

FOUNTAINDALE PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

June 15, 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=CDNSQIPpYFg>

1. Call to Order and Roll Call of Trustees
2. Pledge of Allegiance
3. Approval of Agenda
4. Minutes for Approval
 - a. Board Meeting – May 18, 2023
5. Comments from the Public
6. Friends of the Library
7. New Business – Action Items
 - a. Presentation by James Garabedian of THG Financial Strategies on Executive Plans
 - b. Presentation by Ron McGrath of Tria Architecture on Proposed Grounds, Parking Lot, Walkway, Vehicle Charging Stations, Interior Lighting and 3rd Floor Projects
 - c. Approval of Tria Architecture Proposal for Professional Services – North Parking Lot Drainage Renovations
 - d. Approval of Tria Architecture Proposal for Professional Services – Mill and Overlay of Existing Parking Lot
 - e. Approval of Tria Architecture Proposal for Professional Services – EV Charging Stations
 - f. Approval of Tria Architecture Proposal for Professional Services – Entry Sidewalk Replacement
 - g. Approval of Tria Architecture Proposal for Professional Services – Interior Lighting Replacement
 - h. Approval of Tria Architecture Proposal for Professional Services – Quiet Room Interior Design
 - i. Approval of Updated Salary Structure and Salary Adjustment for Fiscal Year 2024
 - j. Approval of Merit Increase for Fiscal Year 2024
 - k. Approval of Working Budget for Fiscal Year 2024
 - l. Approval of Ordinance 2023-2 – Ordinance Transferring Funds to Special Reserve Fund
 - m. Approval of Resolution 2023-2 – Resolution Authorizing Intervention in Certain Tax Appeal Cases
8. Library Projects
9. Correspondence
10. Treasurer's Report
11. Bills for Approval
 - a. Bills Paid Report – June, 2023
 - b. Bills Payable Report – June, 2023
12. Director's Report – May, 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. Executive Session
 - a. Personnel 5 ILCS 120/2 (c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."
18. Approval of Executive Director Compensation Adjustment
19. Adjournment

June 2023 Agenda Background

Paul Mills

7. New Business – Action Items

- a. Presentation by James Garabedian of THG Financial Strategies on Executive Plans

James Garabedian of THG Financial Strategies will provide a presentation on Executive Plans.

Suggested Motion: No motion required.

- b. Presentation by Ron McGrath of Tria Architecture on Proposed Grounds, Parking Lot, Vehicle Charging Stations, Interior Lighting and 3rd Floor Projects

Ron McGrath of Tria Architecture will discuss proposed projects to solve a drainage issue, redo the entire parking lot, redo the concrete walkway in front of the library, install vehicle charging stations, convert staff areas in the library to LED lighting, and reconfiguring the 3rd Floor Quiet Reading Room, 3rd Floor Quiet Study Room and 3rd Floor Local History Room.

Suggested Motion: No motion required.

- c. Approval of Tria Architecture Proposal for Professional Services – North Parking Lot Drainage Renovations

This proposal from Tria Architecture will provide design, bidding, and construction observation services for the north parking lot work to resolve the stormwater drainage issues in that area.

The cost of this proposal is \$39,750.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – North Parking Lot Drainage Renovations.

- d. Approval of Tria Architecture Proposal for Professional Services – Mill and Overlay of Existing Parking Lot

This proposal from Tria Architecture will provide design, bidding, and construction observation services for the mill and overlay of our parking lot and existing concrete curbs where needed.

The cost of this proposal is \$34,250.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – Mill and Overlay of Existing Parking Lot.

- e. Approval of Tria Architecture Proposal for Professional Services – EV Charging Stations

This proposal from Tria Architecture will provide design, bidding, and construction observation services for the addition of 8 EV Charging Stations in two locations in our parking lot.

The cost of this proposal is \$24,250.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – EV Charging Stations.

- f. Approval of Tria Architecture Proposal for Professional Services – Entry Sidewalk Replacement

This proposal from Tria Architecture will provide design, bidding, and construction observation services for the replacement of the existing concrete sidewalk at our main entrance.

The cost of this proposal is \$8,450.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – Entry Sidewalk Replacement.

- g. Approval of Tria Architecture Proposal for Professional Services – Interior Lighting Replacement

This proposal from Tria Architecture will provide design, bidding, and construction observation services for the replacement of interior lighting in staff spaces in the library.

The cost of this proposal is \$32,500.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – Interior Lighting Replacement.

- h. Approval of Tria Architecture Proposal for Professional Services – Quiet Room Interior Design

This proposal from Tria Architecture will provide design, bidding, and construction observation services for the renovation of the Quiet Reading Room, the renovation of the existing Local History Room into a meeting room, and the renovation of the existing Quiet Study Room into the Local History Room

The cost of this proposal is \$37,000.

Suggested Motion: Motion to approve Tria Architecture Proposal for Professional Services – Quiet Room Interior Design.

- i. Approval of Updated Salary Structure and Salary Adjustment for Fiscal Year 2023

Please see included memo for more information regarding this recommendation.

Suggested Motion: Motion to approve the updated salary structure for Fiscal Year 2024 and the \$1.00/hour increase for all staff excluding the executive director with implementation to be effective as of July 10, 2023.

j. Approval of Merit Increase for Fiscal Year 2024

Please see included memo for more information regarding this recommendation.

Motion to approve a standard merit increase of 4% or \$1.00 per hour, whichever is greater, to 5% or \$1.25 per hour, whichever is greater, for Fiscal Year 2023 and to approve a standard merit bonus of 4% or \$1.00 per hour, whichever is greater, to 5% or \$1.25 per hour, whichever is greater, for Fiscal Year 2024 for staff at or over their position's maximum salary. The level of the merit increase and the merit bonus requires reaching the appropriate score in the performance evaluation system in order to be granted.

k. Approval of Working Budget for Fiscal Year 2024

Please see included memo for more information regarding the proposed Working Budget Fiscal Year 2024.

Suggested Motion: Motion to approve the Working Budget for Fiscal Year 2024.

l. Approval of Ordinance 2023-2 – Ordinance Transferring Funds to Special Reserve Fund

This ordinance authorizes the transfer of \$2,500,000 from the General Fund to the Special Reserve Fund. We will have sufficient funding in the General Fund to meet the levels recommended by our Fund Balance Policy.

Suggested Motion: Motion to approve Ordinance 2023-2 – Ordinance transferring funds to Special Reserve Fund.

m. Approval of Resolution 2023-2 – Resolution Authorizing Intervention in Certain Tax Appeal Cases

In order for our attorneys, Tressler LLP, to continue to represent us in tax appeal cases, Resolution 2023-2 needs to be approved by the Board.

Suggested Motion: Motion to approve Resolution 2023-2 – Resolution authorizing intervention in certain tax appeal cases.

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DUPAGE COUNTIES, ILLINOIS
HELD MAY 18, 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, May 18, 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 and Juanita Lennon.

Nancy Korczak was present online.

PUBLIC PRESENT

The following public was present: Jody Hargett, Jennie Mills and Peggy J. Danhof.

AGENDA APPROVAL

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

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

MINUTES OF THE BOARD MEETING – April 20, 2023

The minutes of the board meeting held April 20, 2023 were presented. A motion to approve the minutes was made by Valencia, seconded by Alam. Minutes were approved as read.

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

MINUTES OF THE EXECUTIVE SESSION – April 20, 2023

The minutes of the Executive Session held April 20, 2023 were presented. A motion to approve the minutes was made by Valencia, seconded by Spindel. Minutes were approved as read.

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

COMMENTS FROM THE PUBLIC

No comments were made.

FRIENDS OF THE LIBRARY

Jody Hargett provided an update for the Board. At the recent Friends’ Board Meeting, the new Friends logo was approved. This logo matches the new Fountaindale logo. The Book Cellar is still receiving coupon vouchers from the Children’s Winter Reading Challenge. About half of the coupons have been returned. The Book Cellar will be giving out free book coupons to adults for Summer Adventure, which will expire on October 31.

The Friends will have a large tent at the Ice Cream Social on June 6. Children’s books, DVDs and books on CD will be available for purchase. Hargett thanked Trustee Spindel for her help with donating braille books to the Lions Club.

Lastly, Hargett relayed a question from another Friends’ member. Can one of the Board of Trustees also be on the Board of the Friends? Executive Director Mills will research the answer.

NEW BUSINESS

Acceptance of Election Results of the April 4, 2023 Consolidated Election

A motion to accept the election results from the April 4, 2023 Consolidated Election was made by Valencia, seconded by Armstrong.

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

Administration of Oath of Office for Robert A. Kalnicky

Trustee Marcelo Valencia administered the Oath of Office for Robert A. Kalnicky. Kalnicky took his seat with the Board.

Administration of Oath of Office for Meraj Alam

Trustee Marcelo Valencia administered the Oath of Office for Meraj Alam. Alam took his seat with the Board.

Administration of Oath of Office for Sarah M. Siska

Trustee Marcelo Valencia administered the Oath of Office for Sarah M. Siska. Siska took her seat with the Board.

Nominations for and Election of President Pro Tempore

A motion to approve Kathryn J. Spindel for the position of President Pro Tempore was made by Bermejo, seconded by Armstrong.

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

Election of Board President

The President Pro Tempore, Kathryn J. Spindel accepted nominations for the position of President. A motion to nominate Robert A. Kalnicky for the position of President was made by Armstrong, seconded by Siska.

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

Election of Board Officers

The President, Robert A. Kalnicky presented a slate for the three officers. Celeste M. Bermejo for the position of Vice President, Marcelo Valencia for the position of Secretary and Kathryn J. Spindel for the position of Treasurer.

Kalnicky asked for any other nominations. No other nominations were made. A motion to accept the three nominations for Vice President, Secretary and Treasurer was made by Armstrong, seconded by Alam.

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

Approval of Staff Health Insurance for Fiscal Year 2023/2024

A motion to fund the allocation for insurance at \$7,300 per eligible employee for those employees selecting health insurance and to fund an allocation of \$500 for those employees who do not select health insurance but wish to select dental, vision, life or AFLAC products was made by Siska, seconded by Armstrong.

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

Approval of Updated Agreement with First Presbyterian Church of DuPage Regarding Book Drop

A motion to approve the updated agreement with First Presbyterian Church of DuPage regarding the Fountaindale Public Library District book drop was made by Valencia, seconded by Alam.

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

LIBRARY PROJECTS

The exterior lighting project is also finished. Tria Architecture will be present at the June Board Meeting presenting possible projects for the parking lot, vehicle charging stations, interior staff lighting and space changes on the 3rd floor.

CORRESPONDENCE

John O'Driscoll, District attorney, sent the Board a memo regarding Freedom of Information Act and Open Meetings Act training reminders, Statement of Economic Interests requirements and Harassment & Discrimination Prevention Training. HR Manager Lea Pottle will be emailing the Board links to the Harassment & Discrimination training.

TREASURER'S REPORT

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

BILLS FOR APPROVAL

Bills Paid Report – May, 2023

Bills paid for the month of May in the amount of \$51,337.79 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 – May, 2023

Bills payable for the month of May in the amount of \$263,203.16 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 – April 2023

Executive Director Mills provided information on Kindness Day (May 20) and 2023 Summer Adventure: Explore the Great Outdoors timeline.

Trustee Siska inquired about the multi-factor authentication. Mills reported that email security keys would be provided in the future.

UNFINISHED BUSINESS

None.

REPORTS

Building – None.

Finance – None.

Strategic Plan – The liaisons are planning to meet soon.

Internal Board Operations – None.

AGENDA BUILDING FOR THE NEXT MEETING

None.

ANNOUNCEMENTS

Trustee Armstrong congratulated Diana Armstrong on their 20-year wedding anniversary.

Trustee Siska commented that the recent Bolingbrook Garden Club sale went really well.

The annual Cop on the Roof event will take place on Friday, May 19 at the Dunkin Donuts on Route 53.

Trustee Valencia shared that there will be Unemployment Department Job Fair at the Chamber offices on Thursday, July 27.

The 2023 Piyesta Pinoy event will be held on Saturday, June 10 from 11 a.m. to 7 p.m. at the Performing Arts Center.

ADJOURNMENT

A motion to adjourn the meeting at 7:35 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



Fountaindale Public Library District 2023-2024 Potential Projects



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Preliminary Budget Summary

May 26, 2023

Fountaindale Public Library
2023-2024 Potential Projects



Construction Costs

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Sub-Totals</u>	<u>Design Contingency</u>	<u>Construction Contingency</u>	<u>General Contractor OH&P</u>	<u>Construction Cost</u>	<u>A/E Fee</u>	<u>Budget Totals</u>
Northwest Parking Lot Repair										
Option 1	1	ALW	\$139,800	\$139,800	\$13,980	\$13,980	\$33,552	\$201,312	\$36,250	\$237,562
Option 2	1	ALW	\$158,300	\$158,300	\$15,830	\$15,830	\$37,992	\$227,952	\$36,250	\$264,202
Option 3	1	ALW	\$194,100	\$194,100	\$19,410	\$19,410	\$46,584	\$279,504	\$39,750	\$319,254
Mil and Overlay Entire Parking Lot	1	ALW	\$297,500	\$297,500	\$29,750	\$29,750	\$71,400	\$428,400	\$34,250	\$462,650
Entry Sidewalk Replacement	1	ALW	\$37,000	\$37,000	\$3,700	\$3,700	\$15,540	\$59,940	\$8,450	\$68,390
EV Charging Stations (8)										
Level 2 Charging	1	ALW	\$115,555	\$115,555	\$11,556	\$11,556	\$27,733	\$166,399	\$15,750	\$182,149
Level 3 Charging w/ Elec Service	1	ALW	\$721,800	\$721,800	\$72,180	\$72,180	\$173,232	\$1,039,392	\$34,500	\$1,073,892
Interior Lighting Replacement - Phase 1	1	ALW	\$359,419	\$359,419	\$35,942	\$35,942	\$86,261	\$517,563	\$32,500	\$550,063
Quiet Room Renvations	1	ALW	\$461,500	\$461,500	\$0	\$0	\$0	\$461,500	\$37,000	\$498,500

Notes: All construction costs are based on 2023 dollars.



**Fountaindale Public Library District
2023-2024 Potential Projects**

01
NORTHWEST PARKING LOT REPAIR



Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527
Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304
Company Main: 630.455.4500 Fax: 630.455.4040
www.TriaArchitecture.com

NEW 36" CB

NEW TRENCH DRAIN

REMOVE RIP RAP
INSTALL GEOGRID
FABRIC

NEW 6" PVC SEWER

NEW 12" STORM
SEWER

NEW 4"
UNDERDRAINS

Fountaindale Public
Library District

OPTION 1

W Briarcliff Rd

W Briarcliff Rd

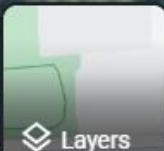
W Briarcliff Rd

W Briarcliff Rd

Delaware Dr

Davis

Delaware Dr



Google

NEW TRENCH DRAIN

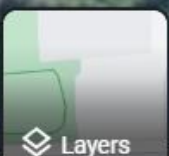
NEW 6" PERFORATED SEWER

REMOVE RIP RAP
INSTALL GEOGRID
FABRIC

REGRADE. ADD 2'
FILL

Fountaindale Public
Library District

OPTION 2



W Briarcliff Rd

W Briarcliff Rd

W Briarcliff Rd

W Briarcliff Rd

Delaware Dr

Davis

Delaware Dr

Google

Untitled Map

Write a description for your map.

Legend

-  Fountainsdale Public Library District

fill, ditch grading,
reseeding area

250' of 3.5' tall block
retaining wall

SWALE/STORM
SEWER ON TOP OF
WALL

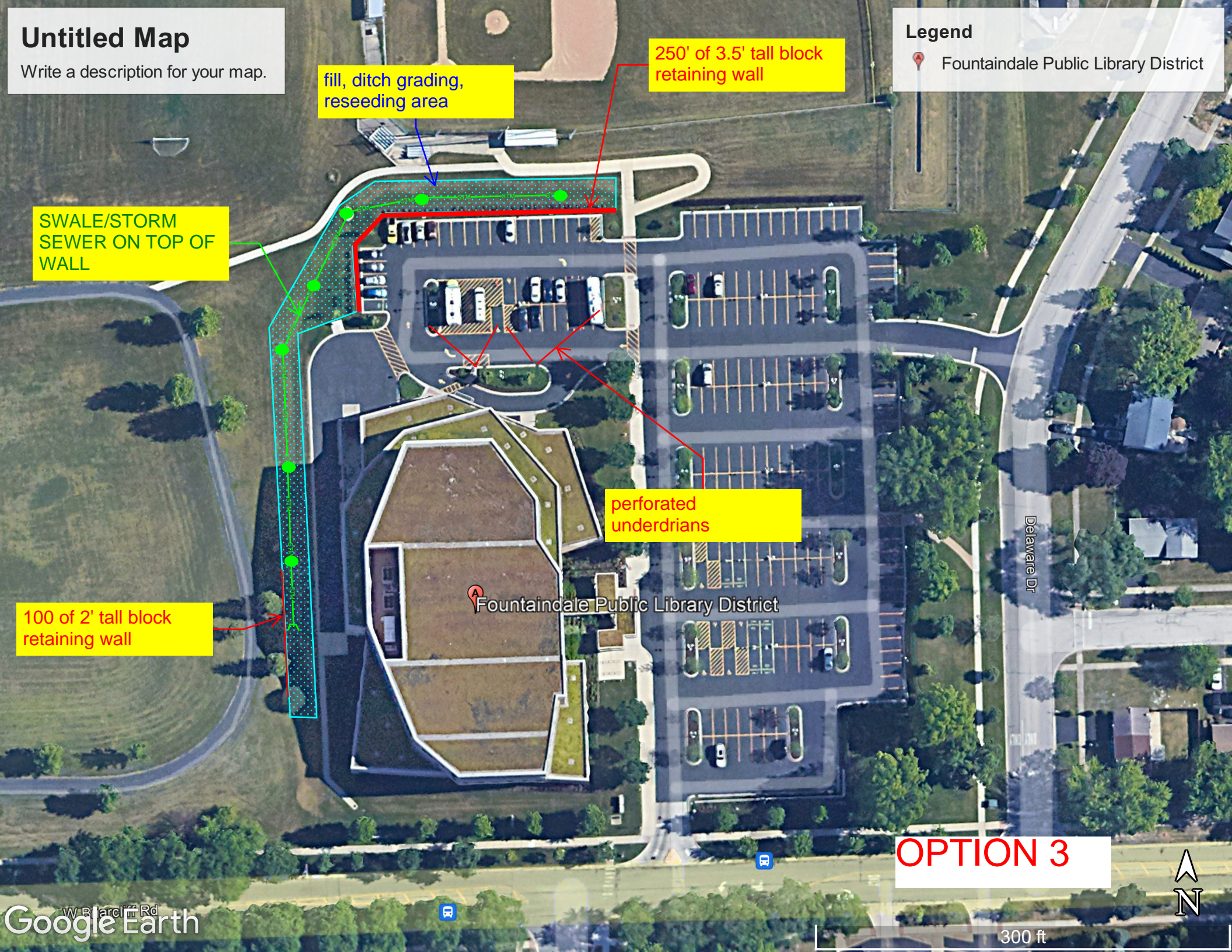
perforated
underdrains

100' of 2' tall block
retaining wall

Fountainsdale Public Library District

Delaware Dr

OPTION 3



PreDesign Budget

Fountaindale Library
North Parking Lot Drainage Renovations



Construction Costs

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Budget Totals</u>
Option 1				
Earth Excavation	150	CY	\$50.00	\$7,500.00
Furnished Excavation	350	CY	\$50.00	\$17,500.00
Grading and Shaping Ditches	600	CY	\$20.00	\$12,000.00
Remove Riprap	25	CY	\$50.00	\$1,250.00
Concrete Riprap	100	SF	\$25.00	\$2,500.00
12" Storm Sewer	120	LF	\$100.00	\$12,000.00
6" Storm Sewer	200	LF	\$65.00	\$13,000.00
4" Underdrain	400	LF	\$25.00	\$10,000.00
Curb Replacement	40	LF	\$100.00	\$4,000.00
Catch Basin	1	EA	\$5,500.00	\$5,500.00
Trench Drain	20	LF	\$100.00	\$2,000.00
Asphalt Removal	310	SY	\$5.00	\$1,550.00
Asphalt Patch	310	SY	\$55.00	\$17,050.00
Sidewalk Removal	90	SF	\$5.00	\$450.00
New Sidewalk	90	SF	\$25.00	\$2,250.00
Seed Restoration	1,100	SY	\$5.50	\$6,050.00
General Requirements	1	ALW	\$12,700.00	\$12,700.00
Total For Option 1				\$127,300.00

Notes:

1. Budget Estimate does not include A/E Fees.
2. Budget Estimate is based on 2023 dollars.

PreDesign Budget

Fountaindale Library
North Parking Lot Drainage Renovations



Option 2				
Earth Excavation	100	CY	\$50.00	\$5,000.00
Furnished Excavation	900	CY	\$50.00	\$45,000.00
Grading and Shaping Ditches	600	LS	\$20.00	\$12,000.00
Remove Riprap	25	CY	\$50.00	\$1,250.00
Concrete Riprap	100	SF	\$25.00	\$2,500.00
6" Storm Sewer	200	LF	\$65.00	\$13,000.00
4" Underdrain	120	LF	\$25.00	\$3,000.00
Curb Replacement	40	LF	\$100.00	\$4,000.00
Catch Basin	1	EA	\$5,500.00	\$5,500.00
Trench Drain	20	LF	\$100.00	\$2,000.00
Asphalt Removal	95	SY	\$5.00	\$475.00
Asphalt Patch	95	SY	\$55.00	\$5,225.00
Sidewalk Removal	610	SF	\$5.00	\$3,050.00
New Sidewalk	610	SF	\$25.00	\$15,250.00
Seed Restoration	1,100	SY	\$5.50	\$6,050.00
General Requirements	1	ALW	\$14,500.00	\$14,500.00
			Total For Option 2	\$137,800.00

Notes:

1. Budget Estimate does not include A/E Fees.
2. Budget Estimate is based on 2023 dollars.

PreDesign Budget

Fountaindale Library
North Parking Lot Drainage Renovations



Option 3				
Retaining Wall with Underdrain	950	SF	\$80.00	\$76,000.00
Fill Haul-In	325	CY	\$50.00	\$16,250.00
Grading and Shaping Ditches	600	LF	\$20.00	\$12,000.00
Remove Riprap	25	CY	\$50.00	\$1,250.00
Storm Pipe	500	LF	\$100.00	\$50,000.00
Underdrain	400	LF	\$25.00	\$10,000.00
Storm Structures	8	EA	\$5,500.00	\$44,000.00
Asphalt Removal	135	SY	\$5.00	\$675.00
Asphalt Patch	135	SY	\$55.00	\$7,425.00
Seed Restoration	1,100	SY	\$5.50	\$6,050.00
General Requirements	1	ALW	\$20,000.00	\$20,000.00
Total For Option 2				\$243,650.00

Notes:

- Budget Estimate does not include A/E Fees.
- Budget Estimate is based on 2023 dollars.



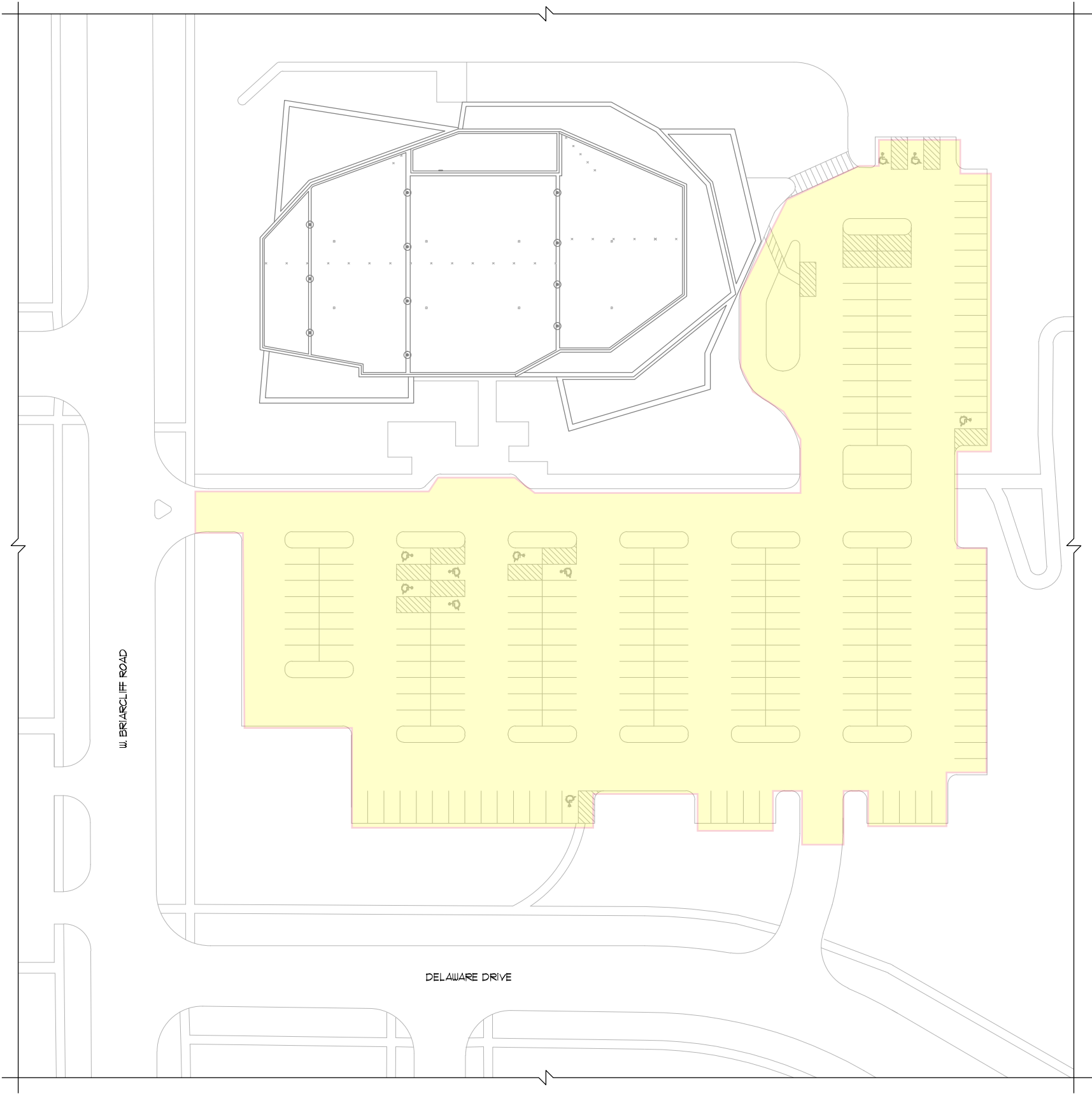
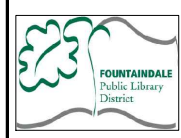
Fountaindale Public Library District 2023-2024 Potential Projects

02 MIL AND OVERLAY



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PROJECT NUMBER: 19-001	REVISIONS:
PROJECT MANAGER: REP1	1
DRAWN BY: FPN	2
ISSUED FOR REPORT: 06/07/2019	3
EXISTING ARCHITECTURAL SITE PLAN	4



1 EXISTING ARCHITECTURAL SITE PLAN
 1/32" = 1'-0"





Larson Engineering



JOB NO:	22230000.022
DESIGNED:	DHK
DATE:	March 30, 2023
CHECKED BY:	
DATE:	
PROJECT TITLE:	Fountaindale Public Library

Preliminary Cost Estimate

PARKING LOT IMPROVEMENTS

PHASE 2 PARKING LOT MILL AND OVERLAY

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	HOT-MIX ASPHALT SURFACE REMOVAL, 2"	SY	8500	\$ 15.00	\$ 127,500.00
2	HOT-MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "D", N50	TON	980	\$ 150.00	\$ 147,000.00
3	PAVEMENT STRIPING, PAINT OF VARIOUS COLOR AND WIDTH	LSUM	1	\$ 5,000.00	\$ 5,000.00
4	PAVEMENT STRIPING, PAINT OF VARIOUS COLOR AND WIDTH	LSUM	1	\$ 5,000.00	\$ 5,000.00
5	MOBILIZATION	LSUM	1	\$ 5,000.00	\$ 5,000.00
PHASE 2 CONSTRUCTION TOTAL:				\$	289,500.00



Fountaindale Public Library District 2023-2024 Potential Projects

03

ENTRY SIDEWALK REPLACEMENT



Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527
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Fountaindale Public Library District

Fountaindale Public Library District

Area of concrete walk replacement

Davis Ln

Delaware Dr

Google Earth

Image Landsat / Copernicus

W Briarcliff Rd

W Briarcliff Rd

200 ft





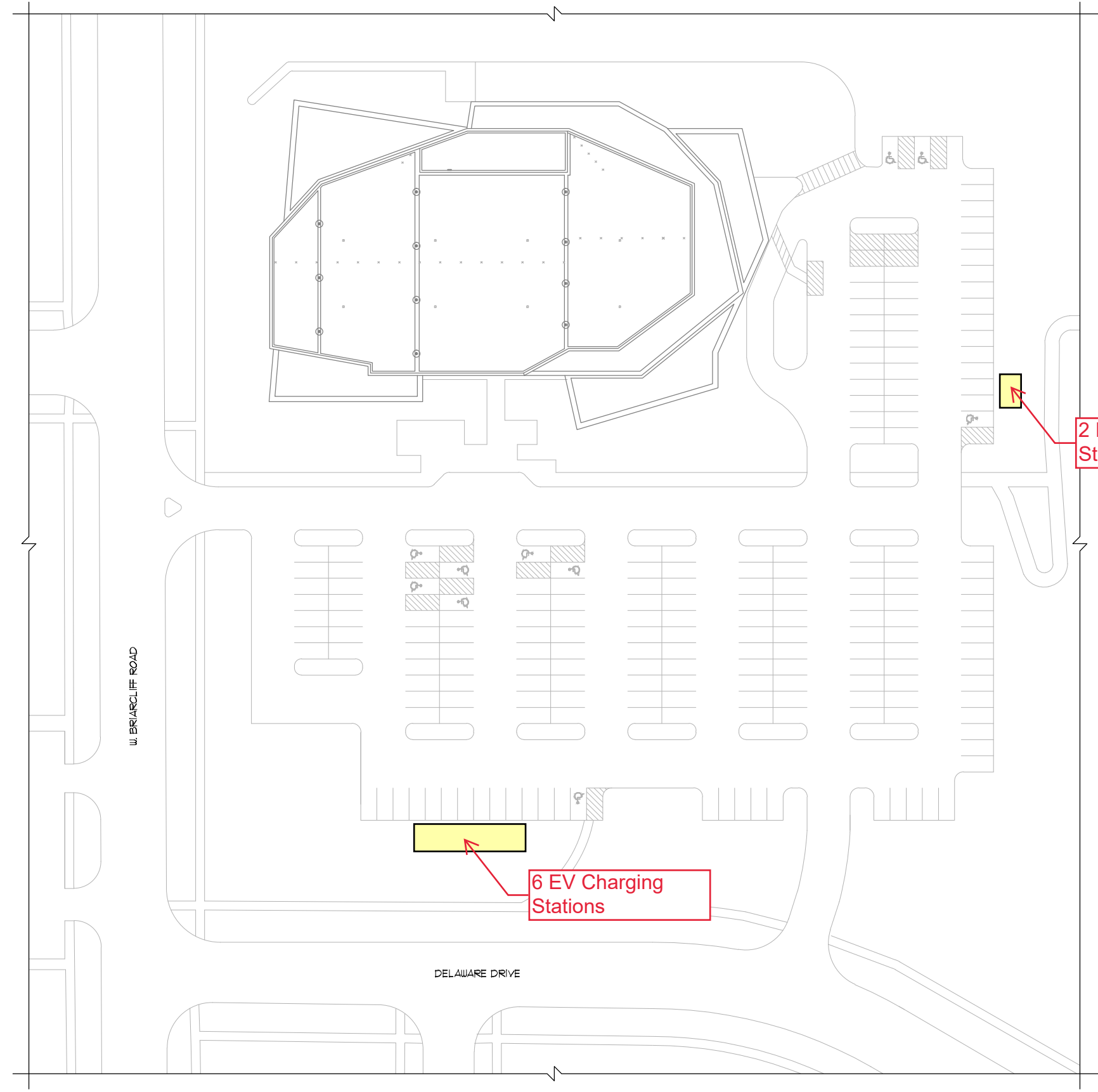
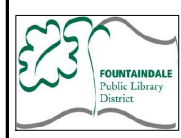
Fountaindale Public Library District 2023-2024 Potential Projects

04 EV CHARGING STATIONS



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Company Main: 630.455.4500 Fax: 630.455.4040
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PROJECT NUMBER: 19-000	REVISIONS:
PROJECT MANAGER: REP1	1
DRAWN BY: FPN	2
ISSUED FOR REPORT: 06/07/2019	3
EXISTING ARCHITECTURAL SITE PLAN	4



2 EV Charging Stations

6 EV Charging Stations

W. BRIARCLIFF ROAD

DELAWARE DRIVE

1 EXISTING ARCHITECTURAL SITE PLAN
 1/32" = 1'-0"



Fountaindale Library Interior Lighting Phase 1
Replacement and EVC Installation

Electrical Vehicle Charging Stations Cost Estimation			
Description	Qty	Unit Price	Total
Electrical Wiring	2091	\$ 5.00	\$ 10,455.00
Electrical Conduit (EMT)	250	\$ 4.00	\$ 1,000.00
Electrical Conduit (PVC)	1000	\$ 0.85	\$ 850.00
New 400A Panel	1	\$ 3,000.00	\$ 3,000.00
New 100A Panel	1	\$ 1,200.00	\$ 1,200.00
Timeclock	1	\$ 250.00	\$ 250.00
Level 2 Electric Vehicle Chargers (with pedestal and accessories)	8	\$ 10,000.00	\$ 80,000.00
Electrician (Master)	1@12hrs	\$130/hr	\$ 1,560.00
Electrician (Journeyman)	3@12hrs	\$90/hr	\$ 3,240.00
Trenching	~100'		\$ 4,000.00
Electrical Engineering (Includes CDs, CA, 1 site visit)	1	\$ 10,000.00	\$ 10,000.00
Civil Engineering (see separate estimate \$362,700.00)			\$ -
Total Estimated			\$ 115,555.00

Fountaindale Library Interior Lighting Phase 1
Replacement and EVC Installation

Electrical Vehicle Charging Stations Cost Estimation			
Description	Qty	Unit Price	Total
Electrical Wiring	1600	\$ 5.00	\$ 8,000.00
Electrical Conduit (EMT)	100	\$ 4.00	\$ 400.00
Electrical Conduit (PVC)	1000	\$ 0.85	\$ 850.00
New 800A Panel	1	\$ 10,000.00	\$ 10,000.00
New 45kVA transformer (step-down)	1	\$ 3,500.00	\$ 3,500.00
New 100A Panel	1	\$ 1,000.00	\$ 1,000.00
Timeclock	1	\$ 250.00	\$ 250.00
Level 3 Electric Vehicle Chargers (base of design - Leviton) (*)	8	\$ 77,400.00	\$ 619,200.00
Electrician (Master)	1@24hrs	\$130/hr	\$ 3,120.00
Electrician (Journeyman)	3@24hrs	\$90/hr	\$ 6,480.00
Trenching	~700'		\$ 7,000.00
Electrical Engineering (Includes CDs, CA, 1 site visit)	1	\$ 12,000.00	\$ 12,000.00
ComEd service fees (unsure - budget estimate)**	1	\$ 50,000.00	\$ 50,000.00
Civil Engineering (see separate estimate \$362,700.00)			\$ -
Total Estimated			\$ 721,800.00

*Includes Commissioning Service and 1 Year ChargePoint Enterprise Plan

** ComEd may not charge for the installation of the transformer. There will be a charge monthly for the rental of the transformer, meter and CT. Assume this budget includes any ComEd charges and cost for current transformer



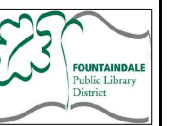
**Fountaindale Public Library District
2023-2024 Potential Projects**

05
INTERIOR LIGHTING REPLACEMENT



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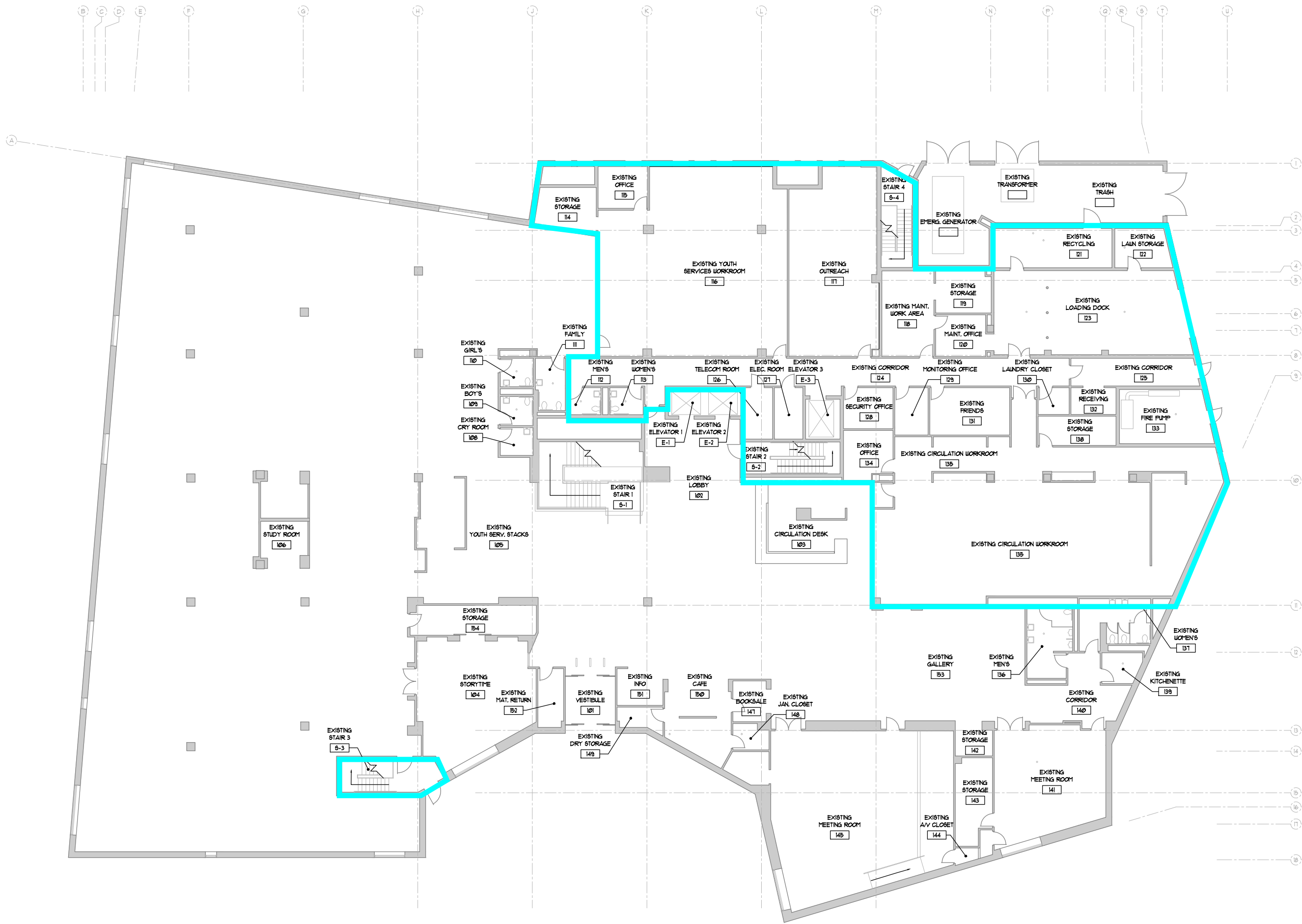
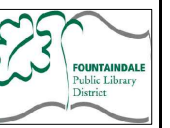
PROJECT NUMBER: 19-001	REVISIONS:
PROJECT MANAGER: RPT	1
DRAWN BY: PPN	2
ISSUED FOR REPORT: 06/07/2019	3
OVERALL LOWER LEVEL FLOOR PLAN	4



1 OVERALL LOWER LEVEL FLOOR PLAN
3/32" = 1'-0"



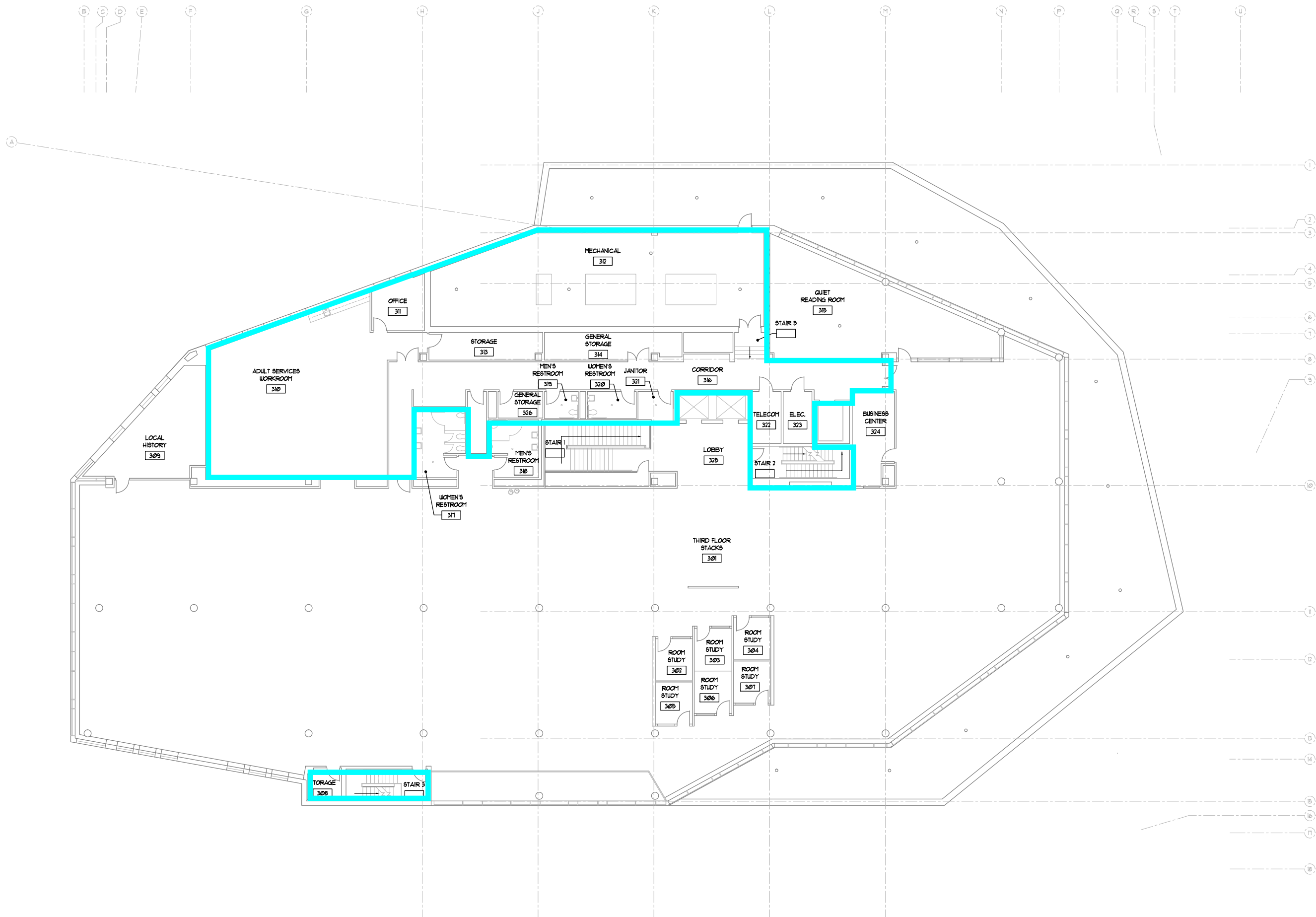
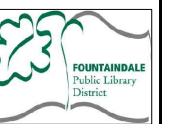
REVISIONS:	
1	ISSUED FOR REPORT (06/07/19)
2	PROJECT NUMBER: 19-001
3	PROJECT MANAGER: RPT
4	DRAWN BY: PPN
5	OVERALL FIRST FLOOR PLAN



1 OVERALL FIRST FLOOR PLAN
3/32" = 1'-0"



PROJECT NUMBER: 19-001	REVISIONS:
PROJECT MANAGER: REP1	1
DRAWN BY: FPN	2
ISSUED FOR REPORT: 06/07/2019	3
OVERALL THIRD FLOOR PLAN	4



1 OVERALL THIRD FLOOR PLAN
3/32" = 1'-0"



Fountaindale Library Interior Lighting Phase 1
Replacement and EVC Installation

NOTES	ORIGINAL	DESCRIPTION	QTY	PRICE EA.	TOTAL
	C1a-8ft	Linear direct/indirect LED	1	\$ 1,532.00	\$ 1,532.00
	C1a-12ft	Linear direct/indirect LED	2	\$ 2,298.00	\$ 4,596.00
	C1a-16ft	Linear direct/indirect LED	1	\$ 3,063.00	\$ 3,063.00
	C2	6" downlights	11	\$ 81.00	\$ 891.00
	C3	LED semi-recessed w/deco glass trim	3	\$ 300.00	\$ 900.00
	C4	6" LED downlight	55	\$ 81.00	\$ 4,455.00
	C5	1x4 LED lensed troffer	6	\$ 90.00	\$ 540.00
	C6	Linear LED in basement	11	\$ 1,208.00	\$ 13,288.00
	C7	7" LED downlight with glass trim ring	14	\$ 403.00	\$ 5,642.00
	C8	Linear LED wall mount slot fixture	10	\$ 253.00	\$ 2,530.00
	C9	1x4 LED lensed troffer	2	\$ 272.00	\$ 544.00
	C10	Deco LED wall sconce	6	\$ 267.00	\$ 1,602.00
	C11	LED linear perimeter wall wash	6	\$ 243.00	\$ 1,458.00
	C12	Recessed LED lensed slot fixture	9	\$ 255.00	\$ 2,295.00
	C19	LED wall mount	15	\$ 472.00	\$ 7,080.00
	C20	LED 1x4 indirect basket	48	\$ 332.00	\$ 15,936.00
	C21	LED surface mount industrial strip	64	\$ 196.00	\$ 12,544.00
	C24	6" LED wall wash downlight	26	\$ 81.00	\$ 2,106.00
	C26	1x4 LED lensed troffer	11	\$ 262.00	\$ 2,882.00
	C27	LED linear direct/indirect pendant w/louvers	21	\$ 1,532.00	\$ 32,172.00
	C28	2x4 LED lensed troffer	9	\$ 192.00	\$ 1,728.00
	C29-8ft	LED linear direct/indirect pendant w/louvers	3	\$ 1,532.00	\$ 4,596.00
	C29-16ft	LED linear direct/indirect pendant w/louvers	5	\$ 3,063.00	\$ 15,315.00
	C29-24ft	LED linear direct/indirect pendant w/louvers	9	\$ 4,595.00	\$ 41,355.00
	C29-26ft	LED linear direct/indirect pendant w/louvers	1	\$ 4,595.00	\$ 4,595.00
	C29-31ft	LED linear direct/indirect pendant w/louvers	6	\$ 6,126.00	\$ 36,756.00
	C51A	LED wall mount	4	\$ 553.00	\$ 2,212.00
	C64	LED shower downlight	4	\$ 179.00	\$ 716.00
	C83	LED deco monopoint for staff lounge	8	\$ 422.00	\$ 3,376.00
	F1	LED strip light	25	\$ 73.00	\$ 1,825.00
	EX1	LED exit lights	31	\$ 265.00	\$ 8,215.00
		Subtotal			\$ 236,745.00
		FREIGHT	1	\$ 23,674.50	\$ 23,674.50

Fountaindale Library Interior Lighting Phase 1
Replacement and EVC Installation

Total **\$ 260,419.50**

Interior Lighting Replacement Cost Estimate			
Description	Qty	Unit Price	Total
Lighting (See separate estimate)	1	\$ 260,419.50	\$ 260,419.50
Electrician (Master)	1@214hrs	\$130/hr	\$ 27,820.00
Electrician (Journeyman)	3@214hrs	\$90/hr	\$ 57,780.00
Electrical Engineering (Phase 1 Lighting Replacement)	1	\$ 9,400.00	\$ 9,400.00
Engineering fee includes CDs, CA, 2 Site visits			
Budget for Miscellaneous materials			\$ 4,000.00
Total Estimated			\$ 359,419.50



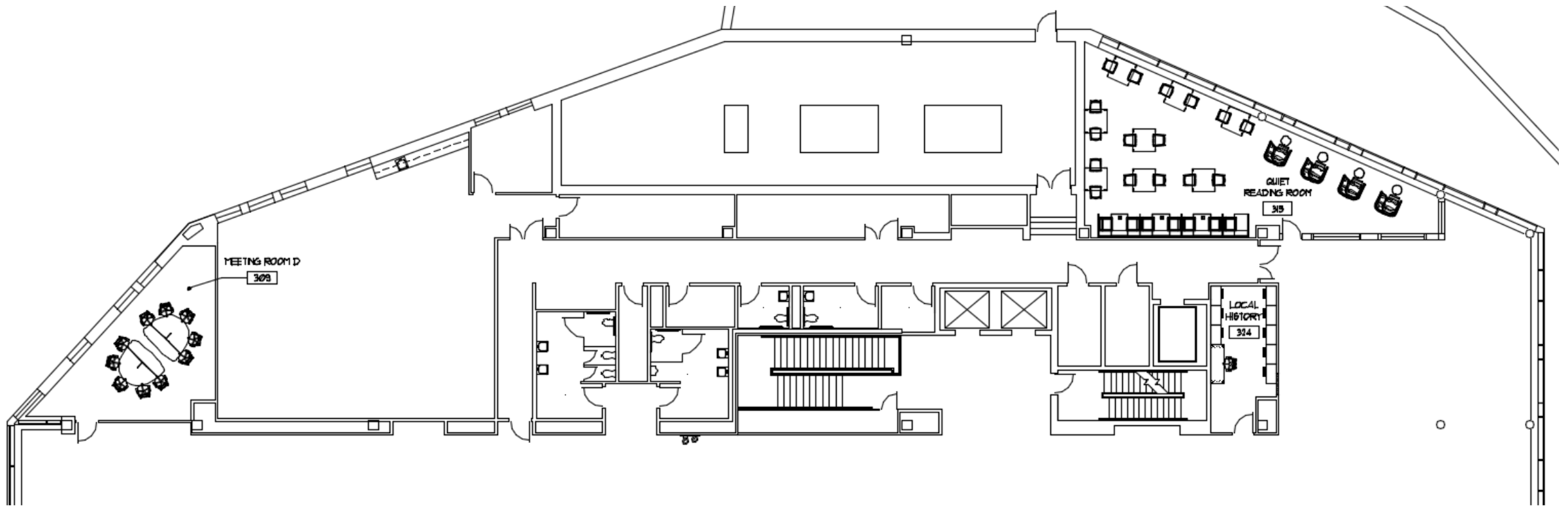
Fountaindale Public Library District 2023-2024 Potential Projects

06

QUIET ROOM RENOVATIONS

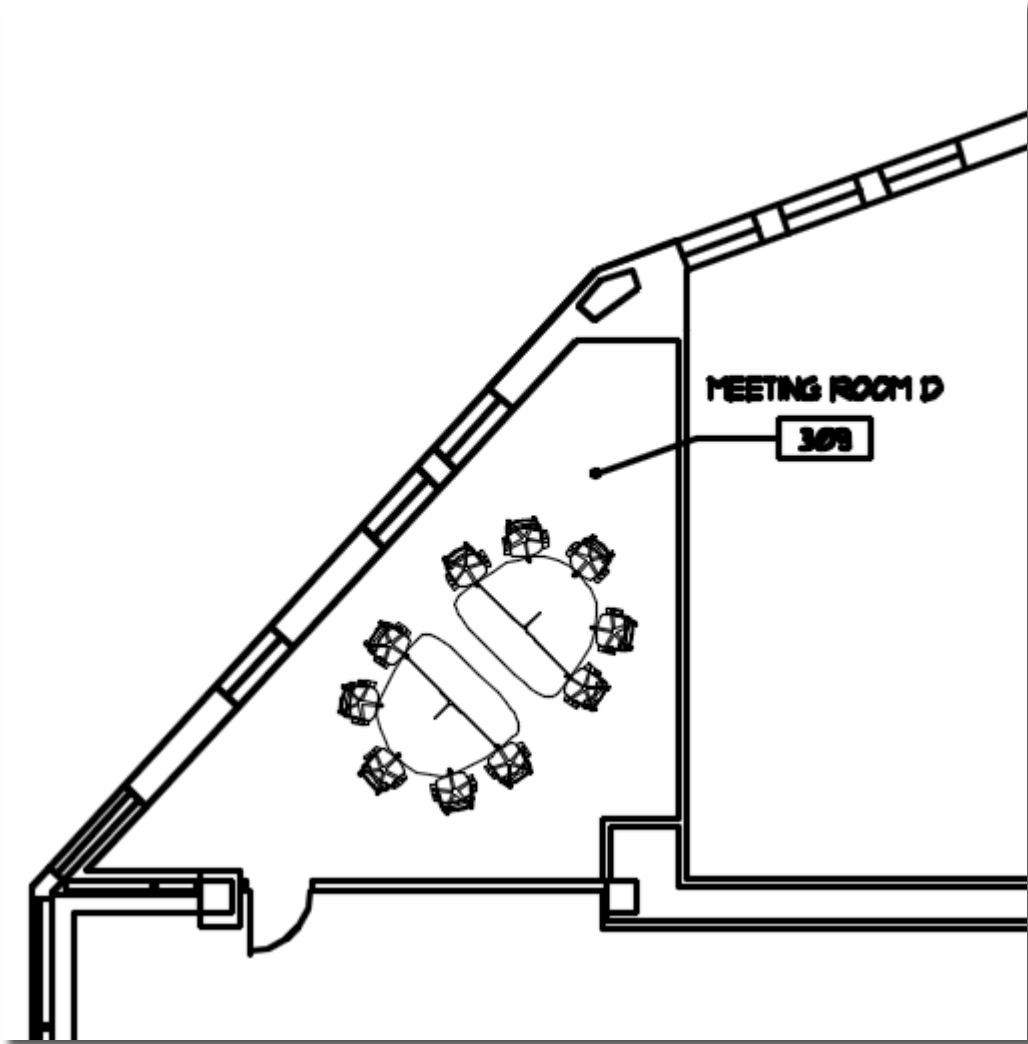


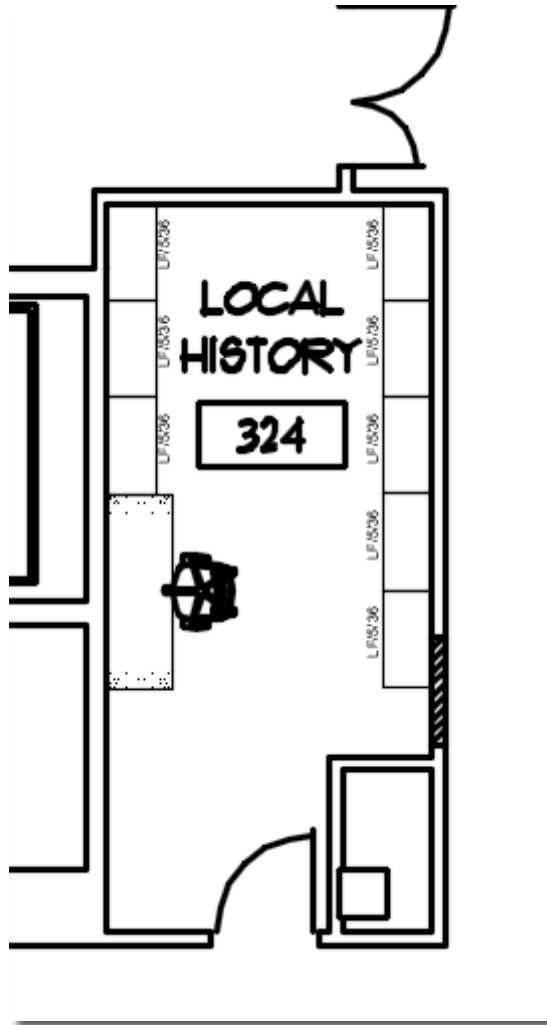
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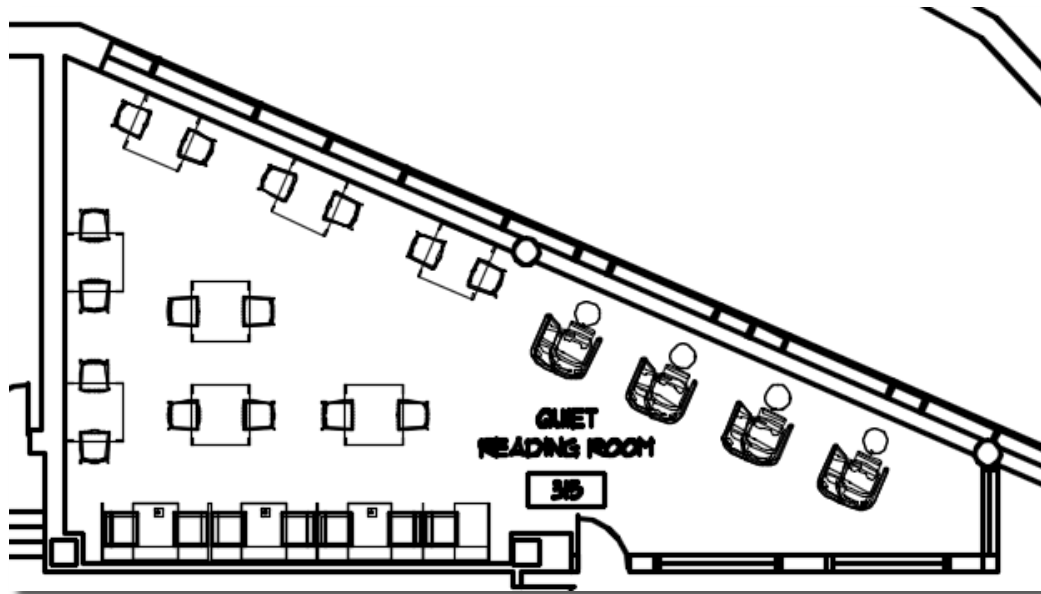


FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | 3RD FLOOR
FURNITURE FLOOR PLAN

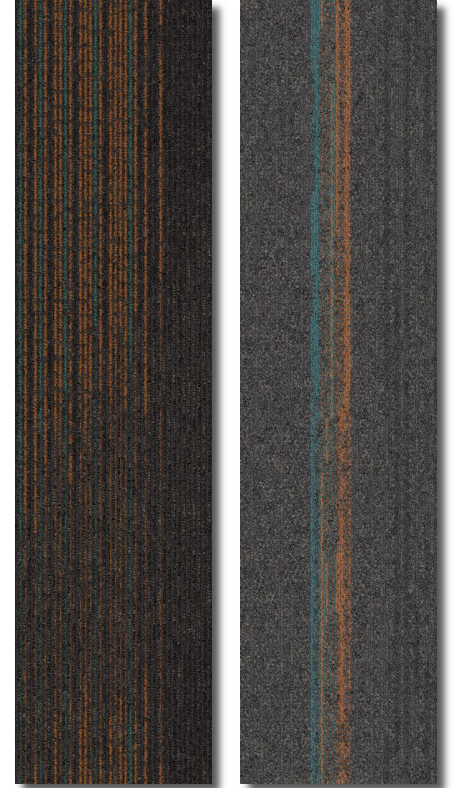






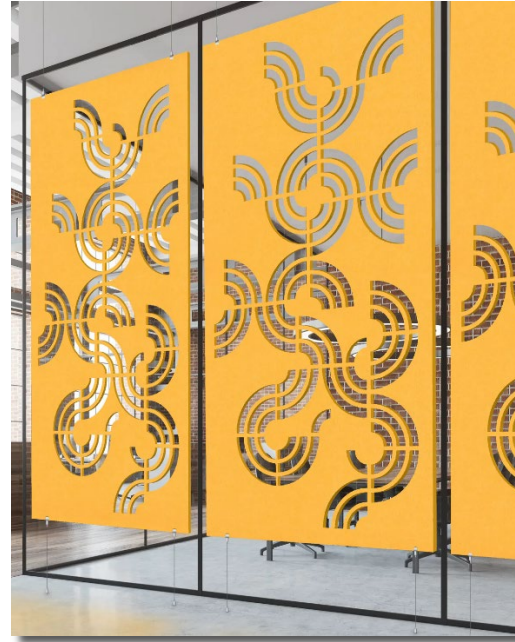
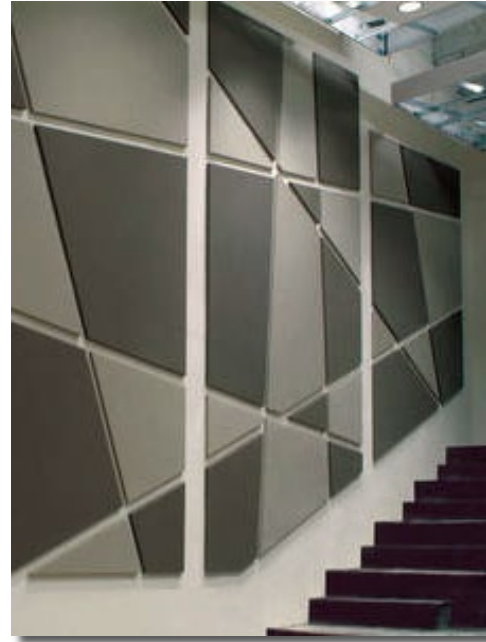


FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | FURNITURE
 QUIET READING ROOM



FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | CARPET
QUIET READING ROOM





FPLD QUIET ROOM RENOVATION DESIGN CONCEPTS | ACOUSTICAL PANEL CONCEPTS
QUIET READING ROOM



PreDesign Budget

May 19, 2023

Fountaindale Library
 Quiet Room Renovations

Architect's Project #: 23-020



Construction Costs

Item	Quantity	Unit	Unit Cost	Sub-Totals	10% Design Contingency	10% Construction Continegency	20% General Contractor OH&P	Budget Totals
Quiet Reading Room								
Finish Renovations	975	sf	\$95.00	\$92,625.00	\$9,262.50	\$9,262.50	\$22,230.00	\$133,400.00
Furniture	1	alw	\$99,320.00	\$99,320.00	\$9,932.00	\$9,932.00	\$0.00	\$119,200.00
Local History								
Finish Renovations	210	sf	\$75.00	\$15,750.00	\$1,575.00	\$1,575.00	\$3,780.00	\$22,700.00
Furniture	1	alw	\$17,100.00	\$17,100.00	\$1,710.00	\$1,710.00	\$0.00	\$20,500.00
Meeting Room D								
Finish Renovations	450	sf	\$95.00	\$42,750.00	\$4,275.00	\$4,275.00	\$10,260.00	\$61,600.00
Furniture	1	alw	\$26,709.00	\$26,709.00	\$2,670.90	\$2,670.90	\$0.00	\$32,100.00
A/V systems	1	alw	\$50,000.00	\$50,000.00	\$5,000.00	\$5,000.00	\$12,000.00	\$72,000.00
Total For All Scope of Work								\$461,500.00

Notes:

- Budget Estimate does not include A/E Fees.
- Budget Estimate is based on 2023 dollars.



June 1, 2023

VIA E-MAIL
(8) Page(s) Inclusive
pmills@fountaindale.org

Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440

Re: Fountaindale Public Library District
**Proposal for Professional Services -
North Parking Lot Drainage Renovations – Construction Documents**

Dear Mr. Mills:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. Design renovations to improve stormwater drainage around the parking lot area at the Northwest corner of the site.
- II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the building is included in this proposal.
- II. TRIA will provide Permit Documents for review by the Authorities Having Jurisdiction (AHJ) based on the previously completed Schematic Design.
 - A. The OWNER will apply for any local permits that may be required.
 - B. The OWNER is responsible for all permit fees.
- III. TRIA will provide Bid Documents including drawings and specifications for the scope listed above.
- IV. TRIA will design the Civil (C.) renovations to the site as required to accommodate the new design, including:
 - A. Preliminary on-site visual assessment to further investigate existing drainage deficiencies.
 - 1. TRIA will provide a written report of the findings of the assessment.
 - B. Design the geometrics and grading for the stormwater drainage

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INIT.

Paul Mills, Executive Director

Proposal for Professional Services

North Parking Lot Drainage Renovations – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

June 1, 2023

Page 2 of 5

improvements.

C. Design the addition of stormwater structures and piping.

D. Design the cutting and patching of existing asphalt parking lot surfaces as needed.

E. Design the seed restoration as needed.

F. Refer to attached conceptual design options.

G. It is assumed that no modifications to the stormwater detention or structures outside of the area of renovations will be required as part of this project.

1. If required by the Authorities having Jurisdiction (AHJ), TRIA will design additional stormwater Best Management practices (BMPs) as part of the project.

H. TRIA will prepare and provide permit applications for site improvements for permitting with the local Authority Having Jurisdiction (AHJ).

1. Up to two (2) rounds of permit revisions are included in this proposal.

V. No Mechanical, Electrical, or Plumbing Engineering is included with this proposal.

VI. No Structural (S.) engineering is included in this proposal.

VII. No Landscape design is included in this proposal.

BIDDING PHASE (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

I. TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, negotiation, and evaluation of the lowest apparent bidder.

II. TRIA will process the AIA contract for the general contractor.

A. AIA Owner-Contractor contracts will be forwarded to the OWNER's attorney for review during design.

CONSTRUCTION OBSERVATION (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

I. TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.

II. TRIA will review, process and track any change order requests for OWNER review.

III. TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers for accuracy.

IV. TRIA will attend regular Construction Coordination meetings with the Owner and Contractor.

V. All scheduled services cease 60 days after the date of substantial completion set in the specifications.

VI. TRIA will perform Construction Observation and punch list walk-throughs.

GENERAL ITEMS:

I. The OWNER shall provide the following existing information to TRIA:

A. An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.

1. All building covenants, rules and regulations regarding our scope of services are

TRIA ARCHITECTURE

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Paul Mills, Executive Director

Proposal for Professional Services

North Parking Lot Drainage Renovations – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

June 1, 2023

Page 3 of 5

- to be provided to TRIA prior to the start of services.
- B. A Topographic and Plat of Survey of the existing property (also showing all utility locations and sizes).
 - 1. All site restraints such as deed restrictions and covenants, if any, are to be provided to TRIA prior to the start of services.
 - C. The most current Hazardous Material reports (lead, asbestos, etc.) for the facility, if any.
 - D. Hazardous Material Abatement Design (by Others).
 - E. Material Testing during construction.
- II. Items excluded from this proposal:
- A. Hazardous material testing and abatement.
 - B. Environmental Assessments, Mitigation, Or Clean-Up.
 - C. Alternate Bid Designs.
 - D. Value Engineering.
- III. This proposal is based upon attendance at up to three (3) OWNER/design meetings, one (1) Board meeting, one (1) pre-bid meeting, one (1) bid opening, three (3) construction observation field visits/meetings, and two (2) punch list walk-throughs.
- A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** Tria Architecture and I look forward to your direction and working with you.

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FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of \$33,850.**

OPTIONAL ADDITIONAL DESIGN FEES:

- [REDACTED] (Initial) Bidding Phase services as listed above, **For an Additional Lump Sum Fee of \$1,650.00.**
- [REDACTED] (Initial) Construction Observation Services as listed above, **For an Additional Lump Sum Fee of \$4,250.00.**

2023 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$225.00
Associate Architect	\$190.00
Architectural Associate	\$180.00
Senior Staff Architect / Senior Interior Designer	\$170.00
Staff Architect II / Interior Designer II	\$160.00
Architectural Staff II	\$160.00
Staff Architect I / Interior Designer I	\$150.00
Senior Architectural Staff	\$150.00
Architectural Staff	\$140.00
Graphic Designer	\$135.00
Architectural Intern / Interiors Intern	\$130.00
Administrative Assistant	\$110.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



TRIA ARCHITECTURE, INC.
Ronald E McGrath, AIA, LEED AP
Principal Architect

REM/JP

Attachments: Conceptual Plan Options; (3) pages

File Name: MKT.PRP.052623.FPLD.NorthLot.CD.docx

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INIT. [REDACTED]

Paul Mills, Executive Director

Proposal for Professional Services

North Parking Lot Drainage Renovations – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

June 1, 2023

Page 5 of 5

TERMS AND CONDITIONS

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of TRIA's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within eight (8) months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

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NEW 36" CB

NEW TRENCH DRAIN

REMOVE RIP RAP
INSTALL GEOGRID
FABRIC

NEW 6" PVC SEWER

NEW 12" STORM
SEWER

NEW 4"
UNDERDRAINS

Fountaindale Public
Library District

OPTION 1

W Briarcliff Rd

W Briarcliff Rd

W Briarcliff Rd

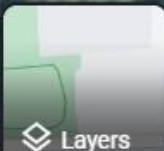
W Briarcliff Rd

Delaware Dr

Davis

Delaware Dr

Google



NEW TRENCH DRAIN

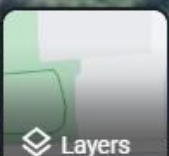
NEW 6" PERFORATED SEWER

REMOVE RIP RAP
INSTALL GEOGRID
FABRIC

REGRADE. ADD 2'
FILL

Fountaindale Public
Library District

OPTION 2



W Briarcliff Rd

W Briarcliff Rd

W Briarcliff Rd

W Briarcliff Rd

Delaware Dr

Davis


Delaware Dr

Google

Untitled Map

Write a description for your map.

Legend

 Fountainsdale Public Library District

fill, ditch grading,
reseeding area

250' of 3.5' tall block
retaining wall

SWALE/STORM
SEWER ON TOP OF
WALL

perforated
underdrains

100' of 2' tall block
retaining wall

Fountainsdale Public Library District

Delaware Dr

OPTION 3





May 26, 2023

VIA E-MAIL

(5) Page(s) Inclusive

pmills@fountaindale.org

Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440

Re: Fountaindale Public Library District
**Proposal for Professional Services -
Mill and Overlay of Existing Parking Lot – Construction Documents**

Dear Mr. Mills:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. The mill and overlay of the existing asphalt parking lot.
 - B. The replacement of existing concrete curbs where needed.
- II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the building is included in this proposal.
- II. TRIA will provide Permit Documents for review by the Authorities Having Jurisdiction (AHJ) based on the previously completed Schematic Design.
 - A. The OWNER will apply for any local permits that may be required.
 - B. The OWNER is responsible for all permit fees.
- III. TRIA will provide Bid Documents including drawings and specifications for the scope listed above.
- IV. TRIA will design the Civil (C.) renovations to the site as required to accommodate the new design, including:
 - A. Mill and overlay of approximately 2.15 acres of existing asphalt parking lot.
 - B. It is assumed that no modifications to the stormwater detention or structures will be required as part of this project.
 - C. TRIA will prepare and provide permit applications for site improvements for

TRIA ARCHITECTURE

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Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

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Paul Mills, Executive Director

Proposal for Professional Services

Mill and Overlay of Existing Parking Lot – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 26, 2023

Page 2 of 5

permitting with the local Authority Having Jurisdiction (AHJ).

1. Up to two (2) rounds of permit revisions are included in this proposal.
- V. No Mechanical, Electrical, or Plumbing Engineering is included with this proposal.
- VI. No Structural (S.) engineering is included in this proposal.
- VII. No Landscape design is included in this proposal.

BIDDING PHASE (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, negotiation, and evaluation of the lowest apparent bidder.
- II. TRIA will process the AIA contract for the general contractor.
 - A. AIA Owner-Contractor contracts will be forwarded to the OWNER's attorney for review during design.

CONSTRUCTION OBSERVATION (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.
- II. TRIA will review, process and track any change order requests for OWNER review.
- III. TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers for accuracy.
- IV. TRIA will attend regular Construction Coordination meetings with the Owner and Contractor.
- V. All scheduled services cease 60 days after the date of substantial completion set in the specifications.
- VI. TRIA will perform Construction Observation and punch list walk-throughs.

GENERAL ITEMS:

- I. The OWNER shall provide the following existing information to TRIA:
 - A. An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
 - B. An Topographic and Plat of Survey of the existing property (also showing all utility locations and sizes).
 1. All site restraints such as deed restrictions and covenants, if any, are to be provided to TRIA prior to the start of services.
 - C. The most current Hazardous Material reports (lead, asbestos, etc.) for the facility, if any.
 - D. Hazardous Material Abatement Design (by Others).
 - E. Material Testing during construction.
- II. Items excluded from this proposal:
 - A. Hazardous material testing and abatement.
 - B. Environmental Assessments, Mitigation, Or Clean-Up.

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Paul Mills, Executive Director

Proposal for Professional Services

Mill and Overlay of Existing Parking Lot – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 26, 2023

Page 3 of 5

- C. Alternate Bid Designs.
- D. Value Engineering.
- III. This proposal is based upon attendance at up to two (2) OWNER/design meetings, one (1) pre-bid meeting, one (1) bid opening, three (3) construction observation field visits/meetings, and two (2) punch list walk-throughs.
 - A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** Tria Architecture and I look forward to your direction and working with you.

TRIA ARCHITECTURE

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FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of \$25,500.**

OPTIONAL ADDITIONAL DESIGN FEES:

- [REDACTED] (Initial) Bidding Phase services as listed above, **For an Additional Lump Sum Fee of \$3,250.00.**
- [REDACTED] (Initial) Construction Observation Services as listed above, **For an Additional Lump Sum Fee of \$5,500.00.**

2023 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$225.00
Associate Architect	\$190.00
Architectural Associate	\$180.00
Senior Staff Architect / Senior Interior Designer	\$170.00
Staff Architect II / Interior Designer II	\$160.00
Architectural Staff II	\$160.00
Staff Architect I / Interior Designer I	\$150.00
Senior Architectural Staff	\$150.00
Architectural Staff	\$140.00
Graphic Designer	\$135.00
Architectural Intern / Interiors Intern	\$130.00
Administrative Assistant	\$110.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



TRIA ARCHITECTURE, INC.
Ronald E McGrath, AIA, LEED AP
Principal Architect

REM/JP

File Name: MKT.PRP.052623.FPLD.MilandOverlay.CD.docx

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INIT. [REDACTED]

Paul Mills, Executive Director

Proposal for Professional Services

Mill and Overlay of Existing Parking Lot – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 26, 2023

Page 5 of 5

TERMS AND CONDITIONS

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of TRIA's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within eight (8) months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

TRIA ARCHITECTURE

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May 26, 2023

VIA E-MAIL
(5) Page(s) Inclusive
pmills@fountaindale.org

Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440

Re: Fountaindale Public Library District
**Proposal for Professional Services -
EV Charging Stations – Construction Documents**

Dear Mr. Mills:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. Design the addition of eight (8) EV Charging Stations in two locations of the existing parking lot.
- II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the building is included in this proposal.
- II. TRIA will provide Permit Documents for review by the Authorities Having Jurisdiction (AHJ) based on the previously completed Schematic Design.
 - A. The OWNER will apply for any local permits that may be required.
 - B. The OWNER is responsible for all permit fees.
- III. TRIA will provide Bid Documents including drawings and specifications for the scope listed above.
- IV. No Civil Engineering is included in this proposal.
- V. TRIA will provide Civil Engineering as required to accommodate the new design, including:
 - A. Design of the cutting and patching of the existing parking lot as required for the installation of the EV charging stations.
 - B. Design of any seed restoration required.

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- VI. No Mechanical or Plumbing Engineering is included with this proposal.
- VII. TRIA will design the Electrical systems as required to accommodate the new design, including:
 - A. Eight (8) level 2 EV charging stations connected to existing building power.
 - B. If requested by the Owner, TRIA will design eight (8) level 3 EV charging stations with a new electrical service in lieu of the level 2 stations mentioned above as per the fee schedule below.
- VIII. No Structural (S.) engineering is included in this proposal.
- IX. No Landscape design is included in this proposal.

BIDDING PHASE (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, negotiation, and evaluation of the lowest apparent bidder.
- II. TRIA will process the AIA contract for the general contractor.
 - A. AIA Owner-Contractor contracts will be forwarded to the OWNER's attorney for review during design.

CONSTRUCTION OBSERVATION (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.
- II. TRIA will review, process and track any change order requests for OWNER review.
- III. TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers for accuracy.
- IV. TRIA will attend regular Construction Coordination meetings with the Owner and Contractor.
- V. All scheduled services cease 60 days after the date of substantial completion set in the specifications.
- VI. TRIA will perform Construction Observation and punch list walk-throughs.

GENERAL ITEMS:

- I. The OWNER shall provide the following existing information to TRIA:
 - A. An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 - 1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
 - B. The most current Hazardous Material reports (lead, asbestos, etc.) for the facility, if any.
 - C. Hazardous Material Abatement Design (by Others).
 - D. Security, communications, and data systems designs and specifications for incorporation into the Construction Documents.
 - E. Material Testing during construction.

TRIA ARCHITECTURE

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- II. Items excluded from this proposal:
 - A. Hazardous material testing and abatement.
 - B. Environmental Assessments, Mitigation, Or Clean-Up.
 - C. Alternate Bid Designs.
 - D. Value Engineering.
- III. This proposal is based upon attendance at up to three (3) OWNER/design meetings, one (1) Board meeting, one (1) pre-bid meeting, one (1) bid opening, three (3) construction observation field visits/meetings, and two (2) punch list walk-throughs.
 - A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** Tria Architecture and I look forward to your direction and working with you.

TRIA ARCHITECTURE

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FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above for a **Lump Sum Fee of \$10,250.**

OPTIONAL ADDITIONAL DESIGN FEES:

- [REDACTED] (Initial) Design of level 3 charges and additional electrical service, **For an Additional Lump Sum Fee of \$18,750.00.**
- [REDACTED] (Initial) Bidding Phase services as listed above, **For an Additional Lump Sum Fee of \$2,250.00.**
- [REDACTED] (Initial) Construction Observation Services as listed above, **For an Additional Lump Sum Fee of \$3,250.00.**

2023 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$225.00
Associate Architect	\$190.00
Architectural Associate	\$180.00
Senior Staff Architect / Senior Interior Designer	\$170.00
Staff Architect II / Interior Designer II	\$160.00
Architectural Staff II	\$160.00
Staff Architect I / Interior Designer I	\$150.00
Senior Architectural Staff	\$150.00
Architectural Staff	\$140.00
Graphic Designer	\$135.00
Architectural Intern / Interiors Intern	\$130.00
Administrative Assistant	\$110.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



TRIA ARCHITECTURE, INC.

Ronald E McGrath, AIA, **LEED AP**
Principal Architect

REM/JP

File Name: MKT.PRP.052623.FPLD.EVCharging.CD.docx

TRIA ARCHITECTURE

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INIT. [REDACTED]

TERMS AND CONDITIONS

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of TRIA's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within eight (8) months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

TRIA ARCHITECTURE

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Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

Company Main: 630.455.4500 Fax: 630.455.4040

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May 26, 2023

VIA E-MAIL
(6) Page(s) Inclusive
pmills@fountaindale.org

Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440

Re: Fountaindale Public Library District
**Proposal for Professional Services -
Entry Sidewalk Replacement – Construction Documents**

Dear Mr. Mills:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. Design the replacement of the existing concrete sidewalk at main entrance to the building per the attached diagram.
 - B. Design the replacement of the radiant heat tubing system in the concrete walk in the same area.
- II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the building is included in this proposal.
- II. TRIA will provide Permit Documents for review by the Authorities Having Jurisdiction (AHJ) based on the previously completed Schematic Design.
 - A. The OWNER will apply for any local permits that may be required.
 - B. The OWNER is responsible for all permit fees.
- III. TRIA will provide Bid Documents including drawings and specifications for the scope listed above.
- IV. TRIA will design the Civil (C.) renovations to the site as required to accommodate the new design, including:
 - A. Design the concrete sidewalk replacement at the front entry to include the walk and bike rack areas.

TRIA ARCHITECTURE

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Paul Mills, Executive Director

Proposal for Professional Services

Entry Sidewalk Replacement – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 26, 2023

Page 2 of 5

- B.** All grades of new concrete will match existing.
- V.** No Electrical or Plumbing Engineering is included with this proposal.
- VI.** TRIA will provide the Mechanical engineering as required to accommodate the new design, including:
 - A.** Replacement of the radiant heat tubing system in the concrete areas to be replaced above.
- VII.** No Structural (S.) engineering is included in this proposal.
- VIII.** No Landscape design is included in this proposal.

BIDDING PHASE (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I.** TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, negotiation, and evaluation of the lowest apparent bidder.
- II.** TRIA will process the AIA contract for the general contractor.
 - A.** AIA Owner-Contractor contracts will be forwarded to the OWNER's attorney for review during design.

CONSTRUCTION OBSERVATION (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I.** TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.
- II.** TRIA will review, process and track any change order requests for OWNER review.
- III.** TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers for accuracy.
- IV.** TRIA will attend regular Construction Coordination meetings with the Owner and Contractor.
- V.** All scheduled services cease 60 days after the date of substantial completion set in the specifications.
- VI.** TRIA will perform Construction Observation and punch list walk-throughs.

GENERAL ITEMS:

- I.** The OWNER shall provide the following existing information to TRIA:
 - A.** An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 - 1.** All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
 - B.** A Topographic and Plat of Survey of the existing property (also showing all utility locations and sizes) if required.
 - 1.** All site restraints such as deed restrictions and covenants, if any, are to be provided to TRIA prior to the start of services.
 - C.** The most current Hazardous Material reports (lead, asbestos, etc.) for the facility, if any.
 - D.** Hazardous Material Abatement Design (by Others).
 - E.** Material Testing during construction.
- II.** Items excluded from this proposal:

TRIA ARCHITECTURE

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Paul Mills, Executive Director

Proposal for Professional Services

Entry Sidewalk Replacement – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 26, 2023

Page 3 of 5

- A. Hazardous material testing and abatement.
 - B. Environmental Assessments, Mitigation, Or Clean-Up.
 - C. Alternate Bid Designs.
 - D. Value Engineering.
- III. This proposal is based upon attendance at up to one (1) OWNER/design meetings, one (1) pre-bid meeting, one (1) bid opening, two (2) construction observation field visits/meetings, and one (1) punch list walk-through.
- A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** Tria Architecture and I look forward to your direction and working with you.

TRIA ARCHITECTURE

Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

Company Main: 630.455.4500 Fax: 630.455.4040

www.TriaArchitecture.com

INIT. 

FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of \$6,550**

OPTIONAL ADDITIONAL DESIGN FEES:

- [REDACTED] (Initial) Bidding Phase services as listed above, **For an Additional Lump Sum Fee of \$650.00.**
- [REDACTED] (Initial) Construction Observation Services as listed above, **For an Additional Lump Sum Fee of \$1,250.00.**

2023 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$225.00
Associate Architect	\$190.00
Architectural Associate	\$180.00
Senior Staff Architect / Senior Interior Designer	\$170.00
Staff Architect II / Interior Designer II	\$160.00
Architectural Staff II	\$160.00
Staff Architect I / Interior Designer I	\$150.00
Senior Architectural Staff	\$150.00
Architectural Staff	\$140.00
Graphic Designer	\$135.00
Architectural Intern / Interiors Intern	\$130.00
Administrative Assistant	\$110.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



TRIA ARCHITECTURE, INC.
Ronald E McGrath, AIA, LEED AP
Principal Architect

REM/JP

Attachments: Sidewalk Replacement Diagram; (1) page

File Name: MKT.PRP.052623.FPLD.EntryWalk.CD.docx

TRIA ARCHITECTURE

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Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304

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INIT. [REDACTED]

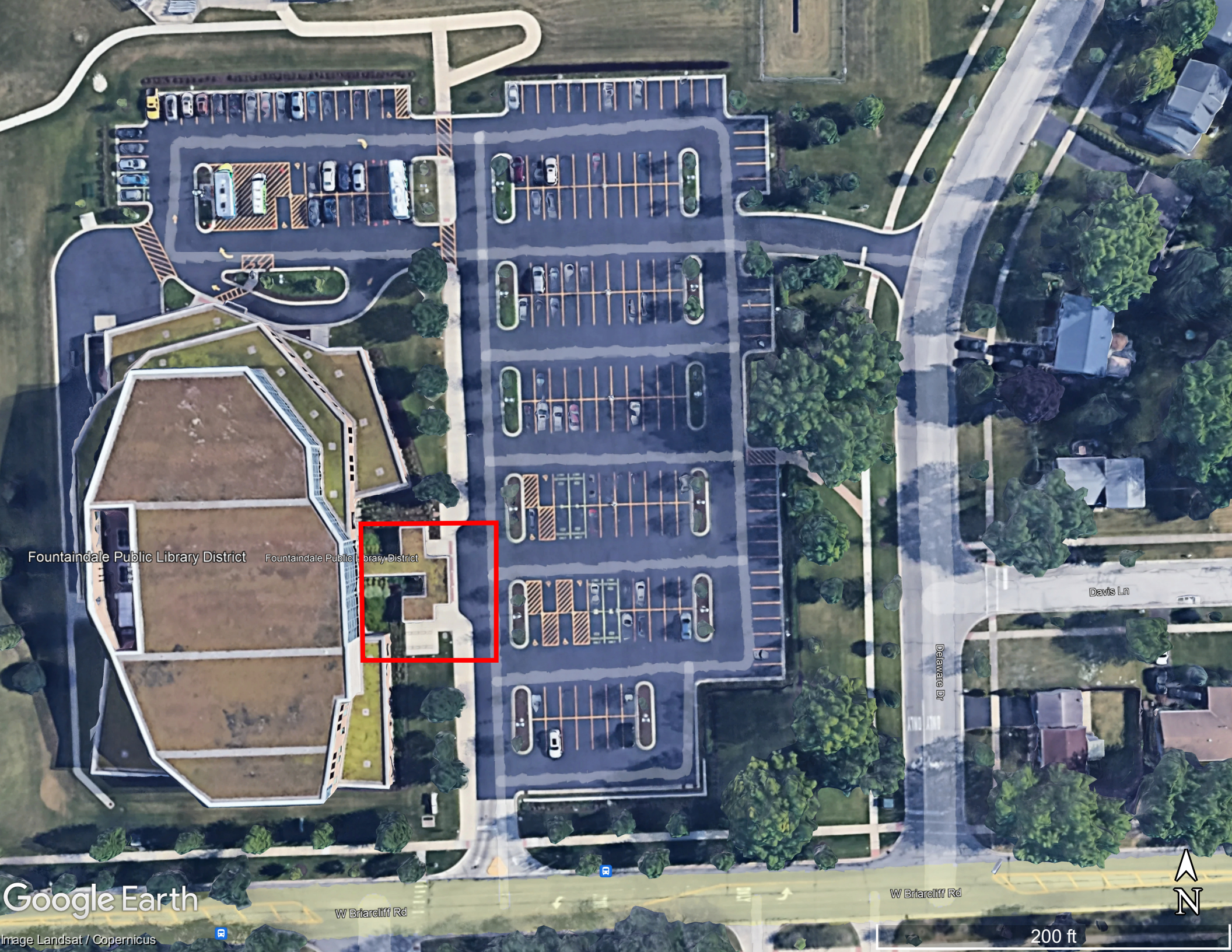
TERMS AND CONDITIONS

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of TRIA's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within eight (8) months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

TRIA ARCHITECTURE

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INIT.



Fountaindale Public Library District

Fountaindale Public Library District

Davis Ln

Delaware Dr

W Briarcliff Rd

W Briarcliff Rd

Google Earth

Image Landsat / Copernicus



200 ft



May 26, 2023

VIA E-MAIL
(9) Page(s) Inclusive
pmills@fountaindale.org

Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440

Re: Fountaindale Public Library District
**Proposal for Professional Services -
Interior Lighting Replacement– Construction Documents**

Dear Mr. Mills:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. Design the replacement of the interior lighting in the existing spaces indicated on the attached floor plans.
- II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the building is included in this proposal.
- II. TRIA will provide Permit Documents for review by the Authorities Having Jurisdiction (AHJ) based on the previously completed Schematic Design.
 - A. The OWNER will apply for any local permits that may be required.
 - B. The OWNER is responsible for all permit fees.
- III. TRIA will provide Bid Documents including drawings and specifications for the scope listed above.
- IV. No Civil Engineering is included in this proposal.
- V. No Mechanical or Plumbing Engineering is included with this proposal.
- VI. TRIA will design the renovations to the existing Electrical systems as required to accommodate the new design, including:
 - A. TRIA will design the renovations to the existing electrical systems for the renovated areas including:

TRIA ARCHITECTURE

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Paul Mills, Executive Director

Proposal for Professional Services

Interior Lighting Replacement – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 26, 2023

Page 2 of 5

1. Replacement of existing light fixtures with LED fixtures.
2. Replacement of occupancy/vacancy sensors as needed.
3. Replacement of local light switches as needed.
4. The existing Lutron lighting control system will remain.
 - a. No design of revisions to the existing lighting control system are included in this proposal.

VII. No Structural (S.) engineering is included in this proposal.

VIII. No Landscape design is included in this proposal.

BIDDING PHASE (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, negotiation, and evaluation of the lowest apparent bidder.
- II. TRIA will process the AIA contract for the general contractor.
 - A. AIA Owner-Contractor contracts will be forwarded to the OWNER's attorney for review during design.

CONSTRUCTION OBSERVATION (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.
- II. TRIA will review, process and track any change order requests for OWNER review.
- III. TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers for accuracy.
- IV. TRIA will attend regular Construction Coordination meetings with the Owner and Contractor.
- V. All scheduled services cease 60 days after the date of substantial completion set in the specifications.
- VI. TRIA will perform Construction Observation and punch list walk-throughs.

GENERAL ITEMS:

- I. The OWNER shall provide the following existing information to TRIA:
 - A. An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
 - B. The most current Hazardous Material reports (lead, asbestos, etc.) for the facility, if any.
 - C. Hazardous Material Abatement Design (by Others).
 - D. Security, communications, and data systems designs and specifications for incorporation into the Construction Documents.
 - E. Material Testing during construction.
- II. Items excluded from this proposal:
 - A. Hazardous material testing and abatement.

TRIA ARCHITECTURE

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INIT.

Paul Mills, Executive Director

Proposal for Professional Services

Interior Lighting Replacement – Construction Documents

300 West Briarcliff Road, Bolingbrook, Illinois 60440

May 26, 2023

Page 3 of 5

- B.** Environmental Assessments, Mitigation, Or Clean-Up.
 - C.** Alternate Bid Designs.
 - D.** Value Engineering.
- III.** This proposal is based upon attendance at up to five (5) OWNER/design meetings, one (1) Board meeting, one (1) pre-bid meeting, one (1) bid opening, ten (10) construction observation field visits/meetings, and two (2) punch list walk-throughs.
 - A.** Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** Tria Architecture and I look forward to your direction and working with you.

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INIT. 

FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of \$21,000.**

OPTIONAL ADDITIONAL DESIGN FEES:

- [REDACTED] (Initial) Bidding Phase services as listed above, **For an Additional Lump Sum Fee of \$2,250.00.**
- [REDACTED] (Initial) Construction Observation Services as listed above, **For an Additional Lump Sum Fee of \$9,250.00.**

2023 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$225.00
Associate Architect	\$190.00
Architectural Associate	\$180.00
Senior Staff Architect / Senior Interior Designer	\$170.00
Staff Architect II / Interior Designer II	\$160.00
Architectural Staff II	\$160.00
Staff Architect I / Interior Designer I	\$150.00
Senior Architectural Staff	\$150.00
Architectural Staff	\$140.00
Graphic Designer	\$135.00
Architectural Intern / Interiors Intern	\$130.00
Administrative Assistant	\$110.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



TRIA ARCHITECTURE, INC.
Ronald E McGrath, AIA, **LEED AP**
Principal Architect

REM/JP

Attachments: Lighting Replacement Locations Plans; (4) pages

File Name: MKT.PRP.052623.FPLD.InteriorLighting.CD.docx

TRIA ARCHITECTURE

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INIT. [REDACTED]

TERMS AND CONDITIONS

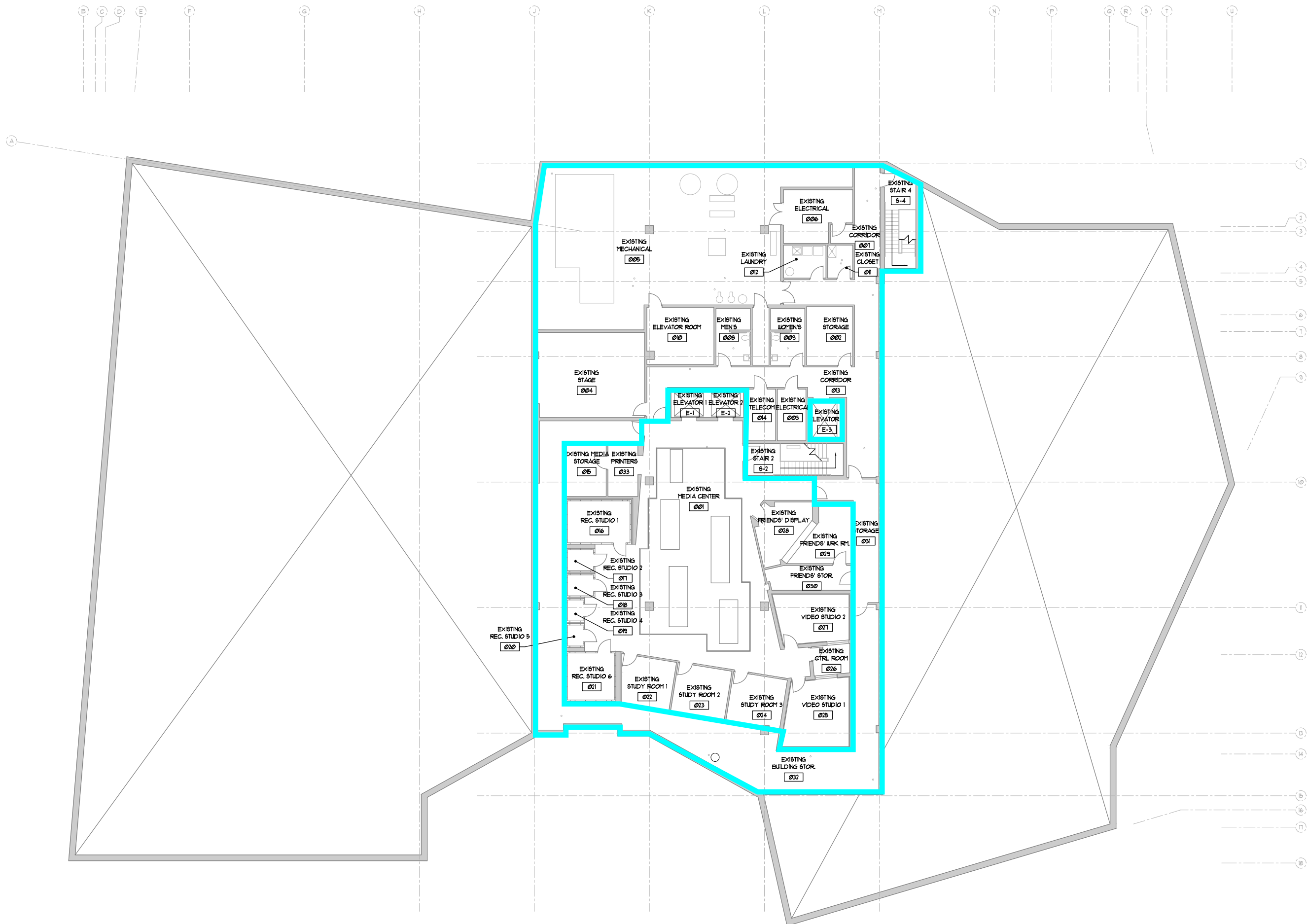
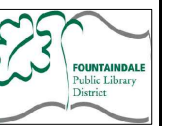
- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of TRIA's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within eight (8) months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

TRIA ARCHITECTURE

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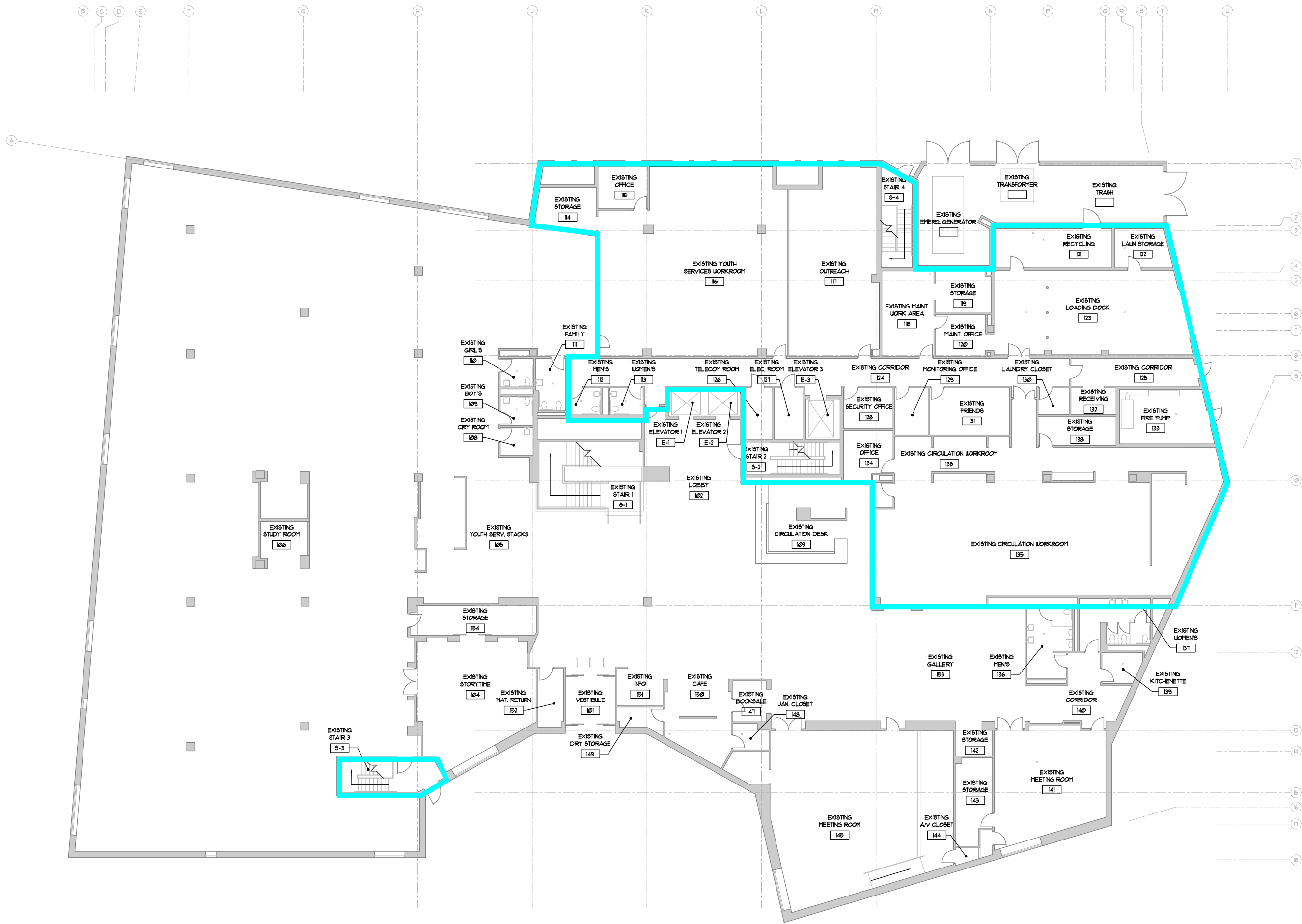
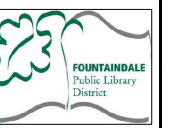
PROJECT NUMBER: 19-000	REVISIONS:
PROJECT MANAGER: RPT	1
DRAWN BY: PPN	2
ISSUED FOR REPORT: 06/07/2019	3
OVERALL LOWER LEVEL FLOOR PLAN	4



1 OVERALL LOWER LEVEL FLOOR PLAN
3/32" = 1'-0"

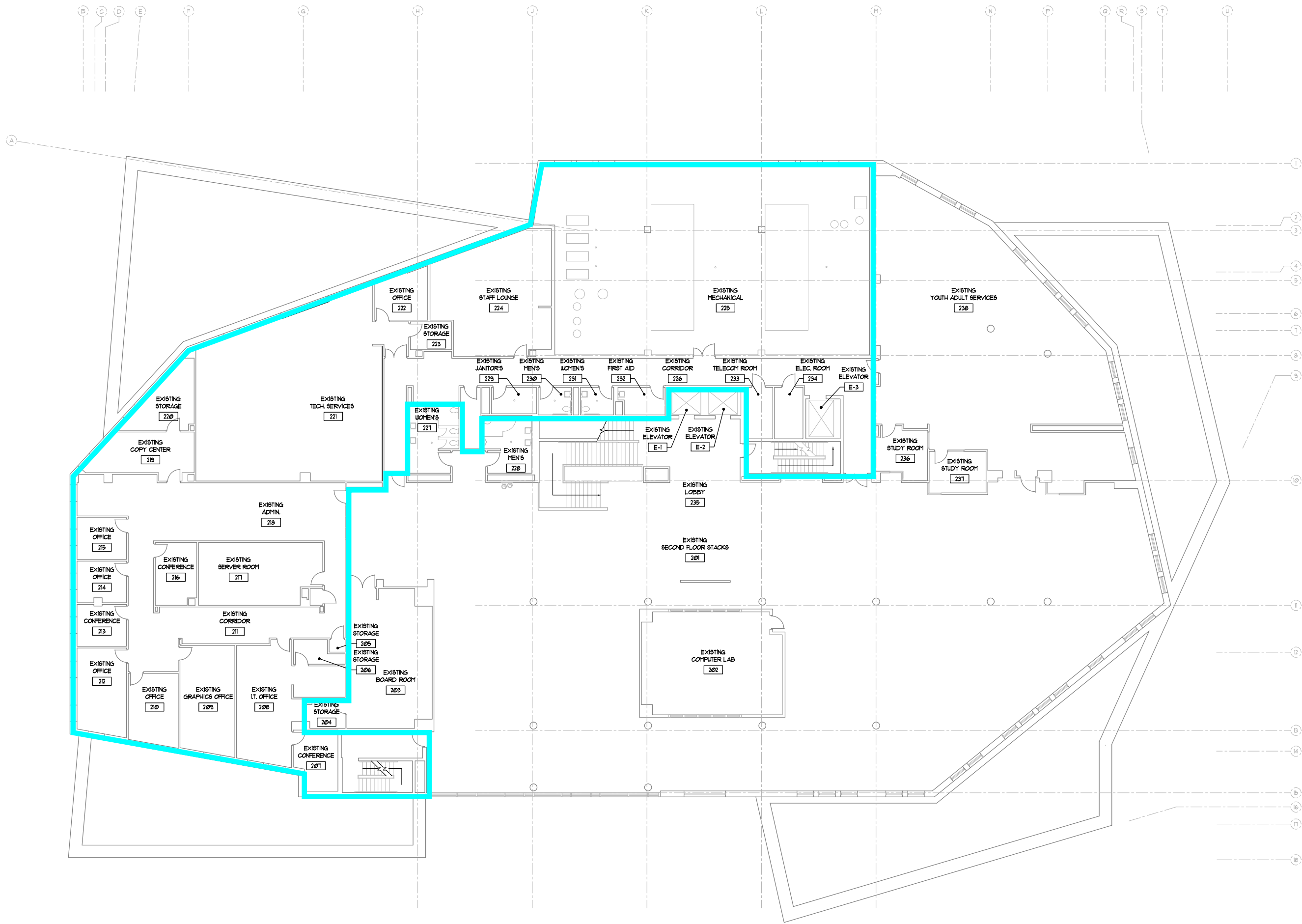
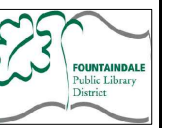


REVISIONS:	
1	ISSUED FOR REPORT (06/07/19)
2	PROJECT NUMBER: 19-001
3	PROJECT MANAGER: RPT
4	DRAWN BY: FPN
5	OVERALL FIRST FLOOR PLAN



1 OVERALL FIRST FLOOR PLAN
3/32" = 1'-0"

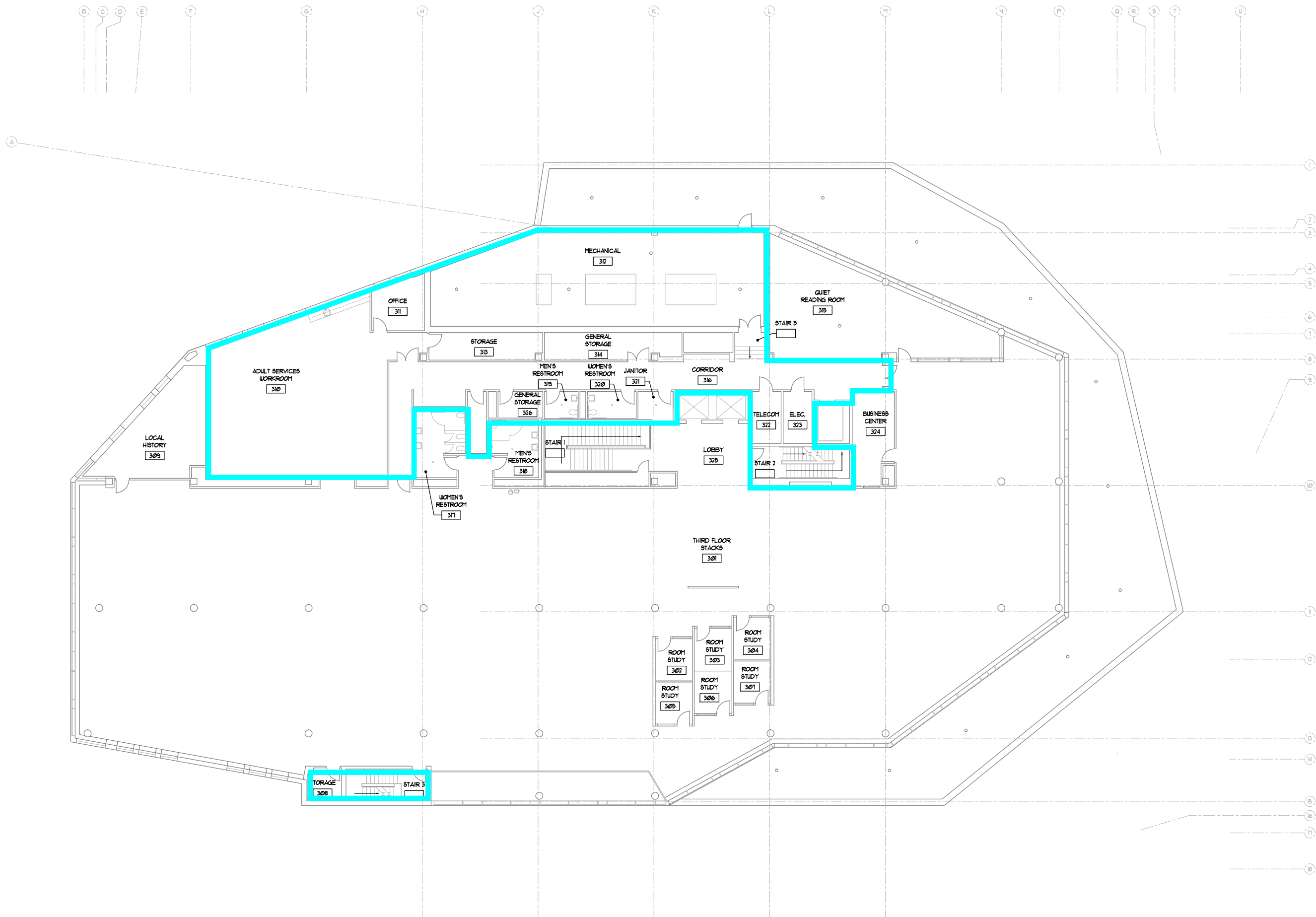
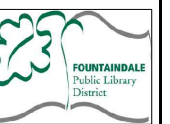
PROJECT NUMBER: 18-001	REVISIONS:
PROJECT MANAGER: RPT	1
DRAWN BY: FPN	2
ISSUED FOR REPORT: 06/07/2019	3
OVERALL SECOND FLOOR PLAN	4



1 OVERALL SECOND FLOOR PLAN
3/32" = 1'-0"



PROJECT NUMBER: 19-000	REVISIONS:
PROJECT MANAGER: REP1	1
DRAWN BY: FPN	2
ISSUED FOR REPORT: 06/07/2019	3
OVERALL THIRD FLOOR PLAN	4



1 OVERALL THIRD FLOOR PLAN
3/32" = 1'-0"



May 19, 2023

VIA E-MAIL
(5) Page(s) Inclusive
pmills@fountaindale.org

Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440

Re: Fountaindale Public Library District
**Proposal for Professional Services -
Quiet Room Interior Design – Construction Documents**

Dear Mr. Mills:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

- I. Tria Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:
 - A. Design the interior renovations as indicated on the Schematic Design floor plans (completed under a separate contract) including:
 1. Renovations to the existing Quiet Reading room including:
 - a. New flooring
 - b. New paint
 - c. New acoustical wall panels
 - d. New Lighting
 - e. New Furniture
 2. Renovations to the existing Local History room to convert it to a Meeting room (D) including:
 - a. New flooring
 - b. New paint
 - c. New Lighting
 - d. New Furniture
 - e. New A/V infrastructure (A/V systems and equipment design by others)
 3. Renovations to the existing Quiet Study room to convert it to a Local History room to include:
 - a. New flooring
 - b. New paint
 - c. New Lighting

TRIA ARCHITECTURE

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www.TriaArchitecture.com

INIT.

d. New Furniture

II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

- I. TRIA will generally field verify all relevant existing conditions for the renovation areas only. No field verification of the remainder of the building is included in this proposal.
- II. TRIA will provide Permit Documents for review by the Authorities Having Jurisdiction (AHJ) based on the previously completed Schematic Design.
 - A. The OWNER will apply for any local permits that may be required.
 - B. The OWNER is responsible for all permit fees.
- III. TRIA will provide Bid Documents including drawings and specifications for the scope listed above.
 - A. The furniture will be purchased by the Owner via a Coop in lieu of bidding.
- IV. No Civil Engineering is included in this proposal.
- V. No Mechanical or Plumbing Engineering is included with this proposal.
- VI. TRIA will design the renovations to the existing Electrical systems as required to accommodate the new design, including:
 - A. TRIA will design the renovations to the existing electrical systems for the renovated areas including:
 - 1. General power and lighting.
 - 2. Locations for low voltage wiring (by others) for A/V systems in new Meeting Room D.
 - 3. No specialized engineering such as security, intelligent lighting, voice, data, etc. design is included in this proposal.
 - a. All conduit and junction box locations shall be designed for wiring and trim to be provided by others.
- VII. No Structural (S.) engineering is included in this proposal.
- VIII. No Landscape design is included in this proposal.

BIDDING PHASE (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, negotiation, and evaluation of the lowest apparent bidder.
- II. TRIA will process the AIA contract for the general contractor.
 - A. AIA Owner-Contractor contracts will be forwarded to the OWNER's attorney for review during design.

CONSTRUCTION OBSERVATION (IF REQUESTED, PER THE FEE SCHEDULE BELOW):

- I. TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.
- II. TRIA will review, process and track any change order requests for OWNER review.

TRIA ARCHITECTURE

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- III. TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers for accuracy.
- IV. TRIA will attend regular Construction Coordination meetings with the Owner and Contractor.
- V. All scheduled services cease 60 days after the date of substantial completion set in the specifications.
- VI. TRIA will perform Construction Observation and punch list walk-throughs.

GENERAL ITEMS:

- I. The OWNER shall provide the following existing information to TRIA:
 - A. An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 - 1. All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
 - B. The most current Hazardous Material reports (lead, asbestos, etc.) for the facility, if any.
 - C. Hazardous Material Abatement Design (by Others).
 - D. Security, communications, and data systems designs and specifications for incorporation into the Construction Documents.
 - E. Material Testing during construction.
- II. Items excluded from this proposal:
 - A. Hazardous material testing and abatement.
 - B. Environmental Assessments, Mitigation, Or Clean-Up.
 - C. Alternate Bid Designs.
 - D. Value Engineering.
- III. This proposal is based upon attendance at up to three (3) OWNER/design meetings, one (1) Board meeting, one (1) pre-bid meeting, one (1) bid opening, six (6) construction observation field visits/meetings, and two (2) punch list walk-throughs.
 - A. Because of the undetermined length and amount of additional meetings the OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** Tria Architecture and I look forward to your direction and working with you.

TRIA ARCHITECTURE

Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527
Indiana Office: 436 Sand Creek Drive N, Suite 105, Chesterton, Indiana 46304
Company Main: 630.455.4500 Fax: 630.455.4040
www.TriaArchitecture.com

INIT.

FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of \$26,900.**

OPTIONAL ADDITIONAL DESIGN FEES:

- [REDACTED] (Initial) Bidding Phase services as listed above, **For an Additional Lump Sum Fee of \$2,250.00.**
- [REDACTED] (Initial) Construction Observation Services as listed above, **For an Additional Lump Sum Fee of \$7,850.00.**

2023 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$225.00
Associate Architect	\$190.00
Architectural Associate	\$180.00
Senior Staff Architect / Senior Interior Designer	\$170.00
Staff Architect II / Interior Designer II	\$160.00
Architectural Staff II	\$160.00
Staff Architect I / Interior Designer I	\$150.00
Senior Architectural Staff	\$150.00
Architectural Staff	\$140.00
Graphic Designer	\$135.00
Architectural Intern / Interiors Intern	\$130.00
Administrative Assistant	\$110.00

Approved by (Sign / Print): [REDACTED]

Title: [REDACTED]

Date: [REDACTED]

Sincerely,



TRIA ARCHITECTURE, INC.
Ronald E McGrath, AIA, **LEED AP**
Principal Architect

REM/JP

File Name: MKT.PRP.051923.FPLD.QuietRooms.CD.docx

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TERMS AND CONDITIONS

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of TRIA's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within eight (8) months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

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INIT.

Date: June 15, 2023
From: Paul D. Mills
To: Board of Trustees
Subj: Salary Structure for Fiscal Year 2024

The updated salary structure with an effective date of July 1, 2023 is attached. With the required change to the minimum wage in the State of Illinois, the District implemented a compensation plan beginning July 1, 2019, adjusting merit increases accordingly. In order to keep the Salary Structure competitive, the midpoint has been increased by 10%. The maximum is calculated at 120% of the midpoint and the minimum is 80% of the midpoint. Using these percentages, we align our Salary Structure with the pay grade ranges recommended by HR Source.

There are 15 non-exempt employees who fall below the minimum for their pay grade in the Salary Structure for Fiscal Year 2024. The cost to the District to bring these employees up to the minimum of their pay grade is \$14,534.00.

There are no exempt employees who fall below the minimum for their pay grades in the Salary Structure for Fiscal Year 2024.

In conjunction with this proposed salary structure, I am recommending a \$1.00/hour increase for all staff (excluding the executive director) to ensure that we continue to offer competitive salaries for our staff. A uniform adjustment such as this will help prevent compression in our salary structure.

The marketplace for jobs has continued to be competitive. Lea Pottle, our HR Manager, and I monitor library job postings and note other industries' postings as well.

This increase would be in addition to the proposed merit increase.

2023-2024

+10%

Annualized Salary Scale for Non-Exempt Employees

Grade	Minimum	Minimum	Minimum	Minimum	Midpoint	Midpoint	Adjust	Midpoint	Midpoint	Maximum	Maximum	Maximum	Maximum
10	\$10.41	\$20,304	\$11.45	\$22,334	\$13.02	\$25,380	\$2,538.00	\$14.32	\$27,918	\$17.18	\$33,502	\$15.62	\$30,456
15	\$11.48	\$22,390	\$12.63	\$24,629	\$14.35	\$27,988	\$2,798.80	\$15.79	\$30,787	\$18.95	\$36,944	\$17.22	\$33,586
20	\$12.66	\$24,689	\$13.93	\$27,158	\$15.83	\$30,861	\$3,086.10	\$17.41	\$33,947	\$20.89	\$40,737	\$18.99	\$37,033
25	\$13.96	\$27,225	\$15.36	\$29,947	\$17.45	\$34,031	\$3,403.10	\$19.20	\$37,434	\$23.04	\$44,921	\$20.94	\$40,837
30	\$15.40	\$30,021	\$16.93	\$33,023	\$19.24	\$37,526	\$3,752.60	\$21.17	\$41,279	\$25.40	\$49,534	\$23.09	\$45,031
35	\$16.98	\$33,103	\$18.67	\$36,414	\$21.22	\$41,379	\$4,137.90	\$23.34	\$45,517	\$28.01	\$54,620	\$25.46	\$49,655
40	\$18.72	\$36,504	\$20.59	\$40,154	\$23.40	\$45,630	\$4,563.00	\$25.74	\$50,193	\$30.89	\$60,232	\$28.08	\$54,756
45	\$20.64	\$40,253	\$22.71	\$44,278	\$25.80	\$50,316	\$5,031.60	\$28.38	\$55,348	\$34.06	\$66,417	\$30.96	\$60,379
50	\$22.76	\$44,386	\$25.04	\$48,825	\$28.45	\$55,483	\$5,548.30	\$31.30	\$61,031	\$37.56	\$73,238	\$34.14	\$66,580
55	\$25.10	\$48,946	\$27.61	\$53,841	\$31.38	\$61,183	\$6,118.30	\$34.51	\$67,301	\$41.42	\$80,762	\$37.65	\$73,420
60	\$27.68	\$53,972	\$30.45	\$59,369	\$34.60	\$67,465	\$6,746.50	\$38.06	\$74,212	\$45.67	\$89,054	\$41.52	\$80,958
65	\$30.52	\$59,515	\$33.57	\$65,467	\$38.15	\$74,394	\$7,439.40	\$41.97	\$81,833	\$50.36	\$98,200	\$45.78	\$89,273

Annualized Salary Scale for Exempt Employees

Grade	Minimum	Minimum	Minimum	Minimum	Midpoint	Midpoint	Adjust	Midpoint	Midpoint	Maximum	Maximum	Maximum	Maximum
70	\$33.65	\$65,627	\$37.02	\$72,190	\$42.07	\$82,034	\$8,203.40	\$46.28	\$90,237	\$55.53	\$108,285	\$50.48	\$98,441
75	\$37.11	\$72,366	\$40.82	\$79,603	\$46.39	\$90,458	\$9,045.80	\$51.03	\$99,504	\$61.23	\$119,405	\$55.67	\$108,550
80	\$40.92	\$79,799	\$45.01	\$87,779	\$51.15	\$99,749	\$9,974.90	\$56.27	\$109,724	\$67.52	\$131,669	\$61.38	\$119,699
85-Deputy Dir	\$45.12	\$87,994	\$49.64	\$96,793	\$56.41	\$109,992	\$10,999.20	\$62.05	\$120,991	\$74.46	\$145,189	\$67.69	\$131,990
90	\$49.76	\$97,030	\$54.74	\$106,733	\$62.20	\$121,288	\$12,128.80	\$68.42	\$133,417	\$82.10	\$160,100	\$74.64	\$145,546
95	\$54.87	\$106,997	\$60.36	\$117,696	\$68.59	\$133,746	\$13,374.60	\$75.45	\$147,121	\$90.54	\$176,545	\$82.31	\$160,495
100-Exec Director	\$60.50	\$117,984	\$66.56	\$129,782	\$75.63	\$147,480	\$14,748.00	\$83.19	\$162,228	\$99.83	\$194,674	\$90.76	\$176,976

Green is current
Black is proposed

Date: June 15, 2023
From: Paul D. Mills
To: Board of Trustees
Subj: Merit Increase and Minimum Wage Memo for Fiscal Year 2024

The District's base starting salary is currently \$13.00 per hour. The chart below shows the annual increases to the minimum wage that must be met by January 2025:

January 2024 \$14.00

January 2025 \$15.00

To maintain the appropriate separation of pay grades on the District's salary structure, and to remain competitive for recruiting purposes, it is recommended that current staff continue to be evaluated annually and those eligible for merit increases receive pay adjustments upon their anniversary date.

For the fiscal year 2023-2024, based upon overall performance evaluation scores, merit increases will generally be awarded in the amounts of:

\$1.00 per hour, or 4% of current salary, whichever is greater; or

\$1.25 per hour, or 5% of current salary, whichever is greater

It is possible for staff members to earn more or less than these amounts depending upon their evaluation score.

It is also recommended that staff who are over their maximum salary be eligible for a merit bonus, equivalent to the merit increase earned, as listed above. It is possible for staff members to earn more or less than this standard bonus amount depending upon their evaluation. This bonus would not be added to their salary.

Date: June 15, 2023
From: Paul D. Mills
To: Board of Trustees
Subj: Working Budget for Fiscal Year 2024

The proposed working budget for Fiscal Year 2024 (July 1, 2023 to June 30, 2024) is included in the Board Packet and I would like to highlight several areas.

Revenue for the forthcoming fiscal year is projected to be \$11,244,893. This is broken down into these categories

\$9,825,286.00	Property Taxes
\$1,419,607.00	(Interest, Personal Property Replacement Tax, Fees for Copying, Faxing, Printing, ARPA Grant, and Per Capita Grant)

Additionally, the proposed budget would utilize existing funds for capital projects.

\$2,413,434.00	Fund Balance and/or Reserve Fund for Capital Projects
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Interest income is something we will once again be watching closely this coming year. This draft budget proposes using our fund balances and/or reserve fund for the capital projects in both the IT and Building budget lines below.

Our salaries line shows a significant increase from the Fiscal Year 2022-2023 Budget. This draft budget proposes a salary scale adjustment of \$1/hour across the Board at the beginning of the fiscal year, which is what the District did last year. This will help us continue to stay competitive in the market, help us minimize compression in our salary schedule, and also help with the remaining two years of minimum wage increases. It also incorporates a standard merit increase of \$1.25/hour or 5%, whichever is greater. The minimum wage increases will continue through 2025, and the requested merit increase plan along with the salary scale adjustment are designed to ensure that we minimize salary compression in our scale by moving everyone up. We do have an excellent staff and this continued effort to move the entire scale up helps us to retain our staff and recognize their work. The majority of the increase in this line is to support both the salary scale adjustment and the proposed merit increase.

This draft budget also includes several new positions. The first is a Collection Librarian for our Collection Services Department to work with our electronic resources. We have extensive collections, both physical and electronic, and having an additional librarian working with our collections will help ensure we maintain the excellence we have in this area. The second is a Children's Services Librarian to help with our busy Children's

Department, which does an impressive amount of programming. The third position is an Outreach Services Specialist position to help with the work our Outreach Department performs in our community, including expanded home delivery service and pick-up lockers for the coming year. These positions would provide needed coverage for the services each department provides. Finally, this draft budget line shows an increase in that several positions were converted to full-time during the current fiscal year.

This is feasible for our District thanks to increases in revenue across multiple lines and utilizing fund balance and reserve funds for capital projects.

The draft budget shifts funds from the mileage and transportation line to the Room/Board/Meals line in anticipation of conference attendance in the upcoming year.

Our Building Security line had one item in it, and we thought it made sense to move that contract into the general maintenance budget line instead of having this separate line for it.

The Professional Services line is down as architectural services are included in the Capital Projects lines.

Our Children's Services Department has seen prices increase significantly for basic supplies used in our programming, including paper and art supplies. We have also discovered price increases in the storage bags used for Take-it Make-it kits and have tried a variety of bag options. Our team currently creates an average of about 600 craft kits per month. Take-it Make-it crafts began during the pandemic and continue to be very popular in Children's Services. Interest in other departments has faded.

Our Children's Services Department has several large initiatives in the new fiscal year, including Hispanic Heritage Month, LEGO Day, Spring Break and Summer and Winter Reading Programs. This account will be used to contribute toward the cost of presenters and performers for district-wide initiatives. Our team is also interested in supplementing the staff-led children's programs with fun performances.

We are also looking to invest more in Children's Programming.

The Computer Software line includes eBooks, and we anticipate expending ARPA grant funds in this line.

The Special Projects line is down as we anticipate most of our efforts being focused on the proposed capital projects.

The PC Equipment line includes an upgrade and/or replacement for our phone system. Cisco notified us that they are discontinuing support for it and we will be looking for alternative solutions.

The Automated Systems line varies depending on whether a multi-year service agreement is due in a particular fiscal year.

The Buildings – Capital line would cover multiple projects if approved by the Board. This line would cover the interior lighting project discussed by Tria Architecture at the June Board Meeting.

This line would also cover a security camera system upgrade. Our security camera recording system (Milesone XProtect) can't be upgraded to the latest version since our operating systems require updating to the newest Microsoft OS. Our management server (original to the building) is not compatible with the new versions of windows server OS but our recording server (6-years old) still is compatible for the moment. Some cameras in our building are less than 1mp and many are less than 4mp which can't provide clear images when needed.

We are proposing to replace most of the building cameras with 12mp panoramic cameras which will provide a 360-degree view from the cameras and some areas with a 5mp camera, depending on location within the building. The upgraded cameras will require us to replace the existing servers with the needed servers to handle the new cameras along with the needed storage required per our retention policy.

This line would also cover the installation of several locker systems that will be partially reimbursed through the ARPA grant from Will County. We will be evaluating what to ask for in terms of reimbursement – the lockers, whole or partial, or the purchase of additional resources.

This line would also cover the proposed re-working of the 3rd Floor Local History Room, Quiet Study Room, and Quiet Reading Room. Tria Architecture will be discussing this at the June Board Meeting.

The Buildings – Ground line would cover the Northwest parking lot repair, the mill and overlay of the entire parking lot, and the installation of EV charging stations. Tria Architecture will also discuss this at the June Board Meeting.

The Audit line is higher this year as we assigned a new software service to this line. The software service will be used to meet compliance with new GASB standards.

The insurance lines were adjusted to reflect lower costs in unemployment and workers compensation insurance and an expected increase in the umbrella policy line.

The IMRF line will be decreasing even though our rate is increasing for calendar year 2024. This is due to both the calendar year 2023 and 2024 rates being significantly lower than the calendar year 2022 rate. Our employer rate will be increasing from 4.85% in calendar year 2023 to 5.70% in calendar year 2024.

Draft FY2024 Budget

Description	2023 - 2024	2022 - 2023	Difference	
			Over/+Under	%
<i>Estimated Expenditures</i>				
Salaries	\$5,583,000.00	\$4,990,000.00	\$593,000.00	11.9%
Total Salaries	\$5,583,000.00	\$4,990,000.00	\$593,000.00	11.9%
Prof. Dev. & Training	\$47,000.00	\$47,000.00	\$0.00	0.0%
Employee Recognition	\$4,500.00	\$4,500.00	\$0.00	0.0%
Membership Dues	\$9,000.00	\$9,000.00	\$0.00	0.0%
Dues - Institutional	\$2,600.00	\$1,500.00	\$1,100.00	73.3%
Mileage & Transportation	\$20,000.00	\$27,500.00	(\$7,500.00)	-27.3%
Room/Board / Meals	\$27,500.00	\$17,500.00	\$10,000.00	57.1%
Hiring and Placement	\$2,000.00	\$2,000.00	\$0.00	0.0%
Insurance Benefit Plan	\$490,000.00	\$437,000.00	\$53,000.00	12.1%
Employee Assistance Program	\$2,000.00	\$2,000.00	\$0.00	0.0%
Total Personnel	\$604,600.00	\$548,000.00	\$56,600.00	10.3%
Building Security	\$0.00	\$3,500.00	(\$3,500.00)	-100.0%
Equipment Rental	\$6,000.00	\$6,000.00	\$0.00	0.0%
Equipment Maintenance	\$141,000.00	\$115,000.00	\$26,000.00	22.6%
Leased Equipment	\$50,000.00	\$50,000.00	\$0.00	0.0%
Bookmobile Maintenance	\$26,000.00	\$21,000.00	\$5,000.00	23.8%
Legal Expense - Attorney	\$40,000.00	\$42,000.00	(\$2,000.00)	-4.8%
Legal Expense - Publication	\$4,500.00	\$2,500.00	\$2,000.00	80.0%
Bank Service Fees	\$7,100.00	\$7,100.00	\$0.00	0.0%
Payroll Service	\$25,000.00	\$21,000.00	\$4,000.00	19.0%
Professional Services	\$105,000.00	\$176,000.00	(\$71,000.00)	-40.3%
Communication Contractual Services	\$80,000.00	\$77,500.00	\$2,500.00	3.2%
Collection Services	\$5,000.00	\$5,000.00	\$0.00	0.0%
Internet Services	\$35,000.00	\$35,000.00	\$0.00	0.0%
Cable TV Services	\$1,500.00	\$1,500.00	\$0.00	0.0%
Catalog Management	\$30,000.00	\$30,000.00	\$0.00	0.0%
Computer Circulation Expense	\$136,000.00	\$116,000.00	\$20,000.00	17.2%
Total Contractual Services	\$692,100.00	\$709,100.00	(\$17,000.00)	-2.4%
Telephone Service	\$11,000.00	\$11,000.00	\$0.00	0.0%
Telephone Data	\$13,000.00	\$13,000.00	\$0.00	0.0%
Electricity	\$195,000.00	\$200,000.00	(\$5,000.00)	-2.5%
Gas	\$32,000.00	\$32,000.00	\$0.00	0.0%
Water & Sewer	\$25,000.00	\$25,000.00	\$0.00	0.0%
Minor Library Equipment	\$5,000.00	\$10,500.00	(\$5,500.00)	-52.4%
Minor Office Equipment	\$5,000.00	\$5,000.00	\$0.00	0.0%
Minor Library Furniture	\$5,000.00	\$2,500.00	\$2,500.00	100.0%
Minor Office Furniture	\$5,000.00	\$2,500.00	\$2,500.00	100.0%
Office Supplies	\$40,000.00	\$40,000.00	\$0.00	0.0%
Program Supplies	\$82,500.00	\$63,000.00	\$19,500.00	31.0%
Computer Supplies	\$7,000.00	\$7,000.00	\$0.00	0.0%
Board Supplies	\$3,000.00	\$2,000.00	\$1,000.00	50.0%
Fuel Expense Bookmobile/Vehicles	\$7,500.00	\$7,500.00	\$0.00	0.0%

Draft FY2024 Budget

Library Supplies	\$67,000.00	\$65,100.00	\$1,900.00	2.9%
Postage	\$12,000.00	\$12,000.00	\$0.00	0.0%
Shipping	\$10,000.00	\$10,000.00	\$0.00	0.0%
Buildings	\$25,000.00	\$25,000.00	\$0.00	0.0%
Grounds	\$70,000.00	\$50,000.00	\$20,000.00	40.0%
Total Supplies & Utilities	\$620,000.00	\$583,100.00	\$36,900.00	6.3%
Books and AV	\$837,500.00	\$836,000.00	\$1,500.00	0.2%
Programs - Adult	\$43,000.00	\$43,000.00	\$0.00	0.0%
Programs - Children	\$16,000.00	\$11,000.00	\$5,000.00	45.5%
Programs - Young Adult	\$20,000.00	\$20,000.00	\$0.00	0.0%
Donations Expended	\$8,200.00	\$4,000.00	\$4,200.00	105.0%
Computer Software	\$481,000.00	\$362,500.00	\$118,500.00	32.7%
Special Services/Events	\$7,000.00	\$7,000.00	\$0.00	0.0%
Total Library Materials	\$1,412,700.00	\$1,283,500.00	\$129,200.00	10.1%
Library Equipment - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Office Equipment - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Library Furniture - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Office Furniture - Capital	\$5,000.00	\$5,000.00	\$0.00	0.0%
Outreach Equipment - Capital	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Projects	\$35,000.00	\$119,875.00	(\$84,875.00)	-70.8%
Automated Systems	\$75,000.00	\$90,000.00	(\$15,000.00)	-16.7%
PC Computer Equipment	\$190,000.00	\$65,000.00	\$125,000.00	192.3%
Buildings - Capital	\$1,820,000.00	\$690,000.00	\$1,130,000.00	163.8%
Grounds - Capital	\$1,075,000.00	\$25,000.00	\$1,050,000.00	4200.0%
Total Capital Expenditures	\$3,215,000.00	\$1,009,875.00	\$2,205,125.00	218.4%
Miscellaneous	\$20,000.00	\$20,000.00	\$0.00	0.0%
Public Relations	\$48,000.00	\$48,000.00	\$0.00	0.0%
Total Miscellaneous	\$68,000.00	\$68,000.00	\$0.00	0.0%
Per Capita Grant	\$98,897.00	\$99,000.00	(\$103.00)	-0.1%
Total Per Capita Grant	\$98,897.00	\$99,000.00	(\$103.00)	-0.1%
Total General Fund	\$12,294,297.00	\$9,290,575.00	\$3,003,722.00	32.3%
Audit Expense	\$25,000.00	\$12,100.00	\$12,900.00	106.6%
Total Audit Fund	\$25,000.00	\$12,100.00	\$12,900.00	106.6%
Unemployment Insurance	\$20,000.00	\$35,000.00	(\$15,000.00)	-42.9%
Workmen's Compensation	\$20,000.00	\$30,000.00	(\$10,000.00)	-33.3%
Liability Insurance	\$35,000.00	\$35,000.00	\$0.00	0.0%
Umbrella Policy	\$60,000.00	\$50,000.00	\$10,000.00	20.0%
Treasurer's Bond	\$7,500.00	\$7,500.00	\$0.00	0.0%
Total Liability Insurance	\$142,500.00	\$157,500.00	(\$15,000.00)	-9.5%
FICA	\$446,240.00	\$398,800.00	\$47,440.00	11.9%
IMRF	\$306,790.00	\$324,025.00	(\$17,235.00)	-5.3%
Total Social Security	\$753,030.00	\$722,825.00	\$30,205.00	4.2%

Draft FY2024 Budget

Building Maintenance	\$398,500.00	\$390,000.00	\$8,500.00	2.2%
Building Supplies	\$45,000.00	\$45,000.00	\$0.00	0.0%
Total Maintenance	\$443,500.00	\$435,000.00	\$8,500.00	2.0%
Total Operating Funds	\$13,658,327.00	\$10,618,000.00	\$3,040,327.00	28.6%
NOTE: This line shows expenditures minus the use of \$2,413,434 in funds from General Fund Balance and Reserve Fund				
General Fund Balance and Reserve Fund	\$11,244,893.00	\$9,728,000.00	\$1,516,893.00	15.6%
Bond Principal & Interest Pymts.	\$3,245,350.00	\$3,132,850.00	\$112,500.00	3.6%
Total Bond P&I Payments	\$3,245,350.00	\$3,132,850.00	\$112,500.00	3.6%
Total Estimated Expenditures	\$16,903,677.00	\$13,750,850.00	\$3,152,827.00	22.9%

ORDINANCE 2023-2
ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND

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

WHEREAS, pursuant to 75 ILCS 16/30-90, the Board of Library Trustees may authorize the transfer from one appropriation of any amount specified to any other object or purpose; and

WHEREAS, such a transfer requires the affirmative vote of two-thirds (2/3) of all the trustees present and voting; and

WHEREAS, the Board of Trustees of the Fountaindale Public Library District believe, and hereby declare, that it is in the best interests of the Library District to transfer certain funds, as hereinafter provided; and

WHEREAS, the General Fund/Operating Fund surplus account has a legal appropriation for transfer to the Special Reserve Fund for fiscal year 2023; and

WHEREAS, the transfer of funds from this account to the Special Reserve Fund is a lawful transfer.

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

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: The unexpended balances of the proceeds received from annual public library taxes (General Fund/Operating Fund), the sum of \$2,500,000 shall be transferred to the Library District's Special Reserve Fund to fund future Capital Needs as defined in the Special Reserve Plan.

SECTION THREE: Any policy, resolution, or ordinance of the Fountaindale Public Library District that conflict with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

SECTION FOUR: This ordinance shall take effect upon its passage and approval in the manner provided by law.

PASSED THIS 15th day of June, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15th day of June, 2023.

Robert A. Kalnicky
President, Board of Trustees

ATTEST:

Marcelo Valencia
Secretary, Board of Trustees

State of Illinois)
)
Counties of Will)
and DuPage)

SECRETARY’S CERTIFICATE

I, Marcelo Valencia, do hereby certify that I am Secretary of the Board of Library Trustees of the Fountaindale Public Library District, Will and DuPage County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Library District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2023-2:

AN ORDINANCE APPROVING TRANSFERRING FUNDS TO THE SPECIAL RESERVE FUND OF THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT

adopted at a duly called Regular Meeting of the Board of Library Trustees of the Fountaindale Public Library District, held at 300 W. Briarcliff Road, Bolingbrook, Illinois, in said Library District at 7 p.m. on the 15th day of June, 2023.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Library District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Library District in Bolingbrook, Illinois, this 15th day of June, 2023.

Marcelo Valencia
Secretary, Board of Trustees
Fountaindale Public Library District

(SEAL)

RESOLUTION 2023-2
RESOLUTION AUTHORIZING INTERVENTION IN CERTAIN TAX APPEAL CASES

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

WHEREAS, the Fountaindale Public is acutely aware of the need to provide high-quality governmental services and to have sufficient monies available through taxation in order to fund these services; and

WHEREAS, the major source of revenue for funding these governmental services is the Illinois real property tax; and

WHEREAS, certain taxpayers have sought to have the equalized assessed valuation of their properties reduced by appealing their assessments to the Board of Review and/or the State of Illinois Property Tax Appeal Board; and

WHEREAS, any reduction in equalized assessed valuation can adversely affect Fountaindale Public Library District's revenues; and

WHEREAS, the Board of Fountaindale Public Library District believes, and hereby declares, that it is in the best interest of Fountaindale Public Library District and its residents to intervene in certain tax assessment proceedings where the revenues to be received could be jeopardized or adversely affected;

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

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: The law firm of Tressler LLP ("Library Attorney") is hereby authorized to file interventions in real property tax assessment proceedings on behalf of Fountaindale Public Library

District. Fountaindale Public Library District shall only authorize intervention if (1) the taxpayer is seeking a reduction in the assessment of property equal to or greater than \$100,000; and (2) Fountaindale Public Library District, after consultation with the Library Attorney, determines that intervention is warranted in a particular case.

SECTION THREE: Tressler LLP shall report to Fountaindale Public Library District on the status of all tax assessment cases in which the Fountaindale Public Library District has intervened at such intervals as Fountaindale Public Library District may request.

SECTION FOUR: Any policy or resolution of Fountaindale Public Library District which conflicts with the provisions of this resolution shall be and is hereby repealed to the extent of such conflict.

SECTION FIVE: This resolution shall take effect upon its passage and approval in the manner provided by law.

PASSED THIS 15th day of June, 2023.

AYES:

NAYS:

ABSENT:

APPROVED THIS 15th day of June, 2023.

Robert A. Kalnicky
President, Board of Library Trustees

ATTEST:

Marcelo Valencia
Secretary, Board of Library Trustees



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

May 23, 2023

Mr. Paul Mills, Executive Director
Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, Illinois 60440-2844

Dear Ms. Mills:

I am pleased to award the Fountaindale Public Library District a Fiscal Year 2023 Public Library Per Capita grant in the amount of \$98,897.28.

This grant support is provided pursuant to Title 23 Illinois Administrative Code Part 3035; Section 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Board President, Fountaindale Public Library District

AG:isl
Bolingbrook-Fountaindale Public Library District

Fountaindale Public Library District

Cash and Investment

May 31, 2023

	<u>Beginning Balance</u>	<u>Net Change-YTD</u>	<u>Ending Balance</u>
Cash and Investments			
Cash			
Cash Checking/Wintrust Operating	\$886,050.73	\$175,579.28	\$1,061,630.01
Cash Checking/Payroll	\$160,870.85	\$82,597.24	\$243,468.09
Petty Cash	\$3,232.09	\$0.00	\$3,232.09
Total Cash	<u>\$1,050,153.67</u>	<u>\$258,176.52</u>	<u>\$1,308,330.19</u>
Investments			
Investment - General Fund/Wintrust MM	\$7,514,793.56	(\$3,298,634.12)	\$4,216,159.44
Investment - IL Funds/General	\$71,415.42	\$2,429.03	\$73,844.45
Investment - IL Funds/INB/E-Pay	\$70,251.02	\$4,645.00	\$74,896.02
Investment - Special Reserve/Wintrust MM	\$3,084,744.36	\$106,245.56	\$3,190,989.92
Investment - Working Cash/Wintrust MM	\$1,075,221.49	\$36,524.32	\$1,111,745.81
Investment - Special Reserve/PMA	\$16,718,917.63	\$271,040.05	\$16,989,957.68
Total Investments	<u>\$28,535,343.48</u>	<u>(\$2,877,750.16)</u>	<u>\$25,657,593.32</u>
Bond Fund			
4-1211-40 Invest/Wintrust MM Account	\$1,795,056.72	(\$1,175,627.91)	\$619,428.81
Total Bond Fund	<u>\$1,795,056.72</u>	<u>(\$1,175,627.91)</u>	<u>\$619,428.81</u>
Total Cash and Investments	<u>\$31,380,553.87</u>	<u>(\$3,795,201.55)</u>	<u>\$27,585,352.32</u>

Special Res. PMA - 1.081%
General - IL Fund - 5.087%
Money Market Wintrust - 5.250%

Fountaindale Public Library District

Revenue Report

May 31, 2023

	Current Month	Year to Date	Percent Collected	Budgeted Receipts	Uncollected Receipts
Revenue					
Revenue Funds 1-8					
Property Tax - Will - 2022 - Est.	\$483,091.38	\$483,091.38	10.46%	\$4,619,459.35	\$4,136,367.97
Property Tax Dupage 2022 - Est.	\$11,585.04	\$11,585.04	12.29%	\$94,274.68	\$82,689.64
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	\$87,676.16	\$451,651.77	110.05%	\$410,403.00	(\$41,248.77)
Interest	\$57,855.95	\$640,539.74	106.76%	\$600,000.00	(\$40,539.74)
Circulation Fees	\$1,113.12	\$13,213.09	110.11%	\$12,000.00	(\$1,213.09)
Copy Machines	\$497.70	\$4,994.96	99.90%	\$5,000.00	\$5.04
Fax Machine	\$303.21	\$4,374.13	97.20%	\$4,500.00	\$125.87
Printing	\$1,691.51	\$15,113.61	100.76%	\$15,000.00	(\$113.61)
Miscellaneous	\$6,992.06	\$29,042.13	116.17%	\$25,000.00	(\$4,042.13)
Reimbursements	\$1,033.86	\$5,346.90	106.94%	\$5,000.00	(\$346.90)
Board Reimbursements	\$16.00	\$458.66	91.73%	\$500.00	\$41.34
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)
Total Operating Funds	\$651,855.99	\$6,273,572.24	60.25%	\$10,413,417.09	\$4,139,844.85
Bond Fund					
Property Tax - Will 2022 - Est.	\$147,554.22	\$147,554.22	9.67%	\$1,526,612.64	\$1,379,058.42
Property Tax - Dupage 2022 - Est.	\$3,573.04	\$3,573.04	11.47%	\$31,155.36	\$27,582.32
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	\$2,184.40	\$48,675.35	69.54%	\$70,000.00	\$21,324.65
Total Bond Fund	\$153,311.66	\$1,711,872.09	54.47%	\$3,142,557.10	\$1,430,685.01
Total Revenue	\$805,167.65	\$7,985,444.33	58.91%	\$13,555,974.19	\$5,570,529.86

Fountaindale Public Library District

Expenditure Report

May 31, 2023

	<u>Current Month</u>	<u>Year to Date</u>	<u>% Expended</u>	<u>Working Budget</u>	<u>Unexpended Budget</u>
Expenditures					
Total Expenditures - Operating Funds					
General Fund Expenditures					
Personnel Expense	\$392,999.25	\$4,361,064.72	78.77%	\$5,536,400.00	\$1,175,335.28
Contractual Services	\$13,354.03	\$485,441.91	69.87%	\$694,800.00	\$209,358.09
Supplies & Utilities	\$59,699.59	\$407,587.91	65.72%	\$620,200.00	\$212,612.09
Library Materials	\$78,644.18	\$743,558.33	58.27%	\$1,276,094.00	\$532,535.67
Capital Expenditures	\$56,782.96	\$687,186.92	66.23%	\$1,037,575.00	\$350,388.08
Miscellaneous	\$24,535.80	\$63,728.57	78.68%	\$81,000.00	\$17,271.43
Per Capita Grant	\$0.00	\$0.00	0.00%	\$98,897.00	\$98,897.00
Total General Fund Expenditures	<u>\$626,015.81</u>	<u>\$6,748,568.36</u>	<u>72.22%</u>	<u>\$9,344,966.00</u>	<u>\$2,596,397.64</u>
Other Fund Expenditures					
Audit Fund Expenditures	\$0.00	\$9,260.00	76.53%	\$12,100.00	\$2,840.00
Liability Insurance Fund Expendit	\$2,822.45	\$105,324.45	66.87%	\$157,500.00	\$52,175.55
Soc Sec/IMRF Fund Expenditures	\$42,718.36	\$571,241.26	79.03%	\$722,825.00	\$151,583.74
Special Reserve Fund Expenditur	\$0.00	\$0.00	0.00%	\$100.00	\$100.00
Maintenance Fund Expenditures	\$29,041.51	\$344,934.07	79.30%	\$435,000.00	\$90,065.93
Total Other Fund Expenditures	<u>\$74,582.32</u>	<u>\$1,030,759.78</u>	<u>77.65%</u>	<u>\$1,327,525.00</u>	<u>\$296,765.22</u>
Total Expenditures - Operating Funds	<u>\$700,598.13</u>	<u>\$7,779,328.14</u>	<u>72.89%</u>	<u>\$10,672,491.00</u>	<u>\$2,893,162.86</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>\$700,598.13</u>	<u>\$10,912,178.14</u>	<u>79.04%</u>	<u>\$13,805,341.00</u>	<u>\$2,893,162.86</u>

Fountaindale Pubic Library District
 Bills Paid - Operating Account
 June 2023

PAYEE NAME	DESCRIPTION	PAYMENT DATE	CHECK/DRAFT NUMBER	PAYMENT AMOUNT
AFLAC	Employer Contribution - May 2023	06/01/20223	998	\$51.44
Blue Cross Blue Shield of Illinois	Employer Contribution - June 2023	06/01/20223	59101	\$31,290.45
Dearborn National Life Insurance Company	Employer Contribution - June 2023	06/01/20223	59102	\$603.81
Fidelity Security Life Insurance/EYEMED	Employer Contribution - June 2023	06/01/20223	59103	\$174.92
Illinois Municipal Retirement Fund	Employer Contribution - May 2023	06/01/20223	1000	\$16,183.19
				<u>\$48,303.81</u>



 Jennie Nguyen, Finance Manager

<u>Gross Payroll & FICA - MAY 2023</u>	
Gross Payroll	\$355,693.92
FICA	\$26,499.71
Total Gross Payroll & FICA	<u>\$382,193.63</u>

Fountaindale Pubic Library District
Board Reimbursements Report
May 2023

PAYEE NAME	DESCRIPTION	ACCOUNT NUMBER	PAYMENT AMOUNT
Celeste Bermejo	Board Meeting 05/18/2023 - Additional Dinner	1-3616-10	\$16.00
			<u>\$16.00</u>

Fountaindale Public Library District
Bills Payables Report
June 15, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Alison Pfaff				
	Tuition Reimb. - Collection Development - 8/21/23-12/6/23	AP052223	1-4151-10	\$2,500.00
		<i>Subtotal for Vendor</i>		<u>\$2,500.00</u>
Allyse Schiller				
	Reimbursement - Certified Mail - 5/26/23	AS053023	1-4381-10	\$5.65
		<i>Subtotal for Vendor</i>		<u>\$5.65</u>
Amazon Capital Services				
	Electronic Devices, Equipment & Processing/Shipping	1FQL-VT6R-DRXY	1-4518-26	\$5.99
	Electronic Devices, Equipment & Processing/Shipping	1JVK-FXCR-77QL	1-4518-26	\$5.99
	Books - Young Adult Fiction & Processing/Shipping	1KN3-977T-FCHQ	1-4518-26	\$5.99
	Books - Adult Non-Fiction & Processing/Shipping	1LT9-7V77-9N9K	1-4518-26	\$5.99
	Books - Young Adult Fiction & Processing/Shipping	1QGF-VTCH-M6VR	1-4518-26	\$11.20
	Books - Juvenile Fiction & Processing/Shipping	1TYV-HJKR-369Q	1-4518-26	\$3.99
	Books - Adult World Languages	1VJK-7TML-CLXY	1-4525-26	\$52.68
	Books - Juvenile World Languages	1CN6-CRP3-D61Y	1-4526-26	\$51.96
	Electronic Devices & Equipment	11RH-KYQM-D1LD	1-4527-26	\$32.97
	Electronic Devices & Equipment	1C7V-LJL4-DVRV	1-4527-26	\$32.97
	Electronic Devices, Equipment & Processing/Shipping	1FQL-VT6R-DRXY	1-4527-26	\$10.99
	Electronic Devices & Equipment	1FR6-X3HX-TQRJ	1-4527-26	\$659.33
	Electronic Devices, Equipment & Processing/Shipping	1JVK-FXCR-77QL	1-4527-26	\$36.69
	Electronic Devices & Equipment	1LHP-PJG3-CVY3	1-4527-26	\$32.97
	Books - Adult Fiction	13Q3-9WLC-LV7K	1-4540-26	\$53.60
	Books - Adult Fiction	1DLG-DWF3-NLQR	1-4540-26	\$51.48
	Books - Adult Fiction	1FM1-DTFC-4TGJ	1-4540-26	\$30.44
	Books - Adult Fiction	1PCL-H3YX-13TW	1-4540-26	\$112.25
	Books - Adult Fiction	1PY6-HJC4-GVV4	1-4540-26	\$197.71
	Books - Adult Fiction	1XWG-JTFV-1X9G	1-4540-26	\$128.75
	Books - Adult Fiction	1YXF-93G3-MJTD	1-4540-26	\$539.35
	Books - Adult Non-Fiction	1DFY-GX1D-FHMV	1-4541-26	\$80.26
	Books - Adult Non-Fiction & Processing/Shipping	1LT9-7V77-9N9K	1-4541-26	\$19.38
	Books - Adult Non-Fiction	1P19-VXD4-4YNH	1-4541-26	\$48.98
	Books - Adult Large Print	1Y1R-16DK-1VYD	1-4543-26	\$200.94
	Books - Juvenile Fiction	1T1N-RVVY-141J	1-4544-26	\$44.29

Fountaindale Public Library District
Bills Payables Report
June 15, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Fiction & Processing/Shipping	1TYV-HJKR-369Q	1-4544-26	\$13.77
	Books - Young Adult Fiction & Processing/Shipping	1KN3-977T-FCHQ	1-4548-26	\$12.99
	Books - Young Adult Fiction & Processing/Shipping	1QGF-VTCH-M6VR	1-4548-26	\$35.98
	Music - Adult	193C-HF4L-43HL	1-4550-26	\$61.96
	Music - Adult	19T6-VTLV-4YYK	1-4550-26	\$224.16
	Music - Adult	1MDY-133J-9WJ4	1-4550-26	\$27.69
	Music - Adult	1W17-74JT-M397	1-4550-26	\$26.97
	DVD - Adult	1RVN-KD9C-4VV9	1-4557-26	\$23.99
	American Girl Doll Clothes & Accessories	1FWT-H4K3-HTGQ	1-4569-26	\$60.47
		<i>Subtotal for Vendor</i>		\$2,945.12
American Library Association				
	McCormack Membership - 7/1/23-6/30/24	2254142	1-4161-10	\$168.00
		<i>Subtotal for Vendor</i>		\$168.00
Andrew J Krause				
	Communico Events Feed Website Setup	AJK053023	1-4691-10	\$800.00
		<i>Subtotal for Vendor</i>		\$800.00
Anne McCabe				
	Refund - "Teenage Mutant Ninja Turtles: Saved by The Shell"	AM8978-01	1-3310-10	\$12.99
	Refund - "Shapes That Roll"	AM8978-02	1-3310-10	\$14.99
		<i>Subtotal for Vendor</i>		\$27.98
AT & T				
	Internet - May 2023	7216398708	1-4314-14	\$948.69
		<i>Subtotal for Vendor</i>		\$948.69
AT & T Mobility - National Business Services				
	Telephone Service - 4/22/23-5/21/23	21355501	1-4311-14	\$304.92
		<i>Subtotal for Vendor</i>		\$304.92
Award Emblem Mfg. Co., Inc.				
	13 Staff & 7 Trustee New Logo Name Tags	420349	1-4351-10	\$176.91
	13 Staff & 7 Trustee New Logo Name Tags	420349	1-4355-16	\$107.90
		<i>Subtotal for Vendor</i>		\$284.81
Axiom, Inc.				
	Studio Office Lockers Install	JC46461	1-4651-30	\$5,070.09
		<i>Subtotal for Vendor</i>		\$5,070.09

Fountaindale Public Library District
Bills Payables Report
June 15, 2023

General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
B&H Photo-Video				
	Various Audio Visual Supplies	213285712	1-4568-27	\$437.46
		<i>Subtotal for Vendor</i>		<u>\$437.46</u>
Baker & Taylor - C009233				
	Books - Adult Non-Fiction	2037524808	1-4541-26	\$169.76
		<i>Subtotal for Vendor</i>		<u>\$169.76</u>
Baker & Taylor - L420685				
	Library Materials - Processing/Shipping	2037509116	1-4518-26	\$19.48
	Library Materials - Processing/Shipping	2037520112	1-4518-26	\$8.27
	Library Materials - Processing/Shipping	2037463935	1-4518-29	\$6.02
	Library Materials - Processing/Shipping	2037481560	1-4518-29	\$14.31
	Library Materials - Processing/Shipping	2037498500	1-4518-29	\$25.55
	Books - Adult Fiction	2037463935	1-4540-29	\$64.38
	Books - Adult Fiction	2037481560	1-4540-29	\$144.26
	Books - Adult Fiction	2037498500	1-4540-29	\$136.56
	Books - Adult Fiction	2037509116	1-4540-29	\$150.04
	Books - Adult Fiction	2037520112	1-4540-29	\$84.53
	Books - Adult Non-Fiction	2037463935	1-4541-29	\$30.30
	Books - Adult Non-Fiction	2037481560	1-4541-29	\$62.35
	Books - Adult Non-Fiction	2037498500	1-4541-29	\$301.00
	Books - Adult Non-Fiction	2037509116	1-4541-29	\$186.40
	Books - Adult Non-Fiction	2037520112	1-4541-29	\$30.33
	Books - Adult Large Print	2037481560	1-4543-29	\$39.99
	Books - Adult Large Print	2037498500	1-4543-29	\$18.60
	Books - Adult Large Print	2037509116	1-4543-29	\$74.08
	Books - Adult Large Print	2037520112	1-4543-29	\$33.99
	Books - Juvenile Non-Fiction	2037498500	1-4545-29	\$15.12
		<i>Subtotal for Vendor</i>		<u>\$1,445.56</u>
Baker & Taylor - L420686				
	Library Materials - Processing/Shipping	2037492533	1-4518-26	\$43.25
	Library Materials - Processing/Shipping	2037495389	1-4518-26	\$202.54
	Library Materials - Processing/Shipping	2037499403	1-4518-26	\$139.07
	Library Materials - Processing/Shipping	2037506513	1-4518-26	\$61.32

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Library Materials - Processing/Shipping	2037508944	1-4518-26	\$62.34
	Library Materials - Processing/Shipping	2037512064	1-4518-26	\$71.06
	Library Materials - Processing/Shipping	2037517988	1-4518-26	\$42.65
	Library Materials - Processing/Shipping	2037519812	1-4518-26	\$28.88
	Library Materials - Processing/Shipping	2037523470	1-4518-26	\$266.81
	Library Materials - Processing/Shipping	2037526106	1-4518-26	\$46.34
	Library Materials - Processing/Shipping	2037528854	1-4518-26	\$56.02
	Library Materials - Processing/Shipping	2037531691	1-4518-26	\$39.08
	Library Materials - Processing/Shipping	2037536448	1-4518-26	\$38.43
	Library Materials - Processing/Shipping	2037542192	1-4518-26	\$52.85
	Books - Adult World Languages	2037523470	1-4525-26	\$11.99
	Books - Adult World Languages	2037536448	1-4525-26	\$11.97
	Books - Adult Fiction	2037492533	1-4540-26	\$375.46
	Books - Adult Fiction	2037495389	1-4540-26	\$2,210.18
	Books - Adult Fiction	2037499403	1-4540-26	\$162.60
	Books - Adult Fiction	2037506513	1-4540-26	\$563.96
	Books - Adult Fiction	2037508944	1-4540-26	\$586.45
	Books - Adult Fiction	2037512064	1-4540-26	\$308.45
	Books - Adult Fiction	2037517988	1-4540-26	\$206.68
	Books - Adult Fiction	2037519812	1-4540-26	\$84.98
	Books - Adult Fiction	2037523470	1-4540-26	\$1,505.51
	Books - Adult Fiction	2037526106	1-4540-26	\$158.89
	Books - Adult Fiction	2037528854	1-4540-26	\$235.16
	Books - Adult Fiction	2037531691	1-4540-26	\$276.79
	Books - Adult Fiction	2037536448	1-4540-26	\$237.33
	Books - Adult Fiction	2037542192	1-4540-26	\$441.20
	Books - Adult Non-Fiction	2037492533	1-4541-26	\$137.73
	Books - Adult Non-Fiction	2037495389	1-4541-26	\$370.85
	Books - Adult Non-Fiction	2037499403	1-4541-26	\$1,223.10
	Books - Adult Non-Fiction	2037506513	1-4541-26	\$269.61
	Books - Adult Non-Fiction	2037508944	1-4541-26	\$176.77
	Books - Adult Non-Fiction	2037512064	1-4541-26	\$727.12
	Books - Adult Non-Fiction	2037517988	1-4541-26	\$350.33

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Adult Non-Fiction	2037519812	1-4541-26	\$302.43
	Books - Adult Non-Fiction	2037523470	1-4541-26	\$1,587.43
	Books - Adult Non-Fiction	2037526106	1-4541-26	\$627.90
	Books - Adult Non-Fiction	2037528854	1-4541-26	\$450.93
	Books - Adult Non-Fiction	2037531691	1-4541-26	\$127.21
	Books - Adult Non-Fiction	2037536448	1-4541-26	\$111.99
	Books - Adult Non-Fiction	2037542192	1-4541-26	\$282.67
	Books - Adult Large Print	2037495389	1-4543-26	\$954.95
	Books - Adult Large Print	2037499403	1-4543-26	\$520.76
	Books - Adult Large Print	2037506513	1-4543-26	\$167.67
	Books - Adult Large Print	2037508944	1-4543-26	\$60.60
	Books - Adult Large Print	2037512064	1-4543-26	\$54.59
	Books - Adult Large Print	2037517988	1-4543-26	\$33.99
	Books - Adult Large Print	2037519812	1-4543-26	\$37.04
	Books - Adult Large Print	2037523470	1-4543-26	\$31.16
	Books - Adult Large Print	2037526106	1-4543-26	\$39.00
	Books - Adult Large Print	2037528854	1-4543-26	\$83.18
	Books - Adult Large Print	2037531691	1-4543-26	\$32.40
	Books - Adult Large Print	2037536448	1-4543-26	\$177.97
	Books - Adult Large Print	2037542192	1-4543-26	\$54.87
	Books - Juvenile Non-Fiction	2037499403	1-4545-26	\$17.24
	Dube Book Dedication	2037508944	1-4575-10	\$28.18
		<i>Subtotal for Vendor</i>		\$17,567.91
Benedictine University Library				
	Lost/Damaged Item: "The Corporate Culture Survival Guide"	ILL217713656	1-3310-30	\$45.00
		<i>Subtotal for Vendor</i>		\$45.00
Blackstone Publishing				
	Audiobooks - Adult	2100189	1-4551-26	\$599.92
	Audiobooks - Adult	L13279188	1-4551-26	\$301.49
		<i>Subtotal for Vendor</i>		\$901.41
BRT Outdoor LLC				
	Summer Adventure & Events Ads - 5/29/23-6/29/23	11677	1-4731-10	\$1,125.00
	Summer Adventure & Events Ads - 6/30/23-7/30/23	11678	1-4731-10	\$1,125.00

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$2,250.00
Business Office Systems				
	3rd Fl & Board Room Table Tops Replacements	52647	1-4651-30	\$10,630.22
		<i>Subtotal for Vendor</i>		\$10,630.22
Center Point Large Print				
	Books - Adult Large Print	2012521	1-4543-26	\$147.42
		<i>Subtotal for Vendor</i>		\$147.42
Children's Plus Inc.				
	Books - Juvenile Non-Fiction	228825	1-4545-26	\$160.65
	Books - Juvenile Non-Fiction	229310	1-4545-26	\$276.81
	Books - Juvenile Non-Fiction	229564	1-4545-26	\$93.76
	Books - Juvenile Non-Fiction	229566	1-4545-26	\$260.32
	Books - Juvenile Non-Fiction	229673	1-4545-26	\$38.19
	Books - Juvenile Non-Fiction	229718	1-4545-26	\$499.42
	Books - Juvenile Non-Fiction	229565	1-4545-29	\$152.62
	Books - Juvenile Non-Fiction	229884	1-4545-29	\$41.85
	Books - Young Adult Non-Fiction	229694	1-4549-26	\$356.75
		<i>Subtotal for Vendor</i>		\$1,880.37
Comcast Cable				
	Cable - 6/3/23-7/2/23	0367494-JUNE23	1-4316-14	\$103.27
		<i>Subtotal for Vendor</i>		\$103.27
Danielle Louise Vidad				
	Refund - "Real Change: Mindfulness to Heal Ourselves"	DLV8884	1-3310-10	\$14.37
		<i>Subtotal for Vendor</i>		\$14.37
Demco, Inc.				
	Processing & Repair Materials	7306039	1-4371-12	\$2,826.28
	Book Club Custom Tape	7311452	1-4371-12	\$227.21
		<i>Subtotal for Vendor</i>		\$3,053.49
Discount School Supply				
	Various Program Supplies	P42226950101	1-4353-20	\$956.19
		<i>Subtotal for Vendor</i>		\$956.19
Elite Detailing Services, Inc.				
	Bkm, Van & Ford Transit Clean Interior & Exterior - 5/19/23	14707	1-4235-29	\$270.00

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$270.00
ELM USA				
	Processing, Repair Materials & Processing/Shipping	57994	1-4371-12	\$492.00
	ECO Master 1 Year Warranty - 6/13/23-6/12/24	58233	1-4371-12	\$1,780.00
	Processing, Repair Materials & Processing/Shipping	57994	1-4518-26	\$11.99
		<i>Subtotal for Vendor</i>		\$2,283.99
First Bankcard				
	ALA - Gonzalez Exhibition Pass - 6/24/23-6/27/23	N8770-JUNE23	1-4151-10	\$40.00
	WILIUG - Theobald - Spring Conference - 6/1/23-6/2/23	N8770-JUNE23	1-4151-10	\$20.94
	WILIUG - Castle - Spring Conference - 6/2/23	N8770-JUNE23	1-4151-10	\$31.41
	WILIUG - Andrus - Spring Conference - 6/2/23	N8770-JUNE23	1-4151-10	\$31.41
	WILIUG - J. Luce - Spring Conference - 6/1/23-6/2/23	N8770-JUNE23	1-4151-10	\$52.35
	ALA - Bradley - AI Literacy Webinar - 5/17/23	N8770-JUNE23	1-4151-10	\$79.00
	ABOS - Petrov - Annual Conference - 10/9/23-10/11/23	N8770-JUNE23	1-4151-10	\$375.00
	ABOS - Boyer - Annual Conference - 10/9/23-10/11/23	N8770-JUNE23	1-4151-10	\$375.00
	MGMT - Pottle - Employment Law Conference - 11/2/23	N8770-JUNE23	1-4151-10	\$295.00
	ALA - Montalvo - Annual Conference - 6/24/23	N8770-JUNE23	1-4151-10	\$285.00
	Limousine Service - Reaching Forward Shuttle - 5/5/23	N8770-JUNE23	1-4171-10	\$255.00
	Limousine Service - Return Reaching Forward Shuttle - 5/5/23	N8770-JUNE23	1-4171-10	\$255.00
	Am Air - Petrov ABOS Flight Seat - 10/8/23 & 10/11/ 23	N8770-JUNE23	1-4171-10	\$48.32
	Am Air - Petrov Guest ABOS Flight Seat - 10/8/23 & 10/11/23	N8770-JUNE23	1-4171-10	\$48.32
	Am Air - Petrov Guest ABOS Flight Ticket 10/8/23 & 10/11/23	N8770-JUNE23	1-4171-10	\$463.80
	Am Air - Boyer ABOS Flight Seat - 10/8/23 & 10/11/23	N8770-JUNE23	1-4171-10	\$84.47
	Am Air - Petrov ABOS Flight Ticket 10/8/23 & 10/11/23	N8770-JUNE23	1-4171-10	\$463.80
	Am Air - Boyer ABOS Flight Ticket 10/8/23 & 10/11/23	N8770-JUNE23	1-4171-10	\$463.80
	Hershey Lodge - Boyer & Petrov ABOS Hotel - 10/8/23-10/11/23	P9444-JUNE23	1-4173-10	\$441.78
	FOCUOS - Spindel & Bermejo - FOCUOS & Friends Event 5/25/23	N8770-JUNE23	1-4173-16	\$130.00
	FOCUOS - Valencia - FOCUOS & Friends Event - 5/25/23	N8770-JUNE23	1-4173-16	\$65.00
	Odyne System - Bkm Odyne Battery Maintenance - 3 /1/23	N8770-JUNE23	1-4235-29	\$2,331.30
	TransChicago - Bkm Preventative Maintenance - 5/16/23	P9444-JUNE23	1-4235-29	\$1,364.30
	A&G Repair - Bkm AC Preventative Maintenance - 5/17/23	P9444-JUNE23	1-4235-29	\$45.00
	Mercedes Benz - Express Van Preventative Maint - 5/24/23	P9444-JUNE23	1-4235-29	\$371.23
	GotPrint - 2023 Summer Adventure Logs	N8770-JUNE23	1-4256-10	\$363.81

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	District & Essential Supplies Restock - April 2023	A192-2223	1-4351-10	\$210.10
	District Paper Restock - April 2023	A193-2223	1-4351-10	\$644.60
	District Paper Restock - April 2023	A193-2223Reorder	1-4351-10	\$322.50
	Medium Gloves Essential Supply Restock	A200-2223	1-4351-10	\$57.99
	GotPrint - FPLD New Logo Window Envelopes	N8770-JUNE23	1-4351-10	\$315.17
	Vista Print - New Logo Address Stamp	N8770-JUNE23	1-4351-10	\$49.39
	Various Program Supplies	A194-2223	1-4353-20	\$323.86
	Replacement Damaged Wood Rings	A194-2223Reorder	1-4353-20	\$6.99
	Various Program Supplies	A203-2223	1-4353-20	\$217.50
	Tabletop S'mores Maker	A211-2223	1-4353-20	\$44.49
	GFS Store - Roots Program Supplies	N8770-JUNE23	1-4353-20	\$74.40
	Socks & Wood Balls	A188-2223	1-4353-24	\$40.56
	2023 Summer Adventure Decorations & Program Supplies	A189-2223	1-4353-24	\$283.67
	Various Craft Supplies	A195-2223	1-4353-24	\$106.88
	Various Program Supplies	A197-2223	1-4353-24	\$197.74
	Various Craft Supplies	A204-2223	1-4353-24	\$164.98
	Costco - Program Water	N8770-JUNE23	1-4353-24	\$43.99
	Dollar Tree - June & July Adult Crafts	N8770-JUNE23	1-4353-24	\$27.50
	Dollar Tree - June & July Adult Crafts	N8770-JUNE23	1-4353-24	\$5.00
	Jimmy Johns - Senior Social Lunch - 5/4/23	N8770-JUNE23	1-4353-24	\$99.89
	Will County Health - Temp Food Permit	N8770-JUNE23	1-4353-24	\$46.50
	Book Depot - 2023 Adult Summer Adventure Prizes	N8770-JUNE23	1-4353-24	\$905.13
	Andersons - 2023 Summer Adventure & Read Initiatives Books	N8770-JUNE23	1-4353-24	\$401.38
	Walmart - Teen Program Supplies	N8770-JUNE23	1-4353-24	\$69.58
	Dollar Tree - June & July Adult Crafts	N8770-JUNE23	1-4353-24	\$8.75
	Walmart - June & July Adult Crafts	N8770-JUNE23	1-4353-24	\$16.56
	Dollar Tree - June & July Adult Crafts	N8770-JUNE23	1-4353-24	\$28.75
	Silhouette America - Various Program Supplies	N8770-JUNE23	1-4353-27	\$5.35
	Chromebook Battery	A190-2223	1-4354-14	\$43.99
	Chromebook Battery, Adapter & Cable	A196-2223	1-4354-14	\$542.43
	Display Screen Panel & Snap Hooks	A205-2223	1-4354-14	\$130.93
	Alonti - Local Gov Efficiency Act/Board Mtg Dinners 5/18/23	M4566-JUNE23	1-4355-16	\$137.21
	Patron Flashdrives	A187-2223	1-4371-10	\$49.95

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Canva - Lucky Day Stickers	N8770-JUNE23	1-4371-12	\$200.00
	Michaels - Cricut Maker Blades	N8770-JUNE23	1-4371-20	\$65.98
	Michaels - Cricut Maker Accessories	N8770-JUNE23	1-4371-20	\$441.81
	Various Patron Use Supplies	A207-2223	1-4371-27	\$47.87
	Storage Bins	A191-2223	1-4371-28	\$106.89
	Target - Nintendo Switch Game	T7780-JUNE23	1-4518-26	\$5.99
	Amazon - Teen Fire Tablet Gift Card	T7780-JUNE23	1-4520-26	\$800.00
	Amazon - Fire Tablet Content Gift Card	T7780-JUNE23	1-4520-26	\$800.00
	Netflix - 4/12 Additional Roku Monthly Subscriptions	M4566-JUNE23	1-4523-26	\$19.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	M4566-JUNE23	1-4523-26	\$14.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-JUNE23	1-4523-26	\$19.99
	Netflix - 4/12 Additional Roku Monthly Subscriptions	N8770-JUNE23	1-4523-26	\$19.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	N8770-JUNE23	1-4523-26	\$14.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$19.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$19.99
	Disney Plus - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$19.99
	Hulu - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$19.99
	Netflix - 4/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$19.99
	Hulu - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$14.99
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$19.99
	Hulu - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$14.99
	Hulu - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$14.99
	Netflix - 2/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$19.99
	Disney Plus - 1/8 Outreach Roku Annual Subscriptions	P9444-JUNE23	1-4523-26	\$109.99
	Disney Plus - 1/8 Outreach Roku Annual Subscriptions	P9444-JUNE23	1-4523-26	\$109.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$9.99
	HBO Max - 2/8 Outreach Roku Monthly Subscriptions	P9444-JUNE23	1-4523-26	\$149.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$19.99
	Netflix - 4/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$19.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$9.99

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	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$9.99
	CrunchyRoll - 1/8 Outreach Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$9.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	HBO Max - 3/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$14.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$14.99
	Hulu - 4/12 Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$14.99
	Hulu - 4/12 Additional Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$14.99
	Hulu - 1/8 Outreach Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$14.99
	HBO Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	HBO Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	HBO Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	HBO Max - 3/12 Additional Roku Monthly Subscriptions	T7780-JUNE23	1-4523-26	\$15.99
	Target - Nintendo Switch Game	T7780-JUNE23	1-4564-26	\$34.99
	Numark Mixtrak Hard Case	A199-2223	1-4568-27	\$43.59
	Embroidery Machine & Clicker	A210-2223	1-4568-27	\$1,230.74
	SP Tonies - STEAMboxes	T7780-JUNE23	1-4569-26	\$990.73
	2023 FPLD Summer Adventure Decorations	A202-2223	1-4575-10	\$87.95
	Spotify - Monthly Streaming Music Subscription	N8770-JUNE23	1-4631-14	\$15.99
	Classmarker - COHS 50 Pack Online Self Assessment Credits	N8770-JUNE23	1-4631-14	\$25.00
	Kafe Du Monde - CSD Meeting Beverages	N8770-JUNE23	1-4711-10	\$94.69
	Will County Health - 2023 Ice Cream Social Temp Food Permits	N8770-JUNE23	1-4711-10	\$140.00
	Donut Den - April 2023 Donuts Refreshments - 5/2/23	M4566-JUNE23	1-4715-10	\$14.76
	Alonti - Local Gov Efficiency Act/Board Mtg Dinners 5/18/23	M4566-JUNE23	1-4715-10	\$72.79
	Donut Den - May 2023 Donuts Refreshments - 5/2/23	M4566-JUNE23	1-4715-10	\$14.76
	Panera - April 2023 Pastries Refreshments - 5/2/23	N8770-JUNE23	1-4715-10	\$21.68
	Rosatis - TRIA Architecture Meeting Lunch - 5/5/23	N8770-JUNE23	1-4715-10	\$59.48
	Panera - May 2023 Pastries Refreshments - 5/23/23	N8770-JUNE23	1-4715-10	\$41.68
	Shutterstock - Promotional Images	N8770-JUNE23	1-4731-10	\$49.00

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Facebook - Monthly Ads	N8770-JUNE23	1-4731-10	\$34.54
	MailChimp - Monthly Subscription	N8770-JUNE23	1-4731-10	\$69.00
	FOCUOS - Gala Program Book Half-Page Ad	N8770-JUNE23	1-4731-10	\$100.00
	Woobox - Monthly Subscription	N8770-JUNE23	1-4731-10	\$29.00
	QR Code - Annual Subscription	N8770-JUNE23	1-4731-10	\$162.04
		<i>Subtotal for Vendor</i>		\$21,192.28
Foundation for Bolingbrook Parks				
	Annual Glow Golf Outing Dessert Sponsor - 6/17/23	7835-2223	1-4731-10	\$200.00
		<i>Subtotal for Vendor</i>		\$200.00
Fun Express LLC				
	Various Program Supplies	72450625301	1-4353-20	\$195.00
	Various Program Supplies	72457432101	1-4353-20	\$176.52
		<i>Subtotal for Vendor</i>		\$371.52
Gale/Cengage Learning				
	Books - Adult Large Print	81125739	1-4543-26	\$248.72
		<i>Subtotal for Vendor</i>		\$248.72
GovConnection, Inc.				
	Security Keys w/ Adapter	74049993	1-4641-14	\$4,998.00
		<i>Subtotal for Vendor</i>		\$4,998.00
HR Source				
	2023 Public Library Supplemental Report - Library Survey	18067	1-4253-10	\$150.00
		<i>Subtotal for Vendor</i>		\$150.00
Illinois American Water				
	Fire Protection - 5/18/23-6/19/23	1025-210003089465	1-4331-30	\$45.98
	Irrigation - 4/20/23-5/17/23	1025-210003089915	1-4331-30	\$51.02
		<i>Subtotal for Vendor</i>		\$97.00
Illinois American Water/Bolingbrook				
	Water & Sewer - 4/20/23-5/17/23	1025-210003088318	1-4331-30	\$757.57
		<i>Subtotal for Vendor</i>		\$757.57
Illinois Library Association				
	Bradley Membership - 6/1/23-5/31/24	240413	1-4161-10	\$100.00
	Petrov Membership - 6/1/23-5/31/24	240540	1-4161-10	\$150.00
	Spindel Membership - 7/1/23-6/30/24	240321	1-4161-16	\$75.00

**Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Valencia Membership - 5/1/23-4/30/24	240378	1-4161-16	\$75.00
		<i>Subtotal for Vendor</i>		\$400.00
Ingram Library Services				
	Library Materials - Processing/Shipping	75791259	1-4518-26	\$21.54
	Library Materials - Processing/Shipping	75815570	1-4518-26	\$23.60
	Library Materials - Processing/Shipping	75856356	1-4518-26	\$69.50
	Library Materials - Processing/Shipping	75877296	1-4518-26	\$43.40
	Library Materials - Processing/Shipping	75897845	1-4518-26	\$26.88
	Library Materials - Processing/Shipping	75924413	1-4518-26	\$20.00
	Library Materials - Processing/Shipping	75940499	1-4518-26	\$172.14
	Library Materials - Processing/Shipping	75940500	1-4518-26	\$26.18
	Library Materials - Processing/Shipping	75946800	1-4518-26	\$140.72
	Library Materials - Processing/Shipping	75966028	1-4518-26	\$34.10
	Library Materials - Processing/Shipping	75984228	1-4518-26	\$11.60
	Library Materials - Processing/Shipping	75992087	1-4518-26	\$49.54
	Library Materials - Processing/Shipping	76004383	1-4518-26	\$35.66
	Library Materials - Processing/Shipping	76026864	1-4518-26	\$51.80
	Library Materials - Processing/Shipping	76046879	1-4518-26	\$29.62
	Library Materials - Processing/Shipping	76053670	1-4518-26	\$105.84
	Library Materials - Processing/Shipping	76053671	1-4518-26	\$26.70
	Library Materials - Processing/Shipping	76092337	1-4518-26	\$69.36
	Library Materials - Processing/Shipping	76123864	1-4518-26	\$40.94
	Library Materials - Processing/Shipping	76137759	1-4518-26	\$80.08
	Library Materials - Processing/Shipping	76141783	1-4518-26	\$50.04
	Library Materials - Processing/Shipping	76141784	1-4518-26	\$7.98
	Books - Juvenile World Languages	76046879	1-4526-26	\$21.46
	Books - Juvenile World Languages	76053671	1-4526-26	\$50.87
	Books - Juvenile World Languages	76092337	1-4526-26	\$40.09
	Books - Juvenile World Languages	76123864	1-4526-26	\$142.14
	Books - Juvenile World Languages	76141783	1-4526-26	\$27.11
	Books - Juvenile World Languages	76141784	1-4526-26	\$40.02
	Books - Juvenile World Languages	75966028	1-4526-29	\$28.57
	Books - Juvenile World Languages	75992087	1-4526-29	\$2.99

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Bills Payables Report
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General Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile World Languages	76046879	1-4526-29	\$10.73
	Books - Juvenile World Languages	76053671	1-4526-29	\$7.32
	Books - Juvenile World Languages	76123864	1-4526-29	\$10.17
	Books - Juvenile World Languages	76141784	1-4526-29	\$10.14
	Books - Adult Fiction	76123864	1-4540-26	\$96.87
	Books - Adult Non-Fiction	75856356	1-4541-26	\$7.77
	Books - Adult Non-Fiction	75940499	1-4541-26	\$52.56
	Books - Adult Non-Fiction	75946800	1-4541-26	\$142.63
	Books - Juvenile Fiction	75791259	1-4544-26	\$23.36
	Books - Juvenile Fiction	75815570	1-4544-26	\$249.57
	Books - Juvenile Fiction	75856356	1-4544-26	\$379.09
	Books - Juvenile Fiction	75877296	1-4544-26	\$206.21
	Books - Juvenile Fiction	75897845	1-4544-26	\$104.51
	Books - Juvenile Fiction	75924413	1-4544-26	\$118.69
	Books - Juvenile Fiction	75966028	1-4544-26	\$114.52
	Books - Juvenile Fiction	75984228	1-4544-26	\$73.23
	Books - Juvenile Fiction	75992087	1-4544-26	\$124.10
	Books - Juvenile Fiction	76004383	1-4544-26	\$130.15
	Books - Juvenile Fiction	76026864	1-4544-26	\$285.82
	Books - Juvenile Fiction	76046879	1-4544-26	\$310.36
	Books - Juvenile Fiction	76053670	1-4544-26	\$590.15
	Books - Juvenile Fiction	76053671	1-4544-26	\$81.04
	Books - Juvenile Fiction	76092337	1-4544-26	\$429.66
	Books - Juvenile Fiction	76123864	1-4544-26	\$56.78
	Books - Juvenile Fiction	76141783	1-4544-26	\$133.60
	Books - Juvenile Fiction	75856356	1-4544-29	\$31.67
	Books - Juvenile Fiction	75877296	1-4544-29	\$21.45
	Books - Juvenile Fiction	75924413	1-4544-29	\$4.19
	Books - Juvenile Fiction	75966028	1-4544-29	\$5.99
	Books - Juvenile Fiction	75984228	1-4544-29	\$15.59
	Books - Juvenile Fiction	75992087	1-4544-29	\$89.91
	Books - Juvenile Fiction	76004383	1-4544-29	\$182.18
	Books - Juvenile Fiction	76026864	1-4544-29	\$24.28

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June 15, 2023

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Juvenile Fiction	76053671	1-4544-29	\$4.19
	Books - Juvenile Fiction	76092337	1-4544-29	\$72.27
	Books - Juvenile Fiction	76137759	1-4544-29	\$10.16
	Books - Juvenile Non-Fiction	75940499	1-4545-26	\$218.65
	Books - Juvenile Non-Fiction	75946800	1-4545-26	\$12.73
	Books - Juvenile Non-Fiction	76026864	1-4545-26	\$19.20
	Books - Juvenile Non-Fiction	75940500	1-4545-29	\$60.14
	Books - Juvenile Easy	75791259	1-4546-26	\$17.53
	Books - Juvenile Easy	75815570	1-4546-26	\$21.54
	Books - Juvenile Easy	75856356	1-4546-26	\$237.10
	Books - Juvenile Easy	75877296	1-4546-26	\$224.02
	Books - Juvenile Easy	75897845	1-4546-26	\$84.87
	Books - Juvenile Easy	75940499	1-4546-26	\$40.64
	Books - Juvenile Easy	75946800	1-4546-26	\$82.62
	Books - Juvenile Easy	75966028	1-4546-26	\$62.10
	Books - Juvenile Easy	75984228	1-4546-26	\$36.14
	Books - Juvenile Easy	75992087	1-4546-26	\$57.98
	Books - Juvenile Easy	76004383	1-4546-26	\$66.06
	Books - Juvenile Easy	76026864	1-4546-26	\$84.12
	Books - Juvenile Easy	76053671	1-4546-26	\$34.18
	Books - Juvenile Easy	76092337	1-4546-26	\$95.43
	Books - Juvenile Easy	75791259	1-4546-29	\$7.18
	Books - Juvenile Easy	75815570	1-4546-29	\$10.77
	Books - Juvenile Easy	75856356	1-4546-29	\$16.37
	Books - Juvenile Easy	75877296	1-4546-29	\$20.89
	Books - Juvenile Easy	75897845	1-4546-29	\$19.20
	Books - Juvenile Easy	75940500	1-4546-29	\$10.16
	Books - Juvenile Easy	75966028	1-4546-29	\$7.34
	Books - Juvenile Easy	75992087	1-4546-29	\$30.48
	Books - Juvenile Easy	76004383	1-4546-29	\$10.73
	Books - Juvenile Easy	76026864	1-4546-29	\$21.46
	Books - Juvenile Easy	76053671	1-4546-29	\$11.29
	Books - Juvenile Easy	76092337	1-4546-29	\$168.83

Fountaindale Public Library District
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June 15, 2023

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Books - Young Adult Fiction	75815570	1-4548-26	\$24.92
	Books - Young Adult Fiction	75856356	1-4548-26	\$51.72
	Books - Young Adult Fiction	75877296	1-4548-26	\$89.20
	Books - Young Adult Fiction	75897845	1-4548-26	\$115.23
	Books - Young Adult Fiction	75924413	1-4548-26	\$6.59
	Books - Young Adult Fiction	75940499	1-4548-26	\$247.93
	Books - Young Adult Fiction	75946800	1-4548-26	\$155.93
	Books - Young Adult Fiction	75966028	1-4548-26	\$63.66
	Books - Young Adult Fiction	75984228	1-4548-26	\$33.31
	Books - Young Adult Fiction	75992087	1-4548-26	\$12.40
	Books - Young Adult Fiction	76004383	1-4548-26	\$61.56
	Books - Young Adult Fiction	76026864	1-4548-26	\$60.74
	Books - Young Adult Fiction	76046879	1-4548-26	\$8.44
	Books - Young Adult Fiction	76092337	1-4548-26	\$129.84
	Books - Young Adult Fiction	76123864	1-4548-26	\$14.27
	Books - Young Adult Fiction	76137759	1-4548-26	\$305.79
	Books - Young Adult Fiction	76141783	1-4548-26	\$62.98
	Books - Young Adult Fiction	76141784	1-4548-26	\$11.04
	Books - Young Adult Fiction	76092337	1-4548-29	\$20.89
	Books - Young Adult Non-Fiction	75940499	1-4549-26	\$9.60
	Books - Young Adult Non-Fiction	75966028	1-4549-26	\$9.74
	Video Games - YA	75791259	1-4563-26	\$61.73
	Video Games - YA	75924413	1-4563-26	\$405.41
	Video Games - YA	76053670	1-4563-26	\$26.99
	Video Games - YA	76141784	1-4563-26	\$185.96
	Video Games - Juvenile	75791259	1-4564-26	\$37.99
	Video Games - Juvenile	75924413	1-4564-26	\$246.95
	Video Games - Juvenile	76141784	1-4564-26	\$145.97
	Video Games - Juvenile	75791259	1-4564-29	\$37.99
	Video Games - Juvenile	75924413	1-4564-29	\$224.96
	Video Games - Juvenile	76141784	1-4564-29	\$91.98
	Video Games - Adult	75791259	1-4565-26	\$284.94
	Video Games - Adult	76123864	1-4565-26	\$125.98

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$10,863.76
Intentional Energy3 LLC				
	Program - I Don't Journal 2.0 Workshop - 6/22/23	IE062223	1-4571-24	\$300.00
		<i>Subtotal for Vendor</i>		\$300.00
It's A Sign, Inc.				
	Summer Adventure 2023 Elevator Wraps	8515	1-4731-10	\$5,040.00
		<i>Subtotal for Vendor</i>		\$5,040.00
ITsavvy LLC				
	Epson Receipt Printers	01424667	1-4641-14	\$7,031.43
		<i>Subtotal for Vendor</i>		\$7,031.43
James Galeno				
	Program - JG's Reptile Road Show - 6/28/23	JG062823	1-4572-20	\$375.00
	Program - JG's Reptile Road Show - 6/28/23	JG062823	1-4573-24	\$375.00
		<i>Subtotal for Vendor</i>		\$750.00
JanWay Company USA, Inc.				
	Electronic Devices, Equipment & Processing/Shipping	142703	1-4518-26	\$210.00
	Electronic Devices, Equipment & Processing/Shipping	142703	1-4527-26	\$2,960.00
		<i>Subtotal for Vendor</i>		\$3,170.00
Jefferson Parish Library				
	Lost/Damaged Item: "Secrets Study Guide"	217358800	1-3310-10	\$77.99
		<i>Subtotal for Vendor</i>		\$77.99
Jesse Kolek				
	Refund - "Paw Patrol: Meet Everest!"	JK5201-01	1-3310-10	\$34.99
	Refund - "Wild Kratts: Super Sprinters"	JK5201-02	1-3310-10	\$12.99
		<i>Subtotal for Vendor</i>		\$47.98
Joan M. O'Malley				
	Program - Babysitting Class - 6/17/23	JMO061723	1-4573-24	\$450.00
		<i>Subtotal for Vendor</i>		\$450.00
Joe Crookham				
	Tuition Reimburse - Organization Knowledge - 1/9/23-5/4/23	JC051123	1-4151-10	\$2,687.70
		<i>Subtotal for Vendor</i>		\$2,687.70
Johnson Controls Security Solutions				
	First Half - Burglar Alarm Cellular Install	38830600	1-4651-30	\$949.65

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Final Half - Burglar Alarm Cellular Install	38834012	1-4651-30	\$949.65
		<i>Subtotal for Vendor</i>		<u>\$1,899.30</u>
Justin Clash				
	Reimbursement - Hillman Fastener	JC052323	1-4568-27	\$5.01
		<i>Subtotal for Vendor</i>		<u>\$5.01</u>
Kellie Chase				
	Program - Quilts for Kids - 6/16/23	KC061623	1-4571-24	\$210.00
		<i>Subtotal for Vendor</i>		<u>\$210.00</u>
Konica Minolta Business Solutions U.S.A., Inc.				
	March Contract: Maintenance - 4/15/23-5/14/23	9009318779	1-4234-14	\$1.00
		<i>Subtotal for Vendor</i>		<u>\$1.00</u>
Konica Minolta Premier Finance				
	License Plate Sticker Printer Lease - June 2023	501538334	1-4234-14	\$15.66
	Leased Equipment - June 2023	502025653	1-4234-14	\$1,619.69
		<i>Subtotal for Vendor</i>		<u>\$1,635.35</u>
Laura Didier				
	Outreach Services Mileage - 5/1/23-5/31/23	LD060723	1-4171-10	\$45.26
		<i>Subtotal for Vendor</i>		<u>\$45.26</u>
Library Ideas LLC				
	Books - Juvenile World Languages	98894	1-4526-26	\$516.96
	Books - Juvenile Easy	98765	1-4546-26	\$1,524.48
	Books - Juvenile Easy	99081	1-4546-26	\$2,021.80
		<i>Subtotal for Vendor</i>		<u>\$4,063.24</u>
Lizzadro Museum of Lapidary Art				
	Program - Start Your Rockin' Collection - 6/23/23	LMLA062323	1-4572-20	\$200.00
		<i>Subtotal for Vendor</i>		<u>\$200.00</u>
Lorena Y Carreno				
	Reimbursement - Returned Check 59048 Bank Fee	7867-2223	1-4247-10	\$12.00
	Program - Artesanias en Espanol - 6/27/23	LYC062723	1-4571-24	\$200.00
		<i>Subtotal for Vendor</i>		<u>\$212.00</u>
Lyngsoe Systems, Inc.				
	Circ - Sticky Paper Staff Induction Printer	005933	1-4341-10	\$1,112.00
		<i>Subtotal for Vendor</i>		<u>\$1,112.00</u>

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
Midwest Pano, LLC				
	Google Virtual Tour, Navigation/Hotspot Platform & Travel	10783396	1-4256-10	\$5,973.12
		<i>Subtotal for Vendor</i>		\$5,973.12
Midwest Tape				
	DVD - Adult & Processing/Shipping	503736927	1-4518-26	\$21.68
	Music - Adult & Processing/Shipping	503736928	1-4518-26	\$30.38
	DVD - Adult & Processing/Shipping	503737110	1-4518-26	\$54.20
	DVD - Adult & Processing/Shipping	503737111	1-4518-26	\$17.36
	DVD - Adult & Processing/Shipping	503737112	1-4518-26	\$10.84
	DVD - Juvenile & Processing/Shipping	503737113	1-4518-26	\$14.22
	Music - Adult & Processing/Shipping	503737114	1-4518-26	\$3.99
	DVD - Juvenile & Processing/Shipping	503737115	1-4518-26	\$9.48
	DVD - Adult & Processing/Shipping	503737116	1-4518-26	\$7.98
	DVD - Adult & Processing/Shipping	503737117	1-4518-26	\$8.68
	DVD - Adult & Processing/Shipping	503737118	1-4518-26	\$47.40
	DVD - Adult & Processing/Shipping	503737119	1-4518-26	\$87.30
	DVD - Adult & Processing/Shipping	503737120	1-4518-26	\$47.40
	DVD - Adult & Processing/Shipping	503737121	1-4518-26	\$87.30
	DVD - Adult & Processing/Shipping	503737122	1-4518-26	\$7.98
	DVD - Juvenile & Processing/Shipping	503737123	1-4518-26	\$18.96
	DVD - Adult & Processing/Shipping	503737124	1-4518-26	\$12.98
	DVD - Adult & Processing/Shipping	503737125	1-4518-26	\$14.98
	DVD - Adult & Processing/Shipping	503737126	1-4518-26	\$8.68
	DVD - Juvenile & Processing/Shipping	503737127	1-4518-26	\$10.84
	DVD - Adult & Processing/Shipping	503737128	1-4518-26	\$11.97
	DVD - Adult & Processing/Shipping	503737129	1-4518-26	\$23.70
	DVD - Adult & Processing/Shipping	503737130	1-4518-26	\$11.97
	DVD - Adult & Processing/Shipping	503737131	1-4518-26	\$14.22
	DVD - Adult & Processing/Shipping	503737135	1-4518-26	\$18.62
	DVD - Adult & Processing/Shipping	503737136	1-4518-26	\$3.99
	Books - Adult Non-Fiction & Processing/Shipping	503765556	1-4518-26	\$9.98
	Music - Adult & Processing/Shipping	503765557	1-4518-26	\$17.71
	DVD - Adult & Processing/Shipping	503765559	1-4518-26	\$37.94

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Juvenile & Processing/Shipping	503770480	1-4518-26	\$37.94
	Audiobooks - Adult & Processing/Shipping	503770481	1-4518-26	\$4.49
	Audiobooks - Adult & Processing/Shipping	503770482	1-4518-26	\$4.99
	DVD - Adult & Processing/Shipping	503770483	1-4518-26	\$3.99
	DVD - Adult & Processing/Shipping	503770484	1-4518-26	\$4.74
	DVD - Adult & Processing/Shipping	503770485	1-4518-26	\$9.48
	DVD - Juvenile & Processing/Shipping	503770486	1-4518-26	\$9.48
	DVD - Adult & Processing/Shipping	503770487	1-4518-26	\$9.48
	DVD - Adult & Processing/Shipping	503770488	1-4518-26	\$43.65
	DVD - Adult & Processing/Shipping	503770489	1-4518-26	\$9.48
	DVD - Adult & Processing/Shipping	503770490	1-4518-26	\$26.19
	DVD - Juvenile & Processing/Shipping	503770491	1-4518-26	\$16.26
	DVD - Adult & Processing/Shipping	503770492	1-4518-26	\$5.42
	DVD - Adult & Processing/Shipping	503770493	1-4518-26	\$16.26
	DVD - Adult & Processing/Shipping	503770494	1-4518-26	\$26.04
	DVD - Adult & Processing/Shipping	503770495	1-4518-26	\$54.20
	DVD - Adult & Processing/Shipping	503770496	1-4518-26	\$43.40
	DVD - Adult & Processing/Shipping	503770497	1-4518-26	\$54.20
	DVD - Adult & Processing/Shipping	503770498	1-4518-26	\$47.74
	Audiobooks - Adult & Processing/Shipping	503770499	1-4518-26	\$9.98
	Audiobooks - Adult & Processing/Shipping	503770500	1-4518-26	\$19.96
	DVD - Adult & Processing/Shipping	503770501	1-4518-26	\$59.62
	DVD - Adult & Processing/Shipping	503770502	1-4518-26	\$23.70
	DVD - Adult & Processing/Shipping	503770503	1-4518-26	\$19.95
	DVD - Adult & Processing/Shipping	503770504	1-4518-26	\$23.70
	DVD - Adult & Processing/Shipping	503770505	1-4518-26	\$19.95
	DVD - Adult & Processing/Shipping	503770506	1-4518-26	\$13.02
	DVD - Adult & Processing/Shipping	503770507	1-4518-26	\$13.02
	DVD - Juvenile & Processing/Shipping	503770508	1-4518-26	\$19.52
	DVD - Juvenile & Processing/Shipping	503770509	1-4518-26	\$16.26
	DVD - Juvenile & Processing/Shipping	503770510	1-4518-26	\$29.28
	Music - Adult & Processing/Shipping	503770511	1-4518-26	\$4.34
	DVD - Adult & Processing/Shipping	503770512	1-4518-26	\$4.74

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult & Processing/Shipping	503770513	1-4518-26	\$5.42
	DVD - Adult & Processing/Shipping	503770514	1-4518-26	\$10.84
	Audiobooks - Adult & Processing/Shipping	503770515	1-4518-26	\$9.98
	DVD - Juvenile & Processing/Shipping	503770516	1-4518-26	\$32.52
	DVD - Adult & Processing/Shipping	503770517	1-4518-26	\$10.84
	DVD - Adult & Processing/Shipping	503770518	1-4518-26	\$9.38
	DVD - Adult & Processing/Shipping	503770519	1-4518-26	\$27.93
	DVD - Adult & Processing/Shipping	503770520	1-4518-26	\$15.96
	DVD - Juvenile & Processing/Shipping	503770521	1-4518-26	\$7.98
	DVD - Adult & Processing/Shipping	503804127	1-4518-26	\$8.68
	Music - Juvenile & Processing/Shipping	503804128	1-4518-26	\$26.04
	Audiobooks - Adult & Processing/Shipping	503804129	1-4518-26	\$19.96
	DVD - Adult & Processing/Shipping	503804490	1-4518-26	\$59.62
	DVD - Adult & Processing/Shipping	503804491	1-4518-26	\$27.10
	DVD - Adult & Processing/Shipping	503804492	1-4518-26	\$68.32
	DVD - Adult & Processing/Shipping	503804493	1-4518-26	\$97.60
	Music - Adult & Processing/Shipping	503804494	1-4518-26	\$13.02
	DVD - Juvenile & Processing/Shipping	503804495	1-4518-26	\$60.46
	Music - Adult & Processing/Shipping	503804496	1-4518-26	\$82.46
	Music - Juvenile & Processing/Shipping	503804498	1-4518-26	\$8.68
	Audiobooks - Adult & Processing/Shipping	503804499	1-4518-26	\$9.98
	DVD - Adult & Processing/Shipping	503804500	1-4518-26	\$43.65
	DVD - Adult & Processing/Shipping	503804501	1-4518-26	\$43.65
	DVD - Adult & Processing/Shipping	503804502	1-4518-26	\$10.84
	DVD - Adult & Processing/Shipping	503804503	1-4518-26	\$16.26
	DVD - Adult & Processing/Shipping	503804504	1-4518-26	\$13.02
	DVD - Juvenile & Processing/Shipping	503804505	1-4518-26	\$19.52
	DVD - Adult & Processing/Shipping	503804512	1-4518-26	\$58.50
	DVD - Adult & Processing/Shipping	503804513	1-4518-26	\$9.31
	DVD - Juvenile & Processing/Shipping	503804514	1-4518-26	\$7.98
	DVD - Adult & Processing/Shipping	503804515	1-4518-26	\$3.99
	DVD - Juvenile & Processing/Shipping	503829827	1-4518-26	\$10.84
	Music - Juvenile & Processing/Shipping	503829828	1-4518-26	\$4.34

Fountaindale Public Library District
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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult & Processing/Shipping	503829829	1-4518-26	\$10.84
	DVD - Juvenile & Processing/Shipping	503836860	1-4518-26	\$32.52
	Music - Adult & Processing/Shipping	503836861	1-4518-26	\$126.21
	Music - Juvenile & Processing/Shipping	503836862	1-4518-26	\$4.34
	Audiobooks - Adult & Processing/Shipping	503836863	1-4518-26	\$19.96
	Audiobooks - Adult & Processing/Shipping	503836864	1-4518-26	\$4.99
	DVD - Adult & Processing/Shipping	503836865	1-4518-26	\$7.98
	DVD - Adult & Processing/Shipping	503836866	1-4518-26	\$9.48
	DVD - Adult & Processing/Shipping	503836867	1-4518-26	\$19.95
	DVD - Adult & Processing/Shipping	503836868	1-4518-26	\$15.96
	DVD - Adult & Processing/Shipping	503836869	1-4518-26	\$19.95
	DVD - Juvenile & Processing/Shipping	503836870	1-4518-26	\$19.47
	DVD - Adult & Processing/Shipping	503836871	1-4518-26	\$26.04
	Music - Adult & Processing/Shipping	503836872	1-4518-26	\$13.02
	DVD - Adult & Processing/Shipping	503836873	1-4518-26	\$43.36
	DVD - Adult & Processing/Shipping	503836874	1-4518-26	\$54.20
	DVD - Adult & Processing/Shipping	503836875	1-4518-26	\$8.68
	Audiobooks - Adult & Processing/Shipping	503836876	1-4518-26	\$9.98
	DVD - Adult & Processing/Shipping	503836877	1-4518-26	\$46.57
	DVD - Adult & Processing/Shipping	503836878	1-4518-26	\$17.36
	DVD - Adult & Processing/Shipping	503836879	1-4518-26	\$30.38
	DVD - Adult & Processing/Shipping	503836880	1-4518-26	\$8.68
	DVD - Adult & Processing/Shipping	503836881	1-4518-26	\$10.84
	DVD - Adult & Processing/Shipping	503836882	1-4518-26	\$21.70
	DVD - Adult & Processing/Shipping	503836883	1-4518-26	\$21.70
	DVD - Adult & Processing/Shipping	503836884	1-4518-26	\$21.70
	DVD - Adult & Processing/Shipping	503836885	1-4518-26	\$21.70
	DVD - Adult & Processing/Shipping	503836886	1-4518-26	\$59.62
	Music - Adult & Processing/Shipping	503836887	1-4518-26	\$4.34
	DVD - Adult & Processing/Shipping	503836888	1-4518-26	\$27.10
	DVD - Adult & Processing/Shipping	503836889	1-4518-26	\$43.36
	DVD - Adult & Processing/Shipping	503836890	1-4518-26	\$41.22
	DVD - Adult & Processing/Shipping	503836891	1-4518-26	\$8.68

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult & Processing/Shipping	503836892	1-4518-26	\$8.68
	DVD - Adult & Processing/Shipping	503836901	1-4518-26	\$55.86
	DVD - Adult & Processing/Shipping	503836902	1-4518-26	\$7.49
	DVD - Adult & Processing/Shipping	503836903	1-4518-26	\$9.31
	DVD - Adult & Processing/Shipping	503836904	1-4518-26	\$3.99
	Books - Adult Non-Fiction & Processing/Shipping	503765556	1-4541-26	\$93.98
	Music - Adult & Processing/Shipping	503736928	1-4550-26	\$99.22
	Music - Adult & Processing/Shipping	503737114	1-4550-26	\$9.74
	Music - Adult & Processing/Shipping	503765557	1-4550-26	\$53.96
	Music - Adult & Processing/Shipping	503770511	1-4550-26	\$12.59
	Music - Adult & Processing/Shipping	503804494	1-4550-26	\$35.22
	Music - Adult & Processing/Shipping	503804496	1-4550-26	\$274.46
	Music - Adult & Processing/Shipping	503836861	1-4550-26	\$376.81
	Music - Adult & Processing/Shipping	503836872	1-4550-26	\$34.62
	Music - Adult & Processing/Shipping	503836887	1-4550-26	\$11.99
	Music - Adult	503804507	1-4550-29	\$17.08
	Music - Adult	503836893	1-4550-29	\$15.13
	Audiobooks - Adult & Processing/Shipping	503770481	1-4551-26	\$67.99
	Audiobooks - Adult & Processing/Shipping	503770482	1-4551-26	\$44.99
	Audiobooks - Adult & Processing/Shipping	503770499	1-4551-26	\$74.98
	Audiobooks - Adult & Processing/Shipping	503770500	1-4551-26	\$219.96
	Audiobooks - Adult & Processing/Shipping	503804129	1-4551-26	\$129.96
	Audiobooks - Adult & Processing/Shipping	503804499	1-4551-26	\$77.98
	Audiobooks - Adult & Processing/Shipping	503836863	1-4551-26	\$196.96
	Audiobooks - Adult & Processing/Shipping	503836864	1-4551-26	\$38.99
	Audiobooks - Adult & Processing/Shipping	503836876	1-4551-26	\$84.98
	Audiobooks - Adult & Processing/Shipping	503770515	1-4551-29	\$74.98
	Audiobooks - Adult	503836895	1-4551-29	\$94.96
	Audiobooks - Adult	503836897	1-4551-29	\$44.98
	Music - Juvenile & Processing/Shipping	503804128	1-4554-26	\$61.44
	Music - Juvenile & Processing/Shipping	503804498	1-4554-26	\$20.98
	Music - Juvenile & Processing/Shipping	503829828	1-4554-26	\$8.99
	Music - Juvenile & Processing/Shipping	503836862	1-4554-26	\$10.49

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult & Processing/Shipping	503736927	1-4557-26	\$59.96
	DVD - Adult & Processing/Shipping	503737110	1-4557-26	\$186.65
	DVD - Adult & Processing/Shipping	503737111	1-4557-26	\$77.56
	DVD - Adult & Processing/Shipping	503737112	1-4557-26	\$29.98
	DVD - Adult & Processing/Shipping	503737116	1-4557-26	\$29.99
	DVD - Adult & Processing/Shipping	503737117	1-4557-26	\$38.23
	DVD - Adult & Processing/Shipping	503737118	1-4557-26	\$224.90
	DVD - Adult & Processing/Shipping	503737119	1-4557-26	\$262.40
	DVD - Adult & Processing/Shipping	503737120	1-4557-26	\$224.90
	DVD - Adult & Processing/Shipping	503737121	1-4557-26	\$262.40
	DVD - Adult & Processing/Shipping	503737122	1-4557-26	\$33.74
	DVD - Adult & Processing/Shipping	503737124	1-4557-26	\$44.98
	DVD - Adult & Processing/Shipping	503737125	1-4557-26	\$64.48
	DVD - Adult & Processing/Shipping	503737126	1-4557-26	\$33.74
	DVD - Adult & Processing/Shipping	503737128	1-4557-26	\$71.97
	DVD - Adult & Processing/Shipping	503737129	1-4557-26	\$93.70
	DVD - Adult & Processing/Shipping	503737130	1-4557-26	\$71.97
	DVD - Adult & Processing/Shipping	503737131	1-4557-26	\$56.22
	DVD - Adult & Processing/Shipping	503737135	1-4557-26	\$44.98
	DVD - Adult & Processing/Shipping	503737136	1-4557-26	\$44.24
	DVD - Adult & Processing/Shipping	503765559	1-4557-26	\$123.68
	DVD - Adult & Processing/Shipping	503770483	1-4557-26	\$21.74
	DVD - Adult & Processing/Shipping	503770484	1-4557-26	\$20.99
	DVD - Adult & Processing/Shipping	503770485	1-4557-26	\$41.98
	DVD - Adult & Processing/Shipping	503770487	1-4557-26	\$44.98
	DVD - Adult & Processing/Shipping	503770488	1-4557-26	\$149.95
	DVD - Adult & Processing/Shipping	503770489	1-4557-26	\$44.98
	DVD - Adult & Processing/Shipping	503770490	1-4557-26	\$89.97
	DVD - Adult & Processing/Shipping	503770492	1-4557-26	\$14.99
	DVD - Adult & Processing/Shipping	503770493	1-4557-26	\$44.97
	DVD - Adult & Processing/Shipping	503770494	1-4557-26	\$105.72
	DVD - Adult & Processing/Shipping	503770495	1-4557-26	\$224.90
	DVD - Adult & Processing/Shipping	503770496	1-4557-26	\$299.90

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult & Processing/Shipping	503770497	1-4557-26	\$224.90
	DVD - Adult & Processing/Shipping	503770498	1-4557-26	\$329.89
	DVD - Adult & Processing/Shipping	503770501	1-4557-26	\$141.64
	DVD - Adult & Processing/Shipping	503770502	1-4557-26	\$104.95
	DVD - Adult & Processing/Shipping	503770503	1-4557-26	\$108.70
	DVD - Adult & Processing/Shipping	503770504	1-4557-26	\$104.95
	DVD - Adult & Processing/Shipping	503770505	1-4557-26	\$108.70
	DVD - Adult & Processing/Shipping	503770506	1-4557-26	\$56.22
	DVD - Adult & Processing/Shipping	503770507	1-4557-26	\$56.22
	DVD - Adult & Processing/Shipping	503770518	1-4557-26	\$47.98
	DVD - Adult & Processing/Shipping	503770519	1-4557-26	\$79.47
	DVD - Adult & Processing/Shipping	503770520	1-4557-26	\$245.96
	DVD - Adult & Processing/Shipping	503804127	1-4557-26	\$29.99
	DVD - Adult & Processing/Shipping	503804490	1-4557-26	\$173.89
	DVD - Adult & Processing/Shipping	503804491	1-4557-26	\$131.20
	DVD - Adult & Processing/Shipping	503804492	1-4557-26	\$209.93
	DVD - Adult & Processing/Shipping	503804493	1-4557-26	\$299.90
	DVD - Adult & Processing/Shipping	503804500	1-4557-26	\$149.95
	DVD - Adult & Processing/Shipping	503804501	1-4557-26	\$149.95
	DVD - Adult & Processing/Shipping	503804502	1-4557-26	\$29.23
	DVD - Adult & Processing/Shipping	503804503	1-4557-26	\$40.47
	DVD - Adult & Processing/Shipping	503804504	1-4557-26	\$47.97
	DVD - Adult & Processing/Shipping	503804512	1-4557-26	\$184.43
	DVD - Adult & Processing/Shipping	503804513	1-4557-26	\$35.24
	DVD - Adult & Processing/Shipping	503804515	1-4557-26	\$101.24
	DVD - Adult & Processing/Shipping	503829829	1-4557-26	\$38.23
	DVD - Adult & Processing/Shipping	503836865	1-4557-26	\$37.49
	DVD - Adult & Processing/Shipping	503836866	1-4557-26	\$46.48
	DVD - Adult & Processing/Shipping	503836867	1-4557-26	\$149.95
	DVD - Adult & Processing/Shipping	503836868	1-4557-26	\$68.98
	DVD - Adult & Processing/Shipping	503836869	1-4557-26	\$149.95
	DVD - Adult & Processing/Shipping	503836871	1-4557-26	\$112.47
	DVD - Adult & Processing/Shipping	503836873	1-4557-26	\$149.92

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult & Processing/Shipping	503836874	1-4557-26	\$202.40
	DVD - Adult & Processing/Shipping	503836875	1-4557-26	\$37.49
	DVD - Adult & Processing/Shipping	503836877	1-4557-26	\$142.42
	DVD - Adult & Processing/Shipping	503836878	1-4557-26	\$104.96
	DVD - Adult & Processing/Shipping	503836879	1-4557-26	\$183.68
	DVD - Adult & Processing/Shipping	503836880	1-4557-26	\$65.98
	DVD - Adult & Processing/Shipping	503836881	1-4557-26	\$46.48
	DVD - Adult & Processing/Shipping	503836882	1-4557-26	\$149.95
	DVD - Adult & Processing/Shipping	503836883	1-4557-26	\$149.95
	DVD - Adult & Processing/Shipping	503836884	1-4557-26	\$78.70
	DVD - Adult & Processing/Shipping	503836885	1-4557-26	\$78.70
	DVD - Adult & Processing/Shipping	503836886	1-4557-26	\$203.89
	DVD - Adult & Processing/Shipping	503836888	1-4557-26	\$116.20
	DVD - Adult & Processing/Shipping	503836889	1-4557-26	\$119.92
	DVD - Adult & Processing/Shipping	503836890	1-4557-26	\$191.18
	DVD - Adult & Processing/Shipping	503836891	1-4557-26	\$32.24
	DVD - Adult & Processing/Shipping	503836892	1-4557-26	\$35.98
	DVD - Adult & Processing/Shipping	503836901	1-4557-26	\$181.45
	DVD - Adult & Processing/Shipping	503836902	1-4557-26	\$32.24
	DVD - Adult & Processing/Shipping	503836903	1-4557-26	\$18.74
	DVD - Adult & Processing/Shipping	503836904	1-4557-26	\$47.24
	DVD - Adult	503737133	1-4557-29	\$54.46
	DVD - Adult	503737134	1-4557-29	\$23.48
	DVD - Adult & Processing/Shipping	503770512	1-4557-29	\$22.49
	DVD - Adult & Processing/Shipping	503770513	1-4557-29	\$14.99
	DVD - Adult & Processing/Shipping	503770514	1-4557-29	\$44.98
	DVD - Adult & Processing/Shipping	503770517	1-4557-29	\$26.98
	DVD - Adult	503804509	1-4557-29	\$102.05
	DVD - Adult	503804510	1-4557-29	\$39.37
	DVD - Adult	503804511	1-4557-29	\$18.91
	DVD - Adult	503804516	1-4557-29	\$105.23
	DVD - Adult	503836894	1-4557-29	\$55.96
	DVD - Adult	503836898	1-4557-29	\$28.66

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	DVD - Adult	503836899	1-4557-29	\$19.66
	DVD - Adult	503836900	1-4557-29	\$63.32
	DVD - Adult	503836905	1-4557-29	\$51.23
	DVD - Juvenile & Processing/Shipping	503737113	1-4558-26	\$87.72
	DVD - Juvenile & Processing/Shipping	503737115	1-4558-26	\$41.23
	DVD - Juvenile & Processing/Shipping	503737123	1-4558-26	\$44.96
	DVD - Juvenile & Processing/Shipping	503737127	1-4558-26	\$44.98
	DVD - Juvenile & Processing/Shipping	503770480	1-4558-26	\$104.93
	DVD - Juvenile & Processing/Shipping	503770486	1-4558-26	\$37.48
	DVD - Juvenile & Processing/Shipping	503770491	1-4558-26	\$15.72
	DVD - Juvenile & Processing/Shipping	503770508	1-4558-26	\$34.48
	DVD - Juvenile & Processing/Shipping	503770509	1-4558-26	\$44.97
	DVD - Juvenile & Processing/Shipping	503770510	1-4558-26	\$51.72
	DVD - Juvenile & Processing/Shipping	503770521	1-4558-26	\$110.98
	DVD - Juvenile & Processing/Shipping	503804495	1-4558-26	\$237.64
	DVD - Juvenile & Processing/Shipping	503804505	1-4558-26	\$27.18
	DVD - Juvenile & Processing/Shipping	503804514	1-4558-26	\$119.98
	DVD - Juvenile & Processing/Shipping	503829827	1-4558-26	\$44.98
	DVD - Juvenile & Processing/Shipping	503836860	1-4558-26	\$176.94
	DVD - Juvenile & Processing/Shipping	503836870	1-4558-26	\$112.47
	DVD - Juvenile	503737132	1-4558-29	\$67.96
	DVD - Juvenile & Processing/Shipping	503770516	1-4558-29	\$71.19
	DVD - Juvenile	503804506	1-4558-29	\$121.87
	DVD - Juvenile	503804508	1-4558-29	\$38.85
	DVD - Juvenile	503836896	1-4558-29	\$43.98
		<i>Subtotal for Vendor</i>		<u>\$17,143.44</u>
Natasha Lehrer Lewis Art				
	Program - Wet Felted Little Landscape - 6/27/23	NLLA062723	1-4573-24	\$290.00
		<i>Subtotal for Vendor</i>		<u>\$290.00</u>
OverDrive, Inc.				
	Content Purchase Account Deposit - FY 22-23	CD0447423162826	1-4805-10	\$44,114.26
		<i>Subtotal for Vendor</i>		<u>\$44,114.26</u>
Peerless Network, Inc.				

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Telephone & Internet - 5/15/23-6/14/23	23372	1-4312-14	\$497.96
	Telephone & Internet - 5/15/23-6/14/23	23372	1-4314-14	\$1,968.00
		<i>Subtotal for Vendor</i>		\$2,465.96
PeopleFacts				
	New Hire Background Checks - May 2023	33754-052023	1-4253-10	\$45.50
		<i>Subtotal for Vendor</i>		\$45.50
Petty Cash - Tech Service				
	Local/Employee Author - Gonzalez Book Purchases	1058	1-4540-26	\$30.00
		<i>Subtotal for Vendor</i>		\$30.00
Pinnacle Library Cooperative				
	OverDrive: eBook Services, Collection Development, Magazines	23-007	1-4520-26	\$3.00
	RefUSA & EBSCO Databases	23-006	1-4521-26	\$21,819.69
	OverDrive: eBook Services, Collection Development, Magazines	23-007	1-4805-10	\$54,782.74
		<i>Subtotal for Vendor</i>		\$76,605.43
Pitney Bowes Global Financial Services				
	SendPro C Auto Equipment Lease - 6/30/23-9/29/23	3106108345	1-4231-10	\$628.59
		<i>Subtotal for Vendor</i>		\$628.59
Playaway Products LLC				
	Books - Juvenile Easy	395116pf	1-4546-26	\$626.85
	Audiobooks - Adult	429408	1-4551-26	\$48.43
	Audiobooks - Adult	429409	1-4551-26	\$426.61
	Audiobooks - Adult	429455	1-4551-26	\$455.81
	Audiobooks - Juvenile	395101pf	1-4553-26	\$720.57
	Audiobooks - Juvenile	395107pf	1-4553-26	\$1,066.80
	Audiobooks - Juvenile	429419	1-4553-26	\$55.73
	Playaway - Juvenile	429449	1-4562-29	\$55.73
	Launchpads - Juvenile	395115pf	1-4566-26	\$764.70
	Musical Egg Shaker Kit	428802	1-4569-26	\$100.68
		<i>Subtotal for Vendor</i>		\$4,321.91
ProQuest LLC				
	African American Heritage & Culturegrams - 6/1/23-5/31/24	70770800	1-4521-26	\$5,729.27
	Fold3 Library Edition - 6/1/23-5/31/24	70770801	1-4521-26	\$2,528.62
	HNP Chicago Tribune Origin Yrs & Global News 6/1/23-5/31/24	70785453	1-4521-26	\$17,641.50

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<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
		<i>Subtotal for Vendor</i>		\$25,899.39
Rose Paving LLC				
	NW Corner Handicap & FEV Parking Alterations	PS-INV130854	1-4661-30	\$8,018.52
		<i>Subtotal for Vendor</i>		\$8,018.52
S & S Worldwide, Inc.				
	Various Program Supplies	IN101196150	1-4353-20	\$369.20
		<i>Subtotal for Vendor</i>		\$369.20
Scholastic Inc.				
	2023 Summer Adventure Book Prizes	49995222	1-4353-20	\$187.80
	Scholastic Teachables Subscription - 6/5/23-6/4/24	49349434	1-4521-26	\$1,259.00
		<i>Subtotal for Vendor</i>		\$1,446.80
Sebert Landscaping Inc.				
	Lawn Maintenance - June 2023	258848	1-4392-30	\$1,970.80
		<i>Subtotal for Vendor</i>		\$1,970.80
Shaw Media				
	2023 Bolingbrook Chamber of Commerce Newsletter Ad	052310071633	1-4731-10	\$640.00
		<i>Subtotal for Vendor</i>		\$640.00
Showcases				
	Single Disc Capacity Poly DVD Cases & Processing/Shipping	326328	1-4371-12	\$1,152.00
	Single Disc Capacity Poly DVD Cases & Processing/Shipping	326328	1-4518-26	\$92.16
		<i>Subtotal for Vendor</i>		\$1,244.16
Susan K Maddox				
	Program - Eat Your Way to Sustainability - 6/26/23	SKM062623	1-4573-24	\$350.00
		<i>Subtotal for Vendor</i>		\$350.00
Suzan J Bates				
	Program - Gen. Club - Downloading & Uploading - 6/28/23	SJB062823	1-4571-24	\$175.00
		<i>Subtotal for Vendor</i>		\$175.00
Taste of Home				
	Books - Adult Non-Fiction & Processing/Shipping	1063	1-4518-26	\$6.99
	Books - Adult Non-Fiction & Processing/Shipping	1063	1-4541-26	\$28.99
		<i>Subtotal for Vendor</i>		\$35.98
The Shop Bolingbrook				
	2023 Summer Adventure Standup, Outdoor, Thank You Signs	74037	1-4731-10	\$629.00

**Fountaindale Public Library District
Bills Payables Report
June 15, 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>		\$629.00
Titan Image Group, Inc				
	Summer 2023 Newsletter Printing	60281	1-4256-10	\$5,340.00
		<i>Subtotal for Vendor</i>		\$5,340.00
Top Secret Studios				
	Ford Transit New Logo Vinyl Install	1622	1-4235-29	\$129.00
	Trustee & FPLD Staff New Logo Apparel Correction	1618	1-4355-16	\$16.32
	Trustee & FPLD Staff New Logo Apparel Correction	1618	1-4711-10	\$112.50
	2023 Summer Adventure, MOPs & Libby FPLD T-Shirts	1625	1-4735-10	\$1,173.42
		<i>Subtotal for Vendor</i>		\$1,431.24
Unique Management Services, Inc.				
	Collection Expense - May 2023	6113324	1-4245-10	\$384.15
		<i>Subtotal for Vendor</i>		\$384.15
Verizon Wireless				
	Telephone - 4/17/23-5/16/23	9935110479	1-4311-14	\$539.68
		<i>Subtotal for Vendor</i>		\$539.68
Warehouse Direct				
	Outreach - Bottled Water	5498152-0	1-4351-10	\$43.95
	District Inventory Restock - Paper	5499623-0	1-4351-10	\$1,454.75
	Various Program Supplies	5501493-0	1-4353-20	\$299.83
		<i>Subtotal for Vendor</i>		\$1,798.53
William Pack				
	Program - Senior Social: The Essential Houdini - 6/22/23	WP062223	1-4571-24	\$325.00
		<i>Subtotal for Vendor</i>		\$325.00
			Totals for Fund 1	\$325,644.45

Fountaindale Public Library District
Bills Payables Report
June 15, 2023

Maintenance Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
ABCO Electrical Construction & Design LLC				
	Fire Pump Room Outlet Additions	15589	8-4211-30	\$655.00
		<i>Subtotal for Vendor</i>		<u>\$655.00</u>
Ampest Exterminating, LLC				
	Goose Activity Inspections - 5/1/23 & 5/2/23	4264	8-4211-30	\$350.00
		<i>Subtotal for Vendor</i>		<u>\$350.00</u>
B&H Photo-Video				
	Badge Printer Equipment, Film & Cleaning Kits	213064284	8-4211-30	\$1,601.87
		<i>Subtotal for Vendor</i>		<u>\$1,601.87</u>
Best Quality Cleaning, Inc.				
	Special Cleaning - 2nd FI Staff Washroom - 5/17/23	45858	8-4211-30	\$75.00
	Saturday Day Porter - June 2023	46065	8-4211-30	\$475.00
	Special Cleaning - 3rd FI Womens Washroom - 5/23/23	46143	8-4211-30	\$75.00
	Special Cleaning - CSD Service Desk - 5/20/23	46144	8-4211-30	\$75.00
	2023 Ice Cream Social Additional Day Porter Hours - 6/6/23	46170	8-4211-30	\$100.00
	Special Cleaning - 1st FI Lobby - 5/31/23	46171	8-4211-30	\$75.00
	Cleaning Service - June 2023	45992	8-4215-30	\$8,980.00
		<i>Subtotal for Vendor</i>		<u>\$9,855.00</u>
Cintas Corporation				
	First Aid Restock - 5/22/23	8406262228	8-4215-30	\$412.48
		<i>Subtotal for Vendor</i>		<u>\$412.48</u>
Cintas Corporation #344				
	Weekly Mat Service - 5/10/23	4155102917	8-4215-30	\$34.39
	Weekly Mat Service - 5/17/23	4155808853	8-4215-30	\$34.39
	Weekly Mat Service - 5/24/23	4156512901	8-4215-30	\$30.00
	Weekly Mat Service - 5/31/23	4157168432	8-4215-30	\$30.00
		<i>Subtotal for Vendor</i>		<u>\$128.78</u>
Culligan Bolingbrook, IL				
	Solar Salt Delivery - May 2023	0144411	8-4215-30	\$176.14
		<i>Subtotal for Vendor</i>		<u>\$176.14</u>
First Bankcard				
	Staff Lounge Ice Maker Replacements	A212-2223	8-4211-30	\$117.18
	Easy Keys - Admin Copy Room Replacement Locks	P7810-JUNE23	8-4211-30	\$119.50

Fountaindale Public Library District
Bills Payables Report
June 15, 2023

Maintenance Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
	Menards - Summer Reading Display Hardware	P7810-JUNE23	8-4211-30	\$22.85
	District & Essential Supplies Restock - April 2023	A192-2223	8-4357-30	\$233.26
	Badge Holders	A198-2223	8-4357-30	\$92.92
	Admin & Archive Replacement Ladders	A201-2223	8-4357-30	\$320.28
	Vortex Vacuum	A206-2223	8-4357-30	\$171.38
	Menards - Summer Reading Display Hardware	P7810-JUNE23	8-4357-30	\$2.99
		<i>Subtotal for Vendor</i>		\$1,080.36
Flood Bros Disposal Co				
	Garbage & Recycling - May 2023	6793167	8-4215-30	\$326.00
		<i>Subtotal for Vendor</i>		\$326.00
Forward Space				
	Adjustable Black Shelf	824311	8-4211-30	\$434.88
	CSD Workroom Mobile Pedestal File Cabinet	824481	8-4211-30	\$922.75
		<i>Subtotal for Vendor</i>		\$1,357.63
Graybar				
	LED Light Bulbs	9332029468	8-4357-30	\$541.08
		<i>Subtotal for Vendor</i>		\$541.08
Plunkett's				
	Monthly Pest Control - May 2023	8028036	8-4215-30	\$110.00
		<i>Subtotal for Vendor</i>		\$110.00
Rose Paving LLC				
	Replace FEV Bollard	PS-INV130853	8-4211-30	\$2,696.80
		<i>Subtotal for Vendor</i>		\$2,696.80
Top Secret Studios				
	Book Drop Lettering Vinyl & Install	1623	8-4211-30	\$98.75
		<i>Subtotal for Vendor</i>		\$98.75
Warehouse Direct				
	Floor Cleaner Grout	5501525-0	8-4357-30	\$78.66
	Facilities Inventory Restock - April 2023	5505257-0	8-4357-30	\$1,364.39
	Facilities Inventory Restock - Hand Wash Soap	5505257-1	8-4357-30	\$504.72
		<i>Subtotal for Vendor</i>		\$1,947.77
			Totals for Fund 8	\$21,337.66

Fountaindale Public Library District
Bills Payables Report
June 15, 2023

Maintenance Fund

<u>Vendor name</u>	<u>Description</u>	<u>Invoice number</u>	<u>Account number</u>	<u>Amount</u>
			Grand Total	<u>\$346,982.11</u>



Jennie Nguyen/Finance Manager

May 2023 Monthly Board Report
Paul Mills

Director

Pinnacle Library Cooperative

I am completing my second term as Chair of our Cooperative. It has been a good year for PLC. We completed negotiations for a six-year extension of our software agreement under favorable terms and began implementation of PLC's first strategic plan.

Rotary Club of Bolingbrook

I am completing my second term as President of our Rotary Club, and it has also been a good year. We rebuilt our Foundation funds thanks to successful fundraising efforts.

ILA (Illinois Library Association) ALA (American Library Association) Councilor

I am completing my 2nd of 3 years serving as our state association representative to our national association. It has been a busy year at ALA, and I am happy to say that we completed the process of developing and approving a new set of Bylaws for ALA that will make the governance of the association more effective.

LIRA (Libraries of Illinois Risk Agency)

Our property/casualty and worker's compensation insurance pool now has 62 members! Growth has been steady over the past decade, and we continue to work with our partners to bring more libraries in.

Deputy Director (Nancy Korczak)

During the month of May the public services department finalize logistics for Summer Adventure. This year we had a record number of Sponsors, with 17 sponsors donating at the Gold Level of \$500 or more in in-kind donations. I also hosted several Beanstack trainings which is the software used to track Summer Adventure points. Staff spent time planning last minutes details such as decorations for the desks and our Communications team did a great job doing promotions for the program. All of this resulted in our highest first day signups ever! We had a total of 400 participants sign up on the first day have received great feedback from patrons about participating this year.

From Jacinto Gonzalez's report

Studio 300

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

- 651 patrons actively **used** our lab.
 - **13** were Non-District Users.
- 1863 items were **checked out**
 - **161** of that total circulated out of the lab
- 52 patrons **attended** our programs.
 - Total programming hours came to **10**
- 38 patrons **completed** our online classes:
 - **18** Orientation
 - **20** Maker Training



Studio Space Usage:

Rooms	Attendance	Events/Uses
Television	76	48
GCR	177	91
Audio	114	82
MakerSpace	80	77
Total	447	298

Studio Month Summary:

In May, we welcomed a new team member to the Studio, Jack Tran. The team helped with training and preparing him to take on the role of Studio Service Specialist. They also retagged the equipment and got the equipment sheet and photos done for the May auction. Shorthaus continues to be successful as Ruth and Patrick organize the monthly event educating the community about the art of short films. Justin Clash hosted another successful Open Mic and he helped a group of Girl Scouts earn their media badge as he helped them learn how to run and organize a video studio to produce television. Chandler did a couple of one on ones along with a program to teach patrons how to use Mac operating systems. The studio staff continued using the resources available to continue their ongoing education. One of the main areas where some of the staff is focusing is on AI.

The studio staff also saw increased usage of our rooms and services. Our maker lab saw a rise in usage of the embroidery machine and glowforge, which meant that wear and tear became an issue we had to deal with. The glowforge is currently using up one filter a month, and to help with the rise in demand for the embroidery machine, we added a new embroidery machine.

The Studio staff also planned their fall events and worked with other departments for this year's Hispanic Heritage Month. The summer and fall will be program heavy and we look forward to providing them to the community.

From Debra Dudek's report

Adult and Teen Services

May marked the final push toward our Summer Adventure deadlines. Due to some excellent library contacts, the last spot in our Cool Car Night roster has been filled. Our staff received overviews and training on Beanstack, and our Adult book prizes have been received, sorted, and are ready for patrons.

Programming feedback has continued to be positive. We have experienced a dip in computer class attendance, which we have generally experienced every year when the weather warms up. Registration may fill up for programs, however, computer class no-shows continue to be high. Out of a full class of eight, our actual attendance varies from two to five. Classes will be on break for the summer and will return in September.

Randi, Teen Services Librarian

Teen Programming

Leah Moon returned in May to host another wonderful art class, **Dream Boxes**. Teens decorated shadow boxes with washi tape, scrapbook paper, stickers and more to reflect their dreams and own personal style. Here are some of the results.



Hayley was kind enough to put together our Teen Crafternoon: Take It, Make It Kits for May. We planned to release these kits during our We Love Comics Week celebration. Teens were able to make their own comic-themed magnets using two inch epoxy dots, pre-printed images and peel-n-stick magnets. Hayley made 25 kits in total.

I hosted another craft program in May to celebrate National Pet Month, **DIY Pet Gnomes**. For this craft, teens used cardboard tubes, faux fur and more to create cat and dog gnomes. This program was fun but messy as the faux fur really did fly around the Vortex. The teens were very creative as they made more than one. Here is a picture of Cade with his trio of dogs.

Computer Classes:

Christopher taught one Microsoft Excel class this month. Four patrons attended.

Test Proctoring: Brian proctored three 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



Programming:

From Nic Mitchel's Report

Take and Make Kit: Paracord Bracelets (All Month)

42/42 taken

With more and more in-person crafts occurring, we haven't had as many take and make craft kits as we had had. But I do know that many patrons still enjoy them, so I had planned to get this one organized to end our Spring programming cycle and lead into Summer. I have always been interested in paracord and the really fascinating and sometimes complicated things that people make with it. And with the supplies being really minimal, essentially just needed 5 things: the cord, the buckle, scissors, a lighter and the directions. It seems that the patrons really enjoyed the kits as well, since all 42 kits that I made had been claimed before the month had



Senior Social: Wright Brothers, Wrong Story (5/4)

28 Attendees

Another month and another successful Senior Social Program. This month, we invited William Hazelgrove to come in to discuss the Wright Brothers, a topic that he had published a book on in 2018. Getting the program scheduled with Mr. Hazelgrove was very smooth, which was a good indicator of what the program would end up being.

Having learned from previous Senior Socials, I knew that even though the start time would be for noon, there would be patrons ready at the door well before that start time. Assessing this, and the fact it had "social" in the title, I felt that though the program would start at noon, the doors could be opened earlier for everyone to come in and grab a spot as well as socialize with friends that may have also attended. I also assessed that the food should also arrive a bit earlier than previously planned events. Everyone was very receptive and interested in the topic, with many purchasing the book (as well as some other titles Mr. Hazelgrove had brought).

I absolutely intend to ask Mr. Hazelgrove back on any of the different topics that he has knowledge on. He was both engaging and entertaining, looking very comfortable with presenting

the topic and clarifying questions that would have come up. The plan would be to schedule him for another Senior Social, possibly this upcoming Winter or Spring cycle. There is also a reassessment to swap out the individual box lunches with a catering tray, cost pending.

Librarian Highlight Aysha Haq

Book Clubs:Coffee & Conversation: *Brooklyn* by Colm Tóibín, 13 attended. This book had a lot of issues I thought the club would like to discuss—parenting, divorce, losing a child, immigrant life, and they did have a lot to say. It's great to see the newer members returning, too.

Spring into Crafts and Reading: Pressed flower jars: 18 attended. I booktalked titles from the LOL fiction display on the 3rd floor. Thanks again to Alison for helping out with the craft, all enjoyed it! I even heard from staff as I was leaving at the end of the night that patrons were leaving with their fairy lights turned on and pleased with their crafts.



Librarian Highlight Jay General Comments

I joined the committee for Hispanic Heritage Month and was able to secure two programs for the series. I had the contact information of a teacher for a session of introductory salsa dancing and I had a vague idea of having a coffee tasting with a local cafe/roaster. Someone at the meeting suggested [The Coffee Lab](#) of North Central College and they agreed to put something together for September. I was able to meet with one of the coordinators and she said they had an Anthropology profession who was actually putting together a documentary on coffee production in Latin America and he might be able to show some clips of his work by that time.

Teen Specialist Highlight Hayley Montalvo

May was a busy but fun month!

Programs

May started with Comic Book Week. We hosted a week-long passive program where teens could take free comics during the week leading up to Free Comic Book Day as well as participate in other Comic related activities such as: prize wheel, ballot box with gift card prize and themed coloring sheets. The wheel was super popular during the week with 15-20 teens participating per day! Between this week and the Jane Addams Block Party, we gave away approximately 50 free comics!



During Comic Book Week I also hosted a Comic Book Meetup. Because only one patron was registered, I decided to host the program as a drop-in event. That one patron ended up not showing, but I had four other teens drop-in to participate. We talked about comics/manga, made buttons and one participant even showed us drawings he's done for his own comic!

Since school is no longer in session, we didn't have any school visits this month. But Randi and I were invited to go to the Jane Addams Block Party.

We had 68 people visit our table for prizes, giveaways, free comics and information about summer adventure.

Specialist Highlight

Alison

Program Planning: This month went by quickly! I was able to plan a fall program. Taking inspiration from Randi's teen program, I will be hosting Mini Library Tins Crafting in the Fall! Here is an example of the little library:

I purchased some mini cat figures, books, plants and fluffy fur to make mini rugs! I plan to make a sample for it in June. I hope the adult patrons will enjoy it as much as the teens did. This month I also assisted Aysha with her dried flower light up jar craft. The patrons seemed very excited about it and I think it went well. The final product turned out so cute!



From Joyce Arellano's report

Children's Services

Monthly Overview of Children's Services:

Children's Services wrapped up the spring Storytime season to start preparing for summer events. In addition to our popular STEM and arts & crafts events, we offered several family programs this month, including a teddy bear tea time, mini golf in Meeting Room A and a Bollywood dance lesson from Meher Dance Company in Chicago. We supported the 4th Annual Kindness Day with a fun-filled morning of events, Kindness Day kit giveaway and the launch of a special edition library card. We also welcomed a new Children's Services Specialist to our team!

KINDNESS DAY 2023

We celebrated another successful Kindness Day! In a speech to the Kindness Ambassadors and the Village of Bolingbrook Trustees in attendance, Kindness Day founder Marissa Yelenosky said, "We've been doing this for four years now, and Fountaindale has been a big support since the start. We are so thankful for Fountaindale and their kindness."

This year we offered a special edition library card in honor of Kindness Day and Super Sammy Yelenosky. Patrons were very excited to get their new library cards, and two children were especially thrilled to show off their new cards in Storytime.



KINDNESS DAY STORYTIME (33 attendees)

Our storytime audience was fantastic. They were enthusiastic, engaged and had a lot of fun. I started Storytime by asking children “How do you show kindness to others?” We heard some wonderful responses, including “I ask a kid who’s by himself if he wants to play with us,” and “I hold the door open for people.” We read [Super Sammy](#), with the help of the Kindness Ambassadors and Super Sammy herself. We also sang *The More We Get Together* and signed the lyrics in ASL. The kids were so proud of themselves after they signed the song!



DÍA DE LOS NIÑOS CRAFT TIME (16 attendees)

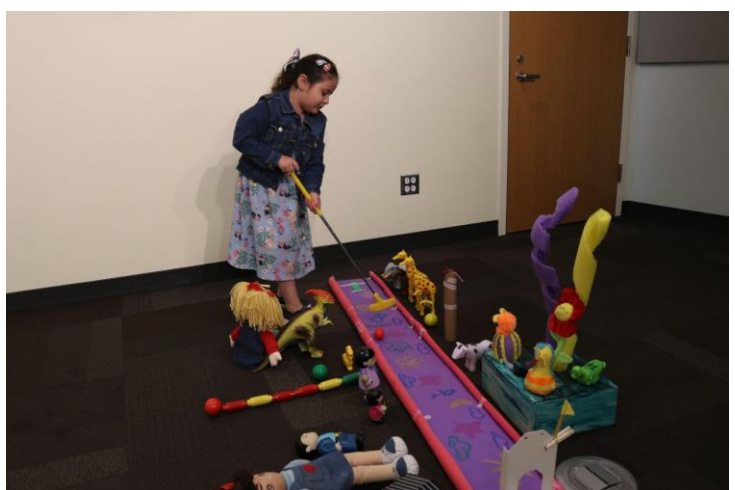
“My idea was to make three separate crafts featuring three different countries. I started doing research on each country to see what they were known for and decided on Junkanoo masks from Belize, Zampoñas (pan flute) from Peru and orchids from Venezuela. I love doing the Día program as I learn so much about other countries! I also had an assortment of books for each country and made a record set. I used the lower window that is alongside the long tables in Creativity Park as a display area.” *Susan F.*



GAMING, PLAY & CONTESTS

FAMILY MINI GOLF (23 attendees)

“This program was a huge success! I had so much fun! I provided materials for each family to make their own mini golf hole. I had several tables full of craft materials that they could manipulate however they wanted and several tables full of ‘props’ that they could use but not change in any way. They had one hour to create it. After an hour, they were able to play through the entire course. I was blown away by the creativity! I was afraid that I pulled out way too many supplies, but just about everything was used in some way, so it was perfect! I loved watching families work together for this project. After the families had a chance to go through the course, we tried to open it up so that anyone in the department could play a round. This was a wonderful program. Several families said they had so much fun doing this as a family, and they realized it was something they could easily do at home.” *Jen F.*



MOVIES, MUSIC & ENTERTAINMENT

BOLINGBROOK BOLLYWOOD BASH (34 attendees)

“Multigenerational families enjoyed the afternoon learning various moves and popular Bollywood dances from different parts of India. After the dance, families enjoyed creating a musical tambourine that featured a rangoli pattern, decorated their hands with temporary tattoos, relaxed with coloring, played with [Kavi, the new American Girl doll](#) and restored their energy with snacks and refreshments. Meher Dance Company gave information about the meaning of each [dance] move. They explained some differences in dance styles. There were exclamations of pleasant surprise and clapping every time participants recognized the Indian region they featured. This program was a great success and feedback from patrons was enthusiastic. One patron commented that the songs presented were huge hits in India that everyone knew very well.” *Andreea D.*



FAMILY TEDDY BEAR TEA TIME (26 attendees)

Last fall I observed staff members diligently planning a tea time for staff, and I commented that their plans would make a great family program. It was nice to see staff accept and apply the feedback, and their efforts resulted in a successful program. Families enjoyed the event and had great things to say. One parent commented in the program survey, “The event was super cute, and my girls loved it. They especially enjoyed the crafts!”

“I read the story [Bear Wants More](#) by Karma Wilson and Marta read [Luli and the Language of Tea](#) by Andrea Wang. We had music playing in the background, and I overheard a girl say to her father that she wanted to dance, and he said he would dance with her. I said I would dance, too and yelled out to the room if anyone wanted to come up and dance with us, come on down. We ended up with most of the children dancing to the song with us. Everyone had a wonderful time!” *Rosemary B.*

“The kids brought in all sorts of stuffies: bears, pigs, even a koala bear. The parents even brought in a stuffed animal to participate which was super cute. One mom commented that we were very brave to do a library program so close to bedtime because many children are tired and crabby at this time. But lucky for us, we only had happy kids. The program was a huge success, and we received lots of good feedback from the parents.” *Marta M.*



PUBLIC SERVICE

We answered **596** reference questions and **675** directional questions. We also assisted with 24 one-on-one appointments and 3 teacher requests.

“A student taking a children’s literature course asked for help finding a standard version of a folk or fairy tale and a variation on the same tale. We both enjoyed this search. One option I showed her was [Three Billy Goats Gruff by Mac Barnett](#), which she thought was very funny. She was also really taken by Rachel Isadora’s picture books that put fairy tales from Europe into African settings. I found a collection of Hans Christian Andersen stories that included *The Princess and the Pea*, and she found the original version of the story intriguing and an interesting contrast to the picture book.” *Sarah D.*

STRATEGIC PLAN

Objective 3.1 Report

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

Objective Lead: Joyce Arellano

Team: Programming Committee Members: Nancy Korczak (Admin), Adriana Alvarez (Studio), Carolyn Boyer (Outreach), Melissa Bradley (Communications), Randi Carreno (ATSD), Sarah Dolley (CSD), Debra Dudek (ATSD), Steven Ford (Communications), Melissa Funfsinn (CSD), Jacinto Gonzalez (Studio), Aysha Haq (ATSD), Christina McCormack (CSD), Nicholas Mitchel (ATSD), Tana Petrov (Outreach), Jay Purrazzo (ATSD)

The Objective 3.1 team met on May 10. The group shared updates on current programming.

I included the following programs in the Strategic Plan report.

Winter Reading Challenges: The adult, teen and children’s challenges finished with 163, 37 and 91 participants, respectively. We also partnered w/ the Friends of Fountaindale who donated vouchers for a free book to children who completed the program.

Scopes in the City: Studio 300 coordinated a telescope observation program in partnership with Adler Planetarium. The event drew over 200 patrons to the library on a cold day!

Black History Month: ATSD and CSD offered 8 programs throughout the month highlighting black artists, inventors, musicians and more.

One Book, One 'Brook: This year's initiative highlighted *The Kitchen Without Borders: Recipes and Stories from Refugee and Immigrant Chefs*.

ATSD's Senior Social continues to be widely popular. Registration fills up quickly each month. Topics included Radio in the 1950's, Jackie O. and the Wright Brothers. Studio 300's Shorthaus, an exploration of short films and filmmakers, is building a core audience thanks to this unique program and the fun reels staff have created to promote the event.

Outreach Services began programming for middle school students at Furqaan Academy, making it the first time our library has offered programming for this age group at Furqaan.

Start-Up Academy for Kids, a collaborative effort between CSD, ATSD and Bolingbrook Bank & Trust, supported local kid entrepreneurs and helped kids learn the basics of starting their own business.

From Amina Ali's report

Circulation Services

May was a busy month in Circulation. Our Lead Aide, Carol officially retired at the end of May and Circulation threw her a surprise going away party. It was definitely a bittersweet goodbye!

Instead of going with Smiota lockers, due to their lack of the SIP2 connection, Fountaindale is now exploring DTech as its vendor. Their software is easy to use and Plainfield already has two units installed at their library as well.

We have two positions open in Circulation, a part-time specialist and a full-time lead specialist. The lead specialist is a newly created position that will help with weekend and weeknight coverage as well as help with Circulation's ever expanding services that we provide to our amazing patrons!

Kate, Assistant Manager

We had our quarterly RAILS count this month and we sent out 61 bins and 1,586 items.

I met one on one with my part time team to be sure we were all on the same page.

Amina and I went to the Plainfield Public Library to see a demo of their new lockers that are right outside of the building. We were able to see the process from start to finish and ask follow up questions regarding the software and any issues they had.

We kept busy with license plate stickers this month by renewing 106 stickers, which is a 27% increase from last May.

May 2023 Drive Through Report

	CURRENT MONTH	SAME MONTH LY	INCREASE/DECREASE %
TOTAL VISITS	544	621	-12%
	CURRENT YEAR	YTD LY	
VISITS YTD	6179	8122	-24%
	CURRENT MONTH	LAST YEAR	
BUSIEST DAY/S	05/03 32 visits	05/10/22 44 visits	-27%
BUSIEST TIME PERIOD	3pm-6pm 193 visits	3pm-6pm 229 visits	-16%
TOTAL VISITS	CURRENT YEAR	LY	
9AM-12PM	122	133	-8%
12PM-3PM	140	174	-20%
3PM-6PM	193	229	-16%
6PM-9PM	47	41	+8%

Summary: We had 544 visits to drive through this month, which was a decrease from April, when we had 561 visits-a 3% decrease. Monthly visits were down compared to May 2022 by a 12% decrease. The daily average of visits was 18, which is down from LY when the daily average was 20.7 visits. The busiest day at drive through was May 5 when we had 32 visits, and the busiest time at drive through was 3pm-6pm when there were 193 visits.

From Tana Petrov's report Outreach Services

Outreach General Updates

- Outreach staff continued to drive the Outreach vehicles regularly to schools, community stops, the book drops, Read-While-You-Wait locations, Little Free Library, and home-delivery patrons homes
- Outreach staff worked on teacher requests, shelved and weeded materials in the Outreach office, and prepared vehicles with library materials for various community and school stops
- Community Parent Cafe:
 - **From Carolyn's report:** *We were invited to talk about upcoming summer programs to parents in the community sponsored by the community liaisons from several of the schools. They had their meeting here at the library. Several community organizations explained what they had to offer families over the summer, including the park district. I answered questions about getting a library card, registering for Summer Adventure and several other programs.*
- Our Ford Transit Van got vinyl with the new logo



Outreach has been busy with book pickups from the elementary schools.

From Joe's report: *The entire Outreach department has been busy with the end of the year book pick-ups from all of the schools in the community. The department schedules times to visit the schools for the collection of materials. After collecting the items, we check-in, sort, and shelve them in either the Outreach office collection or the vehicles. At the end of each school year, we collect hundreds of items being returned to the library by teachers and students from all the local schools. It's a busy time for the department with all-hands-on-deck to retrieve the items and get them all checked-in before the start of all the summer fun!*

Services for Seniors

- **Atria at River Trail, Encore, Heritage Woods, Greenleaf and Meadowbrook Manor**
 - **From Sarah's report:** *One of my goals for the year was to expand the Blue Book Display to Greenleaf but also Heritage Woods. We had many participants at both locations. There was a random drawing for a prize at each location too. The prizes consisted of a basket of coloring and activity books, along with Fountaindale swag inside a blue gift basket. Both winners were very excited, emotional and thrilled to have won the gift basket for the prize. I hope to do this again in the future! Winners are pictured below:*



Services for Schools

Elementary Schools Visits and Booktalks

From Cindy's report:

- This month I promoted the Summer Adventure heavily and showed the kids the new Fountain mailer and reminded them it's at home and everything I talked about is in there to show parents. Also talked about summer slides and how reading over summer and how the library is giving you prizes while doing so is a great way to prevent reading levels from getting lower over summer, and fun! Also reviewed some of the better books we talked about during the year, and talked to the 5th graders about Vortex.
- Had three classes get the art answers correctly this month from an impromptu art contest I did with some of the more involved and / or older classes. They were so excited, and enjoyed doing research online to find the answers. The class all received a small prize, consisting mostly of old logo giveaways we were looking to unload, or odds and ends.

Building Operations (Tasos Priovolos)

Mike Marschalk joined our team as a Facilities Technician. Mike has experience in the facilities field and will be a great addition to our team. Welcome Mike!!

We continue working with the parking lot lighting manufacturer for the final requirements needed in order to have the lights operate through the newly installed control system. The manufacturer made some programming changes and will be making any final recommendations to the lighting control system. The manufacturer seems to be short-staffed and on-site visits seem to take several weeks to schedule.

Continued working with Tria Architecture to discuss options and the possible scope of work for our potential parking lot repaving project, interior lighting project, 3rd Floor room changes project, and EV charging project.

Our recent auction was a success!! Most items listed were sold at this auction. We continue to coordinate the pickup of the items to the winning bidders and expect to have all items picked up soon.

We started work on Group Collaboration Rooms E & F in order to prepare it for the installation of the new wireless presentation system. This work will also include the installation of acoustical paneling and new tops for the tables.

We made some parking lot striping changes to the NW corner of the parking lot in order to accommodate the third Outreach vehicle. We also replaced a bollard that had failing concrete at the base.

Our area rescue system and access control system were inspected this month. The inspections identify deficiencies on these systems and repairs are scheduled to repair these deficiencies.

We replaced the last two drip-line zones in our irrigation system with spray heads. The drip-line zones were leaking due to the age and physical damage throughout the years. The new spray heads will eliminate the on-going maintenance required for the drip-lines.



ZENDESK -

In May, 79 new maintenance tickets were created, and 81 new or existing tickets were completed.

Collection Management & Technical Services (Christina Theobald)

May 2023 Statistics Snapshot

- Almost **7% increase** in total circulation
- **5% increase** in physical circulation items
- Over **15+% increase** in digital circulation
- 4,068 new items added to collection; 64 original catalog records created
- 3,964 old & worn items were withdrawn
- 309 interlibrary loans and Find More IL requests received for our patrons
- 345 invoices paid; 132 purchase orders sent; 327 damaged items repaired

Staff News

In May we filled our last vacant position in the Cataloging division. I am pleased to welcome new Cataloging Specialist, Isabel Schauer, to our Collections team!

Pinnacle Meetings

Several Pinnacle meetings were held in May, including the Fountaindale-Pinnacle meeting, PinDigital and PinTech committee meetings, as well as the Pinnacle Vega Task Force meeting.

At the **FPLD-Pinnacle meeting**, Fountaindale staff provided updates on new business within each Pinnacle committee. Pinnacle is now utilizing Message Bee for text notifications, which should alleviate the inconsistencies patrons have previously been experiencing with their notifications. The Pinnacle director provided an update on the IUG Conference and informed us that we have renewed our contract with Innovative for the Polaris ILS for six more years.

At the **PinDigital meeting**, we conducted the election of officers for the upcoming fiscal year. Starting in July, I will be serving as Chair of the PinDigital Committee. The group discussed the current budget and adjusted beginning allocations for two fund lines for next fiscal year's budget. We also amended the Collection Development Policy per a recommendation from the Governing Board and continued discussions on how to maintain orphaned holds due to increasing metered titles.

At the **PinTech meeting**, libraries scheduled their Polaris fiscal year rollovers and approved a new Library of Congress heading for Manga. After over a year in development, the committee is wrapping up implementation on the DEI subject headings project. We are now transitioning to incorporate these efforts into regular cataloging workflow. For six months, catalogers have been actively adding DEI terms to applicable catalog records. In order to help provide more direction for catalogers, general guidelines were recently drafted and added to the PinTech procedures. Progress has been made in the **Pinnacle Vega task force**. We reviewed recent updates and demonstration of new features, including patron location updates and a newly added Collections facet. Additionally, Vega now provides home page customization. The task force also previewed Vega's Kid's Catalog, which offers several accessibility and learning features and fun details developed just for kids.

Collection Services Staff Reports

From Jacob Luce, *Collection Services Assistant Manager*

For the month of May, I assisted training the part time Cataloging Specialist on processing and receiving magazines. In addition to assisting in the training of the Cataloging Specialist, I trained the Acquisitions Supervisor on ordering custom tape from Demco. This was so the Book Club and ILL tape could be ordered. Additionally, I worked with IT to ensure that all the Rokus have been updated with Hulu. All of the Roku tags have been updated too. Moreover, I added two extra Rokus to the Outreach Collection and established additional streaming accounts for the two additional Outreach Rokus. I also ordered and set up a replacement Roku for Outreach Roku 2. Additionally, I ordered portable DVD players and portable CD/DVD-ROM drives to add to the A/V collection. I completed the May 2023 new movies carousel for Library Aware, I also started working on the June 2023 new movies carousel. I updated the May eContent stats spreadsheet. I also sent the latest Patron Point report to the Communications Team. I assisted my manager with giving a Collection Services orientation to new employees. Moreover, we have started receiving more preprocessed materials from our vendor, Ingram. In addition to receiving the preprocessed materials, I have been successfully loading the pre-cataloged MARC records that Ingram sends us, into Polaris. Last but not least, we have started preparing for the fiscal year rollover.

From Brett Luminais, *Children's Collection Librarian*

In May, I successfully met my spending goals of nearly 100% expended and encumbered for all fundlines I oversee and completed ordering for this fiscal year. I worked to get pro forma invoices for the May SOP orders. I reviewed tiles with pub dates that had been pushed back and created a cart of items to be canceled and submitted the cart to Acquisitions. We received all egg shaker kit components. I constructed the kits and turned them over to Acquisitions for processing. I began the preliminary work to create STEAMbox kits with the TonieBoxes. I ordered replacement parts for STEAMboxes and completed kit repairs on 13 STEAMboxes over the course of the month. I also updated three STEAMboxes with the new processing. I created two new kits and completed pre-processing work for them, then delivered them to the catalogers. I researched holiday collections at other libraries to prepare for the eventual creation of a holiday collection at Fountaindale. I investigated Shorewood-Troy and Plainfield's collections, identifying holidays held and inspecting bib and item records for more information. I identified libraries in the SWAN library system and reached out to seven for more information on their holiday collections. I created a spreadsheet and tracked information received from each library and updated as I heard back from each library. I reviewed internal documents and identified which holidays we currently sticker and recorded that. I continued weeding throughout the month, reviewing and weeding 13 carts worth of materials. I focused on weeding Juvenile Fiction to alleviate crowding in the back portion of the Juvenile Fiction collection. I collaborated with the Collection Services Assistant Manager to weed the adult and young adult playstation games, creating additional room for new materials in the videogame spinners. I pulled the final two juvenile series Star Wars subseries and corrected their call numbers and labels and delivered the record set id numbers to Cataloging for item record correction. I shifted materials in the Who Was Juvenile Nonfiction series and made the new Who Was graphic novels available then put them on shelf, marking their location with a shelf talker. I arranged for the 2023 Award Nominees to be pulled and reviewed them to

weed out any unnecessary copies, then coordinated with the Acquisitions and Cataloging divisions to convert the remaining titles to circulated with the regular collections for both Main and Outreach. I put 2024 Award Nominees on shelf and notified Circulation and CSD, completing the project on schedule in the first week of May.

From Lynnette Hopwood, *Adult Collection Librarian*

May has been another busy month! I have concentrated on selecting materials for our adult collections. At the same time I have been busy withdrawing materials that have several copies on the shelf, as well as materials that are in poor condition. One cookbook had 83 checkouts in two years! I am trying to replace the more popular materials if they are available. I have also been working on the Book Club Kits, selecting titles that will appeal to both book clubs and our patrons. I am so excited to see this idea come to fruition! I am also coordinating with our Circulation Aides Supervisor to have the aides pull our zero circulating items in the fiction collection. This will allow the aides to be able to shelve the materials, especially in the overcrowded areas. Several of us also met earlier this month to discuss displays coming up in the fall. We managed to plan them through the end of September. We will meet again in September to plan through at least January, as October, November, and December are just about planned with month-long holiday celebrations.

From Chris Castle, *Cataloging Supervisor*

Our new Collections Specialist, Isabel Schauer, began this month. I have trained her on Adult, Young Adult, Juvenile, and Easy Nonfiction cataloging, as well as Adult and Young Adult Fiction cataloging. Jake trained her on magazine check in for the main and Outreach collections. Karina trained her on morning newspaper processing, and she has become the primary newspaper processor. I trained Connie on Juvenile Fiction this month. Isabel cross-checked our Periodicals List Google Sheet with the titles that were actually out on the shelves. She found several discrepancies which I then adjusted. Isabel also assisted in relabeling all the issues of a magazine that had merged with another. I added the Wall Street Journal Magazine to the periodicals collection since we now receive it with our newspaper subscription. Connie checked them in, and Isabel created the magazine box and shelved them. At the PinTech meeting this month, we discussed and approved the guidelines for adding DEI headings to bib records locally. The most important aspect to consider is the content of the material over the author of the work. The author is considered when they are prolific in a particular category. Ultimately, the headings added are up to the cataloger's judgment as to their helpfulness. The group also discussed the process of bulk adding DEI headings to records and decided on several criteria for different collections. I proposed, and the group agreed, to remove the LCSH term "sexual minorities" from records because it "others" many unique identities. Matt has already bulk removed this term from our database. We will now use the many new LCSH and Homosaurus terms that reflect these identities more accurately and respectfully. The group also agreed to use, and Matt has bulk added based on Shorewood-Troy's collection, the new LCGFT term "Manga" for all Pinnacle materials of this type. Karina and I have cataloged the first three titles for the new Book Club Kits. They include "BOOK CLUB" at the beginning of the call number's prefix. The Collection Leads discussed alternatives to our current genre and holiday stickers since several are not carried by our suppliers anymore. Brett

also informed us that he has begun work on a new project to create a holiday collection for the Main building. I will be working with him along the way as cataloging is needed.

From Bini Issac, *Acquisitions Supervisor*

This month I trained one of my staff on how to order video games for all formats and branches through our vendor Ingram. I am excited to be in training on how to create Item record templates. I got an understanding on how they are created and their relation to vendor grids. I created Sub Field H Code for 3 make believe collections in the training server and created a "fake fund" template in our vendor site, Baker and Taylor. I gave the fund the Sub Field H Code that I created and created carts and sent them in Training mode Polaris. It was pretty fun. I gave one of my staff their first yearly evaluation. I got to create 2 new accounts with vendors- Tonies and Target. Also requested and got approved for tax exemption from both vendors and placed orders. I came up with a processing method and wrote a procedure for a new collection for Outreach- Musical Egg Shaker Kit, to debut soon. I Subscribed and Attended zoom meet for AMs (Assistant Managers & Supervisors Networking Group) networking group and it was informative. I also got to attend a PinTech meeting at Shorewood library. At our Leads meeting, I researched and gave options for alternative Adult Sci-fi stickers as the previous stickers we used are not to be found anymore. I also got trained on how to order magazine subscriptions through EBSCO.

From Karina Andrus, *Cataloger*

This month, I trained Isabel on how to process morning newspapers. I covered checking over the to-circ carts and scanning the items into record sets as needed. I attended the Pintech meeting at Shorewood-Troy Public Library and got a tour of their newly renovated building. I thought the way they organized their graphic novels by publisher rather than author/title was an interesting idea. At the Pintech meeting we discussed the proposed EDI heading guidelines and agreed to remove the LCSH term "sexual minorities" from our catalog. I attended a webinar about Linked Data Wikidata projects being undertaken at other libraries and universities which was very interesting, and I think some of the ideas could be applied if we were interested in highlighting a particular collection of ours. I also attended the Technical Services networking group, and heard some interesting ideas from other libraries, like taking walks outside for meetings as an alternative to regular 1-on-1 meetings.

From Christine Jason, *Interlibrary Loan Specialist*

As expected, the reopening of Helen Plum Memorial Library greatly increased our FMI numbers from last month. So much so that we were at the same number of requests from other libraries at the second week of May, as we were the entire month of April. I had a FMI request for the multi volume set "Dick Clark's American Bandstand" from The Creston-Dement PLD. As this is a 6 volume set, I noticed only one of the volumes (2) was marked as "checking shelves" in Polaris on our NCIP account. I reached out and spoke to the library's director and they did want all 6 volumes. FMI would not allow her to select all 6. I told her we would be happy to send her the whole set. I pulled them off the shelf and checked them out to NCIP. I used volume one's barcode as the main barcode in FMI and was able to note the other volumes. I had 42 unclaimed items this month. I attended an Interlibrary Loan Workshop from RAILS that demonstrated requesting items in both Find More Illinois and OCLC/WorldShare. Finally, I continued

to work on making damaged items unavailable and submitting replacement carts for Lynnette to review. This month, I had 26 replacement items for her to review. I also had 6 LP books for order.

Circulation by Branch

Branch	2022	2023	Change	% Change
Building	42814	43764	950	2.22%
Outreach	2539	3619	1080	42.54%
Studio	1468	1863	395	26.91%
Digital	9329	10796	1467	15.73%
Totals	56150	60042	3892	6.93%

Battle of the AV Formats

Format	Circs		Format	Circs
Blu-ray	1998	vs.	DVD	6031
CD Audiobook	370	vs.	Playaway Audiobook	572
Vinyl Record	223	vs.	Music CD	855

Special Collections

Collection	Circs
Backpacks	182
Bluetooth Transmitters	2
Dolls	63
Hotspots	47
Laptops	247
Lucky Day	986
Portable CD Players	14
Portable Record Players	17
Rokus	47
STEAMboxes	72
Tween Book Boxes	13
Vinyl Records & Cases	258

Physical Collection Circulation

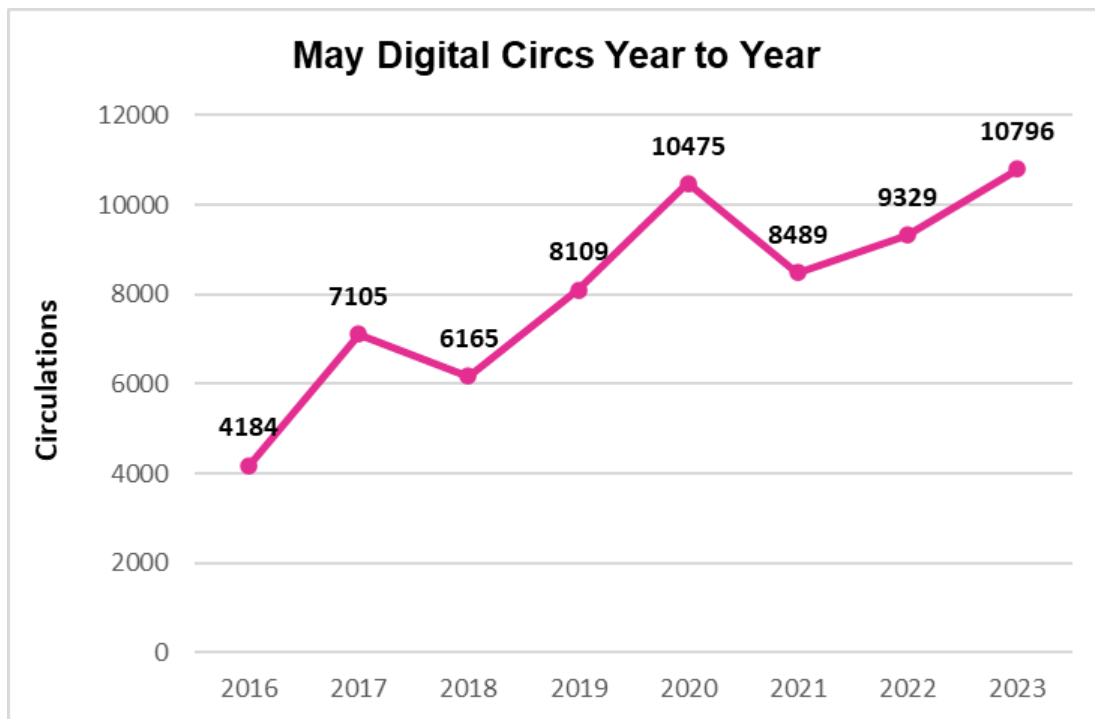
**Sorted alphabetically by collection*

Collection	May 2022 Circs	May 2023 Circs	Change	% Change
Adult Audiobooks	427	392	-35	-8%
Adult Fiction	4445	4651	206	5%
Adult Graphic Novels	590	525	-65	-11%
Adult Nonfiction	3890	4447	557	14%
Adult Video Games	394	406	12	3%
Beginning Readers	1873	2027	154	8%
Interlibrary Loan	237	289	52	22%
Juvenile Audiobooks	866	1030	164	19%
Juvenile Fiction	3543	3327	-216	-6%
Juvenile Graphic Novels	1985	2332	347	17%
Juvenile Kits	183	189	6	3%
Juvenile Movies & TV	2631	1733	-898	-34%
Juvenile Nonfiction	2543	3028	485	19%
Juvenile Technology & Equipment	307	308	1	0%
Juvenile Video Games	835	903	68	8%
Large Print	822	843	21	3%
Local Authors	3	8	5	167%
Magazines	426	449	23	5%
Movies & TV	6694	6247	-447	-7%
Music	1014	1073	59	6%
On-the-Fly	8	9	1	13%
Picture Books	7972	9085	1113	14%
Studio 300	1469	1861	392	27%
Technology & Equipment	419	482	63	15%
World Languages Adult	160	173	13	8%
World Languages Juvenile	514	522	8	2%
World Languages Young Adult	3	8	5	167%
Young Adult Audiobooks	13	14	1	8%
Young Adult Fiction	819	914	95	12%
Young Adult Graphic Novels	965	1155	190	20%
Young Adult Kits	13	9	-4	-31%
Young Adult Nonfiction	181	132	-49	-27%
Young Adult Technology & Equipment	2	1	-1	-50%
Young Adult Video Games	575	674	99	17%
Totals	46821	49246	2425	5%

Digital Collection Usage

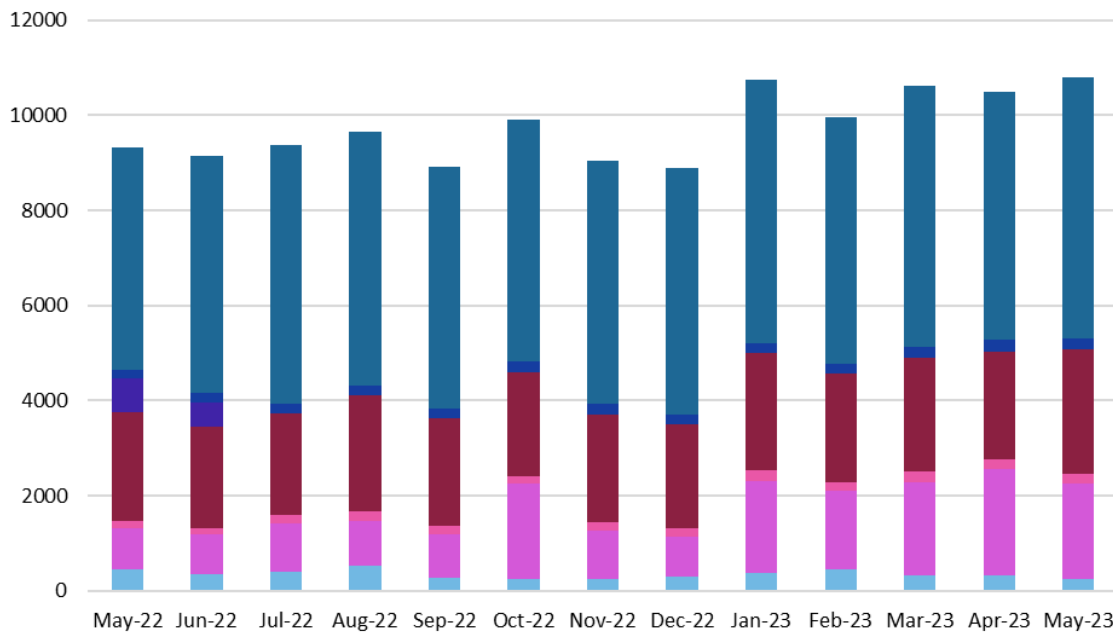
*Sorted by positive circulation change

Digital Platform	May 2022	May 2023	Change	% Changed
Freegal	870	2018	1148	131.95%
Libby by OverDrive	4695	5495	800	17.04%
Hoopla	2289	2618	329	14.37%
Axis 360	171	237	66	38.60%
Kanopy	154	179	25	16.23%
PressReader	450	249	-201	-44.67%
cloudLibrary <i>*discontinued effective July 2022</i>	253	0	-253	-100.00%
cloudLibrary Shared <i>*discontinued effective July 2022</i>	447	0	-447	-100.00%
Totals	9329	10796	1467	15.73%



For **May**, digital circulation was **18%** of the library's total circulation.

Digital Collection Circulation Over the Year



	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Libby	4695	4985	5450	5337	5073	5079	5108	5185	5548	5188	5504	5228	5495
Axis 360	171	181	201	203	216	230	230	186	202	211	225	236	237
Cloud Library	700	512	0	0	0	0	0	0	0	0	0	0	0
Hoopla	2289	2131	2132	2445	2255	2186	2260	2185	2479	2275	2391	2278	2618
Kanopy	154	148	179	205	175	159	176	195	213	195	227	201	179
Freegal Music	870	826	1025	932	924	2004	1020	822	1939	1644	1962	2231	2018
PressReader	450	351	394	536	266	255	249	307	373	446	322	327	249

Digital Content Fast Facts - May 2023

Libby by OverDrive

- There were **6,558 active Pinnacle patrons in the month**. Of those, **Fountaindale had 1,188 active patrons, 77 of which are new users**.
- During the month, PLC yielded **32,690 total checkouts**; of those, **5,495 circs** were from Fountaindale patrons.
- Checkouts by Format: eBooks: 48.9%, Audio: 45.4%, eMagazines: 5.7%
- Checkouts by Audience: Adults: 89.2%; Young Adults: 6.9%; Juvenile: 4.0%

Axis 360

- There were **102 active patrons** for the month, **30** of which are **new users**
- During the month, there were **114 eBook circs** and **123 eAudio circs**
- Checkouts by Format: eBooks: 48%; eAudio: 52%

Hoopla

- There were **2,618 circs** borrowed by **488 patrons**
- There were **488 active patrons, 40 of which are new users**
- **Audiobooks** were the most borrowed format, accounting for **52%** of all circs, followed by **eBooks with 32%, Movies/TV with 12% and Music with 4%**.
- The top trending titles were *Ward D* by Freida McFadden on eAudiobook and *The Covenant of Water* by Abraham Verghese (eBook)

Kanopy

- Patrons played **179 distinct video titles** and **313 video plays**
- There were **48 active patrons**
- The **most popular videos** were *The Apartment* and *Fig*.

Freegal

- This month yielded **1,801 songs streamed** and **217 songs downloaded**
- There were 20 active patrons streaming and 18 patrons downloading
- Top **streaming music genres**: Pop, Rock, Country
- Top **downloaded music genres**: Pop, Rock, Country

Physical Items Added and Withdrawn

Physical Items	May 2023 Added	May 2023 Withdrawn
Adult Audiobooks	65	30
Adult Fiction	589	733
Adult Graphic Novels	43	9
Adult Nonfiction	304	1118
Adult Video Games	27	80
Beginning Readers	48	155
Juvenile Audiobooks	85	3
Juvenile Fiction	627	1090
Juvenile Graphic Novels	242	85
Juvenile Kits	4	0
Juvenile Movies & TV	99	7
Juvenile Nonfiction	133	42
Juvenile Technology & Equipment	20	1
Juvenile Video Games	82	0
Large Print	54	26
Local Authors	5	2
Local History & Genealogy	1	0
Magazines	277	1
Movies & TV	582	200
Music	55	41
Picture Books	384	62
Studio 300	6	7
Technology & Equipment	1	58
World Languages Adult	22	44
World Languages Juvenile	88	0

World Languages Young Adult	0	0
Young Adult Audiobooks	5	0
Young Adult Fiction	119	97
Young Adult Nonfiction	2	0
Young Adult Technology & Equipment	0	0
Young Adult Video Games	31	69
Totals	4068	3964

Cataloging

- Items Cataloged and made available: 4068
- Original bibliographic records created: 64
- Magazines & Newspapers processed: 272

Acquisitions & Processing

- Purchase Orders created: 132
- Invoices Paid: 345
- Boxes Received and Opened: 157
- Items Repaired: 327

Interlibrary Loan through OCLC

304	Items Received for our patrons <ul style="list-style-type: none"> • 250 items from IL libraries • 54 items from out of state libraries
237	Items Sent out to other libraries <ul style="list-style-type: none"> • 122 to IL libraries • 112 to out of state libraries • 3 ALA (2 of which were out of state)
323	Items requested by our patrons this month <ul style="list-style-type: none"> • 309 submitted in OCLC • 7 items were too new to request • 7 were available in Pinnacle. • 8 were out of country only
387	Items requested by OCLC libraries this month <ul style="list-style-type: none"> • 182 from IL libraries • 205 from out of state libraries • 3 ALA (2 were out of state)

Find More Illinois

5	FMI Items Received for Our Patrons
84	FMI Items Sent Out to Other Libraries
5	FMI Items Requested by Our Patrons
93	FMI Items Requested by Other Libraries

Weeding & Collection Maintenance

CHQ Status	Adult	Young Adult	Juvenile	Totals
Dead - Items that have not circulated in <u>2 years</u> CHQ Recommendation: less than 10%	12,603 11.07%	1,221 9.36%	7,763 7.78%	21,587 9.52%
Collection Check - Anything that has not circulated in <u>4 years</u> CHQ Recommendation: less than 10%	252 2.00%	48 3.93%	533 6.87%	833 3.86%
Grubby - Items that have circulated <u>75 times</u> or more CHQ Recommendation: less than 10%	8,505 7.73%	438 3.47%	7,316 7.97%	16,259 7.58%
DOA* Items that have been added to the collection in the last 6-18 months, and only circulated 1 or less times.	5,437 29.09%	589 35.29%	3,145 27.05%	9,171 28.67%
Turnover May 24, 2022 to May 22, 2023	2.45	2.63	3.30	2.84

Display Circs

1st Floor:

Lobby Tree: Staff Picks - 24
 Lobby Tree: The Coronation - 5
 Lobby Cart: Asian American Pacific Islander HM - 63
 Lobby Cart: Summer Reading - 35 (only up for 10 days)
 Lobby Cart: Get Gardening - 121
 Lobby Cart: Cinco de Mayo & Mexican Culture - 56

2nd Floor

2nd floor cart: Military Thrillers - 167

3rd Floor

Self-Check: Calm - 43
 3rd Floor Desk Table: Debut Authors - 12
 3rd Floor Desk Table: Regency Romance - 1
 3rd Floor Cart: Ordinary People - 6
 3rd Floor Cart: Jewish American HM - 8
 3rd Floor Cart: Military Thrillers - 13
 3rd Floor Cart: Reads to Tickle Your Funny Bone - 32
 3rd Floor Nonfiction History's Mysteries - 3
 3rd Floor Nonfiction Sleep - 2
 3rd Floor Nonfiction Neurodiversity - 1
 3rd Floor Nonfiction Mental Health - 1
 3rd Floor Nonfiction Hiking - 1
 3rd Floor Nonfiction Celebrating Teachers - 1
 3rd Floor Nonfiction May Flowers - 11
 3rd Floor Nonfiction Get Planting - 2

Children's and Teens

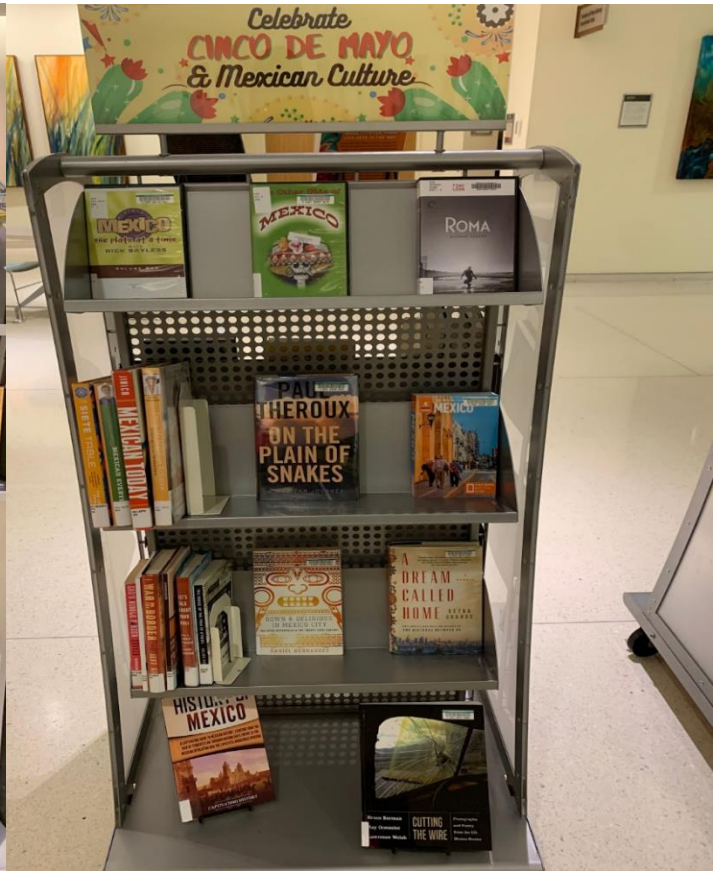
1000 Books Before Kindergarten - 78
 Camping - 1
 Cinco de Mayo and Mexican Culture - 30
 Dia de Los Ninos/Dia de Los Libros - 8
 Dragons - 30
 Kindness Day - 30
 May Flowers - 37
 Mental Health Awareness - 21
 Mother's Day - 14
 Music - 14
 Pride - 1
 Raining Cats and Dogs - 29
 Step into Reading - 78
 Anime Movies - 73
 Teen Book Bundles - 42
 Teen Reads - 33
 Teen Pop - 71
 YA Create - 7

Children's Displays





Adult Displays



Communications (Melissa Bradley)

Communications Highlights

- Our Google Ads had 39,637 impressions and 5,149 clicks.
 - Campaigns with the most impressions:
 - Catalog Items: 26,446 impressions; 3,976 clicks
 - Digital Media: 4,955 impressions; 382 clicks
 - Kanopy: 2,820 impressions; 229 clicks

- We auto-renewed 48 library cards with Patron Point.

- We scheduled, wrote/edited and published 19 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.
 - The committee met to discuss the space audit that was done in January and the updated signage created for the rebrand.

- Melissa took a webinar on AI Literacy and using ChatGPT.

- Melissa, Sabrina and Steven filmed a series of Summer Adventure reels/TikToks to promote the program.

- Steven built the Beanstack portal and Tip of the Week emails for Summer Adventure.

- Melissa met with Midwest Pano to discuss getting a new Google tour done for the library.

- Sabrina completed all of the Summer Adventure promotions, including TV ads, billboard ads, banners, flyers, web banners, badges, elevator wraps and more. She also created several flyers and TV ads for Outreach, including Adventures at Annerino/Visit Your Local Parks, a four-page calendar and What's Happening on the Bookmobile. Lastly, she created a flyer for Ice Cream Social, redesigned the Board of Trustees nameplates and created promos for Kindness Day.



ROBERT A. KALNICKY

PRESIDENT



Media

- [The Bugle](#) covered our rebrand.
- Valley View covered our Bookmark Design Contest in their media release.
- [WJOL](#), [The Patch](#) & [the Herald-News](#) mentioned us in their coverage of Valley View's job fair.
- [The Patch](#) covered our magic show as part of Week of the Young Child.
- [ALSC](#) mentioned us in their blog.
- [The Patch](#) mentioned us in their Kindness Day and [Super Sammy library cards](#) coverage.

Social Media Metrics

- Facebook Metrics
 - 47 new followers
 - 1,634 page views
 - 12,076 people viewed our content (reach)
 - 720 engagements (likes, clicks, shares & comments)
- Twitter Metrics
 - 0 new followers
 - 69 page views
 - 514 tweet impressions

- Instagram Metrics
 - 16 new followers
 - 713 post engagements (likes, comments & shares)
 - 46,076 people viewed our content (reach)
 - 13,072 reels views

- TikTok Metrics
 - 55 new followers
 - 411 post engagements (likes, comments & shares)
 - 4,136 views

- YouTube
 - 6 videos published
 - 10 new subscribers (1,261 total)
 - 5,571 views
 - 206 hours of watch time
 - 61,881 impressions (how many times our video thumbnails were shown to viewers on YT.)

Email Marketing Metrics

- MailChimp Blogs:
 - 3,070 subscribers
 - Average open rate: 48.63% (industry average is 21.33%)
 - Average click rate: 3.17% (industry average is 2.62%)

- Patron Point
 - Average open rate: 74.31% (industry average is 21.33%)
 - Average click rate: 33.54% (industry average is 2.62%)

Finance (Jennie Nguyen)

BS&A Accounting System -

Allyse and I had a virtual kick-off meeting with two project managers from BS&A. The kick-off meeting was to discuss the scope of the software implementation and schedule set for each component to be completed.

DebtBook GASB96 Subscription-Based Information Technology -

Allyse and I had a virtual meeting with the DebtBook project manager to discuss the current status of the subscription agreements for the GASB 96. All of the subscriptions have been reviewed and formatted into a worksheet for your review. I have reached out to the District Managers for additional information needed in order to finalize the online module for the auditor's review.

Lauterbach & Amen Audit Meeting -

Allyse, Paul and I had a meeting with Jaime Wilkey from Lauterbach & Amen. Lauterbach & Amen is the current auditing firm for the Library District. Our previous auditing firms are no longer performing government audits. This meeting was to discuss the previous fiscal year audit and planning for the upcoming audit for fiscal year 2023.

Fixed Asset Management -

Finance updated all of the asset tags given to us by the Facilities Managers from various table tops. New asset tags were given to be placed on the new tables. The asset tag location of the old tables were later given and updated into the accounting system. The fixed asset data is used for auditing, appraisal and insurance purposes.

Amazon Account -

Collection Management had reached out to me regarding the purchasing issues their department has been experiencing due to the account credit balance limitation. After reviewing their group purchasing format, it has been determined that the pre-orders are being applied to the credit limit amount even though it has not been received. Under the previous Amazon agreement under Synchrony Bank, pre-orders were not applied to the balance. The Amazon account manager was contacted to express our concerns and to find a solution in order to resolve Collection Management purchasing issues. I was able to get Amazon to approve the credit limit to an amount whereby there should be no longer hold them from purchasing materials for our patron community. Amazon book services also corresponded to Collection Management for potential services that can be used for the District.

B&H Collection Order -

Collection Management had reached out to Finance for assistance with an order they needed to place but was having issues due to the B&H website limitation. Finance has previously set up an online module with B&H with one of their special divisions. Allyse offered to process the purchase order, on the behalf of Collection, due to the account email being tied to the Finance email. The purchase order was processed and all updates related to the order was forwarded to Bini so that Collection can be aware of any order status.

Bank Error Management -

Due to a system error by the bank, a check was released for payment after it had been rejected by Finance as a result of a check number coding error. The bank had transposed two numbers for the check. The check was pulled back from the account. Both the programmer staff and performer were notified of the situation. The performer was charged a fee by her bank. I had reached out to our bank and was able to get a credit on our account so that we can issue a refund to her for the bank service fee.

Human Resources (Lea Pottle)

Staffing and Recruiting

Open Positions:

- Circulation Services Specialist
- Circulation Services Lead Specialist
- Security Guard-Customer Service (PT or FT)

New Hires:

- Jack Tran, Studio Services Specialist, 5/3
- Jasmin Mejia, Circulation Services Aide, 5/8
- Michael Marschalk, Facilities Technician, 5/22

Retirement:

- Carol Henderson, Circulation Services Lead Aide, 5/26

Meetings

- LIMRiCC Board Meeting and Spring Meeting, Lea
- United Way, Impact Advisory Counsel, Lea

Board of Trustees Anti-Harassment Training, Lea

- Submitted Board member's names to our training provider, Goodbye Harassment. Followed up as necessary to get the certifications for our files.

Apparel, Lea and Andrea

- Continued to order and distribute staff apparel due to our new logo and Summer Adventure.
- Recycled old FPLD apparel that staff no longer wished to keep.

Record Retention, Andrea

- Began the process of moving old personnel and payroll files to the archive room.
- Following record retention rules, files are being prepped for future disposal once approved.

•

Medical Benefits - Annual Renewal, Lea

- Received training on the new Employee Navigator site that will be used for open enrollment. Worked with our broker and a representative from BCBS to make sure the site was formatted correctly.
- Confirmed with Ameriflex that they will continue to administer our FSA, HSA, and COBRA filings. Updated premiums and confirmed account set ups.
- Began open enrollment for voluntary life insurance benefits to employees enrolled in IMRF. This life insurance is administered by NCPERS.

Information Technology (John Matysek)

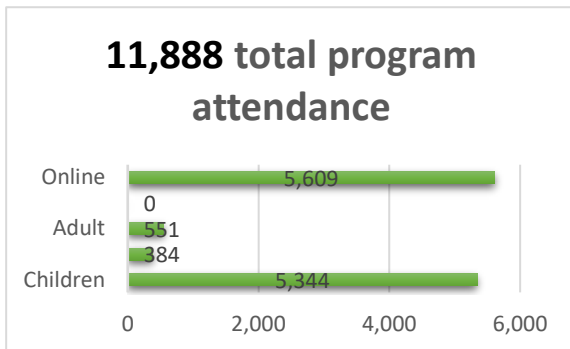
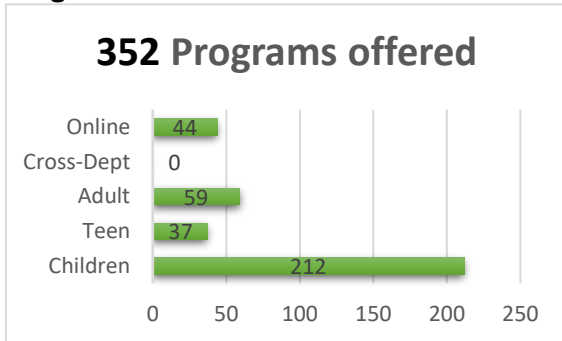
- During the month of May 70 new help desk tickets were created by FPLD staff, and 79 new or existing tickets were solved by IT staff.
- Updated Microsoft Windows on all library servers as well as the most popular utility software on the Windows based patron computers.
- Met with vendor Netrix multiple times for status meetings to discuss the upcoming network switch replacement project.
- Met with vendors ITsavvy and Hewlett Packard Enterprise (HPE) to patch the library's main storage array, and perform an initial one click upgrade of the entire network server/storage system.
- Updated the underlying VMware vCenter system software on the main network server.
- Met with vendor AT&T multiple times to discuss specifics for increasing circuit capacity of the library's existing voice and data circuit, and for replacing the existing data only circuit from vendor Peerless (Call One).
- Attended a demo from potential vendor UnifiedFX of their Phone View software for bulk managing Cisco phones.
- Met with vendor ITsavvy for a closeout meeting for the long running network server/storage replacement project.
- Attended a demo from vendor Promevo regarding new features of their gPanel software for managing Google Workspace accounts.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, began testing the new Google USB security keys that will soon be issued to all staff for multi-factor authentication when accessing their library issued Google account.
- Along with Jose Robles, Nathan Peddicord, and Pearl Crones, began deploying new Epson receipt printers to replace the legacy Ithaca iTherm units.

Fountaindale Public Library May 2023 Statistics

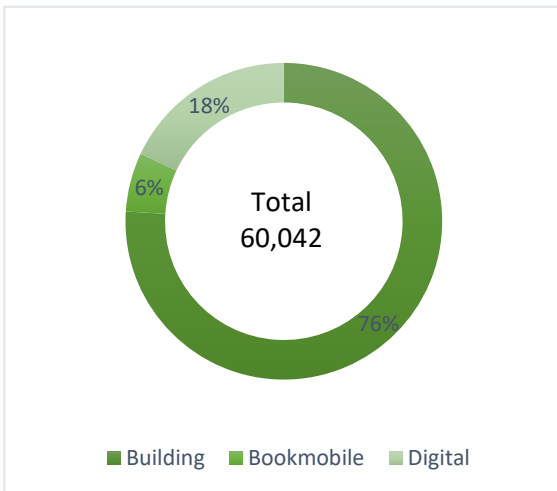
Membership

31,244 active cardholders 240 new cardholders

Programs



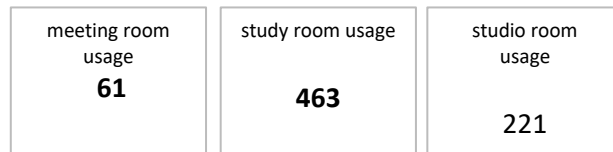
Circulation



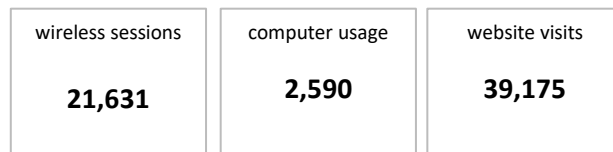
New Physical Items Added : 4,068
 Interlibrary loans Received : 304
 Interlibrary loans Sent: 237

Space

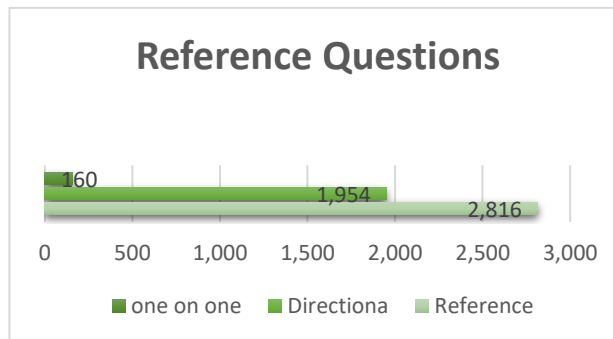
23,016 library visits



Technology



Social Media



Comparison	This year	last year	%change
Circulation	60,042	56,150	6.93%
Visitors	23,016	21,554	6.78%
Card holders	31,244	28,438	9.87%
Room bookings	745	612	21.73%
Reference questions	3,594	2,816	27.63%
computer usage	2,590	2,397	8.05%
wi-fi	21,631	24,694	-12.40%
programs	11,888	7,585	56.73%