to use spatulas instead of spoons, as we were not sure how the concave shape of the spoon would impact the designs.



“Kids engraved kitchen spatulas with their own designs using the Glowforge machine. The designs were very creative. They ranged from creatures like axolotls and frogs to TikTok favorites like ‘It’s corn!’ and more. Everyone’s creativity sparked under the Glowforge laser beam! [In GCR F] we looked at the elements on the sample, the characters and the script. We discussed the engraving method compared with scoring and cutting and how to select. I demonstrated how to select a character from the library, adjust size, position on the object and edit. Then we moved into adding the text and grouping/ungrouping the elements. Each child had a different idea in mind what to do, and they were amazingly creative.” *Andreea D.*

## **VALENTINE'S DAY PERLER BEADS (5 attendees)**

"The kids had a choice between three patterns that they could use to create their hearts or simply use their imagination and create their own heart pattern. Each child ended up picking a different pattern to work on. They were very patient and calm while working on the perler bead hearts. They took their time and made sure that every bracket was covered with a bead. All the kids were so excited when they finally finished their designs and were so proud to show them off." *Marta M.*

## **STORYTIMES**

"This was my first Storytime at Fountaindale, and it was so much fun. I started storytime with a welcome cheer where we went around the room and had grownups tell us their child's name and then everyone cheered for the child. I shared the book [\*Bear Has a Belly\*](#), which was a body part-themed book that paired photos of animals in poses with a diverse group of children doing the same poses. After that, I let everyone pet some puppets, and then I did scarf rhymes and a couple songs." *Melissa F.*

"Today was the first time ever that I did not have a theme for Storytime. I found some books along the way that just spoke to me and I really wanted to read. The second story that we read was called [\*Music is in Everything\*](#). I really liked the illustrations and content in this book. One of the pages said that clapping your hands makes music, so one of the toddlers that was standing next to me started to clap his hands. It was so cute to witness." *Marta M.*

"I had a small group for Preschool Storytime, but what made them unique is that none of them had been to Storytime before. The concept of sitting for a story, talking to me about their day, dancing to songs, it was all new to them. Introducing them to storytime was an absolute pleasure. They enjoyed every book, every song and were enamored with the stickers they got at the end. As the families left, all the parents took a moment to thank me for the storytime and emphasized that they would all be back soon." *Christina M.*

## **READING PROGRAMS**

### **1000 BOOKS BEFORE KINDERGARTEN (416)**

Nine new children signed up for the program, thanks to staff members promoting the program in Storytimes. We also continued our maintenance of our participant database.

## WINTER READING CHALLENGE (91)



CSD completed another successful Winter Reading Challenge. It was great to see several young readers explore the Book Celler for the first time and choose their prize book. Thank you to the Friends of Fountaindale for their generous donation! We are glad to see that some families purchased books from the Book Celler in addition to redeeming their free book voucher.

## PUBLIC SERVICE

We answered **631** reference questions and **655** directional questions. We also assisted with 19 one-on-one appointments and 4 teacher requests.

“I found myself constantly telling caregivers to look out for the updated Home Learning Collection later this spring. I felt like every desk shift I was getting questions from parents that were looking for workbooks, flashcards, language learning materials and similar items. So, I think this renovated collection is going to be a big hit.” *Melissa F.*

## READERS' ADVISORY

### BLOG POSTS

- *New Children's Books (February 2023)* by Sarah <https://www.fountaindale.org/new-childrens-books-february-2023/>

### PERSONALIZED READING RECOMMENDATIONS

“A young reader filled out the Personalized Reading Recommendations form. I sent her some book suggestions, and mom came in later that week to check out a suggested title that she had placed on hold. Her mother and I chatted a little, and she let me know that the tween who filled out the form was reading lots of funny middle school comics with her friends but that she had already read many of the comics I suggested. With the additional feedback, I was able to send her some more suggestions.” *Sarah D.*

## From Amina Ali's report

### Circulation Services

The month of February flew by! Kate and I along with Tana, Carolyn, and some of the Outreach team members visited neighboring libraries to learn more about pick-up lockers. It was interesting to learn how different vendors integrated with our ILS.

We had all of our department meetings this month: Aide, Specialist, and Lead Supervisor meetings. We hope to keep this momentum going for the rest of the year! We also had a super successful staff in-service day. The Circulation Department grouped together as a team and played Bingo! We also had our PIRC meeting this month, which led to a great discussion about the future of Circulation and Pinnacle policies/procedures.

**Kate**, Assistant Manager

The month of February I visited Wilmette, Plainfield, and Wilmington Libraries to learn more about their outdoor lockers. It was great to hear from staff what works versus what doesn't work and what they would have done, which will be helpful to us moving forward with this project.

I met one-on-one with the part time Specialists and they helped to add items to our all Specialist meeting the following week.

I attended many meetings this month including Vega, the Aide meeting, Circulation Roundtable, Specialist meetings, PIRC, and our staff in-service.

We had our quarterly RAILS count the week of February 13th through 17th and we sent out 62 bins and 1,769 items.

We renewed 109 license plate stickers this month, which is a 91% increase from last February.

**Jorie**, Associate Manager

This month our new Circulation Aide, Marty, started. Her first day was Monday February 13. I spent a little over 2 weeks working with Marty training her on her new responsibilities. Along with the Aides we started working on a project in the Adult Fiction collection to make more space and even out the shelves. To this end, we completed a large weeding list to see what space we could free up before we started shifting any of the material.

On the 14th Carrie, Christine and I completed the monthly AMH cleaning.

### Circulation Statistics

<b>New Patrons Registered</b>	<b>201</b>
<b>Holds Pulled From Shelves</b>	<b>6,279</b>

## January 2023 Drive Through Report

Summary: Drive through had 548 visits in February 2023, which is a decrease from the previous month (January 2023) 596 visits total. This is an 8% decrease. Monthly visits were down compared to the same month LY, for a decrease of 29%. The daily average of drive through visits shows an increase from 20 in January to 20.3 in February. The busiest day at the drive through was Tuesday, February 7 when we had 37 visits. The busiest time period is 3pm-6pm, when there were 213 visits in total.

### From Tana Petrov's report

#### Outreach Services

##### Outreach General Updates

- Outreach and Circulation Services staff visited the Wilmington Public Library, Plainfield Public Library and Wilmette Public Library to explore and do research on various book lockers. We learned a lot of useful information from the libraries, which will help us with moving forward with this project.
- Outreach staff continued to drive the Outreach vehicles regularly to schools, community stops, and the book drops.
- Outreach staff worked on teacher requests, shelved materials in the Outreach office and prepared vehicles with library materials.
- **From Carolyn's report:** *Outreach has also started going to more events this month. We're thankful to have milder than normal winter weather for driving and bringing supplies and materials into facilities. Some activities staff attended are Winterfest, Black History event at the High School, Will County Kids Fair, and Furqaan Literacy Night where Tana, Joe and Sarah did a puppet show and stories.*
- **From Joe's report:** *On Feb. 4th, we had a Saturday double-header with two separate events! Carolyn and I first attended Winterfest from 11-2 at the Annerino Center and then went to a Black History Month event from 3-4:30 at Bolingbrook High School. We had displays and giveaways at each event and had quite a few patrons come and visit our Fountaindale table. It was a brisk, cool winter day and many of the attendees at the Winterfest event would come inside the building to warm-up and grab some hot chocolate. As they did so, many of them browsed the tables of the organizations that were present. The Fountaindale table was definitely a popular destination and we handed out all of our giveaways. The whistle/flashlight keychains were certainly a hit with the kids and we even had patrons asking if we had anymore. It sounded as though many of the kids enjoyed blowing into their new whistles and by the time we left both events, it sounded like a cacophony of whistles! This was the first time Outreach was invited to the Black History Month event at BHS and we received a warm welcome when we arrived. Patrons asked questions about the library, about their library accounts, and how to obtain a library card. They also browsed our table display and the cart of books we brought along highlighting Black History Month and famous black persons throughout history.*



### Services for Seniors

- **Atria at River Trail, Encore, Heritage Woods & Greenleaf**

**From Sarah's report:** *Also on 2/8/23, I had the chance to fill in for Melissa in the Memory Care Unit. I was there for about an hour doing a small program for the residents to enjoy. I brought the 1950's memory kit, trivia and a cd player to play music. There were 15 residents that showed up. We talked about milkshakes, deviled eggs, favorite type of restaurant, photography, fashion, cars, music of the 1950s, television shows, and the hobby of collecting items. At the end, I was told "this was more fun than I thought it would be!", "this really made me think about the past and some memories", and "we want you to come back!" I was told by one gentleman "you did a great job speaking today!" I was very happy I was able to substitute for Melissa and be able to bring a program to these residents.*

- **Book clubs for seniors**

**From Sarah's report:** *On 2/8/23, was the first Heritage Woods Book Club meeting back in person since the pandemic. There were 7 people that attended. This was an introduction to the club, talking about some group norms, what format each member needs to read, types of books we like, and giving title suggestions of books to read. We decided as a group to read John Grisham's "The Guardians." Shortly after this meeting I placed this title on hold for everyone to read. I have already compiled some discussion questions to ask as well for the next meeting. It was a great turn out and many of the residents that attended were super happy and excited to be doing this book club.*

**From Sarah's report:** *The Atria Book Club for February is doing "The Giver of Stars" by Jojo Moyes. I am currently placing holds and gathering up discussion materials for the month of March. In March it will be the book, "Wish you were here" by Jodi Picoult. At the end of February, I did find out my point of contact will no longer be working at Atria. So I am eager to learn and speak to who will take the position of activities coordinator to be able to continue on with this book club.*

## Services for Preschools

### From Melissa's report:

- *This month I subbed for Laura at various preschools and community stops. I used my own materials. I chose to do a "pets" theme that I will be using next month for my visit to Head Start.*
- *On 2/3, I did a storytime for the preschoolers at Good Shepherd Head Start. My theme was "winter." I read Snowscape by Nicole Yen. This was a pop-up book that the children really enjoyed. They liked seeing all the 3D images. I read Snowy Bear by Tony Mitton, Winter Friends by Carl Sams II & Jean Stoick, Go, Sled! Go! by James Yang and I Don't Want to Sleep by Dev Petty. For the activity song I handed out two pieces of wax paper to each child and had them step on the pieces. I played "Snow Fun" by Carol Hammett and had the children pretend to ice skate with their pieces of wax paper. They had so much fun with this activity. I used flannel pieces to tell the story of Froggy Gets Dressed by Jonathan London. The children also had a blast with this story. They were laughing every time Froggy had to come back inside because he forgot an article of clothing. For the final activity I did a puppet show called "How Much is That Doggy in the Window." I wish I would have done a different puppet show because the one I did would have been great for next month's "pets" theme.*
- *On 2/16, I subbed for Laura at IKEA storytime. I will be doing a "pets" theme in March for Head Start so I decided to try it out this month. It was well received. The children loved telling me what pets they had at home. I read I Spy Pets by Edward Gibbs, Mr. Kitty is Lost by Greg Pizzoli, Can I Keep It by Lisa Jobe, Not That Pet by Smriti Prasadam-Hall and I Want a Pet by Cathy Morrison. I used puppets and props to go along with the song "Oh, A-Hunting We Will Go" by John Langstaff. I did a flannel board story called "I went to the Pet Store." I also did a puppet show called "How Much is That Doggy in the Window" that the children really enjoyed.*

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

- *Planned the next STs of the winter including 2 puppet shows: Night/Noisy, Pigs/Pizza*
- *Presented 15 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 – finally finished the display in CSD on 2/6/23*
- *Worked daily on the Virtual Preschool Round-Up (invited 30 contacts, had 15 respond as interested, but only 12 submitted their material).*



## Services for Schools

- **YMCA Visits**

**From Sarah's report:** *Also, Joe and I continued to go to two YMCA after school programs. We went to BJ Ward and Independence schools. We brought games and coloring pages for the kids to enjoy. Below are pictures of Joe doing sit ups with the kids and the kids playing bags. It is always fun to spend time with the after school programs.*

- **Elementary Schools Visits and Booktalks**

**From Sarah's report:** *On 2/23/22, was Furqaan Academy Reading Night. Tana, Joe, and I attended this event together as guest readers for the night. I started off the night reading the book called, "Blanket" by Loryn Brantz. I brought along my blanket as a prop and asked the kids in the audience if they like reading with a blanket and if they have a favorite blanket at home. From there, Tana and Joe read the book, "Bark George", with a dog puppet. Lastly, we used a MOPS script to do the puppet show called "That is not a good idea!" This puppet show was based on a Mo Willems book with that same title. We also brought a table full of giveaways, books, and library fliers. Doing this event really was outside my comfort zone. However, I felt happy and honored to have this great opportunity to encourage reading and have people smile. Below are a few pictures from this night while I was reading.*



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

- *I presented Pets this month very loosely as a theme. Featured some non-fiction 636 books about pets. Read the older kids a picture book this month, super appropriate for older audience and they enjoyed that.*
- *The Puppet show for February was Kumak's House. There were 6 reading parts for the kids and a sign to hold up for the entire class to read out loud saying "Just Right" for my non reader classes. The show has a nice lesson of being grateful for what you have and some silly jokes that I made up to add to the humor in the original story and made it more fun. I made a new Kumak House with working*

windows and doors that the kids could poke the animals' heads out of when they placed their puppet in Kumak's house. (see photo)

- The house itself became a topic of conversation and an opportunity to encourage kids to be creative and reuse things like the Amazon box I used to make the house. When I visited MCMA Miss Heather was thrilled I brought the house because they are doing a project on area and measuring and creating a similar project out of a box to measure area square footage of a house they will create. It is exactly like what they will be making.



## Bookmobile and Library Express Van Community Visits

- We continued our [Library Express Van](#) monthly visits to Atria at River Trail, Heritage Woods, Greenleaf Apartments, Meadowbrook Manor, Kindercare Seneca, etc.
- We continued our [Bookmobile monthly visits](#) to First Presbyterian Church, Target, MacKenzie Falls, RiverStone Apartments, Promenade Apartments, Beaconridge, BRAC, Annerino Community Center, IKEA, Best Buy and Promenade Mall.

## Volunteer Hours

During the month of February 2023, adult volunteers helped with CSD programs and activities for a total of twenty (20) hours.

## Vehicles Maintenance

- BKM towed to Palatine on 1/30, picked up on 2/14 (found no transmission problem but a brake seizing issue and voltage problem)
- 2/25/23 Anderson's Children's Literature Breakfast (Carolyn and Cindy)

**From Carolyn's report:** *Anderson's Children's Literature Breakfast is an annual event I love to attend. There are local authors that go from table to table to discuss their latest books and the writing process. Anderson staff did book talks on several of their favorite new books. Then there are the keynote, award winning speakers that discussed their latest books and the stories behind them. This year there was Tami Charles&Bryan Collier-We Are Here, All Because You Matter, Jason Chin- the Universe in You, Alan Gratz&Brent Schoonover- Captain America: the Ghost Army, and Jasmin Warga-A Rover's Story. It was also a great networking opportunity to talk with other librarians and educators from the area to learn new ideas, and what they are doing in their areas of expertise.*

## Outreach patrons - stories and comments

**From Ramon's report:** *During our school stop at Tibbott Elementary, one of our regular students who checks out had items to return but did not have his library card. The student was very honest with us and knew the rules about needing his library card in order to check out materials. We happened to be at Tibbott on Valentine's Day and many of the students and staff were passing valentine cards to one another. The same boy (Alejandro) who forgot his card came back to our table towards the end of our stop and gave Sarah and I valentines cards. It was very nice for him to give us some valentine cards and we let him know that we really appreciated moments like that!*

## From Jacinto Gonzalez's report

### Studio 300

Here is our **February 2023 key stats**:

- 661 patrons actively **used** our lab.
  - **10** were Non-District Users.
- 1861 items were **checked out**
  - **109** of that total circulated out of the lab.
- 244 patrons **attended** our programs.
  - Total programming hours came to **11**
- 35 patrons **completed** our online classes:
  - **21** Orientation
  - **14** Maker Training



### Studio Month Summary:

The studio team worked in February to get ready for the 10th anniversary. We also continue to improve the studio. We got a new monitor to help display and showcase everything the studio offers. The videos will allow our team to be creative and find ways to bring attention to the collection. Patrick worked to get the Prussa 3D printer working again, and we believe the issue was due to a 3D filament that was causing the clog on the nozzle. We removed the filament from the collection and will no longer have it available on the Prussa.

The studio staff also organized and labeled the equipment room to make finding and storing it more effortless. The team is excited because Justin and Adriana have finished preparing the Blackmagic studio equipment. Justin has completed the training resources to help staff and patrons transition from Tricaster to Blackmagic.

Ruth, Monica, and Dulce put in a lot of hours and patience in organizing a giant library of embroidery patterns that the studio owned but was nearly impossible to navigate. Adriana collaborated with Adler for a program that informed over 200 of our community members about telescopes. Adler was so impressed with the participation of the community that they will be returning this summer. Patrick and Ruth spent off-desk time preparing for the launch of Shorthaus Cinema, a monthly meet-up for patrons passionate about short films. The team has also been using the Domestika courses to help improve their knowledge of different subjects as we continue expanding the available resources and software. As the summer programming deadline approaches, we spent some time looking at and planning what we would be able to offer for this summer.

Finally, Adriana, Harris Khan, and Randi Carreno cut out and organized take-and-make projects to give out during the Anniversary event. As February ends, we are preparing for a busy March.

## From Debra Dudek's report

### Adult and Teen Services

February marked the beginning of a long programming and logistical planning process for our department. A majority of our program planning takes place in the first half of the calendar year, so our staff is researching and booking events to reach a broad array of patrons.

We welcomed Alecxis to our department this month as our new Teen Service Specialist. He will be assisting our teen patrons in the Vortex alongside Randi, Andrea, and Hayley. Welcome Alecxis!

Aysha's One Book One Brook selection *Kitchen Without Borders* proved to be a hit in our community. The free copies provided for this year's event were claimed in one day, and the attendance at Chef Maddox's cooking class was excellent. While the book talk was small, the patrons really enjoyed reading this year's selection. Food topics may be the trend to follow in our yearly One Book selection process.

Our VITA tax preparation partnership with Lewis University moved forward this month. The university provided a preliminary list of student volunteers and their IRS certification levels on February 15. I studied for three exams, and passed all of them before the deadline date set by our VITA coordinators. I submitted this paperwork along with a list of our community volunteers to the IRS VITA administrators by the deadline date. We have the ability to add and update our list by March 15, in time for our first scheduled VITA tax preparation session. More on this in next month's report.

On February 7, I attended a READsquared product demonstration to review and evaluate if this service would better align with our Summer Adventure Program. This was a good product that provides some advantages over our current SRP provider. I finalized the handouts and giveaways for my table at the DuPage County Genealogical Society conference in March. This is the first in-person conference for our local society in three years, and I am taking a large number of discarded genealogy and local history materials from our collection to give away at the event. Most of these materials are magazines and other monthly publications, so I am looking forward to acquiring feedback on what type of discarded materials are popular at this event. I will include an update on this even in next month's report.

## TEEN PROGRAMMING FEBRUARY 2023

### Randi, Teen Services Librarian

#### Teen Programming

We continue to create craft kits for our teen patrons. Hayley took the lead on February's **Teen Crafternoon: Take-It Make-It kits: Paper Hearts**. She and I packaged 25 kits which included instructions, paper strips of various lengths and extra paper so that teens could cut and create their own. The teens really enjoyed this one. I observed several teens working on their projects in the Vortex at our big communal table.

Adriana presented a wonderful project for **STEAM Lab–Sensory Art**. Teens painted original artwork inspired by painting prompts and various instrumental music. The mood of the music influenced the final painting. Each teen was given a 12x12 canvas which was then divided into two to four sections using painters tape. Teens and staff selected from a variety of prompts (clouds, trees, beach, etc.) and then got to work painting a section of their canvas. Adriana used Studio equipment to play the music and I supplied the canvas, brushes and paint. The teens had a good time and painted some truly wonderful artwork! All of the attendees were drop in participants.



### **School Services**

Hayley visited Brooks and Jane Addam Middle Schools on February 27 & 28 with Outreach Services. The students at Brooks and Jane Addams were able to make 2x2 square buttons. She updated our templates so the middle school students were able pick their favorites. Hayley and I also planned out the craft projects for the rest of the school year. This will be a big help. There were also minimal supplies to purchase which is even better.

Outreach received a request from a middle school teacher at Jane Addams. This teacher was looking for Spanish language teen fiction that had been translated from English to Spanish. They were specifically looking for books that had a 700-900 lexile score. [Hayley Montalvo](#) reviewed the YA Spanish materials and pulled several items. As this was for middle school, I also pulled materials from the CSD Spanish collection after completing a catalog search.

I received a request to attend the Brooks Middle School Career and College Fair in April. Hayley and I will be representing the library at this event. I was also asked to attend Humphrey Middle School’s Art Club. I will be attending this club in March, April and May

and will present three different arts & crafts projects to the attendees. I am really looking forward to both activities.

I am working with Outreach to attend Furqaan Academy in March. Tana worked with the school to schedule our visit. I will be meeting with Carolyn to plan our activities soon.

### **Reader's Advisory**

I updated one of our middle grade pathfinders, Middle Grade Fantasy, and created a brand new teen pathfinder, Slice-of-Life Manga. Both of these will be sent to Communications for review. I have also started working on a brand new middle grade pathfinder that will feature action and adventure stories. Hayley assisted with this project. She gathered a list of books for each pathfinder.

### **Public Services**

Our new Teen Services Specialist, Alexis, started in February. I developed a training schedule for Alex and worked with Christopher and Hayley to complete a majority of the training. I also scheduled meetings with various managers to review Collections Services, Circulation, Outreach and more. Alex will be meeting with Children's Services in early March.

I met with Communications staff to discuss the new Vortex display monitor. We will be using this to promote teen programs and services. Sabrina trained me on Canva and Steven trained me on how to broadcast the promotional slides on Communico. I have already created slides for March, April and part of May. Once I have finished these, I will be working on the slides for some of our services (i.e. craft kits, open play, board games, Teen Book Babble and more).

**Computer Classes:** This month our ATSD staff taught two computer classes, one on Microsoft Excel and the other on Microsoft Word. Both classes had a combined 13 participants.

**Test Proctoring:** Brian proctored five exams this month

### **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 Mitchel's Report



### Snowflake Heart Wall Art (2/1/23)

Attendees: 16

Initially, I first wanted to schedule this program earlier in the Winter cycle, but the other two months filled up with other programs. And since the initial idea was just going to be any old snowflake, I tried to think of different ways to tie that into February and Valentine's Day. That's when I saw an example of the same style of art that I wanted to do with the hearts cut into the open areas of the snowflake.

For the example piece, I sort of used it as a 'laboratory' to see what would be the best way to make the project work. And after some attempts with paper and cardstock, I found that I was the most successful with contact paper. It became cutting the contact paper that was the trouble with this particular program. I would love to try to execute this project again, but I'm not certain that contact paper is the perfect solution, but patrons chalked up the difficult that they had encountered as the scissors just not being sharp enough. Other than that, the program was very much enjoyed.



### The Emergence and Evolvement of Blues Music in America - Hybrid (2/2/23)

Attendees: 6 in person/3 through Zoom



I was very excited to be hosting this program. Frutelant Jackson, the presenter, is a talented and award winning musician who still performs at Buddy Guy's venue in Downtown Chicago. This program was one of our programs celebrating Black History Month. The Blues as a form of music is foundational to so many different American genres. And I had also

had the plan to host this as a hybrid. I know that with some of our other hybrid events, we had been having some decent success with them.

And although I was a little worried about how the program would sound through the Zoom broadcast, the patrons that I had attend felt that the performance and information was fantastic, with a patron asking Mr. Jackson if there was a reading list that he would recommend about the topic. He was able to send me one later in the week that I then forwarded to the patron, who was appreciative for the handout.

### **Senior Social: Radio in the 1950s (2/9/23)**

Attendees: 25



When we first started thinking about starting the Senior Social Programs, we saw it as a good opportunity for some of our older and not as mobile patrons to come to programs at a time that was more comfortable for them. And we figured that there would be a good amount of attendees. For the last 6 months that we have been doing this program, we have stayed at a pretty consistent 10 - 15 people attending. So when this event happened and the registration list was almost full, I was really excited to see how everyone

was going to feel about the program.

Certainly the subject matter helped with getting people into Meeting Room A to see it. The free, light lunch had been the hook to try to get people to attend the programs and then, hopefully, they enjoyed it enough to want to come back again. And for the most part, it was consistent. But this program even brought walk-ins who said that they understood they were going to get the lunch since they hadn't registered, but still wanted see the program. And I gotta hand it to Steve Darnall, the presenter.

### **Puzzle Piece Heart Wreath (2/13/23)**

Attendees: 19

This was the last of the programs that we has scheduled with Cathy Stanek-Whisler before she had broken her arm. We knew that this was going to be a huge program, so I didn't want to cancel it outright.

Unfortunately, I did not get the supplies from Cathy until a few days before the program, so I was working backward from a finished project picture to try and see how to make this project work. And with many of the final products of the class, the wreathes turned out really well.



## **Cooking with Chef Maddox: Kitchens without Borders (2/16/23)**

Attendees: 35

This was in collaboration with Aysha, our Readers Advisory Librarian, for the *One Book, One 'Brook* initiative. She had reached out and asked if it would be possible to have Chef chose a few recipes from *Kitchen without Borders*, which Chef was more than happy to do. The group was very receptive and interested in the different foods that Chef had chosen from the book and were also given the opportunity to win a copy of the book in a prize drawing that Aysha had organized.

## **Librarian Highlight Aysha**

### **Book Clubs:**

Chills and Thrills: *One by One* by Ruth Ware. 13 attended.

Coffee & Conversation: *Black Cake* by Charmaine Wilkerson. 10 attended. We had a new member attend this month, which I thought was very exciting.

Cozy Reads and Crafts: Alcohol Ink Tile Coasters: 11 attended. I booktalked titles from the “tropical getaways” display, and patrons mentioned books they were currently reading.

I'm looking forward to March, when the registration increases to 20 and Alison will be helping me. I'm also planning for the Summer cycle.



### **Other Items:**

January Book Display at the 3rd floor checkout: “Let’s Bake Bread.” There were 29 checkouts.

### **Adult Winter Reading:**

- 168 adult patrons signed up
- 135 adult patrons logged minutes

Things to consider for next year:

- continue having small weekly drawings
- having a staff component with its own drawing

I received a lovely email from a patron who won one of the Dunkin gift cards:

Hi Aysha, thank you for having this great program. It has been a great experience for me. I did get the gift card and appreciate it so very much. Keep creating great programs such as this. Stay well.

**One Book, One 'Brook** was successful. Our title this year was a cookbook, *The Kitchen Without Borders*, which is based on a restaurant in New York City and employs refugees and immigrants from around the world. The book includes not only recipes, but also the chefs' stories, great information about ingredients and International Refugee Day, etc. The 20 titles we gave away were spoken for in one day.

35 patrons attended Chef Maddox's program and it was well-received. Patrons loved the dishes. She made sumac salad (Iraq), carne mechada (Venezuela), and degué (Guinea), which is a dessert made of the ancient grain, millet (delicious!) We also gave away 4 copies of the book. Photos of the happy winners:



I also had a book discussion on Zoom with *The Kitchen With Borders*. Although only 2 patrons attended, we had a great discussion about cultural identities and how food brings all of us together. We gave away one copy. They both have looked forward to the One Book, One 'Brook events the past couple of years.

I wrote 2 **blog posts** in February:

- Book review of *Master Slave Husband Wife: An Epic Journey from Slavery to Freedom* by Ilyon Woo
- List of titles for patrons on National Pet Day, 2/20. I hope to continue doing these types of collections lists monthly, where I pick one fun holiday on the calendar and promote related titles.

The carousel I made for the Recommendations web page featured “friendship” titles for Galentine’s Day. I’m working with the Communications Department to update and refresh the **Personalized Reader Recommendations** page on our website. Details to come.

## Specialist Highlight Audrey Mudroch

February seemed like it went by quickly. The Staff In-Service Day was a lot of fun! It was great to learn the procedures of the fire and tornado drill, as well as the important information about giving or receiving feedback and doing a craft (which was my favorite).

### Programs

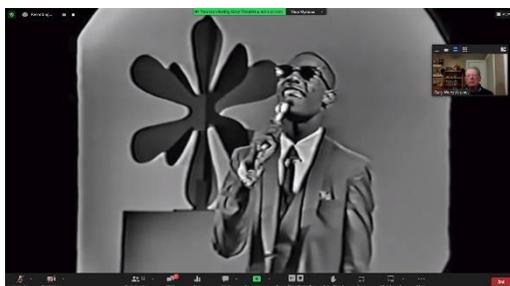
February has been a busy month working on projects. I decided to do my first Take & Make for summer and have been researching supplies to order. I didn't know I was going to be such a mathematical wizard because I used a lot of equations to figure out how many supplies I needed for each item for all the patrons, such as how many cups of sugar are in a 10 LB bag. Also, I have been tinkering with canva to create printables to use for the project. In addition, I've been playing around with photoshop with the free printable images that I'm going to use, so I can fit more on one page and conserve paper. It's wonderful to refresh my memory with Adobe Suits. Plus, Studio 300 had been great at answering all my questions that I was bombarding them with on a few occasions.

### The History of Stevie Wonder (2/20/23) 12 Attendees/ 5 Views

I'm so glad I had the opportunity to host *The History of Stevie Wonder* program led by Gary Wenstrup because I learned so much about the musical legend, Stevie Wonder. Gary led an amazing presentation that discussed Stevie Wonder's life and musical career, while mixing great pictures and musical videos throughout.

Gary began explaining how Wonder was born premature, which caused his blindness. However, his mother's determination to have her son live a normal life allowed him to have fun, be adventurous, and learn new things. His mother's freedom allowed him to gain a love for music and he was signed into Motown Records at the age of 11.

Gary touched on Wonder's struggles and successes through each decade. In 1963, Wonder received his first hit single at the age of 13, "Fingertips (Part 2)," recorded during a show at Chicago's Regal Theatre, which made him the youngest artist to top the charts. Once he turned 21, he wanted more creative control over his music and threatened to leave Motown Records, but they accepted his requests. From there, he started writing songs for other performers and creating different kinds of music, which include R&B, Popfunk, Soul, and Reggie.



He stood for social injustices and became an activist for political purposes, including his 1980 campaign to make Martin Luther King Jr's birthday a federal holiday in the U.S.

Some of his great achievements include 25 Grammy Awards (the most by a solo artist), one Academy Award (Best Original Song), youngest to be inducted into Rock and Roll Hall of Fame, and the only artist to win three consecutive Album of the Year Grammy Awards. When Paul Simon won his Grammy in 1976, he stated, "I'd like to thank Stevie Wonder, who didn't make an album this year."

### Specialist Highlight Alison

This month has been a very fun and creative one! I was able to take some time this month to get some program samples finished for spring and summer. I made the sample for a Hobbit Door Wreath program I am doing late in March. I was also able to help Aysha and make an alcohol ink coaster sample for her program. I also made a cute lantern out of tissue paper, beads, ribbon and a jar for a summer teen craft! I also took some better pictures of the origami star jar for the adult craft program in April.



### Specialist Highlight Agnes



Jay and I got together this year's tax form carts and refill folders together. We added the third rolling cart to separate out the Spanish forms and make room for the various assistance handouts we have available. This worked to our advantage when we realized that the Federal 1040's are no longer booklets and Schedules 1-3 need to be printed. Additional labels were made.

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

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

We are still waiting for the replacement fixtures for our parking lot lighting project. We met with a representative from the manufacturer, along with the lighting engineer, architect, and installing contractor to discuss dates and items needed to successfully complete this project. The manufacturer representative assured us that the final items needed to successfully complete this project will arrive in the next several weeks.

We installed new digital signage in the studio and Vortex spaces. This work also included installing network connections to the gaming consoles in the Vortex to increase internet stability while using these devices.

Along with Paul, Nancy, and Juanita, started updating the Meeting Room Policy. This is a great opportunity to review the policy and update it to reflect how the rooms are currently being used by our patrons and staff.

Our department hosted the LTA Practicum student that has been shadowing our department recently. We had a great time showing Susan the inner workings of Facilities Operations and Security during an early release day.



### **ZENDESK -**

In February, 69 new maintenance tickets were created, and 71 new or existing tickets were completed.

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

### **February 2023 Statistics Snapshot**

- **Almost 10% increase in overall circulation**; over 5,000 more circs from last year
- **9% increase in physical circulation**; over 4,000 more circs from last year
- **15%+ increase in digital circulation**
- 2,307 new items added to collection; 61 original catalog records created
- 3,113 old & worn items were withdrawn
- 271 interlibrary loans and Find More IL requests received for our patrons
- 250 invoices paid; 123 purchase orders sent; 433 damaged items repaired

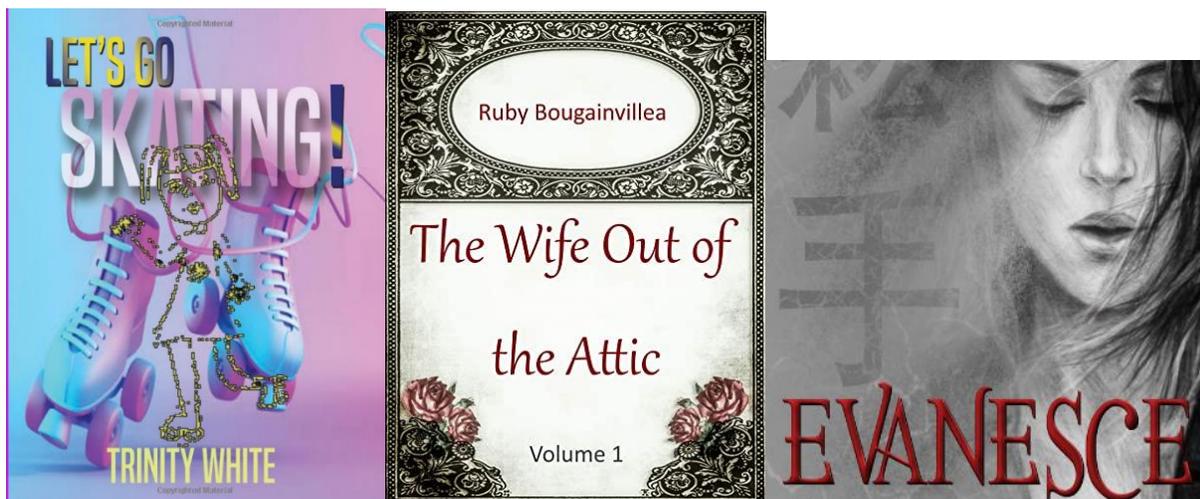
### **Staff News**

Interviews were conducted in early February to fill the two vacant Cataloging Specialist positions. We were able to successfully fill one of the positions. I am pleased to welcome new Cataloging Specialist, Connie Liu, to our Collections team! We plan to repost to fill the second position sometime in March.

The focus in February was on maintaining coverage in the areas of adult collections, cataloging and periodicals to sustain the department workflow at an efficient level. I commend all of my staff who are working extra hours and covering duties so that we can continue to meet and exceed the collection needs of our patrons.

### **Local Author Highlights**

The new year has welcomed new books by local Bolingbrook authors! Patrons can access the following books in the Local Authors, Children's and Adult Fiction collections.



### **Collection Services Staff Reports**

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

For the month of February, I managed additional coverage for the Cataloging Division due to the two vacant cataloging specialist positions. I cataloged a portion of the backlog and assisted Chris with cataloging studio equipment and some of the new flash cards for the home learning collection. Moreover, I helped process the February issues of magazines for the collection. We also conducted two Cataloging Specialist interviews during this time. We have extended an offer to one of the candidates. She accepted and is now in the process of being trained. Additionally, I provided coverage for adult collection tasks while one of our staff is on leave. These tasks include ordering new movies, updating the Communico record sets, covering for Can't Find It, the holds not owned report and the holds ratio report. Furthermore, I went through and assessed carts of Adult Fiction materials to see which materials could be weeded and which materials could be put back into the collection. In the Acquisitions division, I guided Bini in conducting another successful Acquisitions Division meeting. My manager and I also conducted the Acquisition Supervisors 90-day evaluation. Furthermore, the Ingram enriched EDI test orders that Bini helped order have started to come in. The materials are preprocessed and the MARC records are already completed. Because the materials are preprocessed and the MARC records are already complete, we will be able to get our materials out faster to our patrons. Additionally, I ordered a test cart of Blu-rays, DVDs and music from Baker & Taylor on our new A/V preprocessing account that has been established. I also ordered the Grammy winners for the music cd and vinyl record collection. 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. My manager and I researched bags for the new

logo launch, as well as determined the quantity and the type of bags to order. I completed the February 2023 new movies carousel for Library Aware, I also started working on the March 2023 new movies carousel. I also updated the February eContent stats spreadsheet. Last but not least, I continued the process of swapping out the old logo with the new logo on the inserts that go into the various kits and materials that we circulate.

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

In February, I continued coverage of the functions of the Adult Collections Librarian while they were absent. I covered adult patron request in print for the majority of the month, assisted with a few small adult ordering tasks, continued the weekly workflow for the Hold Ratio and Holds Not Owned reports, reviewed materials pulled for adult displays, requested signs for upcoming adult displays in March, coordinated with Collection Aides to modify the display schedule as needed, and worked to ensure displays were planned to correspond with upcoming programs. I also reviewed a large number of donated adult graphic novel donations and evaluated which would be fitting additions to our collection. I also completed a review of a donation of Spanish language textbooks for elementary students. I met my spending goals of over 75% expended and encumbered for each fund I oversee by the end of February, and was able to order all the Bluestem, Caudill, and Monarch titles for the 2024 award nominees. I satisfied two patron requests received via comment cards; I was able to recreate and release a lost STEAMbox for one patron. Another requested additional materials published by the Al Kisa Foundation. I ordered these materials and notified the patron. I continued my rigorous weeding schedule from January and completed weeding all collections in both Children's and YA for the Main Building. Overall, I reviewed 15 carts of damaged and no longer circulating materials. I repaired and updated more than 10 STEAMboxes, created 3 new STEAMboxes and delivered them to the catalogers. I completed the process of updating the American Girl and Barbie Doll inventory sheets with the new logo so they will be ready for the approved launch date. We have nearly completed work on the Home Learning Collection. This month I focused on the promotion of the new collection. I drafted an official description of the collection and completed the first draft of a blog post to promote the collection. I pulled a small selection of materials and provided them to CSD staff to preview the collection to interested patrons at the upcoming Adventures in Homeschooling. I worked with the Collection Leads to determine a launch date for the new Home Learning Collection in early March.

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

We completed the yearly magazine weeding at the beginning of this month. The final focus was on the magazines in the Local History room. We weeded everything older than the previous two years which freed up space in the room as well as magazine boxes. To finish the weeding process, I also deleted any SHR's with no items attached and that we were discontinuing. I continued updating magazines' publication patterns in Polaris as well. Jake and I provided magazine check in coverage this month as we began the search for new Cataloging Specialists. I cataloged seven boxes of flash cards for a new flash card collection to be debuted with the Home Learning collection. I created the template for cataloging them and then trained Karina and Jake on how to catalog them. I also trained Jake on cataloging Studio 300 equipment and other edits and withdrawals of equipment. He cataloged his first items, made edits and withdrawals, and I cataloged 27 total items with 8 needing original records. Karina completed cataloging and recataloging the Home Learning materials this month meeting the goal of the end of February. Our preprocessed and cataloged items have begun to arrive from Ingram. Jake and I will be checking their

labels and bib records to ensure they meet our standards. At the Collections Leads meeting this month, we discussed the number of lost and deleted items returning to our department to reinstate. This number has increased over the last few years. We decided to try increasing the amount of time an item is in Lost status for before deleting the record to one year instead of six months. This will keep the item in the system longer and alleviate some of the quantity coming back to our department. Our new Collections Specialist, Connie Liu, began at the end of the month. I have introduced her to the department and library in general including email, Paylocity, the staff intranet, the building's layout, and important documents and websites. I gave her a Polaris cataloging introduction and had her shadow me. I plan to get her started on her own cataloging in the next few days.

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

In February, I completed 90 days into this position. I got to process book dedication orders by creating and applying gift plates. I trained one of my staff on how to place orders through one of our vendors, Ingram. I did one of my staff's annual evaluations all by myself. I created processing procedures for our Home Learning collections newest addition- Flash cards and also guided my team on how to process them. They will debut this month in our collection. The Ingram EDI test order materials that came processed are being added to our collection by my staff. I learned how to and placed orders for our vendor, Children Plus Inc for both our branches. I got to process doll accessories for American Girl Dolls. I learned how to create supplier names for our system, which was needed for a local author book we ordered. This month we had our In-service day which was a fun event with getting to hear from 2 of our Board members on how they value all that we do for our community, taking part in some fun and relaxing activities, essential drills and above all, spending time with all our colleagues in a convivial atmosphere.

#### **From Karina Andrus, *Cataloger***

This month I finished cataloging all the new Home Learning books. We now have a total of 640 items in this collection. I was trained on flash card cataloging and cataloged 5 packs for the Home Learning collection. I also recataloged several of the old homeschool books that either needed a grade level added to the suffix to be consistent with the new books, or needed to be moved to a different Dewey number. Overall, I created a total of 38 original records.

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

I finished the Harlequin weeding and all together I weeded around 400 books. I continue to do periodic sweeps of the area and will do so for the next couple of months. I also continued to work on damaged material withdrawal and replacement. This month, I published the Christian Fiction newsletter. The theme was "You Gotta Have Friends". I thought it would be a nice change from the usual "romance" theme. Find More Illinois was not as active as it was last month but we still had impressive numbers. We regularly receive a large amount of requests from Helen Plum Memorial. They are going to be moving into a new building and will be closed for about 5-6 weeks. I am curious as to how that will affect our FMI numbers. On February 24th, we had a wonderful in- service day. It was great to have a refresher on using a fire extinguisher. I also enjoyed the *How to Give Feedback Session*. The art project was very relaxing and the lunch was good as always. Fountaindale always throws great in-service days.

### Circulation by Branch

Branch	2022	2023	Change	% Change
Building	42450	44280	1830	4.31%
Outreach	4107	6147	2040	49.67%
Studio	1609	1861	252	15.66%
Digital	8642	9959	1317	15.24%
<b>Totals</b>	<b>56808</b>	<b>62247</b>	<b>5439</b>	<b>9.57%</b>

### Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	2084	vs.	DVD	6630
CD Audiobook	343	vs.	Playaway Audiobook	615
Vinyl Record	262	vs.	Music CD	1085

### Special Collections

Collection	Circs
Backpacks	164
Bluetooth Transmitters	2
Dolls	80
Hotspots	55
Laptops	256
Lucky Day	932
Portable CD Players	26
Portable Record Players	36
Rokus	33
STEAMboxes	66
Tween Book Boxes	11
Vinyl Records & Cases	311

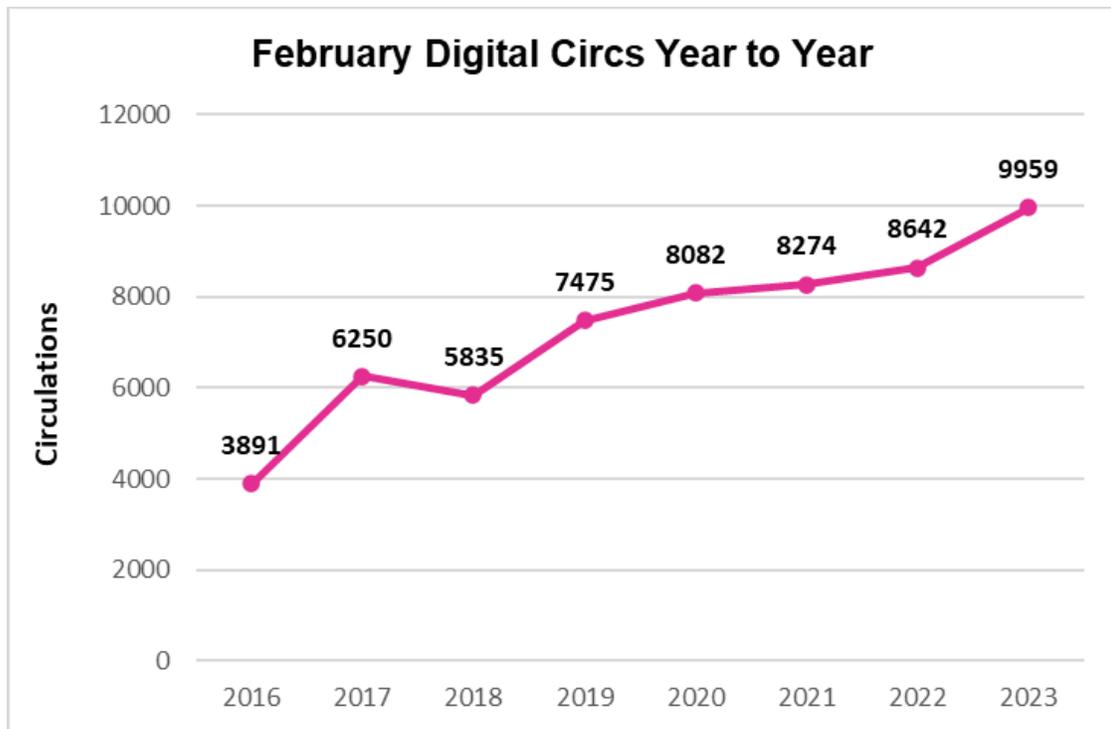
**Physical Collection Circulation** *(Sorted alphabetically by collection)*

<b>Collection</b>	<b>Feb 2022 Circs</b>	<b>Feb 2023 Circs</b>	<b>Change</b>	<b>% Change</b>
Adult Audiobooks	426	349	-77	-18%
Adult Fiction	4302	4208	-94	-2%
Adult Graphic Novels	621	479	-142	-23%
Adult Nonfiction	4216	4159	-57	-1%
Adult Video Games	429	516	87	20%
Beginning Readers	2203	2150	-53	-2%
Interlibrary Loan	277	246	-31	-11%
Juvenile Audiobooks	791	1244	453	57%
Juvenile Fiction	4160	3703	-457	-11%
Juvenile Graphic Novels	2437	3148	711	29%
Juvenile Kits	110	200	90	82%
Juvenile Movies & TV	2118	2109	-9	0%
Juvenile Nonfiction	3036	3581	545	18%
Juvenile Technology & Equipment	272	272	0	0%
Juvenile Video Games	1066	1121	55	5%
Large Print	668	692	24	4%
Local Authors	8	10	2	25%
Local History & Genealogy	4	0	-4	-100%
Magazines	453	464	11	2%
Movies & TV	6994	6551	-443	-6%
Music	923	1334	411	45%
On-the-Fly	9	12	3	33%
Picture Books	7445	9755	2310	31%
Studio 300	1608	1860	252	16%
Technology & Equipment	450	445	-5	-1%
World Languages Adult	126	160	34	27%
World Languages Juvenile	497	731	234	47%
World Languages Young Adult	6	10	4	67%
Young Adult Audiobooks	16	13	-3	-19%
Young Adult Fiction	834	924	90	11%
Young Adult Graphic Novels	951	921	-30	-3%
Young Adult Kits	13	11	-2	-15%
Young Adult Nonfiction	175	151	-24	-14%
Young Adult Technology & Equipment	6	1	-5	-83%
Young Adult Video Games	516	758	242	47%
<b>Totals</b>	<b>48166</b>	<b>52288</b>	<b>4122</b>	<b>9%</b>

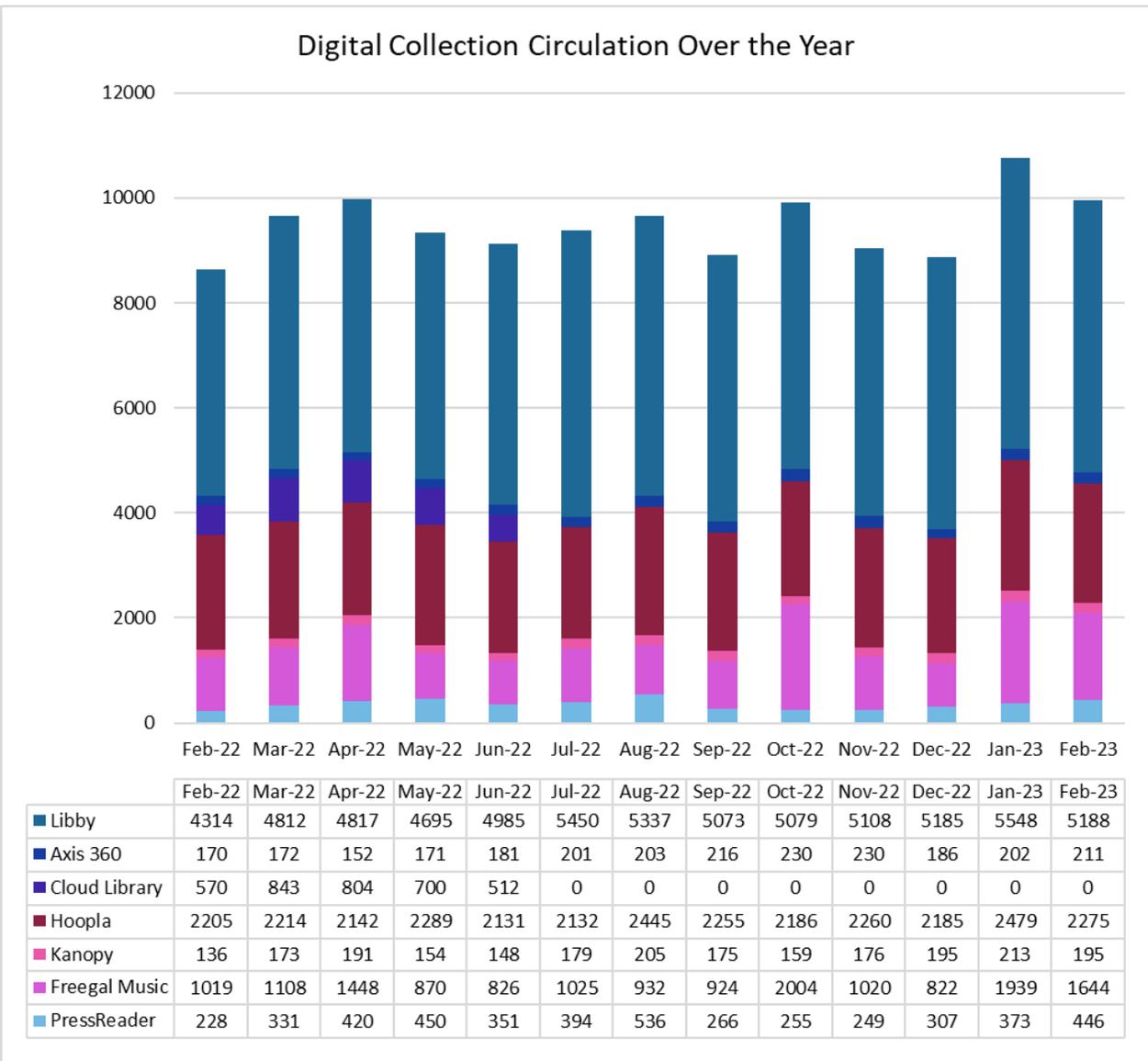
## Digital Collection Usage

\*Sorted by positive circulation change

Digital Platform	Feb 2022	Feb 2023	Change	% Changed
Libby / OverDrive	4314	5188	874	20.26%
Freegal	1019	1644	625	61.33%
PressReader	228	446	218	95.61%
Hoopla	2205	2275	70	3.17%
Kanopy	136	195	59	43.38%
Axis 360	170	211	41	24.12%
cloudLibrary <i>*discontinued effective July 2022</i>	241	0	-241	-100.00%
cloudLibrary Shared <i>*discontinued effective July 2022</i>	329	0	-329	-100.00%
<b>Totals</b>	<b>8642</b>	<b>9959</b>	<b>1317</b>	<b>15.24%</b>



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



### Digital Content Fast Facts - March 2023

#### Libby by OverDrive

- There were **6,357 active Pinnacle patrons** in the month. Of those, **Fountaindale had 1,146 active patrons**, **75** of which are **new users**.
- During the month, PLC yielded **30,560 total checkouts**; of those, **5,188 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 50.5 %, Audio: 42.9%, eMagazines: 6.6%
- Checkouts by Audience: Adults: 89.4%; Young Adults: 6.2%; Juvenile: 4.4%
- 

#### eRead Illinois/Axis 360

- There were **95 active patrons** for the month, **25** of which are **new users**
- During the month, there were **95 eBook circs** and **116 eAudio circs**
- Checkouts by Format: eBooks: 45%; eAudio: 55%

#### Hoopla

- There were **2,275 circs** borrowed by **460 patrons**
- There were **460 active patrons**, **34** of which are **new users**

- **Audiobooks** were the most borrowed format, accounting for **49%** of all circs, followed by **eBooks with 33%**, **Movies/TV with 12%** and **Music with 4%**.
- The top trending titles were *Just the Nicest Couple* by Mary Kubica on eAudiobook and *The Smart Cookie* by Jory John (eBook)

### Kanopy

- Patrons played **195 distinct video titles** and **496 video plays**
- There were **68 active patrons**
- The **most popular videos** were *Scott and Bailey* and *Father Brown*

### Freegal

- This month yielded **1,465 songs streamed** and **179 songs downloaded**
- There were 23 active patrons streaming and 15 patrons downloading
- Top **streaming music genres**: Rock, Country, Pop
- Top **downloaded music genres**: Rock, Pop, Gospel/Christian

### Physical Items Added and Withdrawn

Physical Items	Feb 2023 Added	Feb 2023 Withdrawn
Adult Audiobooks	27	0
Adult Fiction	467	357
Adult Graphic Novels	4	2
Adult Nonfiction	218	8
Adult Video Games	24	10
Beginning Readers	17	1
Juvenile Audiobooks	49	1
Juvenile Fiction	225	117
Juvenile Graphic Novels	69	15
Juvenile Kits	1	0
Juvenile Movies & TV	63	38
Juvenile Nonfiction	44	276
Juvenile Technology & Equipment	0	1
Juvenile Video Games	6	1
Large Print	90	7
Local Authors	2	0
Local History & Genealogy	1	872
Magazines	106	309
Movies & TV	277	45
Music	54	9
Picture Books	354	898
Studio 300	34	2

Technology & Equipment	3	2
World Languages Adult	2	0
World Languages Juvenile	18	45
World Languages Young Adult	0	15
Young Adult Audiobooks	10	0
Young Adult Fiction	78	68
Young Adult Nonfiction	21	13
Young Adult Technology & Equipment	0	1
Young Adult Video Games	11	0
<b>Totals</b>	<b>2307</b>	<b>3113</b>

### Cataloging

- Items Cataloged and made available: 2307
- Original bibliographic records created: 61
- Magazines & Newspapers processed: 105

### Acquisitions & Processing

- Purchase Orders created: 123
- Invoices Paid: 250
- Boxes Received and Opened: 111
- Items Repaired: 433

### Interlibrary Loan through OCLC

<b>261</b>	<b>Items Received for our patrons</b> <ul style="list-style-type: none"> <li>• 203 items from IL libraries</li> <li>• 58 items from out of state libraries</li> </ul>
<b>208</b>	<b>Items Sent out to other libraries</b> <ul style="list-style-type: none"> <li>• 111 to IL libraries</li> <li>• 93 to out of state libraries</li> <li>• 4 ALA</li> </ul>
<b>343</b>	<b>Items requested by our patrons this month</b> <ul style="list-style-type: none"> <li>• 314 submitted in OCLC</li> <li>• 5 items were too new to request</li> <li>• 14 were available in Pinnacle</li> <li>• 10 were out of country only</li> </ul>
<b>341</b>	<b>Items requested by OCLC libraries this month</b> <ul style="list-style-type: none"> <li>• 157 from IL libraries</li> <li>• 182 from out of state libraries</li> <li>• 2 out of country library</li> <li>• 4 ALA</li> </ul>

### Find More Illinois

<b>10</b>	FMI Items Received for Our Patrons
<b>61</b>	FMI Items Sent Out to Other Libraries
<b>6</b>	FMI Items Requested by Our Patrons
<b>60</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> CHQ Recommendation: less than 10%	11,222 9.99%	965 7.53%	8,108 8.08%	20,295 9.00%
<b>Collection Check - Anything that has not circulated in <u>4 years</u></b> CHQ Recommendation: less than 10%	210 1.87%	42 4.35%	496 6.12%	748 3.69%
<b>Grubby - Items that have circulated <u>75</u> times or more</b> CHQ Recommendation: less than 10%	8,779 7.82%	432 3.37%	7,554 7.53%	16,765 7.43%
<b>DOA*</b> Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.	5,746 30.43%	669 38.10%	3,490 27.25%	9,905 29.61%
<b>Turnover</b> Feb 22, 2022 to Feb 20, 2023	2.13	2.42	3.11	2.58

## Display Circs

### 1st Floor:

Lobby Tree: Staff Picks - 47  
Lobby Cart: Black History Month – 120  
Lobby Cart: Healthy You - 49  
Lobby Cart: Isn't It Romantic - 13  
Lobby Cart: Oscars - 109  
Lobby Cart: 'Scopes in the City - 19  
Lobby Cart: Winter Reading - 100

### 2nd Floor

2nd floor cart: Black History Month – 140

### 3rd Floor

Self-Check: Bread – 29  
3rd Floor Desk Table: Afrofuturism – 6  
3rd Floor Desk Table: Horror – 6  
3rd Floor Desk Table: The Last of Us – 1  
3rd Floor Cart: Black History Month – 32  
3rd Floor Cart: Galentine's Day – 4  
3rd Floor Cart: King Tut – 19  
3rd Floor Cart: The Single Life – 10  
3rd Floor Cart: Tropical Getaway – 34  
3rd Floor Nonfiction Baking for Fun – 1  
3rd Floor Nonfiction Begins with Z – 0  
3rd Floor Nonfiction Birds – 0  
3rd Floor Nonfiction DIY – 2  
3rd Floor Nonfiction Gardening – 1  
3rd Floor Nonfiction Guitar Appreciation – 1  
3rd Floor Nonfiction Heart Health – 6  
3rd Floor Nonfiction Italian Cooking – 2  
3rd Floor Nonfiction Jewelry – 0  
3rd Floor Nonfiction Library Lovers Month – 1  
3rd Floor Nonfiction Life Coaches Week – 1  
3rd Floor Nonfiction Memento Mori – 0  
3rd Floor Nonfiction Restaurants – 1  
3rd Floor Nonfiction Royal Reads to Savor – 0  
3rd Floor Nonfiction Take Care of Your Eyes – 0  
3rd Floor Nonfiction Tea – 0  
3rd Floor Nonfiction Women in Sports – 1

### Children's and Teens

1000 Books Before Kindergarten - 101  
Black History Month - 102  
Colors Picture Books - 51  
Easy Graphic Novels - 42  
Happy Valentine's Day - 92  
Informational Picture Books - 46  
Looking for a Friend (DOA) - 17  
Pet Adventures J Books & Movies - 57  
Sesame Street Picture Books - 16  
Space Picture Books - 15  
Step Into Reading – 102  
Teen Book Bundles - 20  
Anime Movies – 75  
Teen Reads – 31  
Teen Pop – 76  
YA Create - 7



# Adult Displays



## Children's Displays



## Continuing Education, Trainings & Orientations

- Feb 7 - Webinar: Graphic Novels for Adults and Young Adults (Brett)
- Feb 13 - Webinar: Disney Publishing Preview (Brett)
- Feb 15 - Webinar: MacKids School & Library Spring 2023 Preview Event (Brett)
- Feb 24 - Staff In-Service Day (All Collections Staff)
- Feb 27 - Collection Services Department Orientation (Connie)
- Feb 27 - Meet and Greet with Paul (Connie)

## **Communications (Melissa Bradley)**

### **Communications Highlights**

- Our Google Ads had 42,420 impressions and 3,519 clicks.
  - Campaigns with the most impressions:
    - Catalog Items: 22,953 impressions; 2,213 clicks
    - Instagram: 9,037 impressions; 404 clicks
    - Website Discovery: 4,518 impressions; 328 clicks
- We auto-renewed 197 library cards with Patron Point.
- We scheduled, wrote/edited and published 11 blog posts.
- 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 attended the ILA Marketing Forum's February meeting.
- Melissa and Steven filmed three Studio 300 patrons for a web series promoting the Studio's 10th Anniversary.
- Melissa and Steven attended the READsquared demo.
- Melissa and Steven met with Children's Services and Studio 300 to discuss their web pages.
- Steven redesigned the [American Girl & Barbie dolls page on our website](#).
- Steven met with Patron Point to discuss the future of notices.
- The Communications team held an open-house filming session for our Staff Picks Sundays on Instagram and TikTok at our Staff In-Service Day.
- The Communications team met with Randi to discuss the Vortex's new TV. Melissa went over procedures, Sabrina trained on Canva and Steven trained on uploading TV slides to Communico.
- Sabrina created three background posters for Laura's Children's Services display cases highlighting her puppet script literacy project.
- Sabrina created collateral for Studio 300's 10th Anniversary, our spring newsletter and Staff In-Service Day. She has also spent time updating our collateral for the rebrand. She also created ads for our spring sponsorships.



## Media

- [The Patch](#) mentioned us in their coverage of the VVSD School Board Candidate Forum [twice](#).

## Social Media Metrics

- Facebook Metrics
  - 24 new followers
  - 1,175 page views
  - 11,851 people viewed our content (reach)
  - 1,069 engagements (likes, clicks, shares & comments)
- Twitter Metrics
  - 0 new followers
  - 132 page views
  - 509 tweet impressions
- Instagram Metrics
  - 7 new followers
  - 850 post likes & comments
  - 13,844 people viewed our content (reach)
  - 11,477 Reels views
- TikTok Metrics
  - 361 new followers
  - 412 post likes & comments
  - 6,261 views
- YouTube
  - 11 videos published
  - 10 new subscribers (1,222 total)
  - 4,108 views
  - 175.5 hours of watch time
  - 52,437 impressions (how many times our video thumbnails were shown to viewers on YT.)

## Email Marketing Metrics

- MailChimp Blogs:
  - 3,055 subscribers
  - Average open rate: 51.49% (industry average is 21.33%)
  - Average click rate: 2.78% (industry average is 2.62%)

- Patron Point
  - Average open rate: 70.55% (industry average is 21.33%)
  - Average click rate: 16.4% (industry average is 2.62%)

## **Finance (Jennie Nguyen)**

### **Audit Request for Proposal**

The District has placed a request for proposals for auditing services. After 3 years of auditing services for the Library District, Brian Zabel & Associates will no longer be providing auditing services for government bodies. Notice of the RFP was placed in the newspaper publications as well as invitations were sent to auditing firms.

### **FY2024 Budget**

In preparation for the upcoming fiscal year 2024, budget proposal requests were sent to the management team to submit for review by March 21, 2023.

### **New Logo Product Quotes**

With the upcoming launch of the new library logo brand, the Finance team had reached out to several of our vendors to obtain quotes for our envelope and library bag merchandise. Quotes requested were based on three different template styles.

### **Staff In-service Preparations**

Allyse Schiller and Juanita went to Costco to purchase food and beverages for the staff in-service event.

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

### **Staffing and Recruiting**

#### *Open Positions:*

- Adult & Teen Services Specialist - Adult Event Programming (Candidate Selected)
- Children's Services Specialist
- Circulation Services Specialist
- Security Guard-Customer Service (PT or FT)

#### *New Hires:*

- Alecxis Garcia, Teen Services Specialist, 2/13
- Marty Popelka, Circulation Services Aide, 2/13
- Connie Liu, Cataloging Specialist, 2/27

#### *Departures:*

- Kathy Bennett, Children's Services Specialist, 2/9

### **Training and Development**

- GWHRA Monthly Chapter Meeting; Employee Engagement, Webinar, Lea
- FMLA Master Class-3 day seminar; Littler Mendelsen, Lea
- Staff In-Service Day; served on the In-Service Day Committee, Lea

### **Long Term Care Insurance; IMRF Endorsed - Lea**

Coordinated with Jeremy Tuchman, Acsia Partners, to present a webinar about LTC Insurance. This program is endorsed by IMRF and it was available to any employee interested in finding out more information.

**Anti-Harassment Training-** Andrea and Lea

We sent information to all staff regarding the required annual Anti-Harassment training. We are using the same platform we have used for the past few years; GoodBye Harassment. As staff complete the training, it is recorded in Paylocity and certificates are kept on file. This is done to make sure we are compliant with State regulations.

**Ameriflex: HSA and FSA Accounts-** Lea

Ameriflex, our current provider for HSA and FSA administration, is migrating our accounts to new vendors/banks. We have been in communication with Ameriflex to make sure the transition goes smoothly and agency checks are transmitted to the appropriate accounts through Paylocity.

**Policy Review-** Lea

Worked with the Executive Director and the Management Team to edit our current Appearance and Dress Code Policy, and Education Assistance policy. These revised policies will go to the Board of Trustees for approval.

**Information Technology (John Matysek)**

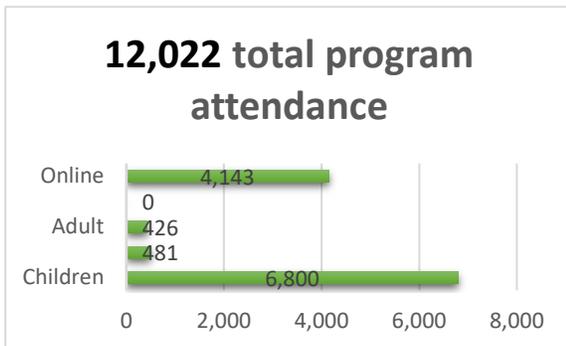
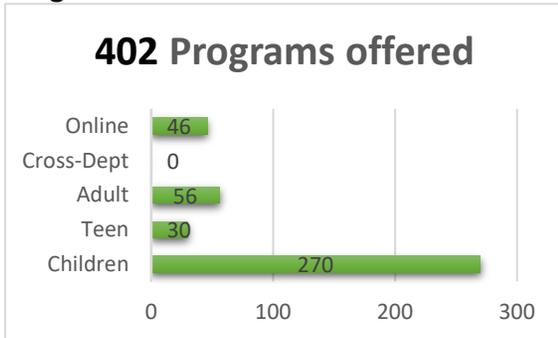
- During the month of February 59 new help desk tickets were created by FPLD staff, and 55 new or existing tickets were solved by IT staff.
- Working with vendor WhoFi to troubleshoot a Wi-Fi statistics collection issue.
- Updated Microsoft Windows on all library servers as well as the most popular utility software on the Windows based patron computers.
- Updated the underlying VMware vSphere system software on the main network server.
- Coordinated with vendor Netrix for the pickup and transfer of all hardware related to the upcoming network switch replacement project so Netrix can preconfigure the hardware.
- Converted the format of and installed a new SSL certificate on the library firewall for use by external VPN connections to the library network.
- Met with vendor Netrix for a kickoff meeting to discuss the upcoming network switch replacement project.
- Met with the new account manager for vendor Netrix for an introduction and discussion of current and potential future projects.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, updated both the network and client versions of the Deep Freeze security software from vendor Faronics to the latest release.
- Met with an engineer onsite from vendor Netrix to visually assess all current network hardware and locations that will be impacted by the upcoming network switch replacement project.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, provided technology assistance to the presenter during Staff In Service day.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, configured and deployed a new cell phone for the new Outreach Transit Connect van.

# Fountaindale Public Library February 2023 Statistics

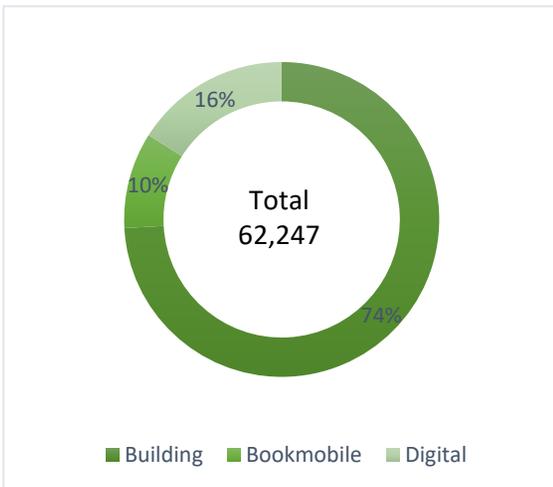
## Membership

30,455 active cardholders      201 new cardholders

## Programs



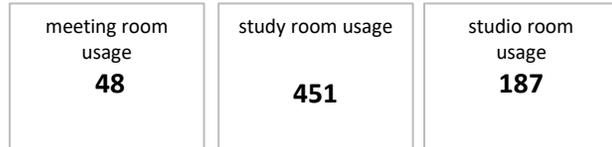
## Circulation



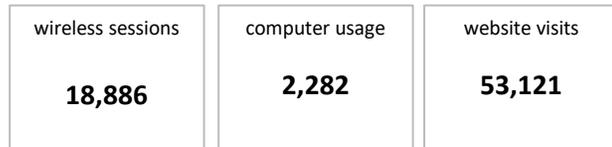
New Physical Items Added : 2,307  
 Interlibrary loans Received : 261  
 Interlibrary loans Sent: 208

## Space

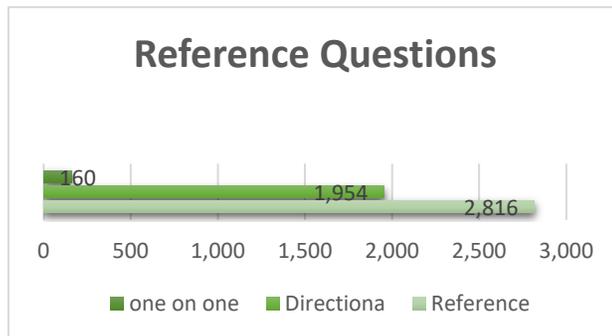
21,504 library visits



## Technology



## Social Media



Comparison	This year	last year	%change
Circulation	62,247	56,808	<b>9.57%</b>
Visitors	21,504	17,354	<b>23.91%</b>
Card holders	30,455	27,852	<b>9.35%</b>
Room bookings	686	487	<b>40.86%</b>
Reference questions	3,578	3,151	<b>13.55%</b>
computer usage	2,282	2,285	<b>-0.13%</b>
wi-fi	18,886	19,642	<b>-3.85%</b>
programs	12,022	7,692	<b>56.29%</b>